

## HUMAN RESOURCES MEMORANDA: 1976 - 2016

ID	NUMBER	ISSUED	SUBJECT	NOTES
1	1-76	2/20/1976	Attendance at Legislative Public Hearings	General information on right to express oneself at legislative hearings. "State time" only if authorized; otherwise, on own time.
2	2-76	3/11/1976	Clerical Training Program for Current State Employees	Announcement of a clerical training program (steno, typing, business math, business english, etc.)
3	3-76	3/11/1976	Supervisory Training for First-line Supervisors	Announcement of course in basic supervision for first-line supervisors.
4	4-76	3/22/1976	Alleged Violations of the Staet Policy Regarding Union Activity on State Time	Information: No union organizing activities allowed in State facilities on State time. If alleged, investigation should be done and legal advice sought to determine discipline.
5	5-76	6/7/1976	Designation of Automotive Mechanic Foreman as non-competitive	Makes Auto Mechanic non-competitive (direct hire)
6	6-76	6/8/1976	Clerical Training Program for Current State Employees	Announcement of a clerical training program
7	7-76	6/17/1976	Supervisory Training for First-line Supervisors	Announcement of course in basic supervision for first-line supervisors.
8	8-76	8/9/1976	Attendance at Temporary Compensation Review Board Hearings	Guidance memo on admin leave and vacation leave use for TCRB Hearings.
9	9-76	9/14/1976	Personnel Department Telephone Listing	Informational: new telephone listing for Department of Personnel
10	10-76	9/21/1976	Eligibility for Appeal Period Allowance	Amends eligibilty rquirements for payment of the Appeal Period Allowance (reference joint Personnel/Controller Memorandum dated 6/28/1976)
11	11-76	9/28/1976	Identification of Non-Standard Classifications	Information on criteria for non-standard workweek; requests agencies to identify appropriate classifications which meet criteria.
12	12-76	10/1/1976	Clerical Training Program	Announcement of a clerical training program
13	13-76	10/1/1976	Supervisory Training for First-line Supervisors	Announcement of course in supervision for first-line supervisors.
14	14-76	10/15/1976	Preparation of "Exception Requests"	Information: No longer necessary to prepare "Exception Requests" to fill vacant positions
15	15-76	10/21/1976	Ammend Pesronnel Bulletin 5.8 relative to Non-Standard workweek classifications and compensation procedures	Adds Forest Watchperson and Forest Rangers I, II, III to list
16	16-76	10/27/1976	Requests for Position Action	Adds requirement for department head signature (Commissioner/Director) on position action requests
17	17-76	10/29/1976	Visits to the Department of Personnel	Request certain "courtesies" when visiting Department of Personnel

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18	18-76	11/5/1976	Eligibility for Transitional Allowance	Describes eligibility requirements for payment of the Transitional Allowance
19	19-76	11/9/1976	Personnel Reporting	Requests information on hiring (from 1972-1976), including numbers of employees (class/unlcass/temp), whether increased or decreased, and reasons
20	20-76	12/6/1976	1977 Holiday Schedule	List of Holidays for 1977
21	21-76	12/8/1976	Personnel Department Staff Development Training	Initiation of Staff Development Program for Department of Personnel employees. Required attendance for all Department of Personnel employees.
22	22-76	12/10/1976	Salary Increases for Title 2, Section 6 officers	Requests submission of appropriate form to implement legislatively authorized salary increase (5%) for Title 2, Section 6 officers
23	23-76	12/17/1976	Updated Position Descriptions	Requests updated position descriptions and minimum qualifications (when recruiting) if changes have occurred since position as last announced.
24	24-76	12/21/1976	Monthly Report of Classified and Unclassified Employees	New form (monthly report) required. Information on new hires, promotion, separations, layoffs, transfers in and out, and projected new positions (including reasons).
25	1-77	1/4/1977	Clerical Training Program	Announcement of a clerical training program
26	2-77	1/10/1977	Office Closing	Early release due to weather
27	3-77	1/17/1977	Personnel Memorandum 2-77 - Essential Services	Defines "essential services" as used in previous Memo (2-77)
28	4-77	1/18/1977	Performance Appraisal Appeals	Changes Performance Appraisal appeals procedures (see Personnel Bulletin 10.2)
29	5-77	1/20/1977	Overtime Compensation	Changes overtime compensation cutoff from range 17 to range 20 (see Personnel Bulletin 5.4)
30	6-77	2/7/1977	Cancellation of Certifications	Changes certification cancellation from 15 days to 20 days.
31	7-77	2/2/1977	Supervisory Training for Maine State Supervisors	Announcement of course in supervision for supervisors.
32	8-77	2/3/1977	Visits to the Department of Personnel	Implements mail pick-up service (mail slots at the front). Reference Personnel Memo 17-76.
33	9-77	2/17/1977	NO SUBJECT	Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76.
34	10-77	2/23/1977	Telephone Requests for Register Standings/Exam Scores	Eliminates providing register standings and exam scores over the phone to agencies.
35	11-77	3/9/1977	Procedure for Obtaining Functional Job Analysis Forms Replacing Personnel Form 15A	Discontinues use of Personnel Form 15A and implements Administrative Report of Work Content (Form FJA-1).

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36	12-77	3/9/1977	Returning Applications Received for Classes closed to Recruitment	Changes policy of retaining applications for closed classes until the classes open to returning applications for closed classes to the applicant.
37	13-77	3/30/1977	Hiring Procedures - Public Works Employment Act of 1976	Implements hiring procedures for Public Works Employment
38	14-77	6/10/1977	Educational Component - Maine State Government Summer Internship Program (1977)	Information on educational program for MSG Summer Interns.
39	15-77	7/1/1977	Position Description and Authorization for Public Service Employment	Implements requirement that requests for new positions in Public Service Employment (CETA, GVIN, PUBLIC WORKS, etc.) be approved by Office of the Governor prior to any other personnel action.
40	16-77	7/1/1977	Approval of New Positions	Implements requirement that requests for new positions in the Classified or Unclassified service be approved by the Office of the Governor prior to any other personnel action.
41	17-77	8/24/1977	Phone Calls and Visits to the Department of Personnel	Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel.
42	18-77	8/24/1977	Reduction of Backlogs	Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons.
43	19-77	10/26/1977	Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1	Announcement that a composite salary schedule and an alphabetical listing of class titles and ranges (Pay Plan) is now available.
44	20-77	11/15/1977	Open Competitive Advertisements and Career Opportunity Bulletins	Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received.
45	21-77	11/22/1977	1978 Holiday Schedule	List of Holidays for 1978 (include 21-77A - correction)
46	22-77	11/21/1977	Addendum #1 to Classification/Salary Schedule	Addendum to Classification/Salary Schedule
47	23-77	11/28/1977	Performance Appraisal Training	Announcement of training in the Performance Appraisal System.
48	24-77	12/8/1977	Changes in the Performance Appraisal Training Schedule Oulined in Personnel Memorandum 23-77 of November 28, 1977	Changes to the training schedule announced in 23-77
49	25-77	12/9/1977	Office Closing	Early release due to weather
50	26-77	12/15/1977	December 14, 1977	Announcement of early release of Portland Office of Human Services at the request of the City of Portland.
51	1-78	2/7/1978	Early Release - 2/7/78	Early release due to weather
52	2-78	2/8/1978	Certification	Informs agencies that Dept of Personnel will discontinue practice of furnishing additional names on certifications unless the number of eligibles is fewer than three ("rule of six").

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53	3-78	2/9/1978	Medical Examination Requirement	Implements pre-employment medical examination requirement for government appointments, Title 2, §6 personnel
54	4-78	2/14/1978	Early Release - January 20, 1978	Early release due to weather
55	5-78	2/14/1978	Storm Day Policy	Announcement of storm day policy
56	6-78	2/15/1978	Position/Project Description & Authorization for Public Service Employment	Revised FJA 2 issued (form for Public Service Employment positions (CETA, GVIN, PUBLIC WORKS, etc.) - see 15-77.
57	7-78	2/27/1978	Addendum #2 to Classification/Salary Schedule	Addendum to Classification/Salary Schedule
58	8-78	2/27/1978	Conversion to the Automated Employee File	Information regarding the new Automated Employee File. System expected to be fully operational by July, 1978. Memo expires on August 1, 1978 or sooner.
59	9-78	3/9/1978	Agency Appeals Procedures	Direction on establishment of Agency Appeals Procedures for Performance Appraisal System (reference Personnel Bulletin 10.4).
60	10-78	3/9/1978	Personnel Bulletin 10.4, August 30, 1977	Explanation of EAP and its use in the Performance Management System
61	11-78	3/28/1978	5 MRSA Section 556. Residency and Citizenship	Information regarding "residence" versus "domicile" for purposes of meeting the requirements in statute to be a resident of the State of Maine in order to be employed in the classified service.
62	12-78	4/12/1978	FJA 2 Procedures for CETA Title I, Work Experience Program Positions	Requirement to process CETA Title I, Work Experience Program positions using FJA 2 form.
63	13-78	4/12/1978	Agency Appeals Procedures	Direction to review and modify Agency Appeals Procedures for Performance Appraisal System (reference Personnel Bulletin 10.4 and Personnel Memo 10-78).
64	14-78	4/26/1978	Addendum #3 to Classification/Salary Schedule	Addendum to Classification/Salary Schedule
65	15-78	5/1/1978	FJA 2 Procedures for CETA Title III, Youth Employment and Training Program Positions	Requirement to process CETA Title III, Youth Employment and Training Program positions using FJA 2 form.
66	16-78	5/1/1978	FJA 2(A) Request for Extension and/or Refill of Established State CETA Funded Position	Requirement to process Extension and/or Refill of Established State CETA funded positions on FJA 2(A) form.
67	17-78	5/1/1978	FJA 2 Procedures for CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY)	Requirements to process all CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY) positions using FJA 2 form.
68	18-78	5/15/1978	Employee Recognition Program - Retirees	Requesting agencies to submit a list of retirees each month in order to implement to requirements of the Employee Recognition Program to recognize employees upon retirement.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
69	19-78	5/31/1978	Temporary Transfers - Institutional Services Contract	Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days.
70	20-78	6/5/1978	Administrative Leave - Blood Donors	Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta.
71	21-78	7/11/1978	Daily Attendance Report	Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22)
72	22-78	7/19/1978	Requests for Application Informatino/Exam Scores	Eliminates providing application status and exam scores over the phone to agencies.
73	23-78	8/4/1978	Request for New Positions	Instructions on requesting new positions (use of Form FJA 3)
74	24-78	8/8/1978	Correspondence with the Department of Personnel	Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel.
75	25-78	8/8/1978	Distinguished Service Awards Program	Establishment and implementation of the Distinguished Service Award Program.
76	26-78	9/29/1978	Apprentice/Trainee Program	Establishment and implementation of the Apprentice/Trainee Program.
77	27-78	10/18/1978	1979 Holiday Schedule	List of Holidays for 1979
78	28-78	11/2/1978	Employee Recognition Program - Retirees & Long-Term Employees	Reference 18-78. Informational.
79	29-78	12/13/1978	Notice of Hearing on Personnel Rules Governing Intermittent Employment	Announcement of public hearing on rulemaking
80	30-78	12/20/1978	Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay	Informational bulletin on subject rule.
81	1-79	1/2/1979	Open Competitive Advertisements and Career Opportunity Bulletins	informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77)
82	2-79	1/2/1979	Certification of Eligibles on Emergency, Temporary or Provisional Appointments	Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required.
83	3-79	1/4/1979	Notification and Interview of Applicants	Recommendation on wording for notification of interview (don't say "if you are interested" - this implies that the applicant has the option of refusing).
84	4-79	1/17/1979	Applications	Informational: strip cards not stamped will not be returned to the applicant (lack fo funds).

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85	5-79	1/18/1979	Early Release - January 18, 1979	Early release due to weather
86	6-79	1/17/1979	Open Competitive Advertisements and Career Opportunity Bulletins	Change to 1-79: no longer monthly advertising. Also, Dept of Personnel will no longer pay for advertising - agencies will be billed.
87	7-79	2/20/1979	Applications	Requesting DPO's to communicate to employees that accurate work history is required on applications.
88	8-79	3/22/1979	New Edition of Personnel Rules	Publication of new edition of Personnel Rules
89	9-79	4/9/1979	Approval of Turnaround Forms for Separations and Leave Balances	New procedure for separations and leave balances on Turnaround Forms
90	10-79	4/12/1979	FJA-3 - Approval of New Positions	New procedure for request and approval of new positions (requires Gov's approval first).
91	11-79	4/18/1979	Use of Form FJA-1 Rev. (9/78)	New FJA-1 form, revised 9/78, is required.
92	12-79	6/7/1979	Summer Courses - UMA	Information re: public admin/political science courses offered at UMA in summer. Encourage employees to take advantage.
93	13-79	6/7/1979	Special Salary Adjustments	New salary schedules for Coalition and Supervisory Services Units.
94	14-79	6/15/1979	Acting Capacity - Administrative Services, OMS, P&T, Law Enforcement and Supervisory Services Bargaining Units	New procedures for processing payments for employees serving in an Acting Capacity under MSEA agreements.
95	15-79	6/21/1979	Administrative Leave - Blood Donors	Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 27-29 American Red Cross bloodmobile in Augusta.
96	16-79	6/28/1979	Action Codes to be Used on Turn Around Forms	Revised action codes for use on Turn Around Forms.
97	19-89	12/12/1989	Filling of General Fund Positions	Governor's Executive Order (5 FY1989/90) which essentially continues a hiring freeze for General Fund positions.
98	1-90	1/2/1990	Human Resource Audit and Control Procedures	Announces new procedures to ensure adequate audit and control mechanisms are in place under new MFASIS system.
99	2-90	1/23/1990	Changes to Competitive Recruitment Procedures	Change from weekly to biweekly advertising; and change from sending copies of bulletins to copies of "Careers in Maine" posting summary.
100	3-90	1/31/1990	Procedures of Notification of Layoff	New procedures issued for notification of layoff. Supersedes procedures issued in the June 17, 1981 memo (Personnel Memo 2-81).
101	4-90	2/6/1990	Employment Information Available to Compile Seniority Lists	Issues report to be used in preparing seniority lists in preparation for potential layoffs.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
102	5-90	3/16/1990	Summary of Layoff and Recall Procedures	Provides policy and procedural guidance in the administration of layoff and recalls, and in the use of employment registers which contain employees on layoff status. Includes 5-90A (issued 12/7/1990) which amends Section IV, Paragraph 4 of 5-90.
103	6-90	3/22/1990	Annual EEO-4 Report	Requests agencies to review and correct information in the automated employee record (Sex Code, Org1 Code, and Race) in preparation of BHR's submission of EEO-4 report to the EEOC.
104	7-90	4/9/1990	Administration of Voluntary Cost Savings Programs	This appears to be the first VCSP program implemented. This memo (and its revision dated 4/17/1990) provides process and procedure information for the program.
105	8-90	4/19/1990	Worksheet for Voluntary Cost Savings Program	Implements worksheet for VCSP
106	9-90	4/23/1990	October 1, 1990 Salary Schedules	Announces availability of new salary schedules.
107	10-90	4/27/1990	Adjustment in June Layoff Dates	Adjustment of work end date for employees scheduled for upcoming layoff.
108	11-90	5/17/1990	PL 1989, C. 702, §F-8 and Executive Order 8 FY1989-90	Provides information and procedures guidelines for the filling of vacancies created by employee participation in the Retirement Incentive Program.
109	12-90	5/8/1990	Alphabetical Listing of Job Classifications	Announcement of availability of semi-annual listing of Job Classifications.
110	13-90	5/23/1990	April 1991 Salary Schedules	Announces availability of new salary schedules.
111	14-90	5/30/1990	Life Insurance Coverage	Instructions on data correction due to errors between MFASIS and MSRS files on life insurance coverage and premiums.
112	15-90	6/21/1990	MFASIS Health Insurance and Retirement Rate Changes	Information on health insurance and retirement rate changes - to be made automatically in MFASIS.
113	16-90	7/5/1990	Filling of Positions	Consolidates policy and procedural instructions controlling the filling of positions for FY 1990/91. Replaces 10-89, 19-89, and 11-90. (ref: Exec Order #1, FY 1990/91 hiring freeze)
114	17-90	7/5/1990	Departmental Mailing and Telephone List	Requests agencies to review and correct information on the mailing list use by BHR.
115	18-90	8/24/1990	Employment Benefits for Employees in Maine State Service Who Enlist or Who are Inducted or Ordered Into the Armed Forces of the United States as a Result of the Current World Situation	Defines benefits for subject employees. Includes addendum issued 12/10/1990.
116	19-90	9/10/1990	General Increase Effective September 30, 1990	Instructions on processing general increase
117	20-90	9/17/1990	1991 Holiday Schedule for Employees Not Covered By a Collective Bargaining Agreement	List of Holidays for 1991

