



DEPARTMENT OF PERSONNEL

AUGUSTA, MAINE 04333

STATE OF MAINE

December 21, 1976

PERSONNEL MEMORANDUM NO. 24-76

TO: ALL AGENCY HEADS

FROM: Robert J. Stolt, Commissioner

SUBJECT: Monthly Report of Classified and Unclassified Employees.

All agencies shall complete the attached form and submit it to the Governor, with a copy directed to the Commissioner of Personnel, not later than the tenth of each month. The information reported shall be accurate through the last Friday of the preceding month. Your first monthly report (for December 1976) is due not later than January 10, 1977.

Detailed instructions for completing the report are included on the reverse side of the form. The report will not include non-state employees but must include all intermittent and project employees. CETA and LEAA employees will be reported by the agencies administering these programs.



Robert J. Stolt
Commissioner

RJS/lc
att.

INSTRUCTIONS FOR COMPLETION OF CLASSIFIED AND UNCLASSIFIED EMPLOYEE FORM

LINE 1

Column A - Total Number of Classified Employees, same month previous year.
Column B - Total Number of Classified Employees this month.
Column C - Number of Classified employees increased. (Difference between A and B)
Column D - Number of Classified employees decreased. (Difference between A and B)
Column E - Reasons for increase or decrease.

LINE 2

Column A - Number of Unclassified Employees, same month previous year.
Column B - Number of Unclassified Employees this month.
Column C - Number of Unclassified Employees increased. (Difference between A and B)
Column D - Number of Unclassified Employees decreased. (Difference between A and B)
Column E - Reasons for increase or decrease.

LINE 3

Column B - Number of new hires this month.
Column E - Reasons for new hires.

LINE 4

Column B - Number of promotions this month.

LINE 5

Column B - Number of separations this month (do not include layoffs).

LINE 6

Column B - Number of layoffs this month.
Column E - Reasons for layoffs.

LINE 7

Column B - Number of transfers in this month.

LINE 8

Column B - Number of transfers out this month.

LINE 9

Column B - Number of projected new positions for next month.
Column E - Justification for new positions projected.

STATE OF MAINE
 DEPARTMENT OF PERSONNEL
MONTHLY REPORT OF CLASSIFIED AND UNCLASSIFIED EMPLOYEES

DEPARTMENT OR AGENCY		REPORT PREPARED BY			AS OF DATE
	NUMBER OF EMPLOYEES				REASON FOR CHANGE
	LAST REPORT A	THIS REPORT B	INCREASE C	DECREASE D	
TOTALS BY TYPE OF SERVICE					
1. CLASSIFIED					
2. UNCLASSIFIED					
SUMMARY BY TYPE OF ACTIONS					
3. NEW HIRES					
4. PROMOTIONS					
5. SEPARATIONS					
6. LAYOFFS					
7. TRANSFERS IN					
8. TRANSFERS OUT					
9. PROJECTED NEW POSITIONS					