Human Resources
New Employee Welcome Guide

President’s Welcome Message

Welcome to the University of Maine, a community of more than 11,200 undergraduate and graduate students, and 2,500 employees working on campus and throughout the state. You are joining one of the most diverse communities in Maine, where students come from throughout the state and the U.S., and more than 65 other countries. And you are coming at a historic moment, with UMaine’s 150th anniversary in 2015.

As Maine’s flagship university, we take pride in service to students and in stewardship to the state. UMaine is the largest campus in the University of Maine System, yet students and employees describe our community as caring, close-knit and supportive. There is a sense of place here, not just because of UMaine’s location in one of the most naturally beautiful states in the country, but because of the widely held passion for — and commitment to — the university’s mission of teaching, research and public service.

As a new University of Maine employee, we appreciate your talents that will help us fulfill UMaine’s mission and ensure its future. You are part of a UMaine legacy that began in 1865, and we look forward to the difference you will make in our community.

Vice President for Human Resources Welcome Message

Welcome to the University of Maine. I am proud to lead the Office of Human Resources (OHR) and work with all UMaine employees to support and implement the vision outlined in UMaine’s strategic plan. With shared vision, partnership, collegiality, collaboration and dialogue with all of you, we in OHR will continue to ensure that UMaine is a compelling place to work, learn and live, and is one of the most distinctive universities in the country for student achievement and community engagement.

OHR’s mission is to recruit, train, inspire, develop, incentivize and retain employees committed to UMaine and its student-centered mission. By partnering with all departments on campus via our business partner model, we help employees at all levels of the organization align individual and departmental goals with institutional goals.

It is an exciting time to be part of the UMaine community and we look forward to working with you to realize your individual and departmental goals, and those of the institution. Thank you for your passion for and commitment to UMaine — Go Blue!
University of Maine employees work effectively and cooperatively with their colleagues, University of Maine administrators, the campus community, and other external clients and customers. We each play a critical role in ensuring that all employees are able to develop and maintain professional relationships that reflect courtesy, civility and mutual respect, and enhance and support our student-centered mission.

We appreciate your commitment to this goal and to ensuring that the University of Maine continues to be a great place to work.

Administrative Overview

President’s Cabinet
The President’s Cabinet is the primary advisory council to the University of Maine president. University of Maine vice presidents and the athletics director serve on the President’s Cabinet and meet as a full group once per week.

University of Maine Strategic Plan
The University of Maine strategic plan is a five-year strategic plan (2012–17). The plan was initiated with the aspirational vision to be the most student-centered and community-engaged of the American Research Universities. The University of Maine’s strategic plan consists of five pathways to realistic growth and financial sustainability.

1. Serving Our State: Catalyzing Maine’s Revitalization
2. Securing Our Future: Ensuring Financial Sustainability
3. Embracing a Culture of Excellence: Promoting Spirit, Community and Collaboration
4. Transforming Lives: Strengthening the UMaine Undergraduate and Graduate Student Experience
5. Restoring the Dream: Renewing Pride and Stewardship of Place

UMaine FY15 E&G Base Budget

<table>
<thead>
<tr>
<th>E&amp;G Revenue</th>
<th>E&amp;G Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales/Transfer/Other: $19.7M</td>
<td>Total Operating: $83.0M</td>
</tr>
<tr>
<td>Indirect Costs: $8.4M</td>
<td>34.3%</td>
</tr>
<tr>
<td>Unrestricted State Appropriation: $3.1M</td>
<td>Scholarships &amp; Grants: $10.4M</td>
</tr>
<tr>
<td>Tuition &amp; Fees: $80.2M</td>
<td>Total Operating: $159.2M</td>
</tr>
<tr>
<td>$133.9M (Not of $3.1M waiver)</td>
<td>Travel: $1.0M</td>
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</tbody>
</table>

UMaine FY15 E&G Base Budget: $242.2M
Employee Checklist

**Before You Arrive**
- [ ] Research your benefits
- [ ] Review your appointment letter and return signed copy
- [ ] Review your job description (accompanies your appointment letter)
- [ ] Review your collective bargaining agreement and/or handbook
- [ ] Familiarize yourself with the [University of Maine Strategic Plan](#)

**On Your First Day**
- [ ] Visit Payroll to complete the required paperwork (you will need to bring a passport, photo ID, Social Security card and/or birth certificate)
- [ ] Meet with your supervisor for your departmental orientation

**During Your First Week**
- [ ] Your supervisor will provide you with your MaineStreet ID. You will need your MaineStreet Employee ID for the following:
  - To visit the [IT Help Center](#) to set up your University of Maine System (UMS) username and password (this is what you will need to access MaineStreet, set up your email accounts and access the UMaine portal)
  - To visit the [MaineCard Office](#) in the Memorial Union for your MaineCard and parking pass
  - To enroll in benefits (you will receive an email to enroll, explore benefits section below)
- [ ] Familiarize yourself with [UMaine Policies](#) and [Administrative Practice Letters (APL)](#)
- [ ] Familiarize yourself with [departmental policies](#)

**During Your First Six Months**
- [ ] Align your work with the goals of the University of Maine Strategic Plan
- [ ] Meet campus leadership
- [ ] Ask for a six-month evaluation. This is a great goal-setting opportunity, and a chance for you and your supervisor to talk about your progress.
- [ ] Complete mandatory trainings (equal opportunity, safety and environmental management)
“Some people come to UMaine thinking that their stay will only be temporary. I was one of those professors and I can name many more. I’m now in my seventh year as a tenured associate professor and I’m still here. Aside from the beauty of the state of Maine, UMaine has the perfect balance between teaching and research, it’s large enough for collaborative research and intellectual stimulation, yet small enough to make an impact on campus and in the classrooms. Congratulations for making the decision to come to UMaine!”

— Niclas Erhardt, Maine Business School, 7 years of service

**Human Resources**

Human Resources is here to support you in your new role. Contact your Human Resources Partner with any questions you have at any point of your employment.

**Benefits**

The University of Maine offers a rich and competitive benefit plan, including health insurance, wellness, dental, vision, retirement plans, life insurance, tuition waiver and more. The University of Maine System (UMS) Employee Benefits Center (EBC) is a one-stop resource for benefits enrollment, information and assistance. UMS offers employee advocacy when dealing with insurance carriers and other benefit service providers. In addition to providing direct support to employees, EBC is responsible for many of the employee benefits administrative functions.

Email: benefits@maine.edu
Toll-free: 866.269.9635
Local: 207.973.3373
Fax: 207.561.3454

**Professional Development**

The University of Maine fosters an environment that supports leadership development and overall professional development. Employees are encouraged to draft a professional development plan and update it as they grow in their new roles. For ongoing professional development, employees can attend the many training opportunities around campus and take advantage of UMaine’s generous tuition waiver benefit.

**Tuition Waiver**

The University of Maine encourages full participation in its educational mission by offering tuition waivers for eligible employees and their dependents. Employees should consult the appropriate collective bargaining agreement or the employee handbook for more information on tuition waiver benefits. Generally, eligible full-time employees are allowed two tuition-free courses per semester or summer session, not to exceed a total of eight credit hours. Eligible part-time employees are allowed one tuition-free course per semester or summer session, not to exceed a total of four credit hours. The spouse, domestic partner, or dependent children of the employee are eligible for a 50 percent tuition waiver, provided the spouse, domestic partner, or dependent children are attending UMaine as a full- or part-time matriculated student.
Wellness

RiseUp
RiseUp is the University of Maine System wellness program. Its mission is to create and foster an environment of health improvement in the University of Maine community. We believe that with good health, you can be your best self — at home, at play and at work. That’s why we’re continuing to invest in you with the RiseUp wellness program. To continue and improve this wellness program, we have partnered with Provant, a nationally accredited, independent health and wellness company. Whether you want to maintain your current good health or to take steps toward a healthier you, Provant provides a variety of programs to support and motivate you in making your health goals a reality. Among these programs is access to a health coach on campus to help you meet your health goals. Learn how you can save money and improve your health.

Employee Assistance Program
Cigna is the University of Maine’s Employee Assistance Program (EAP) provider. Employees and their household members are eligible to participate in the university’s EAP plan. EAP professionals can assist with locating resources to address issues at work, with family, alcohol, drugs, emotions, stress and legal or financial concerns. Call 877.622.4327 for more information.

Safety and Environmental Management
The Safety and Environmental Management (SEM) Department supports the University of Maine’s mission by providing training, guidance and consultation services to all members of the university community on matters related to safety and environmental health. SEM policies are drafted to foster a safe and healthful campus environment, and to comply with various regulatory requirements.

The SEM staff works with a network of safety coordinators to foster an attitude of safety and environmental awareness in the university community. SEM also serves as a liaison to local, state and federal regulatory agencies, governing safety and environmental health.

Equal Opportunity
The Office of Equal Opportunity (EO) at the University of Maine strives to ensure that all university community members uphold federal and state nondiscrimination laws. To that end, Equal Opportunity works toward a campus climate that is supportive of equity through advice, education and intervention. EO handles workplace accommodations for employees with disabilities, as well as for religious or gender identity/expression concerns. EO also handles issues of discrimination and discriminatory harassment, which includes sexual assault, sexual misconduct, domestic violence, dating violence, stalking and retaliation. If you have any concerns about any of these issues, contact EO, 207.581.1226; TTY 207.581.9484.
“UMaine — a place to work, a place to learn and a place to grow.”
— Geremy Chubbuck, Facilities Management, 6 years of service

Campus Recreation
The fitness voucher program grants employees free access to UMaine System campus fitness facilities. At the University of Maine, this includes:

- Access to the award-winning New Balance Student Recreation Center and its more than 140 pieces of cardio/weight equipment, three basketball courts, two racquetball courts, multiactivity court, indoor track and leisure pool with two lap lanes, as well as a spa, sauna and vortex. Personal training services are available, as well as other fitness programs and group exercise classes.

- Access to the Maine Bound Adventure Center, with its 32-foot climbing tower and 45-by-12-foot bouldering wall. Outdoor adventure trips and outdoor equipment rental also are available there.

- Access to recreational swim at Wallace Pool and recreational skate at Alfond Arena.

- Access to the eight lighted courts at the Bridge Tennis Courts (also open to the public).

- Access to the more than 15 miles of hiking, mountain biking, horseback riding, snowshoeing and skiing trails in the Demeritt Forest (also open to the public).

Cutler Health Center
Cutler Health Center is UMaine’s on-campus health care provider that serves students, employees and their families. Conveniently located on Long Road, the center offers flexible hours Monday through Friday to best meet the needs of the University of Maine community. To schedule an appointment, call 207.581.4000 or use myCutler Provider Online to request an appointment.
“I have worked for the University of Maine as support staff in various positions for many years. The faculty, professionals and students I interact with on a daily basis are respectful and appreciative of my assistance. I also took advantage of the opportunity to earn a degree while employed at UMaine. This is a great place to work and offers diverse work experiences.”

— Janice Bacon, College of Education and Human Development, 37 years of service

Other Services

University of Maine Dining
University of Maine Dining offers the community a variety of on-campus dining choices. This includes the Bear’s Den in the Memorial Union, where you can find a full variety of options; all-you-care-to-eat resident dining venues; markets where you can pick up snacks; and UMaine’s catering service.

Raymond H. Fogler Library
As an employee of the University of Maine, you gain access to all of the benefits of the Raymond H. Fogler Library. Fogler Library — Maine’s largest library — contains more than 1.4 million volumes, 2.3 million microforms, and access to more than 183,195 e-books, 92,000 online serials and 200 online databases. Fogler Library is Maine’s business, science, research and technology library. The library is the only patent library in the state and is the tri-state regional depository for federal documents. Through URSUS — the catalog of the University of Maine System libraries, the Maine State Library, the Maine State Law and Legislative Reference Library, and the Bangor Public Library — faculty, staff and students have access to more than 2 million volumes. Fogler Library also participates in the statewide MaineCat catalog that allows access to other library collections in the state. The Digital Commons at UMaine is coordinated by Fogler Library and provides access to the scholarly, educational and creative works of UMaine. Faculty and researchers are encouraged to connect with the reference staff for assistance with courses and research. The MaineCard is your library card.

The Child Study Center
The Child Study Center (CSC), located on Sebago Road near the Maine Center for the Arts, operates a developmentally appropriate preschool/child care program. The CSC is open to children throughout the community and families need not be University affiliated.
“One of the greatest things about working at the University of Maine is the strong sense of community and family that you become a part of. Not only am I working in an area that I am passionate about — helping college students succeed while at UMaine — but I am surrounded by colleagues that make the work day feel like I am surrounded by friends and family who wish to see me succeed both personally and professionally. I have been given so many opportunities here at the University of Maine to expand my knowledge and grow as a professional. I have been given the flexibility to try new things and ideas in the workplace and been given the opportunity to actively participate in state and regional associations related to my position. Being an alumna of UMaine, it gives me great pride to serve the school that gave me an outstanding education in a professional manner.”

— Jessica Hickernell, Student Employment, 4 years of service

University of Maine Children’s Center
The University of Maine Children’s Center offers child care services for children ages 6 weeks to 5 years to families affiliated with the University of Maine. The Children’s Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday, 51 weeks per year.

For information on rates and availability, call 207.581.4076.

The Cubby Post Office
The Cubby is an official USPS postal substation in the Memorial Union. It offers services to students, faculty, staff, alumni, family and friends of the UMaine community and the general public, including mail and shipping, copying, printing and faxing.

University Credit Union
University Credit Union (UCU) is a full-service credit union with membership available to all employees and alumni of the University of Maine System and their family members. UCU has three locations in Orono and locations in Bangor, Farmington, Portland and Presque Isle.

Collins Center for the Arts
The Collins Center for the Arts (CCA) is a performing arts center and concert hall on campus. It has been operating since 1986, hosting local, national and University of Maine performing arts groups.

The CCA is the home of the Bangor Symphony Orchestra, the oldest continually operating community orchestra in the U.S., founded in 1896. The Collins Center hosts numerous acts of varying genres, including performances from chamber music groups and high-definition feeds of live performances from The Metropolitan Opera and the National Theatre of London. Garrison Keillor, George Carlin and the Dave Matthews Band have performed at the center, and Dr. Ruth Westheimer, Attorney General Eric Holder and Paul Rusesabagina are among those who have given lectures. In August 2007, the university closed the Maine Center for the Arts for an 18-month renovation. The facility officially reopened in February 2009, and was renamed the Collins Center for the Arts in honor of donors Richard R. and Anne A. Collins.
“Working at UMaine has been a very rewarding experience that has afforded me the opportunity to work with incredible faculty, staff and students. During my employment, I have been provided with excellent training and resources that have allowed me to prosper as a professional employee.”

— Zachary Sheltra, Enrollment Management, 3 years of service

University Club
The University Club, in the Thomas E. Lynch Room on the second floor of Fogler Library, is available by membership fee to all University of Maine employees. As a benefit to new employees, the membership fee is waived for the first year of employment. It is a place for faculty and staff from across campus to gather and foster relationships in a collegial setting. When classes are in session during the academic year, a coffee service is provided for the enjoyment of members and their guests from 9 a.m. to 3 p.m. (unless there is a scheduled event.) Lunch is available for purchase from 11:30 a.m. to 1:30 p.m. The club is accessible to members any time the library is open.

Community Connector
The Community Connector is a fixed-route public transit system operated by Bangor, Brewer, Veazie, Orono, Old Town and Hampden. As a University of Maine employee, you gain free access to the Community Connector by showing your MaineCard. For more information, call 207.992.4670.

Maine Career Connect
Maine Career Connect (MCC) is a consortium of professional- and executive-hiring employers in the Central/Eastern Maine region who have committed to the recruitment and retention of professionals. The university is a participating member of MCC. The MCC helps newly relocated professionals and their families assimilate into the region by assisting them with focused dual-career support, family assimilation and cultural transitions.