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118	21-90	11/2/1990	Life Insurance Processing	Changes to life insurance processing.
119	22-90	11/15/1990	Payment of Lump Sum Longevity Bonus for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
120	23-90	11/30/1990	Employment Information Available to Compile Seniority Lists	Issues reports to be used in preparing seniority lists in preparation for potential layoffs.
121	24-90	12/3/1990	New Form on Continuation of Benefits Coverage (PER 108A)	New form for Continuation of Benefits, and instructions on its use.
122	25-90	12/4/1990	Voluntary Program Participants	List of employees participating in voluntary programs.
123	26-90	12/10/1990	Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions	Instructions on change in processing for longevity rate of pay.
124	27-90	12/17/1990	Holiday Announcement	Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days.
125	28-90	12/20/1990	Errors in Current Hire Date	Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors.
126	29-90	12/26/1990	Attached Layoff Listing	List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections.
127	30-90	5/2/1990	October 1990 Salary Schedules	Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more.
128	1-91	1/3/1991	Attached Layoff Listing	List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections.
129	2-91	1/7/1991	Layoff Notifications	Requests prompt processing of PER 14 (Official Notice of Layoff).
130	3-91	1/10/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
131	4-91	2/6/1991	Discontinue Use of Form BP-23 (Report of Separations from State Service)	Form BP-23 is no longer used by State Agencies, so the form is being discontinued.
132	5-91	2/7/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
133	6-91	2/15/1991	Alphabetical Listing of Job Classifications	Announcement of availability of listing of Job Classifications.
134	7-91	2/25/1991	Recall Rights of Employees Who Retire	Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work.
135	8-91	3/6/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.

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136	9-91	3/15/1991	General Increase Effective March 31, 1991	Instructions on processing general increase
137	10-91	3/20/1991	Correction to Human Resources Memorandum 9-91	New calendar to replace the one in 9-91.
138	11-91	4/3/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
139	12-91	5/6/1991	Hiring Freeze and Pending Certifications	Announces hiring freeze in accordance with Executive Order 14 FY 1990/91.
140	13-91	5/8/1991	Government Office Closures	Announces closure of State Government Offices on Friday, May 10 and Friday, May 24 per legislative action. Provides direction and processing instructions.
141	14-91	5/8/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
142	15-91	5/14/1991	List of Employees Who Worked on May 10th and Those Who Will Work on May 24th	Direction to agencies to submit lists of all employees who worked on May 10th and who will work on May 24th.
143	16-91	5/29/1991	Essential and/or Federally Funded Employees Who Worked on May 24th	Direction to agencies to submit lists of all employees who worked on May 24th.
144	17-91	6/5/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
145	18-91	6/13/1991	Amendment to Civil Service Rules	Amendment to Chapter 12, Section 4 (Layoff: Conditions and Procedure).
146	19-91	6/20/1991	Chapter 12, Section 4C8(c) of the Civil Service Rules (amended June 17, 1991)	Clarifies section of Civil Service Rule that requires seasonal and temporary employees to be informed of the approximate date of termination at the time of hire.
147	20-91	7/8/1991	Employment Actions due to State Government Closure and the FY 91/92 Budget	Information and instructions concerning employment actions to be taken as a result of the closure of State Government during the week of July 1. Includes option to spread pay reduction over several consecutive pay periods.
148	21-91	7/17/1991	Employment Actions due to State Government Closures and HR/Payroll Processing Instructions	Information and instructions concerning employment actions to be taken as a result of the closure of State Government during the weeks of July 8 and July 15. Includes option to spread pay reduction over several consecutive pay periods.
149	22-91	7/19/1991	General Increase Effective June 30, 1991	Instructions on processing general increase
150	23-91	7/24/1991	1991-1993 Voluntary Cost Savings Program	Extension of VCSP through June 30, 1993.
151	24-91	7/25/1991	Federal Tax Levies	Instructions on how to respond to federal IRS notice of levies.
152	25-91	7/26/1991	Effect of July Closures on Employment Service Credits	Announcement: time off due to closures will be counted as time worked for purposes of longevity, vacation accrual, merit increases, probationary service, and other benefits based on total service.

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153	26-91	8/15/1991	FY 91/92 Hiring Freeze	Announces hiring freeze in accordance with Executive Order 9 FY 91/92.
154	27-91	8/20/1991	Employee Assistance Program (EAP) Services	Announcement that EAP services have resumed after a brief interruption. Includes list of EAP specialists currently providing services.
155	28-91	8/28/1991	Human Resources Memorandum 13-91	Information on how furlough days will be recorded to ensure a permanent record is available when employees terminate and/or retire.
156	29-91	9/4/1991	Termination Codes	Need to "enhance" list of termination codes. Requests suggestions from agencies.
157	30-91	9/13/1991	General Increase Effective September 29, 1991	Instructions on processing general increase
158	31-91	9/30/1991	1992 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement	List of Holidays for 1992
159	32-91	9/24/1991	Implementing Time Off Without Pay for MSEA and Confidential Employees	Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary time off.
160	33-91	9/25/1991	Alphabetical Listing of Job Classifications	Announcement of availability of listing of Job Classifications.
161	34-91	9/30/1991	General Increase and Merit Increases for Title 2 and Title 5 Employees	Information on subject increases.
162	35-91	10/8/1991	Staffing Summary	Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.
163	36-91	10/9/1991	1991-1993 Voluntary Cost Savings Program - Revised Worksheet	New worksheet developed to meet the tracking needs of both BHR and Bureau fo the Budget.
164	37-91	10/9/1991	Salary Increases for Title 2 and Title 5 Employees	Instructions on how to implement subject salary changes.
165	38-91	10/10/1991	Retroactive Payment for July 1st Salary Adjustments	Announcement that subject retroactive payments cannot be processed until December.
166	39-91	10/15/1991	Retirement Incentive Program for 1991-1992	Announcement and instructions for processing 80% retirement incentive.
167	40-91	10/15/1991	Current Salary Schedules	Announcement of availability of new salary schedules
168	41-91	10/15/1991	Crediting July Closure Days for Employees Returning From Desert Shield/Storm	Instructions regarding treatment of employees returning from military service leave.
169	42-91	10/18/1991	Voluntary Programs Worksheet (Per 106B 9/91)	Instructions on completing C & O Codes for itemizing Personal Service Savings on VCSP worksheets.
170	43-91	10/18/1991	Discretionary Target Hours	Instructions on processing discretionary target hours in MFASIS.
171	44-91	10/28/1991	Eligibility for 80% Retirement Eligibility	List of employees who have reached 59½ years of age as of June 30, 1992, to assist in determining who might be eligible for the 80% Retirement Program.

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172	45-91	11/19/1991	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
173	46-91	12/2/1991	Retroactive Payment of 7% July General Increase	Instructions on how to process the 7% retroactive payments for the July 1st general increase. Reference 38-91.
174	47-91	12/4/1991	Guidelines for Administration of the 80% Percent Retirement Incentive Program - Attachment 1 to HRM 39-91	Clarifies the subject guidelines with respect to the treatment of compensatory time and unused vacation credits.
175	1-92	1/2/1992	General Salary Adjustment	Instructions for implementing salary reductions for certain confidential employees.
176	2-92	1/15/1992	Salary Schedules	Announcement of availability of new salary schedules
177	3-92	2/10/1992	Organizational Unit Determinations for Confidential Employees	New organizational unit determinations for Confidential employees.
178	4-92	2/10/1992	Employee Assistance Program (EAP) Services	Announcement of two organizations to provide EAP services.
179	5-92	2/28/1992	Guidelines for Administration of the 80 Percent Retirement Incentive Program - Attachment 1 to Human Resources Memorandum 39-91	Update and corrections to the subject guidelines.
180	6-92	3/12/1992	Part-Time, Seasonal and Temporary Employees	Announcement of changes to Maine State Retirement System to meet federal requirements for the treatment of part-time, seasonal and temporary employees with respect to retirement plan.
181	7-92	3/31/1992	Employee Assistance Program (EAP) Services	Announcement and presentation of brochure to promote EAP services.
182	8-92	4/17/1992	Chapter 780, PL 1992	Information and implementation instructions for parts of Chapter 780 that affect employee pay, benefits and work schedules. Lengthy memo involving frozen merits, reduced workweeks, days off without pay, increased retirement contributions, salary adjustme
183	9-92	5/1/1992	Continuation of Benefits Form (PER 108A)	Reference HR Memo 24-90. Request for prompt completion of form.
184	10-92	5/15/1992	Voluntary Cost Savings Program for FY 92-93	Update (revision) to Worksheet (Form PER 10c).
185	11-92	6/1/1992	Questions and Answers on Fy 92/93 Compensation Issues	Q&A on Merit Freeze, Work Week Reduction, and Intermitten Employees
186	12-92	6/2/1992	Notice of Change in Office Hours	Announcement that BHR will close one hour early on Fridays.
187	13-92	6/5/1992	Processing Calendar for Restoration of Pay for Confidential Employees	Provide calendar of events over June and July resulting in the restoration of salaries for Confidential employees.
188	14-92	6/15/1992	Implementation of Autopay 42, REDUCEWK	Implementation instructions for the one hour per week reduction in work schedules for all employees.
189	15-92	6/15/1992	Alphabetical Listing of Job Classifications	Announcement of availability of listing of Job Classifications.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
190	16-92	6/18/1992	Employees Who Have Not Met FY '92 Discretionary Time Off Obligations	Instructions for reviewing and processing employees who have not met discretionary time off obligations.
191	17-92	6/22/1992	Discretionary Target Hours	Instructions on processing discretionary target hours in MFASIS.
192	18-92	6/26/1992	New Retirement Form for Employee Self-Declaration for Contribution Rate (Form # MM-9-03-1205)	New form required by MSRS for all new employees and reemployments and instructions.
193	19-92	7/13/1992	Salary Review Dates, Reference Human Resources Memorandum 8-92, Subject: Chapter 780, PL 1992	Announcement that all Salary Review Dates between July 1, 1992 and June 30, 1993 inclusive have been advanced one year.
194	20-92	9/10/1992	1993 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement	List of Holidays for 1993
195	21-92	9/15/1992	MFASIS Training	Request for lists of employees in need of MFASIS training.
196	22-92	9/21/1992	Rule Change Proposal To Establish Special Appointment and Supported Employment For Severely Handicapped Persons	Proposed changes to Civil Service Rules to establish subject programs
197	23-92	9/24/1992	Administrative Leave for Employee Assistance Program (EAP) Services	Clarification and establishment of State policy on use of administrative leave for EAP.
198	24-92	11/10/1992	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
199	25-92	12/9/1992	Recording License and Certification Information on MFASIS	Instructions on how to enter into MFASIS licenses and certifications held by employees
200	1-93	1/26/1993	Instructions for Recording License and Certification Information on H5R01	Reference HR Memo 25-92. New lists of codes to be used in entering into MFASIS licenses and certifications held by employees.
201	17-79	7/3/1979	Filling onf Non-Competitive Classifications Vacancies	Procedures/processes for filling non-competitive vacancies. Includes requirements to verify materials, submit to Dept of Personnel, etc.
202	18-79	7/6/1979	Strip Cards	New strip cards for applications due to new postal regulations.
203	19-79	7/19/1979	Employee History	New computer runs of employee history for seniority computations are available.
204	20-79	8/8/1979	Strip Cards Which Do Not Meet Postal Regulations (Card No. 5)	New strip cards for applications due to new postal regulations.
205	21-79	8/16/1979	Salary Schedule and Alphabetical Listing of Class Titles and Ranges - PRP - la	Announcement that an updated composite salary schedule and alphabetical listing of class titles and ranges (Pay Plan) is now available.
206	22-79	8/21/1979	Changes in Examination Procedures	Elimination of centralized performance testing for clerical jobs (typing, steno, data entry).
207	23-79	8/22/1979	FJA-3 - Approval of New Positions	New procedure for request and approval of new positions. (replaces 10-79)
208	24-79	8/30/1979	Advertisements for Classified Competitive, Classified Non-Competitive, and Unclassified Positions	New procedures/process for advertising jobs. (Supersedes 1-79 and 6-79)

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ID	NUMBER	ISSUED	SUBJECT	NOTES
209	25-79	9/5/1979	Performance Tests (Steno/Typing)	Announcement of workshop for the development and administration of performance tests.
210	26-79	9/14/1979	Employee Recognition - Retirees	Information on special retirement letters for State employees with 10 and 20 years of service. (Supersedes 28-78)
211	27-79	9/21/1979	Contract Provisions vis-à-vis Personnel Rules	Informational: sometimes contract provisions are different from personnel rules. Be sure to use the appropriate manual when taking action or processing.
212	28-79	10/9/1979	Personnel Form PER 29 AU (Rev. 9/79)	Revision of Personnel form Notice of Dismissal/Suspension From State Employment (PER 29 AU)
213	29-79	10/11/1979	1980 Holiday Schedule	List of Holidays for 1980
214	30-79	12/7/1979	Procedure for Releasing State Employees	Implements new procedure to follow when releasing employees (presumably during storms). Includes staggered release (agencies split up into three groups) as well as list of Emergency Broadcast system stations.
215	1-80	1/21/1980	Addendum to Classification/Salary Schedule	Amendments to the July 1979 Classification/Salary Schedule
216	2-80	2/1/1980	FJA-3 - Approval of New Positions	New procedure for request and approval of new positions. (replaces 23-79)
217	3-80	2/11/1980	Acceptance of Applications	Policy - Dept of Personnel will accept applications from high school and college students during their last semester, and will conditionally qualify them. Hiring authority must present proof of graduation when appointing a student certified in this manner
218	4-80	2/19/1980	Aircraft Pilots	Informs agencies of documentation required by Dept of Personnel when an agency is hiring Aircraft Pilots.
219	5-80	3/10/1980	Personnel	New process for requests to fill positions. Cancels all existing certifications and requires resubmission under new process. (New hiring austerity program.)
220	6-80	3/14/1980	Abolishment of Superfluous Unclassified Titles	Provides agencies with list of unused Unclassified titles and asks agencies to identify those that should NOT be abolished.
221	7-80	3/24/1980	Procedures to Request New Positions	New procedure for request and approval of new positions. (replaces 2-80)
222	8-80	4/1/1980	Clarification of Intern and Work-Study Programs for the Summer of 1980	Announces that the State Government Internship Program and other work-study programs will operate this year. Includes direction that such programs should be used in such a way as to be interpreted to circumvent the current hiring austerity/cost savings p
223	4-81	7/15/1981	Personnel Memorandum 17-80	Revision of State Layoff Listing (see 17-80)

