

DEPARTMENT OF ADMINISTRATION  
BUREAU OF HUMAN RESOURCES

September 26, 1989

**HUMAN RESOURCES MEMORANDUM 15-89**

**TO:** Personnel Officers/Directors of Administrative Services

**SUBJECT:** Overtime Eligibility and Administrative Unit H

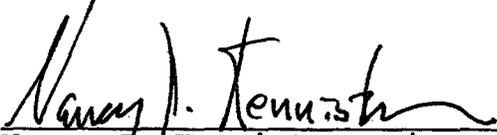
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Attached are two reports for your department which lists (1) Employees and positions assigned to the new Administrative Unit 'H'; and (2) employees and positions at Salary Grade 21 which are now eligible for overtime at the rate of time and one-half.

If you do not receive one or both of the reports, it is because you do not have any positions which are affected by this change.

Positions which have the overtime eligibility of Non-Standard are not affected by this change in overtime eligibility. Changes to the job classification, position and employee records have been made for you by the Bureau of the Budget and the Bureau of Human Resources. The purpose of this memo is to alert you that changes have been made.

Employees in Salary Grade 21 are eligible for overtime as of July 2, 1989. Employees in Administrative Unit 'H' have been removed from Administrative Unit 'X' to identify them as not having promotional rights within the State Civil Service System. These people did not have civil service preference prior to this change, but the grouping of these people in a new Administrative Unit allows us to easily identify them. The employees remaining in Administrative Unit 'X' have civil service preference.

If you have questions concerning either of these changes, please contact Don Wills or Richard Paradis.

  
Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

Attachments