

11-2016

News from Human Resources, November 2016

Maine Bureau of Human Resources

Maine Department of Administrative and Financial Services

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Recommended Citation

Maine Bureau of Human Resources and Maine Department of Administrative and Financial Services, "News from Human Resources, November 2016" (2016). *Human Resources Documents*. 4.
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NEWS FROM HUMAN RESOURCES



FAMILY MEDICAL LEAVE

The State of Maine is covered by the State and Federal Family and Medical Leave Act laws.

In accordance with these laws, eligible State Employees are provided up to twelve (12) weeks of Family and Medical Leave each year.

Family and Medical Leave may be used for the birth and first-year care of a child, adoption/foster care placements, a serious health condition of the employee and the serious health condition of a spouse, parent or child of the employee.

If the Family and Medical Leave use is based on a serious health condition, the employee must use any accrued sick leave before being placed on unpaid leave. During the unpaid portion of a Family and Medical Leave, the State continues to pay its share of the cost of Health and Dental Insurance.

Please be advised that you need to reapply for Family Medical every calendar year.

Employees who have or foresee the need to use Family and Medical Leave should contact Tammy Sturtevant at 625-7418 (Tammy.Sturtevant@maine.gov) or Mindy Hansen at 624-7430 (Melinda.Hansen@maine.gov) to discuss eligibility and to obtain Family Medical Leave forms.

YOUR HUMAN RESOURCES

CONTACTS

Patricia Beaudoin, Director, Human Resources

Doreen Brown, Human Resources Manager

Julie Cotnoir, Human Resources Manager

Tammy Sturtevant, Human Resources Generalist

Mindy Hansen, Human Resources Generalist

Sylvia Katz, Human Resources Assistant

Ruth Allen, Human Resources Assistant

Sally Fitzgerald, Human Resources Assistant

Winter is Fast Approaching

Whether we like to think about it or not, we will soon be traveling on snow and ice-coated roads. Please equip yourself and your car for winter driving.

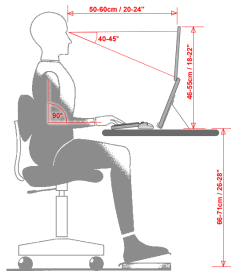
A winter survival kit in the trunk of your vehicle can help in the event that you become stranded or stuck on the side of the road for an extended period of time. The kit can include items such as a blanket, an extra set of mitts or gloves, booster/jumper cables, a small shovel, windshield wiper fluid, a first aid kit, a flashlight, snow brush, a safety vest, bottled water and food items that won't go bad such as granola bars or energy bars. Pack this kit, place it in the trunk and forget about it unless you become stranded and need it. This type of survival kit can go a long way to helping people who become stuck in a blizzard or other winter hazards while they wait for help to arrive. After all, there is no guarantee that the battery in a car will continue operating and that the engine will stay running to keep heat inside of the vehicle.

<http://www.goliath.com/auto/12-tips-to-survive-winter-driving/3/>



PEER EVALUATORS NEEDED

The State of Maine Ergonomic, Prevention and Peer Evaluation Program is seeking employees who are interested in becoming Peer Evaluators and performing worksite evaluations for their fellow employees. A freshman training class will be scheduled in the near future. Please contact Tammy Sturtevant (Tammy.Sturtevant@maine.gov) if you are interested.



NEW FORMS FOR REQUESTING REIMBURSEMENT FOR EYE EXAMS & CORRECTIVE LENSES

All employees in the Professional & Technical Services, Supervisory Services, Administrative Services, Operations, Maintenance and Support Services Bargaining Units, and employees in positions classified as "Confidential", receiving such annual eye examination, shall be entitled to receive the sum of one hundred dollars (\$100.00) toward the cost of regular corrective lenses or glasses needed by the employee, as indicated on the report form of the doctor. Also, those employees who require bi, tri, or progressive lenses shall receive up to one hundred fifty dollars \$150.00 toward the cost of such corrective lenses or glasses. The cost for contact lens fitting is not a reimbursable expense.

Please email Sylvia Katz (Sylvia.Katz@maine.gov) or Ruth Allen (Ruth.E.Allen@maine.gov) for the new Reimbursement Form

VDT



Take 5!

STRETCH BREAK

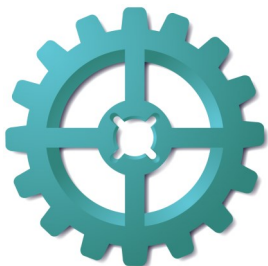
Upper Back Stretch:

- ◆ Bring your arm across your chest.
- ◆ With your other arm, apply gentle pressure to your upper arm pulling the arm closer to your chest.
- ◆ Hold for 15 seconds; repeat 3 times.
- ◆ Repeat on the other side.



STATE OF MAINE

General Government Service Center
Financial and Personnel Services
74 Statehouse Station
111 Sewall Street
Augusta, Maine 04333-0074



HARVEST TIME SCRAMBLE

- kupmipn eip _____
- diceand tweset toapets _____
- zageld roctars _____
- merca eseche dna sloive _____
- ledolib noniso _____
- brynacrer sucesa _____
- shedma totesapo _____
- exidm sutn _____
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- ktreyu funigfst _____