Executive Director of the Legislative Council



 Nonpartisan office serving all legislative staff and legislators

* Located in the State House on the first floor in Rooms 103 (Finance) and 120 (Human Resources)



Overview of Legislators' Compensation and Benefits

Jackie Little

Human Resources Director

Sherry Ann Davis
Senior HR Generalist

Amanda Goldsmith

HR Generalist

Office located in the State House, Room 120 287-1615

Human Resources Services Provided by the Executive Director's Office

- * Payroll and benefits
- * Employee job descriptions and classifications
- * Employee recruitment and hiring
- * Collective bargaining contracts and negotiations
- * Workers comp claim management
- Employee training
- * Employment policies

Payroll and Benefits





- Legislative Salary
- * Benefits Paid by the Legislature
- * Optional Legislator-Paid Benefits



* All payroll and benefit forms (which you received electronically in an email) must have been completed by today)

Legislator Information Form
State of Maine – W9
MainePERS Application for Membership
MainePERS Retirement Beneficiary
Federal - W4 Form
State - W4 Form
Direct Deposit Form for Payroll

Direct Deposit Form for Expenses
Group Benefit Plan Application
MainePERS Group Life Application
MainePERS Group Life Beneficiary
Flexible Spending (Pre-tax)
Social Security Statement
Constituent Service Allowance Form



Legislative Salary

Estimated for the 129th Legislature

* \$ 14,862 First Regular Session

* \$ 10,612 Second Regular Session

(Estimated)

Salary Coordinated with Social Security

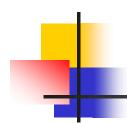
- * Salary may be equalized between the 2 years of the legislative biennium
- * When equalized Gross salary projection for 129th Legislature would be \$12,738 (estimated)
- * Please see Sherry Davis no later than November 30th if you want equalized payments



* Direct Deposit of Legislator Salary and Expense Reimbursements is mandatory

* To set up or change your direct deposit please complete your Direct Deposit Forms and return them to Sherry

Legislature-Paid Benefits



- * Health Insurance
 - * Anthem Blue Cross Blue Shield PPO Plan
 - * Express Scripts Prescription Drug Plan
 - * Primary Care Physician (PCP) manages all care
 - * HIPAA Regulations
 - * Express Scripts Prescription Drug Program
- * Note: If you have any questions on your benefits, Employee Health & Benefits will have a table in the Hall of Flags today.

Legislature-Paid Benefits

Wealth Insurance Premiums

- * For newly-elected Legislators, the Legislature pays 95% of premium for Legislator and 50% premium for dependent coverage
 - * Anthem will send monthly bills to your home address for your share of the individual and/or dependent coverage, as applicable.

* 2019 Health Credit Premium Program

- * Provides health plan members the opportunity to annually complete requirements to earn up to a 5% discount on their individual health insurance premium.
 - * Must be completed by May 1st, 2019
 - * It is effective July 1st, 2019





* Dental Insurance

- Provided by Northeast Delta Dental
- * Covers diagnostic & preventive services, basic and major restorative services, and orthodontics
- * Levels of Coverage are higher for participating dentists
- * Legislature pays 100% of premium for Legislators Only
- * Legislators pay 100% of premium for dependent coverage
- * If you have any dependent coverage Employee Health and Benefits will send out monthly bills to your home address



Maine Legislative Retirement System

- * Participation in the Maine Legislative Retirement System is required
- * The Legislature's Contribution is 10.98%
- * The Legislator Contribution is 7.65%
 - * If you are an active or retired teacher, please notify Sherry today.

Note: If you have any questions, MPERS (Maine Public Employees Retirement System) will have a table in the Hall of Flags.



Optional Benefits

* Anthem Blue View Vision Insurance

The Legislature does not contribute to the payment of premiums

Legislator Only
Legislator & 1 Dependent
7.02 / month

* Family \$11.40 / month

* Anthem will send monthly bills to your home address



Optional Benefits

- * Group Life Insurance
 - * The Legislature does not contribute to the payment of premiums
 - * Three Plans:
 - * Basic Value of \$13,000 (avg. of biennial salary)
 - * Supplemental up to 3 times the value of basic policy
 - * Dependent A & B different coverage amounts based on plan chosen





* Group Life Insurance (premiums)

- * Premiums approximately 76¢ for each \$1,000 of coverage for the 2-year biennium. (\$9.88 per month for 24 months, a total cost of \$237.12 for basic coverage)
- * The Maine Public Employees Retirement System (MainePERS) will send monthly bills to the legislator's home address for his or her legislator and dependent coverage

Optional Benefits



- * Legislators are eligible to participate in Flexible Spending Accounts (FSA) administered by Navia Benefit Solutions. The FSA program allows you to set aside funds pretax to pay for out-of-pocket health care expenses (including dental and vision) and day care expenses.
- * As a Legislator, your annual contribution amount and the annual administrative fee of \$28.80 will be withheld equally over the 12 pay checks received in the calendar year. You will have access to the account for the entire calendar year.



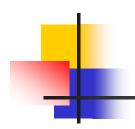


- * Offers a means of deferring salary earned during your legislative term to supplement pension or social security benefits
- * Amounts contributed are excluded from your federal taxable income
- * May be withdrawn under very limited circumstances



Optional Benefits

- * Maine State Credit Union
 - * Legislators may join
 - * Augusta and Waterville branches
 - * ATM machine is located on the 1st floor of the Cross Office Building next to the vending machines



Questions

* Any questions about Legislator compensation and benefits?



Overview of Fiscal Services Provided to Legislators by the Executive Director's Office

- Constituent services allowance
- * Travel allowances during the legislative session
- Reimbursement of expenses during the interim when the Legislature is not in session
- Out-of-state travel reimbursements
- Special Legislative Session per diem
- Annual tax packet

Constituent Services Allowance



Senators

- \$2,000 / year
- 1st payment of \$1,300 in January
- 2nd payment of \$700 issued in the month following adjournment sine die
- Representatives

- \$1,500 / year
- 1st payment of \$1,005 in January
- 2nd payment of \$495 issued in the month following adjournment sine die



- During the first regular session only, members may elect to receive the first payment in December following the convening of the Legislature.
- * The form to elect payment in December must be returned to the Office of the Executive Director, Room 103, no later than **December 14, 2018**.
- * Constituent services allowances are considered income for tax purposes.
- * The allowance is reported on IRS form 1099-MISC if the total for the year is \$600 or more. If less than \$600, the payment is still considered as income for tax purposes.

	Session	Interim	Out-of-State				
Form	Legislator Request for Session Allowances	Travel and Expense Account Voucher	Travel and Expense Account Voucher				
When to use the form	Beginning the week of 12/2/18 through adjournment sine die; special legislative sessions	Following adjournment sine die and until the convening of the next regular or special legislative session; Senate confirmations held during the interim	Year-round				
Mileage	First day of week: \$0.44/mile	First day of week: \$0.44/mile	First day of week: \$0.44/mile				
	Subsequent days same week: \$0.44/mile or \$38, whichever is less	Subsequent days same week: \$0.44/mile	Subsequent days same week: \$0.44/mile				
Tolls	Actual as reported on Legislator Info. form	Actual as reported on Legislator Info. form	Actual based on amounts specified by the traveler; receipts may be required				
Lodging	\$38.00/day	Actual up to \$55.00 day detailed receipt required	Actual detailed receipt required				
Meals	\$32.00/day\$4 breakfast\$8 lunch\$20 dinner	 Actual up to \$32/day \$4 breakfast \$8 lunch \$20 dinner (detailed receipt required if more than \$12) 	 Actual up to \$38/day \$8 breakfast \$10 lunch \$20 dinner (detailed receipt required if more than \$12) 				
Per Diem	\$100/day for attendance at a special legislative session	\$55/day for attendance at an authorized meetings of Jt. Standing Comm. or other legislative committees of which you are a member \$55/day Legislative Leadership	Generally not applicable				
Misc.			E.g. airfare, parking, taxi, registration Actual or up to authorized amounts;				
			detailed receipts required.				

129th MAINE LEGISLATURE LEGISLATOR REQUEST FOR SESSION ALLOWANCES

Submit to the Office of the Executive Director in Room 103 by 12 noon on Friday of each week.

Print Name		Week Beginning Sunday 12/2/2018							
	12/02/18 Sunday	12/03/18 Monday	12/04/18 Tuesday	12/05/18 Wednesday	12/06/18 Thursday	12/07/18 Friday	12/08/18 Saturday		
1. Check any days you used overnight lodging:									
LEGISLATIVE SESSION: Check any days on which you attended sessions of the House or Senate.									
 OTHER LEGISLATIVE BUSINESS: Check any days on which you attended Committee or other authorized meetings. 									
Please identify the Committee or meeting: (Required when Other Legislative Business checkbox is selected. Tolls Claimed: \$									
Complete only if you have taken a route that is different from the one you submitted on your Legislator Information Form.									
I certify that this information is accurate for the purpose of calculating the amounts due to me pursuant to 3 MRSA § 2, as amended. SIGNATURE Date Submitted									



- Meal allowances may be adjusted for the day immediately preceding or following a session day or authorized committee meeting when an overnight stay is necessary.
- * Requests for session allowances are <u>due by noon each Friday</u> for payment the following week.
- The Senate normally collects and submits the forms for the Senators.
- * Representatives normally drop their forms off in Room 103 of the Executive Director's Office, the Speaker's Office or the House Majority or Minority Offices.

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Additional Information - In-State Travel Travel and Expense Account Voucher

- All in-state travel (other than to attend legislative session or other authorized committee meeting held in Augusta) must be authorized in advance by the legislator's Presiding Officer.
- * When overnight lodging is necessary due to travel distances to attend an authorized meeting, the reimbursement will be based on the actual cost up to \$55. A detailed receipt is required.



Out-of-State Travel and Related Expenses

- Out-of-state travel must be approved in advance by the legislator's Presiding Officer.
- Detailed receipts are required for meals, tolls, parking, taxis and any other transportation cost approved for reimbursement.
- * Travel by air should be at the most economical rate. Heather Carey in the Executive Director's office can assist with airline reservations and event registrations.
- Unnecessary charges are not eligible for reimbursement.



Additional Information Allowances and Reimbursements

- * Legislators who are disabled and use their own personal adapted vehicle will be reimbursed at the rate of \$0.54 per mile. The use of an adapted vehicle must be reported on the Legislator Information Form.
- When detailed receipts are required, debit/credit card receipts that only reflect the total amount paid are not acceptable.
- Alcoholic beverages are not eligible for reimbursement.
- You will not receive an allowance or reimbursement for a meal that was provided to you.



Special Legislative Session Per Diem

- Members will receive \$100 for each day's attendance at a special session of the Legislature.
- The payment is based on attendance information provided by the Secretary of the Senate and Clerk of the House.
- In addition, members may submit a Legislator Request for Allowances form to receive allowances at the regular session rates for these days.



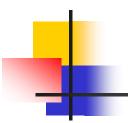
Late Submissions

- * Forms submitted after the last day of the month following the month in which the expense was incurred will be reported as income on IRS Form W-2.
- For example, all January travel submitted on or after March 1 will be reported as income.
- The payment is considered as income for tax purposes.



Annual Tax Information

- * The Office of the State Controller will send you IRS form W-2 reflecting salary and per diem amounts paid to you.
- The Controller's Office will also send you IRS form 1099-MISC if you received constituent services allowances of \$600 or more.
- ❖ If you elect to have health insurance through the Legislature you will also receive Form 1095-C (Employer-Provided Health Insurance Offer and Coverage).
- * The Office of the Executive Director will provide you with information about session and meeting dates and other allowances and reimbursements paid to you by the Legislature.



Annual Tax Information

- * The packet provided by the Office of the Executive Director is provided to aid you in preparing your income tax returns.
- * The Office of the Executive Director **does not** provide tax advice or opinions on how individual legislators should file their tax returns.
- You are responsible for any record keeping required for tax purposes.
- Please contact Dawna Lopatosky at 287-1615 or in Room 103 of the State House if you have questions.



Direct Deposits and Change of Address

- * The payroll and accounting systems are not connected. If you change your direct deposit information for one system you need to determine if the other needs to be updated as well.
- ❖ If one or more of the tax forms mailed to you is returned to the Office of the State Controller as undeliverable, your accounting record will be placed on hold and you will not receive allowances or reimbursements until the issue is resolved.
- * The Office of the Executive Director does not receive notification when your accounting record is placed on hold.



Questions?

Dawna Lopatosky

Legislative Finance Director

Casey Bullock

Legislative Staff Accountant

Office located in the State House, Room 103 287-1615