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Office Manual: Maine State Planning Office

Maine State Planning Office

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Office Manual

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MAINE STATE PLANNING OFFICE

EXECUTIVE DEPARTMENT

March 15, 1976

INTRODUCTION

The intent of this Office Manual is to clarify the scope, organization and details of the State Planning Office.

This Manual should be helpful to both old and new employees who seek fuller understanding of this office. It should also be useful as a reminder of necessary procedures, activities and forms used and should aid us in ensuring an efficient and well-coordinated office.

All Supervisors should make sure that all new employees, as part of their orientation, have an opportunity to read the Manual so that they understand our overall mission, the duties of the several Divisions and are familiar with our operating procedures.

As this is the first effort of the State Planning Office to bring together this information, there may be some errors or omissions. If so, please let me have your recommendations so that any desirable changes can be made.

A handwritten signature in cursive script that reads "Allen G. Pease". The signature is written in dark ink and is positioned above a horizontal line.

ALLEN G. PEASE
Director

OFFICE MANUAL

STATE PLANNING OFFICE

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Current Bulletins, Office of Personnel Statutes, Memorandums,
Supplementary Materials.

* The Appendix may be found in your Supervisor's Manual.

OO1 Mission of Office

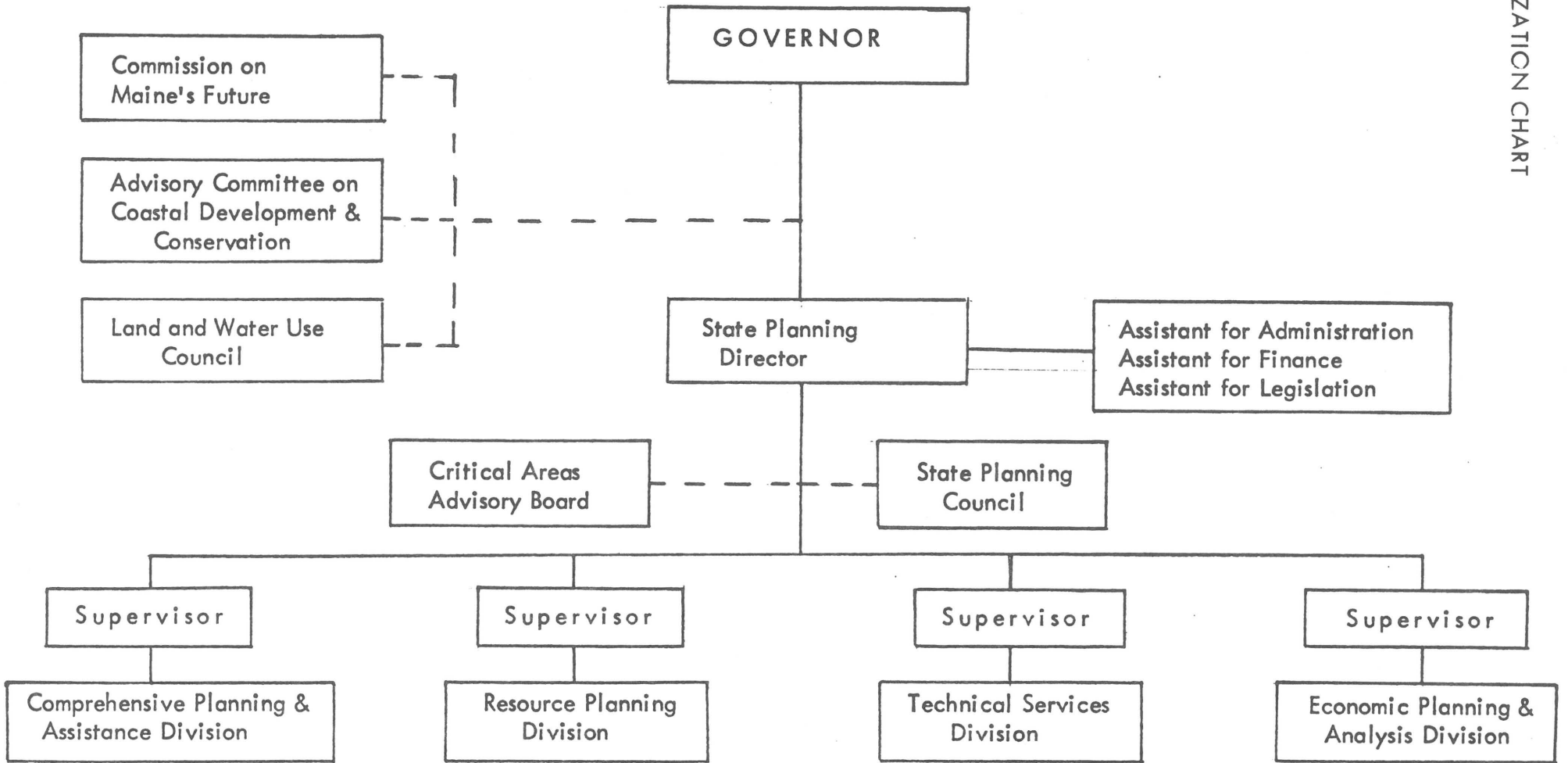
001 MISSION OF OFFICE

The State Planning Office was established by statute in 1968 as an agency of the Executive Department to provide assistance to the Governor and the Legislature in identifying long-range goals and policies for the State; to prepare and revise a comprehensive plan or plans for the State; to conduct continuing economic analysis of the economy and resources of Maine; to provide planning assistance to local and regional, housing and urban renewal groups in Maine; to participate in inter and intra-state planning; to provide assistance to public and citizen groups and act as the coordinating agency among the several offices, authorities, boards and commissions; to provide general review and coordination in functional areas of state government; and to represent the State on the New England River Basins Commission and the Federal Regional Council of New England.

101 Organizational Chart

FUNCTIONAL ORGANIZATION

STATE PLANNING OFFICE



DIVISION OF COMPREHENSIVE
PLANNING ASSISTANCE

GENERAL MISSION: The general mission of the Division of Comprehensive Planning Assistance is to promote comprehensive planning through coordination and effectuation of planning activities at State, regional and local levels and between these levels through use of administrative requirements, technical services and other mechanisms.

**PROGRAMS AND
ACTIVITIES:**

1. State Policies Planning.
2. Commission on Maine's Future.
3. Design and coordination of a Land Use Element of a State Comprehensive Plan.
4. Administration of the HUD financial State and regional planning program under the general direction of the State Planning Office Director.
5. A-95 State Clearinghouse Administration.
6. Technical support for regional planning.
7. Technical support for local planning.
8. Technical assistance to citizens.
9. Shoreline zoning coordination and assistance.
10. Technical assistance to the State Capitol Planning Commission.
11. Technical Review and comment as required under the A-95 Program.

THE RESOURCE PLANNING DIVISION
OF THE STATE PLANNING OFFICE

Mission:

In general, the mission of this Division is to work with the other divisions of the SPO and the other agencies in state government toward the achievement of the goals of the State Planning Office established by legislation. More specifically, the Resource Planning Division shall address the problems and opportunities presented by the use of the natural resources of Maine. Working with other state, federal, regional and local agencies, other public and private organizations, and individuals, the Division shall catalog the resource information which exists in Maine, define the State's resource information needs and develop plans to meet these needs, develop standards for resource inventories, conduct and coordinate inventories of resources, and develop and apply methods of analyzing resource information to assist in making resource allocation decisions. The Division shall also advise on resource allocation decisions and environmental impact statements. The Division shall help develop and maintain the Policies Plan for State Government, particularly those aspects related to resource policy, and shall carry out the programs for which it has the lead responsibility as assigned by the Director.

Major Programs as of February 1976:

Coastal Planning

Critical Areas

Water Resources Planning

Technical Services Division

The Technical Services Division has as one of its major functions the collection, analysis and dissemination of socio-economic and land use information. The division has responsibility for the MIDAS computer system which will serve as a central source of computerized information in the state. The division is also responsible for providing technical support and assistance through such means as providing economic and employment information; graphic support for mapping and publication design; and the development of a planning library system. Assistance is given to state, regional and local agencies as well as to in-house divisions. Major efforts are also made to support the 701 Comprehensive Planning Program through such means as developing program evaluation systems and by participating in major work elements of that program. Major future efforts will be aimed at developing a coordinated information system that will meet the needs of varied levels of government; conduct special research efforts; provide technical back-up to in-house divisions; and to explore innovative methods aimed at developing solutions to the states current data, physical and social needs.

TECHNICAL SERVICES DIVISIONPrograms

State Information System (MIDAS)

Technical Planning Support

State

Regional

Local

Special Studies

Housing Monitoring, Plan, Newsletter

Socio-Economic Information

Economic Research and Public Assistance

Planning Library

Graphics Support and Publications

MISSION:

The mission of the Division of Economic Planning and Analysis is to help catalyze economic development suitable to the special aspects of Maine's human and physical resources. To fulfill this mission, the Division conducts continuing research and analysis of the State's economy, with an objective of preparing evidence and supporting data on economic opportunities particularly suited to the needs of Maine. Based in part on this research and analysis, the Division advises the Governor, the Legislature and other State agencies in the preparation of economic goals, objectives, policies and plans for the State of Maine. To assist in these activities the Division provides technical assistance for the evaluation of the economic effects of Legislation, policies and programs. The Division strives to coordinate the economic planning activities among State agencies and different levels of government through the review of economic plans and the evaluation of financial plans for capital improvements. In addition, the Division prepares administrative procedures and legislative measures designed to facilitate effective economic development. The Division provides further assistance by compiling, analyzing and maintaining in suitable form a range of economic data and statistics useful for economic analysis and the development of industry in the State.

SPECIFIC PROGRAMS:

- Maine Economic Development Planning Process Program (the Section 302 program, Economic Development Administration).
- Current Economic Analysis
- Economic Forecasting
- Outer Continental Shelf Oil and Gas Development Study
- Economic Impact Analysis of State Policies and Programs
- Special Studies and Analyses
- Coordination of Economic Development Administration Programs.

Relationship with Regional Planning Commissions and COG

The SPO has a close relationship with the regional Commissions and COG both in terms of funding and professional interests. The SPO administers State and federal contracts with most of these agencies. The Comprehensive Planning and Assistance Division provides most of the administrative contact with technical assistance coming primarily from both the Comprehensive Planning and Technical Services Divisions. Assistance is given primarily in the form of personal contact, written correspondence and technical publications.

Any policy statements regarding the SPO and the regional agencies and any major request for assistance must receive approval both from the appropriate division supervisors and the Office Director.

201 Personnel Policies

201 PERSONNEL POLICIES

All employees of the Maine State Planning Office are employed by the Executive Department. While the State Planning Office staff members are mainly unclassified State employees and not recruited through the personnel law governing the State civil service, they work the same days and hours and are given the same holidays, annual leave and sick leave as classified workers.

202 SELECTION OF NEW EMPLOYEES

It shall be the policy of the State Planning Office to hire the best qualified person who can perform duties with competence and integrity. No person shall be discriminated against because of race, creed, color, national origin, sex, age, or non-job related physical or mental handicap.

Positions to be filled shall be advertised in at least one newspaper of general circulation in the service area, and in the Kennebec Journal, where different, for at least three days. It is also our policy, in compliance with our Affirmative Action Plan, to advertise out of state when federal money is involved. Positions will also be listed with the Employment Security Commission Job Bank.

All available positions will be advertised as to particular responsibility, preferred educational background and/or experience, special skills and second language if required, duration of employment (if of limited duration) and salary range. The statement "an equal opportunity employer" shall appear in all advertisements for employment with this office.

It is the policy of this office to promote from within the office staff whenever possible.

203 HOURS OF WORK

Under normal circumstances, the hours of work will be 8:00 a. m. to 5:00 p. m. with one hour off for lunch, Monday through Friday. Lunch hours will be staggered so as not to leave the office or phones unattended during the noon hour.

The Director may make adjustments to this schedule as special situations warrant.

204 COMPENSATORY TIME

No non-administrative employee may work more than 40 hours during one work week without prior approval of the Director. Those non-administrative personnel who, by necessity, must work more than 8 hours in one day shall take compensatory time off during the same work week. Non-administrative employees who, by necessity and with prior approval of the Director, work more than 40 hours in any one week will be paid in accordance with the Federal Fair Labor Standards Act of 1938, as amended (29 USC 213).

Executive, administrative and professional employees are exempt from the provisions of the Federal Fair Labor Standards Act. Executive, administrative and professional employees are expected to work in excess of 40 hours a week when reasonably necessary in performance of their duties, and except in extraordinary circumstances, shall not receive any compensatory time off. If professional persons earning less than \$237.70 per week are expected to do considerable evening work as a condition of their job, the granting of compensatory time in extraordinary circumstances must have prior approval by their supervisor and the Director. In any case, Maine personnel rules require that compensatory time be used within a 7-day period.

The distinctions between non-administrative, executive, administrative and professional employees are delineated by regulations of the Wage and Hour Division of the U. S. Department of Labor and are periodically updated in the Code of Federal Regulations.

While all employees with serious questions should consult the full text of the statute and regulations, (see Appendix), it may be generally assumed that all employees who (a) earn less than a gross salary of \$160.00 per week or (b) are employed in a secretarial or clerical capacity or (c) are employed in an "administrative" capacity but spending less than 80% of their time in duties which require only general supervision, or in exercising discretion or making independent judgement are to be considered non-administrative employees.

If an employee should request clarification as to their exact status, they should contact their supervisor.

205 CONFERENCE ROOM

Any staff member wishing to book up the Conference Room should contact the Receptionist who is responsible for scheduling.

206 XEROX MACHINE POLICY

Use of machine for reproduction of more than ten copies is discouraged. Materials to be reproduced in large quantities are to be submitted through the proper channels for printing by State printing facilities.

301 Salary Administration

301 SALARY ADMINISTRATION

Salaries of all employees of the Maine State Planning Office shall be at a rate no lower than the legal minimum wage.

Starting salaries will be determined on the basis of the following factors:

- kind and variety of duties
- supervision received
- supervision given to others
- experience and training required
- unique features of each position
- responsibilities

All subsequent salary modifications, except for legislatively mandated cost of living increases, will be made at the sole discretion of the Director, based on job performance.

Job descriptions received upon employment and periodically thereafter are advisory only. All employees are expected to perform to the best of their individual capacities and actual duties may vary as conditions warrant.

It shall be the policy of this office to appoint, assign and promote personnel on the basis of qualifications, merits, and capability without regard to race, creed, color, sex, national origin, ancestry, age, physical or mental handicap except where stated as a bona fide occupational qualification.

401 Employee Benefits

401 EMPLOYEE BENEFITS

All regular full-time employees are entitled to all normal State fringe benefits including vacation and sick pay, worker's compensation coverage and State contributions for retirement and health insurance. Project employees are entitled only to worker's compensation coverage and State contributions for retirement at the employee's option.

402 VACATIONS

All regular full-time employees shall earn one full day of vacation with pay for each full month of employment during the first five years of service with the State. Thereafter, $1\frac{1}{4}$ full days of vacation with pay shall be earned for each month of service up through ten years; $1\frac{1}{2}$ full days of vacation with pay for each month of service up through fifteen years and $1\frac{3}{4}$ full days of vacation with pay for each month of service up through twenty years. After twenty years, each month of service will earn 2 full days of vacation with pay. However, in order to earn more than 1 day of vacation per month, the employee must have been in continuous State service for the preceding five years.

Vacation leaves should be scheduled far enough in advance so as to not interfere with the normal operations of the office and should be approved by your Supervisor. Employees having less than fifteen years of completed service may accumulate vacation leave to a total of 24 work days. Those employees having more than fifteen years of service, the last five years of which have been continuous, may accumulate vacation time to a total of 30 work days.

Any employee who is separated from the State Service by layoff, resignation, death or otherwise, and any employee who is transferred or who accepts other State employment, other than in this office shall have payment made to them or their estate, for the number of working days of unused vacation leave. Employees may not elect to receive cash payments for unused vacation while continuing in the employ of this office.

403 HOLIDAYS

Regular full-time employees are granted the following legal State holidays with pay:

New Year's Day	Labor Day
Washington's Birthday	Columbus Day
Patriot's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Other days may be designated by Executive proclamation, and administrative leave will be granted for the observance of other significant religious holidays, to employees who wish to practice the dictates of their faith. However, administrative leave for this purpose shall not exceed 1 day per year.

404 WORKER'S COMPENSATION INSURANCE

All employees are covered by Worker's Compensation Insurance paid by the State. In all cases, accrued sick leave benefits may be used to make up the salary difference.

405 HEALTH CARE

All employees are eligible for one of several Blue Cross/ Blue Shield health care plans through the State. Major Medical coverage is also an available option. For full plan descriptions, coverage offered, rates, and application forms, see your payroll clerk or Blue Cross and Blue Shield, 99 Western Avenue, Augusta.

.01 Membership - All regular full-time employees of the State who enter the employ of the State must become members of the system as a condition of employment. Project employees may join at their option.

.02 Creditable Service - "Creditable Service" is made up of "prior service" and "membership service." "Prior service" refers to that period of time during which service was rendered to the State prior to July 1, 1942, and "membership service" refers to that period of time during which an employee is a contributing member of the System subsequent to July 1, 1942. The cost of all benefits provided by the law for the years of "prior service" is paid by the State. Benefits on account of "membership" service are financed by joint contributions of the employee of the State.

The employee contributes a percentage of his total pay on each and every payroll. For the current percentage contribution consult the Office's financial officer.

.03 Retirement Date - A person in service at age 60 or thereafter may retire upon his own election at any time and receive a retirement benefit based upon his total years of "creditable service" regardless of the number. A member of the System may retire prior to attaining age 60 on a somewhat reduced retirement allowance provided he/she has completed at least 25 years of "creditable service." A member may separate from active State Service after completing 25 years of service and upon attaining age 60 may begin to draw retirement benefits. Special retirement privileges

are provided for under the law to certain groups of State employees who had a substantial amount of "prior service" credits accumulated prior to July 1, 1942, guards at the Maine State Prison, wardens of the Inland Fisheries and Wildlife Department, State Police, and wardens of the Sea and Shore Fisheries Department.

.04 Disability Benefits - Any member of the System having at least 10 years of "creditable service" standing to his credit may, if totally incapacitated for further performance of duty, apply for and receive a disability benefit which in most cases will amount to at least 25% of average final compensation and may be more depending on the total years of service involved, not to exceed 90% of what would be the normal retirement benefit at attained age 60.

.05 Service-Connected Disability - Any member of the System, regardless of years of "creditable service," who incurs a disability as the result of injuries received in the line of duty may be retired on a benefit amounting to 66 2/3% of the average final compensation of such member.

.06 Refund of Contributions - If a member leaves State Service, he may withdraw the amount of his own contributions which he has made to the System plus not less than 3/4 of the total accumulated interest. Upon separation from service a person may leave his contributions within the funds of the System and should he return to active service he would have protected such credits toward retirement as he had already attained.

.07 Ten-Year Vested - Any member of the System who ever was a contributing member of the System or who could have been at any time a contributing member of the Retirement System and who has at least 10 years of service to his credit and who may separate from service may, upon attaining age 60, apply for and receive such benefits as may be due him providing the required contributions have been made to the System prior to date of application for benefits.

.08 Membership Benefits - The law now provides a fixed formula to be used in computing benefits based on years of membership. Hereafter, these benefits will be determined on the basis of 1/50 of average final compensation times the years involved.

.09 Survivor Benefits - Should a member die and who at the time of death had at least 18 months of "creditable service" within the last 42 month period, monthly payments become available to spouse, children or parents. The monthly amounts range from \$100 to \$300 depending upon the number of and ages of the survivors.

.10 Group Life Insurance - Group Life Insurance is available to all regular full-time employees. This plan provides for life insurance and in the event of accidental death twice the face amount of the policy is payable, and certain benefits are also provided for dismemberment. Each employee shall be eligible to be insured for an amount of life insurance based upon annual compensation.

Supplemental insurance is also available which doubles the protection extended by the basic coverage.

.11 Information - Detailed information with respect to any or all provisions of the Maine State Retirement System may be obtained from the office of the Executive Director located in the State Office Building, Augusta, Maine.

A Retirement System manual is available in this office for review.

407 EMPLOYMENT GRIEVANCE

Any employee who has a question or problem concerning any aspect of employment should consult with your immediate Supervisor. Formal grievance procedures are set out in Title 5, chapter 63 of the Maine Statutes; a copy of which is available in this office.

An employee also has the alternative of consulting with a representative of an employee organization at any stage of a grievance procedure.

408 EMPLOYEE REPRESENTATION

The State of Maine has acknowledged the right of State employees to express their views through, and to be represented individually and/or collectively by, employee organizations.

Membership in an employee organization is at the option of the employee.

501 Leaves of Absence

501 LEAVES OF ABSENCE

Employees earn sick leave with pay at the rate of one day for each full month of service up to a maximum of 90 days. Excessive days beyond 90 are recorded and with the proper qualifications may be allowed in case of extended illness. Earned sick leave may be utilized upon approval of the Director for absences due to illness or injury, exposure to a contagious disease which would endanger the public health or by illness or death in the immediate family. The Director may require medical examination or certification before approving such leave. While the need to utilize sick leave cannot always be anticipated, common courtesy requires that you or a responsible person notify your Supervisor in the event of unexpected illness, etc., which necessitates your absence without prior approval.

502 MATERNITY LEAVE

It is the policy of this office that pregnancy shall be treated as an ordinary physical illness. Sick leave will be allowed both before and after the birth during the period of the physical disability.

503 EDUCATION LEAVE WITH PAY

Employees may be granted a leave of absence with pay for the purpose of furthering education, when the granting of such leave is for the purpose of meeting the immediate, or clearly foreseeable needs of the office, provided that:

- (a) the Director approve of such leave;
- (b) the course of study is accredited in the field of specialization or the Director agrees that the proposed educational plan will meet the needs of the program;
- (c) the training, so secured, will qualify the employee for positions which it is extremely difficult to adequately fill because of serious shortages of available properly trained personnel;
- (d) such training is in the best interest of the State and will materially facilitate achievement of the objectives and fulfillment of responsibilities for which the office has been created;
- (e) the employee agrees to return to office employment following leave for a period to be determined in each instance by the Director or ELAB, or to reimburse the office for all expenditures associated with the educational leave.

Final approval is at the discretion of the State Educational Leave Advisory Board.

No vacation or sick leave shall be accumulated during such leaves.

504 OTHER PAID LEAVE

All employees called to serve on a jury, appear before a legislative committee or other judicial body will be paid the difference between regular salary and earnings received from such appearances.

However, employees who are required to appear before a judicial body for reasons other than jury duty, where such appearance is unrelated to State business, shall not be reimbursed. Employees who are members of the National Guard or other military reserves are given leave with no loss of pay when engaged in field or coastal defense training authorized by the Governor or by the National Defense Act, not to exceed 17 calendar days per year. Request must be accompanied by copy of military orders.

Administrative leave generally will be authorized on a state-wide basis when deemed appropriate by the Governor. All other administrative leaves will be authorized by the Director when such leave will not result in undue prejudice to the interests of the State as an employer beyond any benefits to be realized.

601 Affirmative Action Plan

Affirmative Action

Equal Employment Opportunity for Women and Minorities

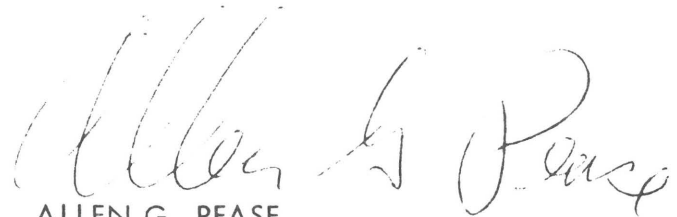
June 11, 1975

TO: All Personnel

As the new Director of the State Planning Office, it will be my policy that no discrimination on the grounds of race, color, religion, sex, national origin, ancestry, age, marital status or physical handicap will exist in any area of this office.

It is the responsibility of all personnel to help implement this policy. I have appointed Jo Gacetta our Affirmative Action Officer with the assigned responsibilities for updating the present plan and implementing and monitoring the progress toward equal employment opportunity. Please assist her in any way you can.

We will strive to insure that equal employment opportunity is a reality and implementation of this plan will continue to be a top priority of this office.



ALLEN G. PEASE
Director

701 Evaluations

701 EVALUATIONS

The Supervisors will meet with each employee periodically but not less than once every six months to discuss the employee's work performance. Subsequent to the meeting, the Supervisor will prepare a written evaluation of the individual, to be reviewed by the Director and then placed in the employee's personnel file. A copy of the evaluation will be delivered to the employee.



APPENDIX