

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 21, 1986

PERSONNEL MEMORANDUM 6-86

TO: All Agency/Department Heads/Personnel Officers

SUBJECT: NEW EMPLOYEE ORIENTATION

In order to adhere to the mandates of the new legislation (Chapter 785, Article III, Subsection 7068, Obligation to Inform Employees), orientation sessions for those employees new to State government hired since July 1, 1986 will be held as follows:

Thursday, December 11, 1986
Holiday Inn
Spring Street
Portland, Maine

Friday, December 12, 1986
Multipurpose Center
Birch Street
Lewiston, Maine

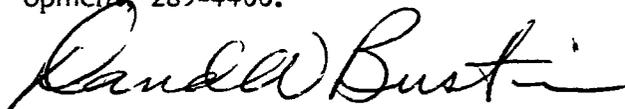
Tuesday, December 16, 1986
Augusta Civic Center
Fort Western Room
Augusta, Maine

Thursday, December 18, 1986
Bangor Civic Center
Lecture Room
Bangor, Maine

There will be two programs scheduled each day (9-12 & 1-4), each three hours in length. The program session will include information in the following areas: 1) employee health; 2) insurance; 3) retirement; 4) employee union representation; and 5) personnel matters.

The legislation designates appointing authorities responsible for insuring that all eligible employees attend orientation sessions. To register employees for orientation, please complete the attached form, indicating the number of employees from your department registering for each session and applicable bargaining units. We do not need the names of the prospective attendees; however, you will be provided with a list of those who attended. There will be a \$5.00 fee per participant to cover program costs which will be billed to your agency after the program.

If you have any questions, need additional information or assistance contact Judith DeAngelis, who is coordinating orientation training, Human Resource Development, 289-4400.



DAVID W. BUSTIN
COMMISSIONER

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

!!FOR DEPT. PERSONNEL OFFICER USE ONLY!!

Return to: HRD Unit
State House Station #4
Augusta, Maine 04333
289-4400

New Employee Orientation
Registration

Department

DPO Tel. No.

<u>Date</u> & <u>Location</u>	<u>Number per Session</u>		Positions registered are represented by:		
	<u>AM</u>	<u>PM</u>	<u>MSEA</u>	<u>AFSCME</u>	<u>MSTA</u>
Dec. 11 Portland	_____	_____	AM PM	AM PM	AM PM
Dec. 12 Lewiston	_____	_____	AM PM	AM PM	AM PM
Dec. 16 Augusta	_____	_____	AM PM	AM PM	AM PM
Dec. 18 Bangor	_____	_____	AM PM	AM PM	AM PM

*check (X) appropriate union(s) for each session.

Authorizing Signature

PLEASE RETURN BY: DECEMBER 8, 1986