## HUMAN RESOURCES MEMORANDA: 1976 - 2016

ID	NUMBER	ISSUED	SUBJECT	NOTES
224	5-81	8/18/1981	Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine	Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies.
225	6-81	10/14/1981	1982 Holiday Schedule	List of Holidays for 1982
226	1-82	1/12/1982	Personnel Law	Revision to the Personnel Law document. One copy provided to each agency.
227	2-82	2/8/1982	Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine	Report on Alternative Work Schedule proposal and comments from agencies.
228	3-82	6/10/1982	Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins	Announcement of advertising schedule.
229	4-82	7/7/1982	Classifications to be Abolished	Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished.
230	5-82	10/28/1982	1983 Holiday Schedule	List of Holidays for 1983
231	1-83	3/17/1983	Direct Hire Employment Application Procedures	Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10.
232	2-83	3/17/1983	Applicant Tracking system for Positions in the Competitive, Classified Service	Implementation of Applicant Tracking System. Includes implementation of new application form. Elimination of Strip Cards, requires separate app for each title, EEO Tear-off sheet.
233	3-83	5/11/1983	Filling of General Fund Positions	Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions.
234	4-83	8/24/1983	Alternative Work Schedules	Informational material regarding Alternative Work Schedules.
235	5-83	9/20/1983	Filling of General Fund Positions	Continuation of 3-83 until November 15.
236	3-85	7/3/1985	Payroll/Personnel Software Implementation	Announcement of new payroll/personnel system (MSA) and conversion schedule.
237	4-85	7/8/1985	New Positions	Request for documentation for establishing new positions approved by the 112th Legislature.
238	5-85	9/12/1985	Alternative Work Schedules	Labor/Management Committee report on the status of Alternative Work Schedules
239	6-85	9/30/1985	Early Release Hurricane Gloria	Recap of early work release provided on Friday, September 27, 1985.
240	7-85	10/29/1985	1986 Holiday Schedule	List of Holidays for 1986
241	1-86	1/21/1986	Protection of State Employees Who Testify Before Legislative Committees	Announcement of legislation which protects employees who testify before legislative committees from adverse action. Includes requirements outlined in 1-76.
242	2-86	2/27/1986	New Positions	Request for prompt submission of requests for new positions authorized and funded by law.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
243	3-86	3/12/1986	New Positions Authorized by the Legislature	Request for prompt submission of requests for new positions authorized and funded by law.
244	4-86	7/11/1986	Use of Refusal Codes on Form PER 17	New codes for refusal of a job offer on the PER 17 (Certificate of Eligibles) based on new section of Civil Service Law (7062) restricting removal of applicants from registers.
245	5-86	10/8/1986	1987 Holiday Schedule	List of Holidays for 1987
246	6-86	11/21/1986	New Employee Orientation	Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068).
247	1-87	1/6/1987	Alternative Work Schedules	Requesting information on the usage of alternative work schedules. Includes survey sheet.
248	2-87	1/12/1987	Early Release - January 2, 1987	Early release due to storm
249	3-88	3/28/1988	Memo on Salary Matrices	Announcement of availability of new sets of salary matrices for three general increases.
250	4-88	3/12/1988	The Revised New Hire form PER52	Announcement of revision of New Hire Form (PER52)
251	5-88	6/10/1988	Timetable for July 1988 General Salary Increase	Announcement of timetable and process/procedure for implementation of general increase.
252	6-88	7/30/1988	Step Determination for Stipended Data Processing (DP) Classifications	Information on step determination for new hires and employees in DP classifications.
253	7-88	9/19/1988	Starting Salary Requests for Teacher Classifications Covered by Memorandum of Agreement, State of Maine and the Maine State Employees Association	Information on pay equity maintenance when agencies want to hire Teachers above the minimum step.
254	8-88	9/21/1988	Procedure for Computing Salaries for Employees Who Transfer to Positions Eligible for the 5% Retirement Option Schedule for Confidential Employees	Instructions on how to determine step for subject employees.
255	9-88	11/2/1988	1989 Holiday Schedule	List of Holidays for 1989
256	1-89	1/12/1989	Retirement Option Letters	Announcement of BHR mailing retirement option letters - who to, how they were identified, and agency's role in identifying errors.
257	2-89	1/18/1989	Arbitration Decision (Booth/McCarthy, State #1137) - Merit Increase Procedure for Employees Serving on Acting Capacity Appointments	Instructions on procedures for merit increases for employees serving on acting capacity.
258	3-89	3/17/1989	Change in Typing Performance Testing Procedures for Selected Classifications	Supersedes 1-88. Procedures revert back to those in effect prior to HR Memo 1-88.
259	4-89	4/18/1989	Payroll Authorizations	Request that agencies enter payroll authorizations promptly rather than saving them to the end of the pay cycle. Also ends the practice of accepting requests for manual authorizations.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
260	9-80	4/2/1980	Employee Recognition - Retirees	Information on special retirement letters for State employees with 15 and 20 years of service. (Supersedes 26-79)
261	10-80	4/14/1980	Addendum to Classification/Salary Schedule	Amendments to the Classification/Salary Schedule
262	11-80	5/20/1980	Notice of Hearing on Chapter 8 of Personnel Rules	Public Hearing notice on repeal and replacement of Chapter 8 (Certification and Appointment) of Personnel Rules
263	12-80	6/26/1980	Recruiting Advertisements	New procedures/process for advertising jobs. (Supersedes 24-79)
264	13-80	8/1/1980	Recruiting Bulletins (Career Opportunities) for Non-Competitive Classes	Offers a service of producing recruiting bulletins for non-competitive classes using the word processing machine. Costs involved. Asks for feedback.
265	14-80	8/11/1980	Personnel Policy	Information regarding 95% ceiling - looks like a reduction in force. Provides info on how to calculate the 95%.
266	15-80	9/4/1980	Recruiting Advertisements	New procedures/process for advertising jobs. (Supersedes 12-80)
267	16-80	9/16/1980	Replacement of Chapter 8 of Personnel Rules	Repeal and replacement of Chapter 8 of Personnel Rules.
268	17-80	9/17/1980	Layoff Listing	List of employees laid off, including title and date of layoff. Presumably for recall purposes?
269	18-80	9/17/1980	Decentralization of Processing of Leaves and Separations	Decentralizes the processing of leaves and separations - agency will process these directly to Accounts and Control
270	19-80	9/18/1980	Action Code Changes	Changes made to the codes used in certain actions.
271	20-80	9/18/1980	Alphabetical Listing of State Classifications with Salaries	Offers alphabetical listing of classifications for purchase through the central warehouse. Also salary schedule book.
272	21-80	10/14/1980	1981 Holiday Schedule	List of Holidays for 1981
273	22-80	10/27/1980	Alphabetical Listing of State Classifications with Salaries	Price reduction for alphabetical listing of classifications (reference 20-80).
274	23-80	11/6/1980	Withdrawal of Retirement Contributions Upon Layoff	Informational: employees laid off due to lack of work may withdraw their retirement contributions without resigning or forfeiting layoff rights.
275	24-80	11/20/1980	Early Release of Employees	Reiteration of procedures of early release (staggered release times).
276	25-80	12/1/1980	Updates to Alphabetical Listing of State Classifications With Salaries	Announcement of updates to listing.
277	26-80	12/3/1980	Decentralization of Examination Administration Function	Announcement of Dept of Personnel's readiness to accept proposal from agencies interesting in taking over exam administration for classes unique to their agency.
278	27-80	12/12/1980	Notice of Hearing on Amendment to Chapter 8 of Personnel Rules	Public Hearing notice on amendment to Chapter 8 (Certification and Appointment) of Personnel Rules

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ID	NUMBER	ISSUED	SUBJECT	NOTES
279	28-80	12/22/1980	Administrative Closing of Offices - December 26, 1980	Announcement of administrative closure of state offices on Friday, December 26, 1980.
280	29-80	12/31/1980	Personnel Law	Announcement of preparation of Personnel Law document. One copy provided to each agency.
281	1-81	6/16/1981	Retirement Options - Confidential Employees and Appointed Officials	Announcement of state-paid retirement for confidentials and appointeds. Also announces 5% option for appointeds.
282	2-81	6/17/1981	Procedures for Notification of Layoff	Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement.
283	3-81	6/23/1981	Implementation of the 5% Retirement Option	Procedure for payroll authorization for confidential, appointeds, and AFSME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement.
284	6-83	11/8/1983	1984 Holiday Schedule	List of Holidays for 1984
285	7-83	11/21/1983	Establishment of Apprenticeship or Trainee Positions	Requests info from agencies on which classes lend themselves to trainee and apprenticeship programs.
286	8-83	12/29/1983	Initial Listing of Classifications Which May Be Eligible for Apprenticeship or Trainee Programs	Reference 7-83. Initial listing of classifications.
287	1-84	3/16/1984	March 14, 1984 - Storm Day	Early Release for March 14, 1984. Provides comp time for employees who arrived at work and stayed until 3pm (when early release was provided). Provides admin leave to those who did not come to work at all (if not on sick/vacation/other leave).
288	2-84	5/1/1984	Employee Suggestion Awards Program	Implementation of the Employee Suggestions Awards Program authorized in Statute.
289	3-84	6/25/1984	Layoffs - Alcoholic Beverages	Announcement of agreement affecting the layoff of State Liquor Warehouse employees.
290	4-84	7/23/1984	Arbitration Award - Retroactive Reclassifications/Range Changes	Announces change in how retroactive reclasses/range changes are calculated, regarding any calculation which results in a reduction in pay or in a net overpayment.
291	5-84	8/8/1984	Labor Relations Board Decision - Personnel Bulletin 4.3	Announces a change in Personnel Bulletin 4.3 - revocation of Paragraph B in Section 1.
292	6-84	10/1/1984	1985 Holiday Schedule	List of Holidays for 1985
293	7-84	10/29/1984	Guidelines for the Maine State Employees Suggestion System	Changes to the Employee Eligibility section of the subject guidelines.
294	1-85	5/1/1985	Salary Schedules for July 1, 1985 and December 30, 1985	Announcement of availability of new salary schedules.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
295	2-85	5/10/1985	Preliminary FLSA Exemption Study for classes at Pay Grade 21 and Above	Announcement of results of subject study. Lists of classes under each exemption type. Also requests info from agencies on exceptions to these lists.
296	3-87	2/4/1987	Employment Information Available to Compile Seniority Lists	Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system.
297	4-87	3/2/1987	Multiple Updates to Employee Records	Implementation of PER 62. Information on how to provide multiple updates to a personnel record.
298	5-87	5/6/1987	Appointment End Date for Seasonal Employees	Announcement of Personnel Bulletin 14.2 which implements required Appointment End Dates on all employee records.
299	6-87	5/11/1987	New Positions Authorized by the Legislature	Request for prompt submission of requests for new positions authorized and funded by law.
300	7-87	5/12/1987	New Employee Orientation	Announcement of next orientation session scheduled (June 5 at the Augusta Civic Center).
301	8-87	6/16/1987	Immigration Law - Employees Hired Between November and April	Reference Personnel Bulletin 8.18. Immigration Act of 1986 requires validation of employment eligibility for every person hired between Nov 7, 1986 and April 13, 1987. Implements new I-9 form
302	9-87	6/30/1987	Transition of Department of Personnel to the Bureau of Human Resources	Announcement of change from Department to Bureau, effective July 1, 1987.
303	10-87	7/14/1987	Interim Procedures to Authorize Retroactive Reclassifications and Reallocations	Interim documentation and processing requirements for processing retroactive reclassifications and reallocations authorized in the Part II Budget.
304	11-87	8/18/1987	Human Resources Memorandum 10-87	Announcement that HR Memo 10-87 has expired. Interim procedures are now replaced with previously established procedures.
305	12-87	9/3/1987	Timetable for July 1987 General Salary Increase	Timetable and procedures for implementing the planned general increase.
306	13-87	9/25/1987	Salaries for School Personnel	Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & Cultural Services, and Mental Health & Mental Retardation)
307	14-87	10/16/1987	1988 Holiday Schedule	List of Holidays for 1988
308	15-87	11/5/1987	Longevity Dates	Procedures for identifying eligible employees and implementing longevity pay.
309	16-87	11/17/1987	Employee Addresses	Request that agencies ensure employee addresses are correct in the system.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
310	17-87	12/7/1987	Confidential Employees Longevity Bonus	Verify list of employees identified as eligible for longevity bonus.
311	18-87	12/10/1987	Longevity Pay	Implement procedures for processing longevity pay adjustments
312	19-87	12/14/1987	January Personnel Transactions	Announcement that personnel actions (other than the general increase and the longevity increase) which are effective after 1/3/88 must be held for processing until after the automatic salary changes.
313	20-87	12/16/1987	Automated Salary	Change in salary processing using the Human Resource Profile and the New Hire Form.
314	21-87	12/21/1987	Attached Settlement Agreement	Greivance resolution which eliminates requirement to have applications and service ratings completed for MSEA employees who are reclassified.
315	22-87	12/2/1987	Career Opportunity Bulletin Sets	Announcement of availability of updated Career Opportunity Bulletins.
316	23-87	12/30/1987	Data Improvement Schedule for January, February and March 1988	Announcement of system changes (MSA system) to improve specific data quality.
317	1-88	1/14/1988	Change in Typing Performance Testing Procedures for Selected Classifications	Implements requirement that agencies use standardized typing tests developed by BHR.
318	2-88	3/14/1988	Typing Test Implementation	Implementation of new typing test for Clerk Typist II (register superseded).
319	5-89	5/5/1989	Civil Service Rules	Announcement of availability of printed Civil Service Rules.
320	6-89	5/23/1989	Alphabetical Listing of Job Classes	Announcement of availability of Alphabetical Listing of Job Classes.
321	7-89	5/31/1989	Telephone Numbers	List of direct telephone numbers of BHR staff.
322	8-89	7/28/1989	Timetable for the July 1989 General Increase	Implementation information for general increase.
323	9-89	8/11/1989	General Increase Reports	Lists of employees will and will not receive the general increase on an automated basis.
324	10-89	9/30/1989	Filling of General Fund Positions	Governor's Executive Order (3 FY 89/90) which essentially implements a hiring freeze for General Fund positions.
325	11-89	9/8/1989	MSA System Availability During the Week of September 10, 1989	Announcement of system availability (to help in preparing for conversion to MFASIS).
326	12-89	9/22/1989	Form PER 106, Revised September, 1989	Information on the use of the PER 106, Retirement Options Form for unclassified confidential positions.
327	13-89	9/25/1989	1990 Holiday Schedule for Employee Not Covered by a Collective Bargaining Agreement	List of Holidays for 1990
328	14-89	9/26/1989	Annual Longevity Bonus for Confidential Employees	Lists of Confidential employees eligible/not eligible for Longevity Bonus.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
329	15-89	9/26/1989	Overtime Eligibility and Administrative Unit H	List of employees and positions in "new" admin unit H; and list of employees at range 21 which are eligible for premium overtime as of July 2, 1989.
330	16-89	10/3/1989	Correction to Human Resources Memorandum 15-89	Corrects effective date of range 21 overtime to September 5, 1989.
331	17-89	10/16/1989	Annual Longevity Bonuses for Confidential Employees	Lists of Confidential employees eligible/not eligible for Longevity Bonus.
332	18-89	11/9/1989	Longevity Bonus for Confidential Employees	Final list of employees eligible for longevity bonus for Confidential employees.
333	2-93	1/29/1993	Alphabetical Listing of Job Classifications	Announcement of availability of listing of Job Classifications.
334	3-93	2/10/1993	Hiring Freeze for the Remainder of FY 93/93	Reference Executive Order 7 FY 92/93. Hiring freeze memo
335	4-93	4/7/1993	Changes to MFASIS Organization and Location Codes	Announcement of potential changes to org and location codes. Requests comments from users prior to designing/implementing changes.
336	5-93	4/12/1993	Changes to Position Control Processing	MFASIS improvements which eliminate need for Position Add/Change form.
337	6-93	6/10/1993	State of Maine Civil Service Law	Announcement of availability of updated Civil Service Law publication.
338	7-93	7/1/1993	Merit Increases	Announcement that the freeze on merit increases has expired and authority to award merit increases has been reinstated effective July 1, 1993.
339	8-93	7/5/1993	Compensation Changes	Information and instructions concerning certain compensation changes.
340	9-93	7/1/1993	70% Retirement Incentive Program for FY 1992-1993 and FY 1993-1994, Effective July 1, 1993	Announcement and guidelines for 70% retirement incentive program enacted by 116th Legislature
341	10-93	7/1/1993	Voluntary Cost Savings Programs Extended for Fiscal Year 1993-1994 and Fiscal Year 1994-1995	Extension of VCSP
342	11-93	7/15/1993	AFSCME Contract Implementation Instructions	Implementation instructions for changes to MFASIS due to new AFSCME collective bargaining agreement.
343	12-93	7/19/1993	Compensation Changes for Title 2 and Title 5 Employees	Information and instructions concerning certain compensation changes.
344	13-93	7/19/1993	Salary Schedules for the Executive Branch	Announcement of availability of new salary schedules
345	14-93	7/22/1993	Time Off Without Pay for MSEA and Confidential Employees	Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary time off, and reduced workweek.
346	15-93	7/30/1993	Salary Schedules for the Executive Branch - Salary Specification 02	Replaces Salary Schedule 02 in book published for May 30, 1993 - June 30, 1995

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ID	NUMBER	ISSUED	SUBJECT	NOTES
347	16-93	8/4/1993	Prorating Discretionary Time Off Without Pay for FY 93/94	Updated form (PER 110B) provided. Reference HR Memo 14-93.
348	17-93	8/5/1993	Implementation of Maine State Government Family and Medical Leave Policy, Effective August 5, 1993	Announces revised Maine State Government Family and Medical Leave Policy
349	18-93	9/7/1993	Processing Instructions for Time Off Without Pay under the Maine State Government Family/Medical Leave Policy	Provides processing instructions for full and partial unpaid FML
350	19-93	9/10/1993	1994 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement	List of Holidays for 1994
351	20-93	9/24/1993	Alphabetical Listing of Job Classifications and 1994 Salary Schedules for the Executive Branch	Announcement of availability of new Listing of Job Classifications and Salary Schedules
352	21-93	9/29/1993	Salary for Employees who are Enrolled in the 80% or 70% Retirement Programs	Announces requirement that employees in the subject retirement programs are not eligible for pay increases (by law)
353	22-93	10/9/1993	Address Changes	Announcement that employees will receive message in pay stubs to ensure their home address is correct in order that they may properly receive their W-2's in January.
354	23-93	11/15/1993	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
355	24-93	11/22/1993	Employee Informational Statements	Announcement of intent to provide annual informational statement to employees. Includes request for feedback.
356	25-93	12/27/1993	Vacation Accrual for Confidential Employees	Reference HR Memo 14-93. Grants waiver to Confidential employees of maximum vacation accruals (which was already provided to MSEA employees).
357	11-95	9/29/1995	Posting Vacancies that are Filled through Direct Hire	Implements requirements of agencies to provide information regarding direct hire postings to BHR. BHR will compile and post/distribute the listing weekly.
358	12-95	10/3/1995	Notification to this Bureau of Employees to be Laid Off	Clarification of procedures for agencies to inform BHR of the layoff of an employee.
359	13-95	10/25/1995	Internet Access to Useful Services for Job Seekers	Announces BHR's page on the Web listing services which provide easy access to job search services.
360	14-95	10/30/1995	Employees with Disabilities Affected by Bumping	Provides guidelines for agencies to follow when an employee who requires reasonable accommodation for a disability is bumping into another position.
361	15-95	11/13/1995	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
362	16-95	12/12/1995	Special Retirement Incentive Program	Announcement of special retirement incentive program (under PL 1995, Chapter 502). Provides a cash incentive.

