

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 7, 1977

PERSONNEL MEMORANDUM 6-77

TO: All Agency Heads
SUBJECT: Cancellation of Certifications

The purpose of this bulletin is to bring to your attention Personnel Rule 8.3g.

"In event appointment is not reported within 15 days of the date of certification, the director may withdraw such certification and shall certify the names of eligibles included in such certification on the next requisition received for the appropriate class of employment."

Because of the number of certifications pending beyond the 15-day period, and because this deprives the individuals on the pending certification of the opportunity of being certified to any other agency, beginning February 28, 1977, certifications will be cancelled 21 days following the certification date. Any selections made and submitted to this office after the 21-day period will not be authorized for payment.

If a prolonged interview period is necessary due to background checks, polygraph exams or other extenuating circumstances, an explanatory memorandum requiring a specific extension should accompany the Form 15.

Exceptions will be granted only upon review of written justification submitted to this office.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED TO MEET AGENCY NEEDS