

STATE OF MAINE
DEPARTMENT OF PERSONNEL

March 9, 1978

PERSONNEL MEMORANDUM 9-78

TO: All Agency/Department Heads
SUBJECT: Agency Appeals Procedures

Please review your Agency Appeals Procedures adopted pursuant to Personnel Bulletin 10.4 and modify them to include the following procedure:

ORGANIZATION AND DEFINITIONS:

- (A) The chairperson appointed by the Commissioner of _____ will serve for at least (1) one year.

He will chair and serve as a member of all performance appraisal Agency Appeal Committees.

He will be responsible for organizing, processing and reporting of all appeals.

- (B) A panel shall be appointed by the Commissioner of _____ with the advice of the [Personnel Policy Committee]. Panel members will serve at least (1) one year. They will consist of employees representing a broad spectrum of department personnel in order to ensure a fair and proper choice of members for individual committees.
- (C) The chairperson shall appoint short-term committees from panel members to hear, review and make recommendations on individual appeals. Such committees shall conform to the following criteria:

1. Consist of three to five members;
2. At least one member shall have had relevant experience in rating comparable positions and ranges to those of employees making appeals;
3. No committee member will be in competition nor have any apparent relationship with any of the appealing employees assigned to that committee;
4. No committee member will be a rater or reviewer of any appealing employee assigned to that committee.

The above procedure is the procedure utilized by the Department of Transportation. I highly recommend it to your for inclusion in your procedure, because it works.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS