

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 8, 1978

PERSONNEL MEMORANDUM 2-78

TO: All Agency Heads

SUBJECT: Certification

In October of 1975 the Personnel Board changed its rules increasing the number of eligibles certified to a vacancy from 3 to 6. In doing so, the Board recognized by Rule 8.3e that fewer than three names would constitute an incomplete certification.

The reason for the "rule of 6" was to provide an appointing authority a minimum of three valid eligibles. The practice, however, has been for agencies to request additional names whenever one or more eligibles decline or are otherwise not available. This, despite the fact that three or more names remain on the register. The practice induces significantly increased workload and creates delay in filling positions.

Accordingly, the Personnel Department is discontinuing the practice of furnishing additional names, unless the number of eligibles available for interview is fewer than three.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY FOR DISTRIBUTION NEEDS