

STATE OF MAINE
DEPARTMENT OF PERSONNEL

September 18, 1980

PERSONNEL MEMORANDUM 19-80

TO: Departmental Personnel Officers
SUBJECT: Action Code Changes

The following changes are being made to our action code listing effective 9/22/80:

ADDITIONS

Code 3 - Probation Status - Unclassified

Code 3 is to be used for employee status when an unclassified employee is serving probation.

Employees in the system should be updated as changes occur. New employees should be correctly coded.

Code 4 - Permanent Status - Unclassified

Code 4 is to be used for employee status when an unclassified employee completes his/her probation.

Employees in the system should be updated as changes occur. New employees should be correctly coded.

Code 01- Acting Capacity Appointment

Please refer to Chapter 8: Certification and Appointment (Effective September 17, 1980).

Code 74- Begin Personal Leave of Absence

Code 74 is to be used when an employee is granted a leave of absence for personal reasons.

Code 75- Begin Maternity Leave of Absence

Code 75 is to be used when placing an employee on a leave of absence due to maternity.

Code 76- Resigned While on Layoff

Code 76 is to be used when a person is on layoff status and resigns.

Code 95- Return to Former Position Upon Employee's Request

Code 95 is to be used when an employee who promotes wishes to return to his/her former position.

ADDITIONS (continued)Code 96 - Return to Former Position After Failure to Attain Permanent Status

Code 96 is to be used when an employee who promotes is returned to his/her former position when failing to attain permanent status.

DELETIONS

The following action codes will be replaced with 01 - Acting Capacity appointment.

- 02 - Transfer in/Substitute Appointment
- 04 - Regular Appointment - Presently Employed
- 05 - Provisional Substitute Appointment
- 06 - Emergency Substitute Appointment (1 Month)
- 07 - Temporary Substitute Appointment (3 Months)
- 09 - Reinstated Substitute Appointment
- 11 - Substitute Appointment
- 12 - Promotion Substitute Appointment
- 13 - Temporary Appointment - No status (3 Months)
- 14 - Emergency Appointment - No status (1 Month)
- 15 - Provisional Appointment
- 16 - Promotion Provisional Appointment
- 19 - Substitute Appointment & Internal Transfer
- 20 - Temporary Appointment & Internal Transfer - No status
- 21 - Reemployed Substitute Appointment - No status
- 23 - Reemployed Temporary Appointment - No status
- 24 - Promotion Temporary Appointment - No status
- 25 - Promotion & Emergency Appointment - No status
- 40 - Internal Transfer and Provisional Appointment - No status
(6 Months)
- 45 - Voluntary Demotion & Substitute Appointment
- 47 - Regular Appointment & Change of Employee Status
- 50 - Provisional Appointment & Change of Position Status

The following action codes will no longer be used.

- 43 - Internal Transfer & Change of Employee Status (Use separate code)
- 44 - Change of Position Status & Salary Adjustment "
- 46 - Salary Adjustment & Extended Employment "
- 48 - Change of Hours & Salary Adjustment "
- 49 - Extended Employment & Change of Position Status "
- 99 - Computer Term for Incumbent (Not applicable)

The following action codes will be replaced with the following:

<u>FROM</u>	<u>TO</u>
60 - Layoff - Highway Maintenance	73 - Layoff from Seasonal Position 62 - Layoff with Status
84 - Return Leave with Pay	55 - Return from Leave of Absence
87 - Return Leave without Pay	55 - Return from Leave of Absence
89 - Return Leave with Pay & Expenses	55 - Return from Leave of Absence
86 - Extended Educational Leave without pay	54 - Extended Leave of Absence

For employees in provisional, emergency, temporary or substitute status, continue the course of employment as if this change was not made.

JADINE R. O'BRIEN
COMMISSIONER

Attachment

POSITION - KIND OF POSITION

- 01 - Permanent Full-Time
- 02 - Permanent Part-Time
- 03 - Permanent Intermittent
- 04 - Seasonal Full-Time
- 05 - Seasonal Part-Time
- 06 - Seasonal Intermittent
- 07 - Project Full-Time (No Status)
- 08 - Project Part-Time (No Status)
- 09 - Project Intermittent (No Status)
- 10 - Limited Period Full-Time
- 11 - Limited Period Part-Time
- 12 - Limited Period Intermittent

EMPLOYEE STATUS

- 0 - No Status
- 1 - Permanent Status - Classified
- 2 - Probation Status - Classified
- 3 - Probation Status - Unclassified
- 4 - Permanent Status - Unclassified

SEPARATIONS

- * 61 - Termination of Assignment
- * 62 - Layoff with Status
- 64 - Dismissed
- * 65 - Resigned
- * 66 - Left without Notice (No reemployment Rights are Allowed)
- * 68 - Deceased
- * 69 - Retired
- * 70 - Transfer to Another Agency
- * 71 - Disability Retirement
- * 72 - Dismissed without Prejudice (No reemployments are Allowed)
- * 73 - Layoff from Seasonal Position
- * 76 - Resigned While on Layoff

APPOINTMENTS

- 01 - Acting Capacity Assignment (Z)
- 03 - Demotion in lieu of Layoff
- 08 - Regular Appointment (2 Wk. Trng.)
- 10 - Regular Appointment
- 17 - Reemployed after resignation
- 18 - Reinstated from Layoff
- 22 - Training Appointment (No Status)
- 26 - Transfer from another Agency
- 27 - Promotion
- 28 - Internal Transfer
- 37 - Involuntary Demotion
- 38 - Voluntary Demotion
- 92 - Reinstated from layoff with an Internal Transfer
- 93 - Reinstated from layoff with a Promotion
- 94 - Reinstated from layoff with a voluntary demotion
- 95 - Return to former position upon Employee's Request (Z)
- 96 - Return to former Position After Failure to Attain Permanent Status (96)

EMPLOYEE CHANGES

- 29 - Extended Probation
- 30 - Salary Adjustment/Range Change
- 31 - Change of Maintenance
- 33 - Change to Permanent Status
- 39 - Merit Increase
- 56 - Begin Suspension
- 57 - Return from Suspension
- 59 - Shift Differential/Medication
- 80 - Special Merit Increase

LEAVES OF ABSENCE

- * 51 - Begin Military Leave of Absence (Not 17-day Annual Military Leave)
- * 52 - Return from Military Leave of Absence (Same as Above)
- * 53 - Begin Leave of Absence
- * 54 - Extended Leave of Absence
- * 55 - Return from Leave of Absence
- * 58 - Enter Worker's Compensation Leave
- * 74 - Begin Personal Leave of Absence
- * 75 - Begin Maternity Leave of Absence
- * 83 - Begin Educ. Leave of Absence with Pay
- * 85 - Begin Educ. Leave of Absence without Pay
- * 88 - Begin Educ. Leave of Absence with pay and expenses

POSITION CHANGES

- 32 - Extended Employment
- 34 - Change of Position Status
- 35 - Change of Position & Employee Status
- 36 - Change of Work Hours
- 41 - Change of Classification Title
- 42 - Change of Classification Title & Range Change
- 90 - Reclassification
- 91 - Change of Non-Standard or Standard Rate

*TA forwarded directly to Bureau of Accounts & Control
 (Z) New Action Code effective September 17, 1980 -- See Personnel Memorandum 18-80