

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

August 18, 1987

HUMAN RESOURCES MEMORANDUM 11-87

TO: Directors of Administrative Services
Departmental Personnel Officers

REFERENCE: HUMAN RESOURCES MEMORANDUM 10-87

The interim procedures for processing reclassifications outlined in Human Resources Memorandum 10-87 have expired effective the date of this memorandum.

All reclassifications must now be processed in accordance with established procedures.



DONALD A. WILLS
ACTING DIRECTOR
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

INTER-DEPARTMENTAL MEMORANDUM

*File w/
HR memo
11-87*



SUBJECT: Interim procedures to authorize retroactive reclassifications and reallocations

DATE: August 18, 1987

TO: Donald Wills

Bureau of Human Resources

Wills

FROM: G. William Buker, State Budget Officer

Bureau of the Budget

Reference your Human Resources memorandum 10-87 dated July 14, 1987, in which you establish a procedure to allow for payment of those reclassifications and reallocations that were authorized and funded in the Part II budget. You indicate in section 3 of that memorandum that the interim procedures would expire immediately after the Position Detail Record forms (PDR's) are released by the Bureau of the Budget.

This memo is to advise you that the Bureau of the Budget has processed all PDR's relating to those positions for which this interim procedure was established. As all PDR's cleared this office and the position file systems last week, there would appear to be no further reason for this procedure to be in effect.

GWB/jtc

cc: Jeanne Johnson, Bureau of Human Resources
Adena Hubley, Accounts and Control