

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

December 7, 1979

PERSONNEL MEMORANDUM 30-79

TO: All Agency/Department Heads  
SUBJECT: Procedure for Releasing State Employees

In order to effect an orderly departure, and to lessen the amount of traffic congestion, Augusta-area employees will be released in three separate groups, fifteen minutes apart, based on location and number of employees. Release time for each group will be provided to the agencies by the Commissioner of Personnel. Do not call the Governor's Office or the Department of Personnel for information - it will be provided to each department immediately following a decision to release.

Van and car pool riders may leave when the vehicle leaves - departure time dependent upon each driver's release time.

REMINDER - IT IS THE RESPONSIBILITY OF EACH AGENCY TO NOTIFY ITS SUBORDINATE UNITS AND BRANCH OFFICES. (The latest edition of the "Reference Manual" provides a complete list of subordinate units).

GROUPS

<u>A</u>	<u>B</u>	<u>C</u>
AMHI	Attorney General	Agriculture
Barbers, Board of	Cosmetology, Board of	Audit
Business Reg.	Educ. & Cult. Services	Finance & Admin.
Conservation	Executive	Indian Affairs
Defense & Vets.	Guarantee Authority	MH&C
Services	Human Services	Personnel
Environmental Prot.	Inland Fisheries	Retirement
Human Rights	and Wildlife	Treasury
Lottery Commission	Legislative Admin.	Workers Comp. Comm.
Manpower Affairs	Division	
Marine Resources	Municipal Bond Bank	
Municipal Eval.	Nursing, State Bd. of	
Appeals Board	Public Utilities	
Public Safety	Secretary of State	
Transportation	Veterans and Small	
	Business	

JADINE R. O'BRIEN  
COMMISSIONER

# STATE OF MAINE

Inter-Departmental Memorandum Date Dec. 7, 1979

To All Agency/Department Heads

Dept. \_\_\_\_\_

From Jadine R. O'Brien, Commissioner *JRO*

Dept. Personnel

Subject Procedure for Releasing State Employees

If severe weather conditions, natural disaster, or other very unusual circumstances make it evident that early release of State employees on a localized or statewide basis would be in the best interest of maintaining public health and safety, the Commissioner of Personnel shall:

- (1) Consult with the Commissioners of Public Safety and Transportation and the Director of Civil Emergency Preparedness, or their designees, in order to determine current conditions and anticipated conditions at the end of the normal workday in each of the zone forecast areas, as pictured on the map on the reverse side.
- (2) Determine the action taken or being contemplated by cities or towns in each zone.
- (3) Recommend to the Governor that employees be released by zone [for a given reason at a certain time] and, upon receiving the Governor's concurrence, will
- 4) transmit to each department a decision to release early.
  - (a) It will be the responsibility of the central agency to notify its staff and all branch offices [current edition of the "Reference Manual" lists all sub-divisions].
  - (b) Offices dealing directly with the public shall keep a skeleton crew until normal closing time, unless localized conditions make it impossible for the public to communicate with the office. Equity in assignment to a skeleton crew will be established and maintained by the office head.
  - (c) Augusta-area offices shall be released on a pre-determined, staggered basis.
  - (d) Essential services and direct care will be maintained. The agency head shall determine whether or not those assigned to shift work should report at the normal time, and shall attempt to advise in advance of the normal reporting time, and by the most appropriate means, any not required to report.

Employees who get approval to use accrued leave credits (vacation or compensatory time) prior to the time when employees are administratively released shall have their full absences charged as originally approved. Employees required to remain at work following an administrative closing shall not receive additional compensation, but shall be credited with compensatory time to be taken at another mutually convenient time. The amount of hours credited shall be the amount of hours remaining in their regular shift at the time other employees were released administratively.

REPRODUCE FOR DISTRIBUTION TO ALL SUB-DIVISIONS

( O V E R )

If unusually severe conditions require public announcements regarding the cancellation of work in any or all areas of the State, they will be made on the following EMERGENCY BROADCAST SYSTEM stations:

- |                               |      |
|-------------------------------|------|
| * <u>Presque Isle</u>         | WAGM |
| Madawaska                     | WSJR |
| Caribou                       | WFST |
| Houlton                       | WHOU |
| * <u>Bangor</u>               | WBGW |
| Millinocket                   | WMKR |
| Lincoln                       | WLKM |
| Dover-Foxcroft                | WDME |
| Calais                        | WQDY |
| Ellsworth                     | WDEA |
| Belfast                       | WBME |
| Machias                       | WMCS |
| * <u>Augusta</u>              | WFAU |
| Skowhegan                     | WTOS |
| Farmington                    | WKTJ |
| Waterville                    | WTVL |
| Rumford                       | WRUM |
| Poland Spring                 | WHOM |
| Gardiner                      | WABK |
| South Paris                   | WKTP |
| Auburn                        | WPNO |
| Lewiston                      | WCOU |
| Rockland                      | WRKD |
| * <u>Portland (SP)</u>        | WGAN |
| Brunswick                     | WKXA |
| Bath                          | WJTO |
| Biddeford                     | WIDE |
| Sanford                       | WSME |
| *Operational Control Stations |      |

ZONE FORECAST AREAS

1. Northeast
2. Northern Interior
3. Eastern Interior
4. East Coastal
5. Northwest
6. Western Mountains
7. Southwest
- 7A. Southwest Interior
8. West Coastal

