

DEPARTMENT OF ADMINISTRATION
Bureau of Human Resources

April 17, 1992

HUMAN RESOURCES MEMORANDUM 8-92

TO: Commissioners, Agency Heads, Administrative Services
Directors, Personnel Officers

SUBJECT: Chapter 780, PL 1992

The purpose of this memorandum is to provide information and implementation instructions on those parts of Chapter 780 that affect employee pay, benefits and work schedules.

Because implementation instructions are quite lengthy, this memorandum is organized into a summary section and attachments that provide detailed implementation instructions.

A meeting is scheduled for 10:00 A.M., Thursday, May 7th at the Augusta Civic Center for all payroll clerks and personnel officers at which time this memorandum will be discussed in detail. Salary schedules, planning calendars, and forms referenced in this memorandum will be distributed at that meeting.

SUMMARY

1. Merit Increases Frozen for FY 1993.

No Merit or special merit increases may be awarded between July 1, 1992 and June 30, 1993 and salary review dates are to be advanced one year. For example, an employee who would have been eligible for a merit increase on October 1, 1992 will be eligible for a merit increase on October 1, 1993.

2. Workweek Reduced by One Hour Effective the First Work week to be Paid in FY 93.

The workweek for all employees is reduced by one hour per week. Time off must be taken each week and cannot be accumulated. Changes to work week schedules cannot increase the overtime burden on agencies. Workweek reductions are in effect for the following periods:

Cycle A - Pay period beginning June 14, 1992 through pay period ending May 29, 1993.

Cycle B - Pay period beginning June 7, 1992 through pay period ending June 5, 1993.

This one hour reduction applies to all employees, regardless of the number of hours normally scheduled. For example:

- * A part-time employee who normally works 20 hours per week must be reduced to 19 hours per week.
- * An employee who works scheduled overtime must be reduced by one hour per week.
- * An employee on voluntary reduced workweek must be reduced by an additional hour.
- * An employee on the 80% retirement program must be reduced one hour per week.

NOTE 1: The legislation makes supervisors responsible for conferring with employees for the scheduling of the one hour reduction, subject to operational needs of the department or agency. Each employee must be given at least 14 days notice of the change in that individual's schedule.

NOTE 2: The reduction in work schedules does not affect employee rights or benefits that are established under contract or in law and that are based on work schedules in effect prior to the effective date of the legislation. Benefits such as sick and vacation accruals, life and health insurance coverage and premiums, and retirement benefits must be determined as if the work schedules of employees had not been reduced.

3. Days off Without Pay Unchanged.

Days off without pay (shutdown and discretionary days off) are continued in accordance with Chapter 65 and the union agreements currently in place.

Cycle A employees may start taking time off without pay during the pay period beginning June 15, 1992.

Cycle B employees may start taking time off without pay during the pay period beginning June 8, 1992.

4. Increase in Retirement Contributions for New Employees.

All new State employees who become covered by the Maine State Retirement plan or any or the special plans for State employees and Teachers for the first time on or after July 1, 1992 and new employees who were members of this plan by prior employment and who are employed or reemployed by the State on or after July 1, 1992 after a break in service of three days or more must contribute to the retirement system or have pick-up contributions made at the rate of 7.5% of earnable compensation.

Employees who pay the employee share of retirement contributions will pay 7.5%. Employees for whom the employee share is paid by the State will contribute 1% in addition to that portion of the employee contribution that is paid by the State.

NOTE: This provision does not apply to employees who have been laid off and who return to employment while on layoff status.

5. Salary Adjustments.

Chapter 780 provides for salary adjustments for employees who, after adjusting for legislatively mandated days off without pay and for the one hour per week reduction in work schedules required by Chapter 780, PL 1992, will receive a base annual salary in excess of \$50,000. The following adjustments apply to all such employees regardless of collective bargaining status:

3% salary reduction for all State employees who make more than \$50,000 and who received a 3% general increase on or after April 1, 1991.

Any person who received a 3% cost of living adjustment on or after April 1, 1991 and whose base salary exceeds \$50,000 after adjusting for legislatively mandated time off without pay will receive a 3% salary reduction effective at the beginning of the pay period closest to July 1, 1992.

Additional 2% salary reduction for all State employees who are subject to the above 3% reduction, and who continue to make more than \$50,000 after that adjustment.

Employees whose base salaries are reduced by 3% and continue to make more than \$50,000 will receive an additional 2% salary reduction.

