

STATE OF MAINE

Department of Personnel

September 21, 1976

PERSONNEL MEMORANDUM 10-76

To: All Agencies

Subj: Eligibility for Appeal Period Allowance

1. Purpose. The purpose of this Memorandum is to amend the eligibility requirements for payment of the Appeal Period Allowance, as listed in the joint Personnel/Controller Memorandum dated June 28, 1976.
2. Change. You are requested to delete the first sentence, paragraph 2 of Joint Personnel/Controller Memorandum dated June 28, 1976, and replace it with the following:

"Eligibility: In order to be eligible for payment, an employee must have been employed by the State in a classified or unclassified position on December 31, 1975, must have been employed continuously through at least one day of the month for which payment is being made, AND must have been a permanent full-time or limited period full-time employee in the month for which payment is made. (see subparagraph e below for seasonal employment eligibility)."
3. Effect. The effect of the above change in eligibility criteria is to include employees who were employed in other than permanent or limited period, full-time positions prior to a month for which payment is made. For example, an employee whose status was part-time or intermittent (whether project, permanent, limited period, or seasonal) on December 31, 1975, and who transitioned without interruption into a permanent full-time or limited period full-time position prior to or during the month for which payment is made, is eligible for payment.
4. Procedure. Agencies having employees who meet the revised eligibility criteria will submit Form 32 to the Department of Personnel to initiate payment.

Questions concerning this change may be directed to the Chief, Classification and Pay, Department of Personnel, Tel. 289-2611.

Robert Stolt
Commissioner

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS