

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

July 14, 1987

HUMAN RESOURCES MEMORANDUM 10-87

TO: Directors of Administrative Services
Departmental Personnel Officers

SUBJECT: INTERIM PROCEDURES TO AUTHORIZE RETROACTIVE
RECLASSIFICATIONS AND REALLOCATIONS

The purpose of this memorandum is to expedite the authorization of retroactive reclassifications and reallocations that have been authorized in the Part II budget. This memorandum establishes procedures that will be in effect until formal funding approval is available from the Bureau of the Budget in the form of authorized position detail records.

Reclassifications and reallocations that have been authorized in the Part II budget appear on a Bureau of the Budget report titled "Pending Reclassification Report." This report has been sent to each agency by memorandum dated May 29, 1987. This report can be used by agencies as evidence of funding approval in lieu of the Position Detail Record forms that normally constitute funding approval.

The following procedures apply for this interim period:

1. DOCUMENTATION REQUIREMENTS

- A. A copy of the Bureau of the Budget report titled "Pending Reclassification Report," dated May 26, 1987, which lists the reclassification/reallocation action and effective dates must be provided.
- B. Two copies of the fully completed employment history reconstruction (Form PER 62) must be provided.
- C. Two copies of the Human Resource Profile(s) for affected employee(s), indicating the status of the employee(s) as of the present time after reconstruction must be provided. In addition to the standard submission, the Human Resource Profile must contain the following information:
 1. The standard budget position number, after reclassification, as noted on the Budget report.

2. The ten-digit classification code for the new classification, and
3. The correct position split number for the new position.

2. PROCESSING REQUIREMENTS

- A. Two copies of the Human Resource Profiles, two copies of the PER 62 forms and the Budget report will be submitted to our authorization unit.
- B. The HRP and Form PER 62 will be verified for accuracy and completeness and hand authorized.
- C. One copy of each will be returned to the agency for submission to payroll.
- D. A copy will be kept in this bureau and the electronic and microfiche files will be updated after the Bureau of the Budget releases Position Detail Records for these actions.

3. EXPIRATION

These interim procedures will expire immediately after Position Detail Records are released by the Bureau of the Budget.

You may direct questions concerning this memorandum to Jeannie Johnson at 289-4433.



DONALD A. WILLS
ACTING DIRECTOR
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS