

STATE OF MAINE
DEPARTMENT OF PERSONNEL

May 11, 1983

PERSONNEL MEMORANDUM 3-83

TO: Agency/Department Heads, Personnel Officers

SUBJECT: Filling of General Fund Positions

This memorandum addresses provisions of the Governor's Executive Order (13 FY 82/83) regarding the filling of positions and establishes procedures for exception requests.

Positions Covered

- (1) The Executive Order covers all positions funded by or affecting the General Fund, regardless of type (permanent, seasonal, intermittent, project, etc.).
- (2) All methods of filling positions are prohibited, including promotional and acting capacity appointments.
- (3) Positions wholly funded by other dedicated revenue or federal accounts are not affected and will be processed in accordance with existing procedures.
- (4) The Maine State Government Summer Internship Program is not affected.
- (5) Personal service contracts should not be used in lieu of filling positions.

Exception Requests

Exceptions to the provisions of the Executive Order will not be made unless the department or agency head can demonstrate that the immediate filling of a position is required to protect the well-being of the public or a ward of the State, or will result in an unreasonable hardship to the operations of the agency.

Exception requests will be made by providing the Department of Personnel with a Requisition for Employee (Form PER 15), and a Memorandum of Justification. This process pertains to all unclassified positions and competitive and direct hire positions in the classified service funded by or in accounts affecting the General Fund.

Transition Exceptions

Any department or agency that has officially notified an individual as of May 9, 1983, that he or she has been selected to fill a position may complete that action. No other General Fund position vacancies will be filled except as outlined above. Outstanding certifications may be held, but no hiring commitments may be made.

Recruitment to Establish Employment Registers

The Department of Personnel will continue to accept applications for employment for the purpose of placing people on employment registers.

Questions concerning this memorandum should be addressed to George Viles, Director of Planning and Operations, Tel. 289-3761.

A handwritten signature in cursive script that reads "David W. Bustin".

DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS