

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

September 22, 1989

HUMAN RESOURCES MEMORANDUM 12-89

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

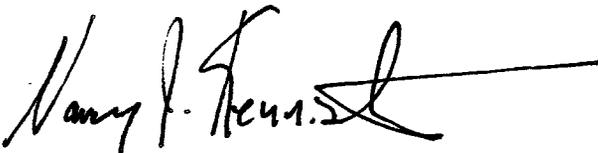
SUBJECT: Form PER 106, Revised September, 1989

At time of appointment, all unclassified employees who hold confidential positions must be offered the following options:

- (1) The option to join or not join the Maine State Retirement System; and
- (2) The option of the 5% salary premium in lieu of State paid retirement.

These options must be reported to the Bureau of Human Resources using the PER 106 form. A copy of this form (revised September, 1989) is attached. Please use this copy to reproduce forms for your department's use.

A new PER 106 is required when an unclassified employee moves from one confidential position to another confidential position, or in the case of an elected or appointed employee, when the employee is reelected or reappointed. When a new PER 106 is completed, the employee may continue the option of the former appointment or choose a new option.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

MAY BE REPRODUCED LOCALLY FOR DISTRIBUTION PURPOSES

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATION
BUREAU OF HUMAN RESOURCES**

IMPORTANT: This form must be completed at time of appointment by all unclassified employees who are designated confidential.

Name of Employee (Type or Print in Ink)		SS#
Classification Title		
Department	Bureau	

This is to notify you that I elect: (Check one)

1. to be paid from the standard salary schedule for confidential employees and to have the State pay my individual retirement contribution.
2. to be paid from the 5% salary premium schedule for confidential employees and to pay my own retirement contribution.
3. to be paid from the 5% salary premium schedule for confidential employees and **not** join the Maine State Retirement System.

Signature of Employee

Date

PROCEDURE:

1. Submit completed forms to the Bureau of Human Resources together with other required appointment authorization materials.
2. The agency should provide a copy of each completed PER 106 to:
 - the employee
 - the Maine State Retirement System
 - the Bureau of Accounts and Control
 - the Bureau of the Budget (for salaries subject to approval by the Governor)
3. A new form will need to be completed when the employee transfers to another unclassified, confidential position, or (for elected, appointed or term employees) when the employee is reelected or reappointed.

NOTE: This form does not replace any materials which are required by the Maine State Retirement System.