

STATE OF MAINE
DEPARTMENT OF PERSONNEL

July 11, 1986

PERSONNEL MEMORANDUM 4-86

TO: All Agency/Department Heads, Personnel Officers

SUBJECT: USE OF REFUSAL CODES ON FORM PER 17

Title 5, Chapter 372 of the Civil Service Law became effective July 1, 1986. Section 7062 of Chapter 372 places prohibitions on the removal of applicants from employment registers for specifying conditions under which they will accept employment. Specifically, applicants cannot be removed from employment registers for any of the following reasons:

1. Specifying the conditions under which the applicant will accept employment.
2. Specifying a department, bureau or division in which the applicant will accept employment.
3. Specifying a department, bureau or division in which the applicant will not accept employment.
4. Failure to respond in less than three months to a written inquiry about availability for employment.

This new law places an extra burden on line agencies and this department to reasonably insure that certifications contain adequate numbers of qualified and interested candidates.

Effective immediately, all PER 17's returned to this office must contain accurately coded reasons for refusal of employment as listed in Section C of the General Information on the back of the form. This information will be used to modify the conditions under which applicants will be certified to future vacancies. Any change in applicant preference will be subject to verification by the applicant.

Example #1:

A candidate refuses an offer for employment because he/she is not interested in working in that geographic location. Code #3 (not interested in the geographic location) is placed in the explanation column of the PER 17. The certification unit in the Department of Personnel will change the applicant's record of preference on the employment register so that the applicant will not be certified to future vacancies in that area. A letter will be sent to the applicant notifying him/her of this change. The applicant will have an opportunity to verify this and any other changes in preference that may be appropriate.

Example #2:

A candidate tells an interviewer that he/she is not interested in employment at this time. Code #4 (not interested in working/promoting at this time) is noted on the PER 17. The applicant's name is placed inactive on the register and will not be certified to any future vacancies. The applicant will be notified of this action and will be instructed on what he/she must do to reactivate their name on the register for future consideration.

Failure to note the reasons for declines could delay the authorization of a selected candidate, as the PER 17 will be returned for proper completion. This action is necessary to insure that employment registers are kept as up-to-date as possible. NOTE: Reasons for refusal which are not specifically listed on PER 17 should be coded 16 (Other) and a full explanation should be given.



DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS