

2019

# Office of Human Resources (University of Maine) Records, 1950-1993

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# Office Of Human Resources (University Of Maine) Records

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Describing Archives: A Content Standard

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

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## Summary Information

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<b>Repository:</b>	Raymond H. Fogler Library University Archives
<b>Title:</b>	Administration And Finance. Office Of Human Resources (University Of Maine) Records
<b>ID:</b>	UA RG 0004.007
<b>Date [inclusive]:</b>	1950-1993
<b>Date [bulk]:</b>	1969-1988
<b>Physical Description:</b>	1 box
<b>Physical Description:</b>	1 box Half size box
<b>Language of the Material:</b>	English

### Preferred Citation

University of Maine. Office Of Human Resources Records, UA RG 0004.007, [Box No.], [Folder No.], Raymond H. Fogler Library Special Collections Department, University of Maine, Orono, Maine.

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## Biographical / Historical

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The Office of Employee Relations was created in August 1980 to be responsible for all employees of the University of Maine at Orono. The Personnel Department was part of the office. The name of the department changed to Personnel Services in January 1981. By 1991 the Office of Employee Relations had become the Office of Human Resources with Dale MacDonald as its director.

The mission of the Office of Human Resources is to work in partnership with departments and employees of the University of Maine to promote fair and equitable management practices that respect the worth and dignity of all employees while assuring that the University complies with all applicable employment related laws and policies. In this collaborative relationship, the Office of Human Resources fosters an environment conducive to the attraction and retention of qualified, talented faculty and staff to advance the academic mission of the University of Maine.

Included in the record group is material on the University of Maine's Job Classification Program which was introduced in 1969. The Program was designed to provide standardized criteria for evaluating all classified positions. The work resulted in the assignment of job classes to wage bands. The Program went through a period of review starting in 1983 with the forming of the Job Classification Program Study Committee and culminated in a number of reports and revisions to the classifications during the 1980s.

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## Scope and Contents

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The records contain textual information created by the University of Maine's Personnel Department (now known as Office of Human Resources). Much of the material appears to have been curated by Fogler Library Special Collections staff and consists of public facing information circulated to University of Maine employees.

The record group Employment Records contains details of appointments, promotions, tenures, emeriti titles, retirements, and resignations that were submitted to the University of Maine Board of Trustees from the Office of the President for approval.

The record series Job Classification Program Records contains copies of classification schedules and manuals, job descriptions and specifications for classified positions, and copies of reports from Job Classification Program Study Committee.

The record series Employment Policies and Benefits Plans includes copies of various University of Maine employment policies and plans, employee guidebooks, and miscellaneous memorandums and fliers circulated to employees regarding their employment benefits.

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## Arrangement

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The Records Group is broken down intellectually into the following record series: 2. Employment Records, 3. Job Classification Program Records, and 4. Employment Policies and Benefit Plans. The series 1. Emeriti Records are seperated.

Physically the material is arranged by subject. Material was separated and merged with content on the same subject where necessary and rehoused into archival quality storage.

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## Administrative Information

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### Publication Statement

Raymond H. Fogler Library University Archives

5729 Raymond H. Fogler Library

University of Maine

Orono, ME 04469-5729

URL: <http://www.library.umaine.edu/speccoll>

### Restrictions on Access

Kept at Fogler Library's offsite storage facility. One week's notice required for retrieval.

### Terms Governing Use and Reproduction

Information on literary rights available in the Raymond H. Fogler Library Special Collections Department.

### Accruals

Accruals from the University of Maine Office of Human Resources are anticipated.

### Appraisal

The processing archivist appraised the records and destroyed duplicate copies of reports, manuals, and brochures.

### Processing Information

Processed by Matthew Revitt, May 2019, Raymond H. Fogler Library Special Collections Department. Processing involved a collection survey and intellectual arrangement into series and the creation of this finding aid. Material was rehoused into appropriate archival containers and the boxes and folders numbered and titled using information from ArchivesSpace.

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## Related Materials

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### Related Materials

The record group Board of Trustees Records, UA RG 0002.002 contains material regarding promotions, appointments, reappointments, and resignations. The Office of the President Records, UA RG 0004 contains material on the Job Classification Program.

Emeriti Records are in a seperate series UA RG 0004.007.001.

There is a record group for Employment Agreements, UA RG 0002.004.001.

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## Controlled Access Headings

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- Pamphlets
- Reports
- Memorandums
- University of Maine. Office of Human Resources
- University of Maine. Office of Human Resources
- University of Maine -- Employees
- University of Maine -- Job descriptions

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## Summary

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Includes materials relating to Classified Employees, such as employment regulations, job classification and compensation, retirement plans, safety rules, and records of promotion and tenure.

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## General

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Formerly SpC MS 551.

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## Collection Inventory

### Employment Records, 1969-1973

Physical Description: 6 Folders

Title/Description	Instances	
Personnel Department -- Promotions, Appointments & Resignations, 1969-1970 <u>Physical Description:</u> 1 folder	Box 1	Folder 1
Personnel Department -- Promotions, Appointments & Resignations, 1969-1970 <u>Physical Description:</u> 1 folder	Box 1	Folder 2
Personnel Department -- Personnel Actions (Orono, Augusta & Bangor), February 4, 1971 <u>Physical Description:</u> 1 folder	Box 1	Folder 3
Personnel Department -- Promotions, Reappointments & Emeritus Status (Orono & Bangor), March 15, 1972 <u>Physical Description:</u> 1 folder	Box 1	Folder 4
Personnel Department -- Promotions, Tenure, Reappointments & Emeritus Status (Orono & Bangor), March 28, 1973 <u>Physical Description:</u> 1 folder	Box 1	Folder 5
Personnel Department -- Promotion Recommendations, March 28, 1973 <u>Physical Description:</u> 1 folder	Box 1	Folder 6

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### Job Classification Program Records, 1969-1988

Physical Description: 15 Folders

Title/Description	Instances	
Personnel Department -- Job Classification Program - Compensation Schedules & Manuals, 1969-1979 <u>Physical Description:</u> 1 folder	Box 1	Folder 7
Personnel Department -- Job Classification System - 0000-0338, 1969-1975	Box 1	Folder 13

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Physical Description: 1 folder

Personnel Department -- Job Classification System - 0340-1062, 1969-1977	Box 1	Folder 14
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Physical Description: 1 folder

Personnel Department -- Job Classification System - 1063-1504, 1969-1978	Box 1	Folder 15
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Physical Description: 1 folder

Personnel Department -- Job Classification System - 1510-2108, 1969-1972	Box 1	Folder 16
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Physical Description: 1 folder

Personnel Department -- Job Classification System - 2110-3005, 1969-1978	Box 1	Folder 17
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Physical Description: 1 folder

Personnel Department -- Job Classification System - 3008-3250, 1969-1978	Box 1	Folder 18
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Physical Description: 1 folder

Personnel Department -- Job Classification System - 3251-3610, 1969-1977	Box 1	Folder 19
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Occupational Index, 1969-1974	Box 2	Folder 1
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Code System, 1978	Box 2	Folder 2
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Final Job Descriptions And Specifications, February 26, 1988	Box 2	Folder 3
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Final Job Descriptions And Specifications For Classifications Reviewed At Hearings, June 30, 1988	Box 2	Folder 4
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Final Report Of The Job Classification Program Joint Study Committee On A Revised Job Classification Program, September 30, 1987	Box 2	Folder 5
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Proposed Job Classifications - A Report Of The Job Classification Program Joint Study Committee, May 23, 1988	Box 2	Folder 6
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Physical Description: 1 folder

Personnel Department -- Job Classification System - Report  
To The University Of Maine System And University Of Maine  
Professional Staff Association Joint Salary Study Committee,  
September 27, 1988

Box 2

Folder 7

Physical Description: 1 folder[^ Return to Table of Contents](#)

## Employment Policies & Benefit Plans, 1950-1993, (1966-1983)

Physical Description: 10 Folders

Title/Description	Instances	
Personnel Department -- Employees Benefits, 1972 <u>Physical Description</u> : 1 folder	Box 1	Folder 8
Personnel Department -- Misc. Employment & Benefits Information, 1978-1993 <u>Physical Description</u> : 1 folder	Box 1	Folder 9
Personnel Department -- General Employment Regulations Handbooks, 1950-1962 <u>Physical Description</u> : 1 folder	Box 1	Folder 10
Personnel Department -- Grievance Procedure Forms & Information, 1970s? <u>Physical Description</u> : 1 folder	Box 1	Folder 11
Personnel Department -- Classified Employees Handbooks, 1966-1970 <u>Physical Description</u> : 1 folder	Box 1	Folder 12
Personnel Department -- Faculty Instructional Workload Report, Fall 1983 <u>Physical Description</u> : 1 folder	Box 2	Folder 8
Personnel Department -- Retirement Plans, 1961, 1968 & 1979 <u>Physical Description</u> : 1 folder	Box 2	Folder 9
Personnel Department -- Disability Insurance Booklets & Social Security Booklet , 1980 & 1981 <u>Physical Description</u> : 1 folder	Box 2	Folder 10
Personnel Department -- Safety Rules, 1977 <u>Physical Description</u> : 1 folder	Box 2	Folder 11
Personnel Department -- TIAA CREF Supplemental Retirement Annuity Kit, 1992-1993	Box 2	Folder 12

Physical Description: 1 folder

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