

STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 11, 1980

PERSONNEL MEMORANDUM 14-80

TO: All Agency/Department Heads/Personnel Officers
SUBJECT: Personnel Policy

This memorandum is a follow-up to the one issued on 7/16 and outlines the procedures to be used to implement the 95% ceiling. Many departments and agencies have been working diligently to reconcile position count figures. This spirit of cooperation in the task is greatly appreciated. We are now in the position to answer the many questions which have been raised. In order to clarify the policy and to ensure uniformity in its application, the following information is offered.

95% Ceiling Count

For the purpose of calculating the base upon which the 95% figure is determined, any position which has been vacant for more than one year will not be considered. The 95% will be applied to two different categories of types of positions.

Category #1

01	Permanent
02	Permanent Part-time
07	Project
08	Project Part-time
09	Project Intermittent
10	Limited Period
11	Limited Period Part-time

Category #2

03	Permanent Intermittent
04	Seasonal
05	Seasonal Part-time
06	Seasonal Intermittent

For example, if an agency's current authorized position count is 200, it has five positions which have been vacant more than one year, and has 25 seasonal positions, the 95% will be calculated as follows:

	<u>Category #1</u>	<u>Category #2</u>	<u>Total</u>
Count	175	25	200
Vacant More Than One Year	<u>3</u>	<u>2</u>	- <u>5</u>
95%	163	22	185

Source of Funding

The source of funding is not a factor on determining the 95%. Any agency may reduce general funded positions, federally funded positions, or any combination. Obviously, the savings will be greater to the State if the reductions are made in the general funded positions.

Future Federally-Funded Positions

As the Governor has noted, he is also concerned about the growth of federally-funded positions. The early discussion with the Governor of any potential federally-funded projects is strongly encouraged. However, in recognition of the additional time delays cited by Commissioners and the time already afforded for such gubernatorial review under Executive Order No. 10, FY 1980, dated 1/31/80, pre-approval before application is no longer mandatory.

Count Adjustment

A system will be developed to monitor position counts. A periodic update will be made as new positions are authorized and/or current positions expire.

Achievement of 95%

The preferred method of achieving compliance is attrition through retirement and resignation, with shifts of current personnel to fill the most essential positions.

Positions

Is the priority of this plan reduction of personnel or dollar savings? Obviously, the answer is "both." Personnel reductions, especially in the general fund account, will secure salary savings. We continue to seek to achieve the optimum combination of personnel reductions and cost savings through this policy.

We realize that some departments are currently well below the 95% ceiling. We want to encourage you to maintain this lower position count to limit growth as much as possible. Departments are being asked to honor the spirit of this policy.

Plan for Compliance

Departments are afforded maximum flexibility in developing compliance plans, as per the Governor's original memo.

Implementation

When agreement has been reached on an agency's 95% ceiling, it need only to make the necessary adjustments outlined above for vacancies and types of positions. If the agency is then below the 95% figure, it may specify to the Department of Personnel the positions it wishes to fill. If it is above the 95% figure, no positions will be filled until a plan is received and approved. The Department of Personnel will process all Form 5's as expeditiously as possible.

Please be assured that this department as well as the Bureau of the Budget is available for assistance in this most important endeavor.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS