

DEPARTMENT OF ADMINISTRATION

Bureau of Human Resources

January 7, 1991

HUMAN RESOURCES MEMORANDUM 2-91

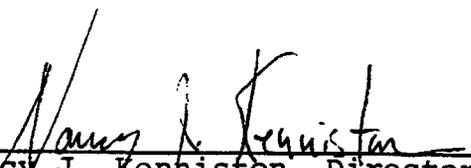
TO: Personnel Officers/Managers

SUBJECT: Layoff Notifications

The purpose of this memorandum is to remind all agencies to submit Human Resources Form PER 14, "Official Notice of Layoff", (copy attached), to this Bureau as soon as an employee's final employment disposition is known to you.

This form contains information that is required to process recall and other employment referral rights for the employee.

Thank you for your cooperation.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

STATE OF MAINE
Department of Personnel
Official Notice of Layoff

Name of Employee		Agency		Unit Division	
Social Security Number		Class Code	Class Title		Option
Seniority Points	Bargaining Unit		Effective Date of Layoff		Home Telephone
Home Address (Address where employee can be reached while on lay-off status)					
Street		City		State	Zip Code
Were Bumping Rights Exercised Yes <input type="checkbox"/> No <input type="checkbox"/>		Class Bumping Into		Unit Div. Bumping Into	
Signature of Employee				Date	
Signature of Appointing Authority				Date	

WORK LOCATION DESIGNATION
(To be completed by employee)

The geographic locations to the right are to designate where and under what conditions you will accept work. Before completing this section consider where you might like to live (urban or rural); availability of housing suitable to you; costs of relocation (buying or selling a home, obtaining a new apartment); or commuting costs (fuel, wear and tear on a car, etc.) **AFTER CONSIDERING THESE THINGS DESIGNATE ALL THE AREAS IN WHICH YOU WOULD TRULY ACCEPT EMPLOYMENT.** If your plans or situations change you can always update this information by contacting the Certification Supervisor.

GEOGRAPHIC LOCATIONS

ANYWHERE IN THE STATE: If you will work anywhere please check all the counties. Conditions of Work must be the same for all counties.

ANYWHERE IN A SPECIFIC COUNTY: If you will work anywhere in a specific county check the county. This will include any specific locations listed under that county.

IN A SPECIFIC LOCATION: If you wish to work in a specific location check that location only.

CONDITIONS OF WORK

FULL-TIME: If you designate Full-time we will refer you to vacancies which require 40 hours per week. Specific positions may require shift, weekend, overtime, callout, standby or non-standard duty hours.

PART-TIME: If you designate Part-Time we will refer you to vacancies which require less than 40 hours per week. If you wish to be considered for Job Sharing also check this box.

TEMPORARY: If you designate Temporary we will refer you to vacancies which normally are of less than 6 months duration. This includes Acting Capacity assignments.

SEASONAL: If you designate Seasonal we will refer you to vacancies in Seasonal positions as required by the work...(recreational, agricultural, tax processing, etc.)

GEOGRAPHIC LOCATIONS

Counties are in **BOLD** print and the conditions of work areas are shaded.

		Conditions of Work				
		Full Time	Part Time	Tempo-rary	Sea-sonal	
ANDROSCOGGIN	1					
Lewiston	2					
Livermore	3					
AROOSTOOK	4					
Caribou	5					
Fort Kent	6					
Houlton	7					
Madawaska	8					
Presque Isle	9					
Van Buren	10					
CUMBERLAND	11					
Portland	12					
Pineland Center	13					
FRANKLIN	14					
Farmington	15					
Rangeley	16					
HANCOCK	17					
Bar Harbor	18					
Bucksport	19					
Ellsworth	20					
KENNEBEC	21					
Augusta	22					
Waterville	23					
KNOX	24					
Rockland	25					
Thomaston	26					
LINCOLN	27					
Boothbay	28					
OXFORD	29					
Norway	30					
Rumford	31					
PENOBSCOT	32					
Bangor	33					
Millinocket	34					
PISCATAQUIS	35					
Greenville	36					
SAGadahoc	37					
Bath	38					
Brunswick	39					
SOMERSET	40					
Skowhegan	41					
WALDO	42					
Belfast	43					
WASHINGTON	44					
Calais	45					
Eastport	46					
Machias	47					
YORK	48					
Biddeford	49					
Kittery	50					
Saco	51					
Sanford	52					

DEPARTMENT OF PERSONNEL USE ONLY

Previously Held Classes	Lower Related Classes
Signature of Records Supervisor	Signature of Job Analysis Supervisor