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STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 26, 1980

PERSONNEL MEMORANDUM 12-80

TO: All Agency/Department Heads
SUBJECT: Recruiting Advertisements

This memorandum supersedes Personnel Memorandum 24-79, issued August 30, 1979.

Effective immediately the Department of Personnel will advertise in the weekend edition of the BANGOR DAILY NEWS and the MAINE SUNDAY TELEGRAM on an as needed basis. This advertising provides a combined circulation of 190,000 and a very cost effective line rate (BDN .56¢ and MST .815¢). The advertisements must be in the Personnel Office prior to close of business on Tuesday to ensure placement in the weekend editions.

Combining all recruiting for classified or unclassified positions into a single bold advertisement is effective as a recruiting method and is actually less expensive to the user (Personnel pays the cost of the heading and all EEO information).

Personnel will pay the cost of one line classification advertisements providing the class is not restricted to a single agency. For classes that are found in only one agency and for block advertisements, the agency will be billed at the appropriate line rate.

All advertisements for classified (competitive or non-competitive) or unclassified positions must be approved in advance by this office (see the attached form).

Personnel will approve advertisements in other Maine papers, journals, or other nationwide publications and provide the coordination needed in relation to publication dates and closing dates of classes.

Agencies desiring to place advertisements in media other than the MAINE SUNDAY TELEGRAM and the weekend edition of the BANGOR DAILY NEWS should expect to bear the full cost of these ads.

The Personnel Department reserves the right to edit all advertising copy to ensure cost effectiveness, reader impact, and compliance with merit principals and EEO guidelines.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

REQUEST FOR ADVERTISING

Note: This form must be received by the Dept. of Personnel 4 days prior to run date.

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|---|------------|---|-------------------------|--|
| Requesting Agency | | Appropriation Number | Activity Number | Type of Appointment Classified _____ Non-Competitive _____ Unclassified _____ |
| Title of Classification | Class Code | Location of Vacancy | Starting pay (per week) | Closing Date for Applications |
| Special Conditions: (Licensing, Travel, Shiftwork, etc.) | | | | Number of Vacancies _____ |
| Type of Notice Wanted: Job Bank Entry _____ Single Line Ad _____ Block Narrative Ad _____ | | Medium for Ad: Maine Sunday Telegram _____ Weekend Bangor Daily News _____ Other (list below) _____ _____ _____ _____ | | |
| Typical Duties: (for non-competitive and unclassified only) | | | | |
| Minimum Qualifications and Special Skills or Experience: (for non-competitive and unclassified only) | | | | |
| Remarks: (include address for applications for non-competitive & unclassified) | | | | |
| Submitted by: (Signature) | | Title | Telephone | Date |
| FOR DEPARTMENT OF PERSONNEL USE ONLY | | | | |

STATE OF MAINE

Inter-Departmental Memorandum Date June 18, 1980

Department Heads
From Jadine O'Brien, Commissioner *JOB*
Lanning Mosher, Director *LSM*

Dept. Personnel
Dept. Employee Relations

Subject Procedures for Layoff Notification

There have been several inquiries recently concerning the proper procedure to be used when agencies are anticipating layoffs. To ensure the smooth and efficient notification of affected employees, the following procedure should be followed before any such notification is made:

- I. Agency determines positions to be abolished.
- II. Agency sends lists of positions to be abolished to the Department of Personnel requesting related class information, (with a copy to the Governor's Office of Employee Relations). This request should include:
 - (a) Incumbent's name.
 - (b) Class/option of position.
 - (c) Agency contact person (Personnel Officer or central administrative contact).
- III. Agency and Employee Relations jointly determine specific bumping options in accordance with the contract in force, and the Department of Personnel determines lower related classes.
- IV. Agency and the Department of Personnel jointly determine if the person is qualified by virtue of present and previous State employment - are there diverse programs requiring cross training beyond a reasonable orientation period?
- V. Agency and the Department of Personnel jointly develop a list of lower/related classes (by option and program area where appropriate) for which the person being laid off has bumping rights.
- VI. Agency formally notifies person of abolishment of position and any rights which he/she may have under contract provisions.
- VII. As bumping options are exercised, Steps II thru VI are repeated until an employee is officially notified of layoff.
- VIII. When the Department of Personnel receives official notification of layoff, it will follow up with a letter further outlining avenues open to those being laid off.

We strongly urge that any agency anticipating layoffs begin this procedure at the earliest possible opportunity, as failure to properly identify an employee's rights under the contract may result in layoff of the wrong employee.

JOB/LSM/mg