

STATE OF MAINE

DEPARTMENT OF PERSONNEL

May 12, 1987

PERSONNEL MEMORANDUM 7-87

TO: Agency/Department Heads/Personnel Officers, Directors
Administrative Services

SUBJECT: NEW EMPLOYEE ORIENTATION

Civil Service Law (1986), Chapter 785, Article III, Subsection 7068, Obligation to Inform Employees, designates appointing authorities as being responsible for ensuring that employees new to State Government attend Department of Personnel orientation workshops within their first six months employment.

Please note that the next orientation, as listed in the Department of Personnel Training Catalog, is scheduled for June 5 in Augusta, at the Augusta Civic Center, 9 a.m. to noon. (An additional workshop will be scheduled for the northern part of the State provided that a minimum of twenty-five new employees are available to attend). To enroll employees agencies must complete the attached registration form. Agencies will be provided with employee attendance records and will be billed \$5.00 per participant to cover program costs.

Your cooperation in registering all new employees (hired December 1986 through May 1987) is essential. If you have any questions, need additional information or assistance, contact Judith DeAngelis, Human Resource Development, at 289-4400.



DONALD A. WILLS
ACTING COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS