

STATE OF MAINE

Department of Personnel

September 28, 1976

PERSONNEL MEMORANDUM 11-76

To: All Agency Heads

SUBJ: Identification of Non-Standard Classifications

As provided by Chapter 147, P & S Law 1975, the State Personnel Board is required to consider "non-standard workweek factors" in the compensation of state employees. Preparatory to the implementation of the new compensation plan, the Board will be considering a revised policy of compensation for employees working a non-standard work week.

We request your assistance in the identification of appropriate classifications within your agency to which such a policy would apply. Your identification of classes shall be based on the following criteria:

- Employees in the classification must work a variable work week required by working conditions or outside operating duty;
- The workweek must be irregular with the duty requirements such that hours cannot be scheduled or determined except by the employee;
- Employees in the classification are ineligible for, or are not otherwise compensated by, other forms of overtime compensation;
- Classifications are below the new pay grade range 21.

Your listing of classifications meeting the above criteria should indicate the number of employees in each classification and, where available, documentation of the average number of hours worked.

IMPORTANT NOTICE: REPLIES MUST BE RETURNED TO THE ATTENTION OF CHIEF, CLASSIFICATION AND COMPENSATION DIVISION, DEPARTMENT OF PERSONNEL, NO LATER THAN TUESDAY, OCTOBER 5, 1976.

Robert J. Stolt
Commissioner