

STATE OF MAINE
DEPARTMENT OF PERSONNEL

May 15, 1978

PERSONNEL MEMORANDUM 18-78

(6/5/78 AMENDMENT FOLLOWS)

TO: All Agency Heads

SUBJECT: Employee Recognition Program - Retirees

The Employee Recognition Program, recently announced in the May issue of MAST, has two components:

1. Recognition of service over 20 years; and
2. Recognition of employees upon retirement.

The problem has arisen in attempting to identify each retiree on a timely basis so as to permit presentation of a letter and certificate of service, prior to the date of retirement. It is each agency that holds the key to this timely identification of retirees.

Accordingly, agencies are requested to submit a list of retirees each month. This listing should consist of the name of the retiree, date of retirement, and total State service and should arrive at the Department of Personnel, Attention Record Division, 10 days prior to the earliest date of retirement in the following month.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 5, 1978

PERSONNEL MEMORANDUM 18-78A (Replaces Personnel Memorandum 18-78)

TO: All Agency Heads

SUBJECT: Employee Recognition Program - Retirees

The Employee Recognition Program, recently announced in the May issue of MAST, has two components:

1. Recognition of service over 20 years; and
2. Recognition of employees upon retirement.

The problem has arisen in attempting to identify each retiree on a timely basis so as to permit presentation of a letter and certificate of service, prior to the date of retirement. It is each agency that holds the key to this timely identification of retirees.

Accordingly, agencies are requested to submit a list of retirees each month. This listing should consist of the name of the retiree, current home address, date of retirement, and total State service and should arrive at the Department of Personnel, Attention Record Division, 10 days prior to the earliest date of retirement in the following month.

ROBERT J. STOLT
COMMISSIONER

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