

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

June 28, 1979

PERSONNEL MEMORANDUM 16-79

TO: All Agencies/Departments for Distribution to Personnel  
Officers and Payroll Staff

SUBJECT: Action Codes to be Used on Turn Around Forms

Attached is a revised list of action codes which are to  
be used when processing Turn Around Forms to the Department  
of Personnel.

JADINE R. O'BRIEN  
COMMISSIONER

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

POSITION - KIND OF POSITION

01 - Permanent Probation  
 02 - Permanent Part-time  
 03 - Permanent Intermittent  
 04 - Seasonal  
 05 - Seasonal Part-time  
 06 - Seasonal Intermittent  
 07 - Project No Status  
 08 - Project Part-time  
 09 - Project Intermittent  
 10 - Limited Period  
 11 - Limited Period Part-time

EMPLOYEE STATUS

0 - No Status  
 1 - Permanent  
 2 - Probation

TYPE OF ACTION

02 - Transfer in/Sub. Appt.  
 03 - Demotion in Lieu of Layoff  
 04 - Reg. Appt. - Presently Empl.  
 05 - Provisional Sub. Appt.  
 06 - Emergency Sub. Appt. (1 Mo.)  
 07 - Temporary Sub. Appt. (3 Mos.)  
 08 - Regular Appt. (2 Wk. Training)  
 09 - Reinstated Substitute Appt.  
 10 - Regular Appt.  
 11 - Substitute Appt.  
 12 - Promotion Substitute Appt.  
 13 - Temporary Appt. - N/S (3 Mos.)  
 14 - Emergency Appt. - N/S (1 Mo.)  
 15 - Prov. Appt. - N/S (6 Mos.)  
 16 - Promotion Provisional Appt.  
 17 - Re-employed  
 18 - Reinstate  
 19 - Sub. Appt. & Internal Transfer  
 20 - Temp. Appt./Internal Transfer N/S  
 21 - Re-employed Sub. Appt.  
 22 - Trainee Appointment  
 23 - Re-employed Temporary Appt. N/S  
 24 - Promotion Temporary Appt. N/S  
 25 - Promotion & Emergency Appt. N/S  
 26 - Transfer In  
 27 - Promotion  
 28 - Internal Transfer  
 29 - Extended Probation  
 30 - Salary Adjustment/Range Change  
 31 - Change of Maintenance  
 32 - Extended Employment (Project & Seasonal)  
 33 - Change of Employee Status (From Probationary Status)  
 34 - Change of Position Status  
 35 - Change of Position & Employee Status  
 36 - Change of Hours of Work  
 37 - Demotion  
 38 - Voluntary Demotion  
 39 - Merit Increase  
 40 - Internal Transfer & Proy. Appt. N/S (6 Mos.)  
 41 - Change of Title  
 42 - Change of Title and Salary Adjustment  
 43 - Internal Transfer & Change of Employee Status  
 44 - Change of Position Status & Salary Adjustment  
 45 - Voluntary Demotion & Sub. Appt.  
 46 - Salary Adjust. & Extended Employment  
 47 - Regular Appt. & Change of Employee Status  
 48 - Change of Hours & Salary Adjustment  
 49 - Extended Empl. & Change of Position Status  
 50 - Provisional Appt. & Change of Position Status  
 59 - Shift Differential/Medication  
 71 - Disability Retirement  
 80 - Special Merit Increase  
 90 - Reclassification  
 91 - Non-Standard Standard Rate  
 92 - Reinst. Internal Transfer  
 93 - Reinst. Promotion  
 94 - Reinst. Voluntary Demotion  
 99 - Computer Term for Incumbent

LEAVES

51 - Military Leave  
 52 - Return From Military Leave  
 53 - Leave of Absence  
 54 - Extended Leave of Absence  
 55 - Return From Leave  
 56 - Suspension  
 57 - Return From Suspension  
 58 - Compensation (Workmen's Comp.)  
 83 - Educational Leave With Pay  
 84 - Return Leave With Pay  
 85 - Educational Leave Without Pay  
 86 - Extended Educ. Leave Without Pay  
 87 - Return Leave Without Pay  
 88 - Educational Leave With Pay & Expenses  
 89 - Return Leave With Pay & Expenses

SEPARATIONS

60 - Layoff - Highway Maintenance  
 61 - Termination of Assignment  
 62 - Layoff (Status)  
 64 - Dismissed (No Status)  
 65 - Dismissed (Status)  
 66 - Left Without Notice (No Status)  
 68 - Deceased  
 69 - Retired (Status)  
 70 - Transfer Out (Status)  
 71 - Disability Retirement  
 72 - Dismissed Without Prejudice (No Status)  
 73 - Seasonal Layoff

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

July 18, 1979

TO: All Agencies/Departments for Distribution to Personnel  
Officers and Payroll Staff

SUBJECT: Personnel Memorandum 16-79 - Action Codes to be Used  
on Turn Around Forms

On the reverse side of this memorandum is a revised list of  
action codes which are to be used when processing Turn Around Forms  
to the Department of Personnel.

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

POSITION - KIND OF POSITION

- 01 - Permanent Probation
- 02 - Permanent Part-time
- 03 - Permanent Intermittent
- 04 - Seasonal
- 05 - Seasonal Part-time
- 06 - Seasonal Intermittent
- 07 - Project No Status
- 08 - Project Part-time
- 09 - Project Intermittent
- 10 - Limited Period
- 11 - Limited Period Part-time

EMPLOYEE STATUS

- 0 - No Status
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- 15 - Prov. Appt. - N/S (6 Mos.)
- 16 - Promotion Provisional Appt.
- 17 - Re-employed
- 18 - Reinstate
- 19 - Sub. Appt. & Internal Transfer
- 20 - Temp. Appt./Internal Transfer N/S
- 21 - Re-employed Sub. Appt.
- 22 - Trainee Appointment
- 23 - Re-employed Temporary Appt. N/S
- 24 - Promotion Temporary Appt. N/S
- 25 - Promotion & Emergency Appt. N/S
- 26 - Transfer In
- 27 - Promotion
- 28 - Internal Transfer
- 29 - Extended Probation
- 30 - Salary Adjustment/Range Change
- 31 - Change of Maintenance
- 32 - Extended Employment (Project & Seasonal)
- 33 - Change of Employee Status (From Probationary Status)
- 34 - Change of Position Status
- 35 - Change of Position & Employee Status
- 36 - Change of Hours of Work
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- 38 - Voluntary Demotion
- 39 - Merit Increase
- 40 - Internal Transfer & Prov. Appt. N/S (6 Mos.)
- 41 - Change of Title
- 42 - Change of Title and Salary Adjustment
- 43 - Internal Transfer & Change of Employee Status
- 44 - Change of Position Status & Salary Adjustment
- 45 - Voluntary Demotion & Sub. Appt.
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- 87 - Return Leave Without Pay
- 88 - Educational Leave With Pay & Expenses
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SEPARATIONS

- 60 - Layoff - Highway Maintenance
- 61 - Termination of Assignment
- 62 - Layoff (Status)
- 64 - Dismissed (No Status)
- 65 - Resigned
- 66 - Left Without Notice (No Status)
- 68 - Deceased
- 69 - Retired (Status)
- 70 - Transfer Out (Status)
- 71 - Disability Retirement
- 72 - Dismissed Without Prejudice (No Status)
- 73 - Seasonal Layoff