

STATE OF MAINE

DEPARTMENT OF PERSONNEL

August 24, 1977

PERSONNEL MEMORANDUM 17-77

TO: All Department/Agency Heads

SUBJECT: Phone Calls and Visits to the Department of Personnel

Your attention is invited to Personnel Memorandum 17-76, dated October 29, 1976. The intent of this memorandum and, other memoranda issued by this Department, is to minimize interruptions so as to permit the Department to concentrate on the vital services it must provide. The Department is receiving many more phone calls and visits than normal. Many of these should be made to the departmental personnel officers and business managers.

It is requested that agencies take the necessary action to limit visits to the Department of Personnel to those authorized by the referenced memorandum. It is further requested that the departments again advise their employees to contact them prior to contacting the Department of Personnel for any personnel related questions or resolutions they may desire.

Thank you for your cooperation in this matter.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS