

STATE OF MAINE
DEPARTMENT OF PERSONNEL

June 23, 1981

PERSONNEL MEMORANDUM 3-81

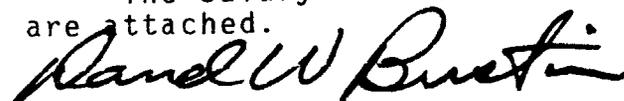
TO: All Commissioners/Agency Heads/Personnel Officers/
Payroll Clerks

SUBJECT: Implementation of the 5% Retirement Option

The following procedure will be used for payroll authorization for confidential employees, appointed officials (financial order) and employees covered by the AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of State payment of their retirement contribution.

1. The employee must sign a PER 3 or PER 3A (see Personnel Memorandum 1-81) to be authorized for the 5% salary increase.
2. The Personnel Department's copy of the PER 3/PER 3A must be attached to the Personnel Management Data Form (TA) for payroll authorization.
3. The TA will need the following information filled in:
 - Card 3 of the TA Form on the TO LINE
 - BLOCK 33 - Bargaining Unit Designator and Range
 - BLOCK 34 - Step
 - BLOCK 38 - Action Code 30 (Salary Adjustment)
 - BLOCK 39 - Effective Date - 062881
 - BLOCK 40 - 01 should be placed in this block. (This code will identify those employees who elected to receive the 5% salary adjustment).
 - BLOCK 42 - Salary Amount
 - BLOCK 43 - Salary Basis
 - BLOCK 48 - Overtime Rate (If applicable).
 - BLOCK 52 - Card Type - C
 - BLOCK 81 - Appointing Authority Approval

The salary matrices to be used for this 5% salary adjustment are attached.


DAVID W. BUSTIN
COMMISSIONER

PLEASE REPRODUCE LOCALLY FOR DISTRIBUTION PURPOSES