

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 9, 1976

PERSONNEL MEMORANDUM 19-76

TO: ALL AGENCY/DEPARTMENT HEADS

SUBJECT: PERSONNEL REPORTING

Attached is an Employee History Report Form designed to provide historical data on hiring in your agency or department.

Please complete this form and return it to me no later than December 1, 1976, so that I may advise the Governor regarding agency/department staffing levels by December 6.

Accurate accounting of jobs and personnel is extremely important in judging our effectiveness in reducing the number of State employees through a program of humane reduction by attrition. The ability to accurately identify the number of and account for State employees will prove beneficial not only to this Governor and this administration but to succeeding governors and administrations as well.

Your assistance in gathering historical data will enable me to accurately advise the Governor as to sufficient number of employees needed to carry out our constitutional and statutory functions.

PLEASE RETURN INFORMATION TO ME BY DECEMBER 1, 1976 AT THE VERY LATEST.

Robert J. Stolt
Commissioner

attachment: 1

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

EMPLOYEE HISTORY REPORT

Department of _____

Is All as of Nov. 1 of Each Year

Employees	Increase/Decrease	Reason for Increase or Decrease
1972		
U _____	_____	
C _____	_____	
T _____	_____	
1973		
U _____	_____	
C _____	_____	
T _____	_____	
1974		
U _____	_____	
C _____	_____	
T _____	_____	
1975		
U _____	_____	
C _____	_____	
T _____	_____	
1976		
U _____	_____	
C _____	_____	
T _____	_____	

DATE _____

Key: U = Unclassified
 C = Classified
 T = Total Employees

 Signature of Department Head

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 15, 1976

ADDENDUM TO PERSONNEL MEMORANDUM 19-76

TO: ALL AGENCY/DEPARTMENT HEADS

SUBJECT: Employee History Reporting

The reporting for this data should reflect actual number of personnel and not authorized.

ROBERT J. STOLT
COMMISSIONER