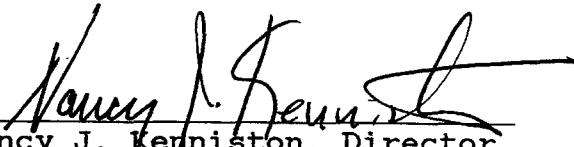
2% salary reduction for all State employees who make more than \$50,000 but who did not receive a 3% cost of living increase on or after April 1, 1991.

All employees who did not receive a 3% cost of living salary adjustment on or after April 1, 1991, but who, after adjusting for legislatively mandated time off without pay receive a base annual salary greater than \$50,000 will receive a 2% salary reduction effective at the beginning of the pay period closest to July 1, 1992.

NOTE: The salary reductions that were implemented in January under Chapter 622, PL 1991, Part II are not continued beyond the end of this fiscal year. See Attachment 5A for details.

6. Pay Dates to Change

The last two pay dates in FY 92/93 be advanced to July 1, 1993. Detailed information regarding this will be addressed by the Bureau of Accounts and Control.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

Attachments:

- Attachment 1 - Implementing Freezes on Merit Increases
- Attachment 2 - Implementing One Hour per Week Reduction
- Attachment 3 - Implementing Days Off Without Pay
- Attachment 4 - Implementing 1% Increase in Retirement Contributions for New Employees
- Attachment 5A - Correcting Salaries for Confidential Employees
- Attachment 5B - Implementing Salary Reductions for Employees Making More than \$50,000 per Year

ATTACHMENT 1 - MERIT INCREASES

Changes to Employee Records

The MFASIS HR system will automatically change salary review dates for all employees with a salary review date between July 1, 1992 and June 30, 1993. New salary review dates will be set one year from the salary review date currently in the system.

These changes will be made after June merit increases have been processed.

Agencies should set salary review dates per standard procedures through the end of June.

Establishing New Salary Review Dates

In the event that it is necessary to establish a salary review date for a new employee and that salary review date would normally fall between July 1, 1992 and June 30, 1993, set the date ahead one year. For example, if the salary review date would have fallen on June 15, 1993, set the date to June 15, 1994.

Performance Review Dates Unchanged

Annual performance reviews must continue to be conducted annually. Performance review dates will not change.

May and June Upcoming Review Dates Reports

Because salary review dates cannot be advanced until after June merit increases have been granted, the May and June "upcoming review dates" reports will improperly list employees with July and August salary review dates. Agencies are instructed to ignore these reported salary review dates.

ATTACHMENT 2 - WORKWEEK REDUCTION

General Instructions

Workweek reductions are in effect for the following periods:

Cycle A - Pay period beginning June 14, 1992 through pay period ending May 29, 1993.

Cycle B - Pay period beginning July 7, 1992 through pay period ending June 5, 1993.

Special pay Number 40, "REDUCEWK", will be used to reduce employee's pay for this reduction in work schedule.

Pay #40 will be established as an auto pay on MEASIS and will automatically reduce pay by two hours per pay period for all employees, as follows:

- * Two hours at the fully burdened rate for most employees.
- * Two hours at the OT 2 rate for employees with scheduled overtime.
- * Two hours at the fully burdened rate for nonstandard employees (Note that the fully burdened rate includes the nonstandard differential).
- * No automatic deduction will be loaded for intermittent employees, however, agencies are instructed to reduce the workweek for all intermittent employees by one hour. Further, the total number of hours worked by intermittent employees during the fiscal year cannot exceed the number of hours available after adjusting the 500 maximum down by all time off without pay.

This autopay will be loaded on the following dates:

Cycle B - Weekend of June 13

Cycle A - Weekend of June 20

Tracking Pay for Retirement

Pay that is lost due to these reductions will be treated as earned salary for the purposes of determining retirement benefits.

Microfiche records will be generated and distributed to all agencies at the end of FY 92/93 that will record all time off without pay that is to be credited toward retirement.

ATTACHMENT 3 - DAYS OFF WITHOUT PAY

1. Closures of Government Offices (Special Pay 19)

Government offices will be closed on the days listed below. These days were selected because they all are connected to a holiday and will give employees a number of holiday periods with extended time off. All employees must take these days off without pay.

<u>Closure Day</u>	<u>Associated Holiday</u>
September 8	Labor Day
October 13	Columbus Day
November 12	Veteran's Day
December 24	Christmas
January 4	New Year's Day
January 19	Martin Luther King
February 16	Washington's B'Day
April 20	Patriot's Day
June 1	Memorial Day

These days will be processed using Special Pay 19, SHUTDOWN.

SHUTDOWN pay transactions will be generated automatically for all MSEA and confidential employees for the pay periods in which these days fall.

The entries may be viewed or deleted on the UTRU1 screen. Additional entries or changes must be entered using the normal T&A screen (HUEUS). A report of all automatically generated transactions will be provided.

A "day" is based on authorized position hours prior to the one hour per week reduction in hours. Full time employees will be processed for 8 hours of SHUTDOWN pay for the pay periods in which these holidays fall. Time off for part-time employees will be based on 1/10th of the authorized biweekly position hours in effect prior to the one hour per week reduction.

A: Tracking SHUTDOWN Usage

Exception reports will be generated immediately following payroll processing for pay periods in which these days fall. These reports will list all employees who have not been processed for a SHUTDOWN day during the pay period.

B: Summary of Rules for Usage of SHUTDOWN Time

Even though all Government offices will be closed, it may be necessary for some employees to work these days. Essential Employees who work these days must take a SHUTDOWN day during the pay period within which these days fall, or if that is not possible to schedule, no later than the following pay period.

All SHUTDOWN time counts as time worked when calculating overtime.

2. Discretionary Time Off (Special Pay 10, TEMPOFF)

In addition to time off when Government offices are closed down, employees must take additional discretionary days off without pay.

A: Annual Obligation

Discretionary days off without pay are summarized by administrative unit below:

Admin units A, B, E, F and Y: 8 days in FY 92/93

Admin units D, H, and X: 21 days in FY 92/93

For the purpose of determining an employee's annual obligation, a "day" equals 1/10 bi-weekly hours, prior to the one hour workweek reduction, not to exceed 8.

B: Recording Annual Discretionary Hours Targets on MFASIS

Agencies must continue to record hours that each employee must take off as discretionary time on the HOBUE6 screen.

This field will be updated for FY 92/93 on June 20, 1992 automatically.

Reports will be generated listing all employees for whom this field has been automatically updated and employees for whom this field cannot be automatically updated.

C: Prorating Annual Obligation

An employee's annual obligation for discretionary time off may change under certain employment conditions. Whenever conditions require a change to an employee's annual obligation, agencies must communicate the change to the employee and make a change to the employee's masterfile record.

Discretionary time that an employee must take off during the fiscal year must be prorated when:

1. The employee enters or returns to active employment status after July 1, 1992, except for return from unpaid leaves under the Voluntary Cost Savings Program.
2. The employee's position hours change, except for reduced hours under the Voluntary Cost Savings Program and for the one hour workweek reduction required by Chapter 780.

3. The employee is removed from redline status.
4. The employee promotes or transfers into a position in a different administrative unit during the fiscal year and the administrative units involved require different numbers of discretionary days off.

D: Calculating and Recording Prorated Hours

Agencies must complete Form PER 110A, "Discretionary Hours Worksheet FY 1992-1993", whenever employment conditions change. Agencies must update the TIME OFF TARGET HOURS field on the HOBUE6 screen every time hours are recalculated on PER 110A. **NOTE: Do not update target hours for FY 92/93 on HOBUE6 before June 22, 1992. FY 91/92 targets must remain in this field until that date to allow for end of year reporting. The changeover from FY 91/92 targets to FY 92/93 targets will be reviewed on May 7th.**

Copies of Form 110A will be distributed identically to the distribution of Form 110.

Initial supplies of PER 110A will be distributed to all agencies as soon as they are available. A copy of the form is attached for agencies that wish to calculate hours and communicate obligations to employees prior to receipt of the full form.

E: Payroll Processing Instructions

All discretionary time off must be processed using Special Pay 10, TEMPOFF, through time and attendance transactions.

F: Tracking Usage of Discretionary Time Off

All Employees must work toward their yearly commitment of discretionary days off by meeting certain targets throughout the year.

The following table lists total days required, the minimum number of days that must be taken by certain target dates, and the maximum number of days that can be carried forward beyond those target days.

<u>INTERMEDIATE TARGETS</u>				
<u>Units</u>	<u>Days</u>	<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
A, B, E	8	Oct 1	2 days	6 days
F, Y		Jan 1	4 days	4 days
		Apr 1	6 days	2 days
		Jun 1	8 days	0 days

<u>Units</u>	<u>Days</u>	<u>Dates</u>	<u>Days Taken</u>	<u>Carry Forward</u>
D, H, X	21	Oct 1	6 days	15 days
		Jan 1	11 days	10 days
		Apr 1	16 days	5 days
		Jun 1	21 days	0 days

NOTE: The number of days an employee must take by the intermediate target dates listed in these tables will change whenever the total annual hours must be prorated on Form PER 110A. Form PER 111A may be used to calculate new intermediate targets and to communicate these targets to employees.

All discretionary days off without pay for confidential employees may be taken in 4 or 8 hour increments; however agency heads are authorized to schedule time off in other increments that better meet operational needs. Care must be taken to ensure that no employee becomes eligible for unemployment compensation due to excessive time off without pay during a work week.

Reports will be sent to agencies to assist in managing discretionary time off. MFASIS will compare Year-to-date usage of TEMPOFF hours to TIME OFF TARGET HOURS (HOBUE6), automatically calculate intermediate targets, and report all employees with balances due by the closest intermediate target date (October 1, January 1, April 1, or June 1). These reports will be sent to agencies on a biweekly basis.

G: Summary of Rules for Usage of Discretionary Time

Employees holding more than one position simultaneously will have target hours calculated for each position and time off will be tracked for each position individually.

Discretionary time off does not count as time worked for overtime calculations.

All time off under any Voluntary Cost Savings Program for this fiscal year will be treated as if the employee were actively on the payroll. No credit or proration will be given or made due to an employee's participation in the voluntary cost savings program.

H: Vacation Accrual Limits

Vacation accrual limit waivers that have been agreed to with bargaining agents remain in place.

Maximum vacation accumulation limits for confidential employees will continue to be waived until December 31, 1994. No vacation credits in excess of the maximum accumulation may be carried forward to 1995. In the event that a confidential terminates employment or transfers between departments, cash compensation for accumulated vacation cannot exceed maximum accumulations limits.

ATTACHMENT 4 - 1% INCREASE IN RETIREMENT CONTRIBUTIONS

General Information

All new State employees who become covered by the Maine State Retirement plan or any of the special plans for State employees and Teachers for the first time on or after July 1, 1992 and new employees who were members of these plans prior to employment and who are employed or reemployed by the State on or after July 1, 1992 after a break in service of three days or more must contribute to the retirement system or have pick-up contributions made at the rate of 7.5% of earnable compensation.

NOTE: Seasonal and intermittent employees who experience lapses in employment due to the seasonal or intermittent nature of their employment are not subject to the higher contribution rate.

Employees who pay the employee share of retirement contributions will pay 7.5%. Employees for whom the employee share is paid by the State will contribute 1% in addition to that portion of the employee contribution that is paid by the State.

NOTE: This provision does not apply to employees who have been laid off and who return to employment while on layoff status.

Processing Instructions

All new hires who begin employment on or after July 1, 1992 will be automatically set up for the increased deduction.

The Maine State Retirement System will develop a self declaration form for new employees who believe that they are continuing members and thus subject to the lesser contribution rate. This form will allow employees to self declare eligibility for the lower contribution rate for the following reasons:

- * The employee continues to be a member of the Plan, or
- * The employee is on layoff status as of the date of reemployment.

New employees hired on or after July 1, 1992 must be given the opportunity to complete this form. **NOTE:** New hires entered into MFASIS on or after July 6 will automatically be set up for the higher contribution rate. Agencies must notify Accounts and Control Payroll to change employee contributions to the lower rate for all new employees hired before July 1, but entered into MFASIS after July 6.

In the event that the employee declares that they are continuing members, the form must be sent to Accounts and Control Payroll, where the employee will be set up for the lesser contribution rate.

The Maine State Retirement System will audit all self declarations to ensure that the employee is eligible for the lesser rate.

In the event that the employee is not eligible, MSRS will notify Accounts and Control Payroll for the necessary payroll correction.

This form and detailed processing instructions will be distributed at the May 7th meeting at the Augusta Civic Center.

ATTACHMENT 5A - CORRECTIONS TO CONFIDENTIAL SALARIES

General Instructions

Chapter 622, PL 1991, Part II reduced salaries for Confidential employees in January, 1992.

These salary reductions have not been continued into the next fiscal year, therefore these amounts will be restored.

Restoration of salaries to pre January levels will be effective on the following dates:

Cycle B - June 7, 1992
Cycle A - June 14, 1992

Restoration of Salary Tables

The following salary tables will be restored to October 1991 levels:

- * Table 47 (Confidential)
- * Table 05 (Nurse Management)
- * Table 48 (Medical) - salary grade 60 only.
- * Table 49 (Superintendent AMHI)
- * Table 66 (Superintendent BMHI)
- * New table for Title 5 employees

These salary tables will be loaded on MEASIS during the weekend of June 13. A copy of these new tables will be distributed at the May 7th meeting at the Augusta Civic Center.

Processing Instructions for Administrative Unit X

Salary changes for administrative unit X employees will be generated automatically on the following dates:

Cycle B employees - Weekend of June 13
Cycle A employees - Weekend of June 20

Agencies will be provided with HRP's and reports listing all Administrative Unit X employees that have been changed automatically and those employees for whom automatic adjustments could not be made.

Cycle B agencies will make any necessary corrections to the masterfile during the week of June 15. Cycle A agencies will make masterfile corrections during the week of June 22. **NOTE: Cycle A agencies cannot make any salary changes to any employee assigned to modified salary tables during the week of June 15, as this will result in improper rates of pay for the pay period ending June 13.**

ATTACHMENT 5B - SALARY REDUCTIONS FOR EMPLOYEES MAKING MORE THAN \$50,000 PER YEAR

1. General Instructions

Chapter 780, Part III provides for salary reductions for employees who, after adjusting for legislatively mandated time off without pay in FY 92/93, will make in excess of \$50,000. **NOTE: The "test" for salaries in excess of \$50,000 must be made after restoring salaries for confidential employees in accordance with Attachment 5A of this memorandum.**

These salary adjustments will be in effect for the pay period starting closest to July 1, 1992 and will remain in effect through the fiscal year. These adjustments are effective on the following dates:

Cycle A - June 28, 1992
Cycle B - July 5, 1992

2. Salary Schedule Adjustments

Salary tables in MFASIS will be adjusted to provide for ease of administration. This will simplify processing for all employees who are "on step" and subject to all legislatively mandated time off without pay.

These tables will be loaded on MFASIS during the weekend of July 4. Agencies will have these pay tables available for their use on Monday, July 6. A copy of these tables will be distributed at the May 7th meeting at the Civic Center.

Pay grades and steps that contain an hourly rate in excess of the below listed hourly rates will be reduced by 3% for all grades and steps that received a 3% increase on or after April 1, 1991. After adjusting for this 3% reduction, all grades and steps that continue to be in excess of \$50,000 will be reduced by 2%.

Salary reductions only apply to employees who are scheduled to make in excess of \$50,000 after adjusting for all legislatively mandated time off without pay. The following rules have been used to determine the threshold hourly rates of pay in the salary schedules beyond which pay rates must be reduced to comply with this law.

A. Administrative Units B and Y

Hours in a Full Work Year	2080
MINUS Days off Without Pay (17 days X 8 hrs per day)	-136
MINUS One hour per week reduction (52 WKS x 1 HR)	- 52
Net Hours per Year	1892

Hourly rate that will result in an annual salary in excess of \$50,000 for 1,892 hours of work: **\$26.43**

All pay grades/steps with an hourly rate equal to or greater than \$26.43 will be reduced in the following salary tables:

Table 04 (Professional and Technical Services)
New table for Title 2 employees (Grades 80 through 91).

B. Administrative Units D, H, X:

Hours in a Full Work Year	2080
MINUS Days off Without Pay (30 days X 8 hrs per day)	-240
MINUS One hour per week reduction (52 WKS x 1 HR)	- 52
Net Hours per Year	1788

Hourly rate that will result in an annual salary in excess of \$50,000 for 1,788 hours of work: **\$27.97**

All pay grades/steps with an hourly rate equal to or greater than \$27.43 will be reduced in the following tables:

Table 47 (Confidential) all grades except 80 -91.
Table 05 (Nurse Management)
Table 09 (Supervisory)
Table 48 (Medical)
Table 49 (Superintendent AMHI)
Table 66 (Superintendent BMHI)
New table for all administrative unit H employees.

3. Processing Instructions

The following instructions apply to all employees except "special case" employees as described in Section 4 below.

A. Administrative Units B, D, H, and X:

1. Lists of employees who are not redlined and who must be reduced in salary will be sent to agencies. Agencies must process salary changes on line for these employees during the appropriate HR update week as follows.

HOBUS

- * Type over salary step
- * Type over date: Cycle A - June 28
Cycle B - July 5
- * Reason for Change - 5 (General Decrease)

UH1U1

- * G - Salary Change
- * Comments: Chapter 780 PL 1992.

B. Administrative Unit Y:

The Bureau of the Budget will provide all agencies with budget memoranda authorizing changes to Title 2 employees. Submit HRP worksheets and a copy of the budget memoranda to the Bureau of Human Resources for implementation.

NOTE: Cycle A agencies cannot make any salary changes to any employees assigned to modified grades and steps during the week of July 6, as this will result in improper rates of pay for the pay period ending July 4.

4. Special Cases

Either by agreement or by law, some employees are not required to take the full time off without pay for their administrative units. Therefore, the hourly rate that will result in an annual salary in excess of \$50,000 will be different for these employees than for other employees assigned to the same salary table.

Employees who are in any of the situations described below must be identified individually and redlined.

A. Employees Exempt from Discretionary Days Off

Some employees are exempt from discretionary days off because they were redlined on the effective date of the agreements and did not receive the July 1991 7% general increase.

Hours in a Full Work Year	2080
MINUS SHUTDOWN days (9 days X 8 hrs per day)	- 72
MINUS One hour per week reduction (52 WKS x 1 HR)	- 52
Net Hours per Year	1956

The hourly rate that will result in an annual salary in excess of \$50,000 for 1,956 hours of work: \$25.57

B. Federally Funded Department of Labor Employees

By law, all Federally funded Department of Labor employees are exempt from days off without pay. The hourly rate that results in an annual salary in excess of \$50,000 for these employees regardless of bargaining unit is:

Hours in a Full Work Year	2080
MINUS One hour per week reduction (52 WKS x 1 HR)	<u>- 52</u>
Net Hours per Year	2028

The hourly rate that will result in an annual salary in excess of \$50,000 for 2,028 hours of work: **\$24.66**

C. Other Employees who are not Subject to the Full time off without pay

Some employees may be subject to some, but not all, time off without pay. To determine if these employees are subject to a salary reduction:

* Review all employees who make more than \$24.66 and who have target hours in their record less than the total target for their administrative unit.

* Subtract all legislatively mandated time off without pay from 2080 hours.

* Divide \$50,000 by the number of work hours in the year as determined in the previous step.

* Round up to the next cent per hour. Hourly rates in excess of this amount require salary reductions.

D. Determining Salary for Special Case Employees

If the employee received a 3% general increase on or after April 1, 1991 and the employee's hourly rate is equal to or greater than the above hourly rate for their situation, divide by 1.03 and round to the nearest cent.

If the resulting hourly rate continues to be equal to or greater than the target rate for the employee's situation, divide by 1.02 and round to the nearest cent.

Submit HRP worksheets to the Bureau of Human Resources for processing. All employees who receive a salary reduction will be redlined. Worksheets and supporting documentation are due by the following dates:

Cycle A agencies: Monday, June 30, 1992

Cycle B agencies: Monday, July 6, 1992

HRP Comment: General Decrease Ch. 780 PL 1992.

Discretionary Hours Worksheet FY 1992 - 1993

Employee Name	Employee Number	
Processing Company Name and Number	Begin Date	End Date
<p>STEP 1 Determine the Daily Work Hours for the Employee Enter the Position Biweekly Hours (prior to 1 hr per week reduction) Divide the Position Hours by 10 to determine the Daily Hours</p> <p>STEP 2 Calculate the work period in Months Enter the Number of Months (Round up if days are greater than 15) Enter number from Table on reverse side.</p> <p>STEP 3 Calculate the effect of Removing the employee from Redline Status If employee not Redlined, enter a '1' in Box 3 and go to Step 4 Enter the % increase employee received when removed from Redline status If Admin Unit is A, B, E, F, or Y divide (3A) by 7 If Admin Unit is D, H, or X divide (3A) by 12 Enter Number from (3B) or (3C)</p> <p>STEP 4 Establish the Target Days Admin Units A, B, E, F, or Y Admin Units D, H, or X Enter Applicable Number from (4A) or (4B)</p> <p>STEP 5 Calculate Target Hours for the Employee (Round to the Nearest Hour) Box (1) X Box (2) X Box (3) X Box (4)</p> <p>STEP 6 If Employee is being Removed from Redline status. Reduce Discretionary Hours by Subtracting Shutdown Hours. If Not Redlined go to Step 7. Enter the shutdown Hours for the Employee Subtract (6A) from (5), If the Number is negative, no Discretionary Hours are required for the employee. Enter a zero.</p> <p>STEP 7 Total the Hours from (6) on all worksheets for the Employee. Enter Total Hours from Box 5 or Box 6. Complete this Section only on the last page of multiple worksheets or on page one of single worksheets.</p>	(1A) <input style="width:100%;" type="text"/> (2A) <input style="width:100%;" type="text"/> (3A) <input style="width:100%;" type="text"/> (3B) <input style="width:100%;" type="text"/> (3C) <input style="width:100%;" type="text"/> (4A) 8 Days <input style="width:100%;" type="text"/> (4B) 21 Days <input style="width:100%;" type="text"/> (6A) <input style="width:100%;" type="text"/>	(1) <input style="width:100%;" type="text"/> (2) <input style="width:100%;" type="text"/> (3) <input style="width:100%;" type="text"/> (4) <input style="width:100%;" type="text"/> (5) <input style="width:100%;" type="text"/> (6) <input style="width:100%;" type="text"/> (7) <input style="width:100%;" type="text"/> Total Hours

Prepared by	Date	Audited by (BHR use only)	Date
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GENERAL INSTRUCTIONS:

- A. Use this worksheet to calculate the number of discretionary hours off without pay an employee must take during FY 92/93. Complete a worksheet whenever:
1. The employee enters or returns to active employment status after July 1, 1992, except for return from unpaid leaves under the Voluntary Cost Savings Program.
 2. The employee's position hours change, except for reduced hours under the Voluntary Cost Savings Program.
 3. The employee is removed from redline status.
 4. The employee changes administrative units during the fiscal year and the administrative units require different numbers of discretionary days off.

This worksheet must be completed for each period of employment during the fiscal year for which any of these four conditions are different.

B. Copies

1. Bureau of Human Resources for audit and filming on the Employee Personnel Record.
2. Department Personnel Folder for the employee.
3. Employee copy.

C. Decimal Equivalent Table for Months of employment

<u>Period Worked</u>	<u>Decimal Equivalent (Box 2)</u>
1 month	- .083
2 months	- .166
3	- .25
4	- .333
5	- .417
6	- .5
7	- .583
8	- .666
9	- .75
10	- .833
11	- .917
12	- 1.000

State of Maine
 Bureau of Human Resources
 Time Off Requirements Worksheet

Use this worksheet to determine the number of Discretionary Hours Employees must take off by October, January, April, and June target dates.

Employee Name	Employee Number
Processing Company Name	Processing Company Number

Enter the Total Target Hours for the Fiscal year (see Box 6 on the Discretionary Hours worksheet - PER 110 A)	<input type="text" value="(1)"/>
Enter Employee Work Day in Hours (see Box 1 on the Discretionary Hours worksheet - PER 110 A)	<input type="text" value="(2)"/>

<u>OCTOBER TARGET</u>	
Administrative Units A, B, E, F, or Y	<input type="text" value="(3A) 6"/>
Administrative Units D, H, or X	<input type="text" value="(3B) 15"/>
Enter the appropriate value from 3A or 3B	<input type="text" value="(3C)"/>
Box 1 minus (Box 2 times Box 3C) equals the maximum Balance allowed by October 1, 1992.	<input type="text" value="(3)"/>

<u>JANUARY TARGET</u>	
Administrative Units A, B, E, F, or Y	<input type="text" value="(4A) 4"/>
Administrative Units D, H, or X	<input type="text" value="(4B) 10"/>
Enter the appropriate value from 4A or 4B	<input type="text" value="(4C)"/>
Box 1 minus (Box 2 times Box 4C) equals the maximum Balance allowed by January 1, 1993.	<input type="text" value="(4)"/>

<u>APRIL TARGET</u>	
Administrative Units A, B, E, F, or Y	<input type="text" value="(5A) 2"/>
Administrative Units D, H, or X	<input type="text" value="(5B) 5"/>
Enter the appropriate value from 5A or 5B	<input type="text" value="(5C)"/>
Box 1 minus (Box 2 times Box 5C) equals the maximum Balance allowed by April 1, 1993.	<input type="text" value="(5)"/>

<u>JUNE TARGET</u>	
All Hours must be taken by June 1, 1993	

Prepared by	Date
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