## HUMAN RESOURCES MEMORANDA: 1976 - 2016

ID	NUMBER	ISSUED	SUBJECT	NOTES
363	17-95	12/21/1995	Transferring General Fund Positions Between Accounts and Departments	Instructions regarding use of vacancies in lieu of layoffs to meet productivity goals. Reference PL 1995, Chapter 99, Part D, Section D-5 which authorizes Governor to transfer positions between General Fund accounts and between Departments.
364	1-96	1/10/1996	Worksheet Form for 1996 Retirement Incentive Program	Distribution and instructions for PER Form 120, Worksheet Form for 1996 Retirement Incentive Program
365	2-96	1/12/1996	Introduction to New Performance Management System	Announcement of training session on the new performance management system
366	3-96	1/25/1996	Worksheet Form for 1996 Retirement Incentive Program _Per Form 120)	Follow-up to 1-96 to clarify the routing of the Form.
367	10-97	8/12/1997	Electronic Versions of BHR Forms	Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus).
368	11-97	9/8/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 1998.
369	12-97	10/1/1997	Forms	New list of electronic BHR forms and website references (reference 10-97).
370	13-97	11/10/1997	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
371	1-98	1/13/1998	Leave for Volunteer Service Relating to the Ice Storm	Announcement of admin leave for volunteers to assist service organizations with relief work related to the ice storm. In effect through Friday, January 16th.
372	2-98	3/3/1998	Job Classification Specifications	Announcement that job classification specifications are now available through the State Intranet (BHR Intranet).
373	3-98	4/28/1998	Training and Probation Requirements for Law Enforcement Employees	Announcement of change in law requiring Law Enforcement Officers to complete the same basic training as well as requiring LE Officers to serve a one-year probation beginning on the date the training is completed.
374	4-98	5/11/1998	Announcement of Recruitment & Retention Salary Adjustments for IT Classifications	Announcement of IT stipends.
375	5-98	6/18/1998	Payment for May 10, 1991 and May 24, 1991 Shutdown Days	Legislation which shut down State Government on subject days included requirement that employees be paid for those days when they terminated from state service. New legislation provided funding to pay these two days to everyone who is eligible (i.e. eas
376	6-98	6/15/1998	General Increase Effective June 29, 1998	Instructions on processing general increase
377	7-98	6/18/1998	Implementation and Maintenance of Data Processing Stipends and the Lump Sum Payment For Completed Training	Reference 4-98: Implementation Instructions for IT stipends.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
378	7-99	8/23/1999	2000 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2000
379	8-99	11/8/1999	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
380	1-00	2/8/2000	Ergonomics Policy for Computer Use and other Repetitive Motion Tasks	Announcement of Ergonomics Policy
381	2-00	4/6/2000	Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 4-1-2000)
382	3-00	6/6/2000	Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 7-1-2000)
383	4-00	7/11/2000	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements
384	5-00	8/31/2000	2001 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2001
385	6-00	9/19/2000	Posting Direct Hire Vacancies	Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95 and 12-96.
386	7-00	11/13/2000	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
387	8-00	12/5/2000	Processing of Performance Appraisals	Reminder that timely processing of performance appraisals is required.
388	9-00	12/20/2000	Salary Schedule Adjustment Effective January 1, 2001	Announcement of Salary Schedule Adjustment (add a step, drop a step) and processing instructions
389	1-01	1/18/2001	Alphabetical Listing of Job Classifications for the Executive Branch	Announcement of availability of listing of Job Classifications.
390	2-01	3/28/2001	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 4-1-2001)
391	3-01	6/21/2001	General Increase Effective July 2, 2001	Instructions on processing general increase
392	4-01	6/25/2001	Extension of Voluntary Cost Savings Program	Extension of VCSP through June 30, 2003
393	5-01	6/29/2001	Salary Schedules	Announcement of availability of new salary schedules.
394	6-01	7/2/2001	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 7-1-2001)
395	7-01	8/13/2001	Implementation of Public Law 2001, Chapter 442, An Act to Exapand Retirement Benefits for State Employees and Teachers Returning to Service	Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service.
396	8-01	8/31/2001	2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2002

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ID	NUMBER	ISSUED	SUBJECT	NOTES
397	9-01	9/21/2001	Volunteer Activity in the Aftermath of September 11	Encourages management to be as flexible as possible in approving requests for the use of VCSP leave for volunteers to assist in relief and other activities in the aftermath of the September 11 attack.
398	10-01	9/21/2001	Summary of Employment Benefits for Employees Who Are Ordered Into the Armed Forces	Information on subject benefits
399	11-01	10/5/2001	Executive Order 02 FY 01/02	Hiring freeze memo
400	12-01	11/13/2001	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
401	1-02	3/18/2002	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 4-1-2002)
402	1-02*	3/29/2002	CORRECTED Value of Benefits When Publishing Salaries: Update of Current Rates	Correction to 1-02 for Department of Corrections Employees only
403	2-02	3/21/2002	Amendment to 7-01: Implementation of Public Law 2001, Chapter 442 - An Act To Expand Retirement Benefits for State Employees and Teachers Returning to Service	Expands on 7-01, with regard to the reemployment of employees who return to unclassified positions eligible for the 5% Retirement Option.
404	3-02	5/10/2002	Executive Order 05 FY 01-02 - Special Budget and Expenditure Order of May 2002	Hiring freeze memo
405	4-02	6/21/2002	Implementing Temporary Layoff for July 5, 2002	Processing and recordkeeping instructions on implementing temporary layoffs (for July 5, 2002 and two other days before June 1, 2003).
406	5-02	6/24/2002	General Increase Effective July 1, 2002	Instructions on processing general increase
407	6-02	6/26/2002	Amendment to Human Resource Memorandum 4-02: Temporary Layoff for July 5, 2002	instruction that the July 5 temporary layoff day should be considered as time worked for purposes of computing overtime.
408	7-02	6/28/2002	Governor's Executive Order 05 FY01-02 and HR Memorandum 6-02	Explanation of overtime provisions fo the subject memos and the prohibition to permit unscheduled overtime without the proper prior approval.
409	8-02	7/2/2002	Temporary Layoff Days for Institutional Employees	Instructions on requirements for temporary layoff of institutional employees
410	9-02	7/24/2002	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective immediately)
411	10-02	7/31/2002	Temporary Layoff - October 11, 2002	Processing and recordkeeping instructions on implementing temporary layoff for October 11, 2002.
412	11-02	8/26/2002	2003 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2003

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ID	NUMBER	ISSUED	SUBJECT	NOTES
413	12-02	9/18/2002	Transitional Duty Positions	Instructions on evolutionary change since HR Memo 6-97 was issued on the Return-To-Work Program.
414	1-94	4/27/1994	Employee Information Statements	Announces upcoming distribution of Employee Information Statements. Includes explanation of "employment status" item.
415	2-94	5/16/1994	Employee Suggestion Awards Program	Announces changes to the subject program, including increase in cash award and other changes.
416	3-94	5/25/1994	FY 1994 Compensation and Pay Changes	Provide information and implementation instructions for FY 94/95 compensation and pay changes, including paycheck delay, new step 2, time off without pay, discretionary time off, state closures, and workweek reduction.
417	4-94	6/6/1994	Voluntary Cost Savings Program - Fiscal Year 1994-1995	Reminder that VCSP is still available through June 30, 1995.
418	5-94	6/20/1994	Alphabetical listing of Job Classifications	Announcement of availability of listing of Job Classifications.
419	6-94	6/29/1994	Discretionary Target Hours	Reports listing employees for whom discretionary target hours have been automatically loaded, and those for whom target hours could not be automatically loaded.
420	7-94	8/25/1994	Retirement Plan Options/ 5% Salary Option Available On Or After August 25, 1994 To Confidential Employees Who Are Elected, Who Are Appointed For A Fixed Term Or Who "Serve At The Pleasure Of" Their Appointing Authority	Information about subject retirement option employees and what is required.
421	8-94	9/7/1994	1995 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 1995
422	9-94	9/7/1994	Return to Full Workweek	Announces end of reduced workweek (one hour) and return to full workweek.
423	10-94	9/22/1994	Microfiche Records of Time Off Without Pay	Provides reports of time off without pay taken in fiscal year 1994.
424	11-94	11/14/1994	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
425	12-94	11/14/1994	Revision to PER 117 8/94, Retirement Plan and Benefit Options Form	Update to the subject form to clarify options. Reference HR memo 7-94.
426	13-94	12/1/1994	Redline Reason Codes	Update to MFASIS to add redline reasons and codes.
427	1-95	1/9/1995	Hiring Freeze for the Remainder of FY 94/95	Reference Executive Order 5 FY 94/95. Hiring freeze memo. Includes addendum (1-95A) rescinding transitional provisions.
428	2-95	2/8/1995	Elimination of Form FJA-3 Approval Process for New Positions	Announces elimination of FJA-3 and requirement to route new position requests through the Governor's Office.
429	3-95	2/15/1995	New Hiring Freeze Exemption Request Form	Implementation of new request for exemption to the hiring freeze.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
430	4-95	4/19/1995	Change to Hiring Freeze Exemption Request Form	Update to request for exemption to the hiring freeze form
431	5-95	4/24/1995	New Hiring Freeze Exemption Form	New form to replace all previous versions (PER 119C)
432	6-95	5/1/1995	Temporary Employment to Appointive Positions	Change in hiring freeze exemption process for temporary appointments to appointed positions. Requests may be submitted directly to the Governor's Office for approval.
433	7-95	7/10/1995	Extension of Voluntary Cost Savings Programs	Extension of VCSP through June 30, 1997.
434	8-95	8/25/1995	Employment Policy for Legal Residents of the United States	Clarify non-discrimination requirements of the Immigration Reform and Control Act of 1986
435	9-95	9/6/1995	1996 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 1996
436	10-95	9/25/1995	Notice of Legislative Changes to the State Employee Suggestion Award Program	Announces repeal of Suggestion Awards Board, but maintains an employee suggestion awards program with new guidelines and forms.
437	4-96	1/26/1996	Compensatory Time Accumulations	Clarifications of the FLSA rules for the accumulation of comp time in lieu of cash payment of overtime. Includes correction to HR Memo 4-96 dated 3/8/1996.
438	5-96	4/11/1996	Legal Requirement to Include Value of Benefits when Publishing Salaries	Announcement of requirement (under PL 1995, Chapter 37) to publish a statement of the dollar amount of the fringe benefits package provided by the State on all publications which state the salary of an employee or position.
439	6-96	5/28/1996	Legal Requirement to Include Value of Benefits when Publishing Salaries	Reference 5-96. Changes to benefits statements.
440	7-96	6/11/1996	Adjusted Service Dates	Announcement that Governor's Employee Recognition Committee will use the adjusted service date (rather than the continuous service date) as the basis for service recognition awards.
441	8-96	7/20/1996	Voluntary Cost Savings Programs for FY 1996 - FY 1997	Reminder that VCSP is available through June 30, 1997.
442	9-96	9/9/1996	1997 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 1997
443	10-96	9/12/1996	Technology Staffing Freeze	Institution of hiring freeze for all classes listed (on enclosed list). Technology (IT) classifications.
444	11-96	9/12/1996	Alphabetical Listing of Job Classifications	Announcement of availability of listing of Job Classifications.
445	12-96	10/11/1996	Human Resources Memorandum 11-95, Dated September 29, 1995	Reference 11-95, requirements for posting direct hire vacancies. Reminder that 11-95 remains in effect and reminds agencies to notify BHR of direct hire actions as they occur and as they are anticipated.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
446	13-96	11/18/1996	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
447	14-96	11/20/1996	Layoff and Recall from Layoff	Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff.
448	15-96	11/21/1996	Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries	Reference 6-96 (and 5-96). Changes to benefits statements.
449	16-96	12/9/1996	MFASIS Human Resource System	Update of MFASIS, including new sign-on instructions, commands, and sign-off.
450	1-97	1/31/1997	Processing Instructions for 2.25% Lump Sum Payments	Implementation instructions for processing of negotiated 2.25% Lump Sum payments.
451	2-97	4/18/1997	Extension of Voluntary Cost Savings Program	Extension of VCSP through June 30, 1999
452	3-97	4/24/1997	Lump Sum Payments	Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed.
453	4-97	4/29/1997	Salary Schedules and Alphabetical Listing of Job Classifications	Announcement of availability of new Salary Schedules and listing of Job Classifications.
454	5-97	5/6/1997	Implementing a New Performance Management Process	Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C.
455	6-97	5/20/1997	Transitional Duty Positions	Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work.
456	7-97	6/11/1997	General Increase Effective June 30, 1997	Instructions on processing general increase
457	8-97	6/17/1997	Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries	Update to 15-96. Changes to benefits statements.
458	9-97	6/20/1997	Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch	Corrects errors found on certain salary schedules recently published (reference 4-97).
459	8-98	6/18/1998	Project Positions/New FJA-1P Form	Announcement of new guidelines and form for establishing project positions.
460	9-98	8/13/1998	Workers' Compensation First Reports of Injury	Information regarding statutory requirement regarding timely reporting of injuries and policy and program changes to ensure compliance.
461	10-98	9/18/1998	1999 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays fro 1999
462	11-98	9/18/1998	Legal Requirement to Include the Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements
463	12-98	11/16/1998	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.

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ID	NUMBER	ISSUED	SUBJECT	NOTES
464	13-98	11/17/1998	Alphabetical Job Class Listing	Announcement of availability of listing of Job Classifications.
465	14-98	11/24/1998	MFASIS Human Resource System Year 2000 Implementation	Announcement of the implementation of the year 2000 compatible version of MFASIS
466	1-99	1/4/1999	Direct Hire Application - Processing Changes	Elimination of the Tear-Off Sheets and PER 45 (Activity Report for Direct Hire Employment Classifications)
467	2-99	4/12/1999	Extension of Voluntary Cost Savings Programs	Extention of VCSP through June 20, 2001
468	3-99	4/21/1999	Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 4-1-1999)
469	4-99	6/10/1999	General Increase Effective July 5, 1999	Instructions on processing general increase
470	5-99	6/21/1999	Alphabetical Job Class Listing	Announcement of availability of listing of Job Classifications.
471	6-99	7/9/1999	Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 7-1-1999)
472	2-15	4/7/2015	Personal Use of Social Media Policy	Issuance of policy on personal use of social media
473	3-15	5/19/2015	UPDATED Personal Use of Social Media Policy	Update to HR Memo 2-15
474	4-15	7/1/2015	Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017	Announcement of extension of VEIP through June 30, 2017.
475	5-15	7/2/2015	Filling Vacancies	Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form.
476	13-02	10/1/2002	Posting Direct Hire Vacancies	Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95, 12-96, and 6-00.
477	14-02	11/7/2002	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
478	15-02	11/25/2002	Summary of Employment Benefits for Employees Who Are Ordered Into the Armed Forces (Supersedes HR Memo 10-01 Dated September 21, 2001)	New information on subject benefits.
479	16-02	12/10/2002	General Increase Effective December 30, 2002	Instructions on processing general increase
480	1-03	3/6/2003	Temporary Layoff - Tuesday, April 22, 2003	Processing and recordkeeping instructions on implementing temporary layoff for April 22, 2003.
481	2-03	4/4/2003	Extension of Voluntary Cost Savings Programs: July 1, 2003 - June 30, 2005	Extension of VCSP through June 30, 2005
482	3-03	4/9/2003	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective immediately)
483	4-03	4/23/2003	Merit Freezes for Fiscal Year 2003-2004 and Fiscal Year 2004-2005	Announcement of Merit Freezes
484	5-03	6/20/2003	Merit Freezes for Fiscal Year 2003-2004 (Supersedes Human Resources Memorandum 4-03)	Corrected Announcement of Merit Freeze

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ID	NUMBER	ISSUED	SUBJECT	NOTES
485	6-03	6/27/2003	Value of Benefits When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 7-1-2003)
486	7-03	7/2/2003	Value of Benefits When Publishing Salaries: Amendment to HR Memo 6-03 Adding "MSEA Corrections Law Enforcement - Special Plan"	Updates to Benefits Statements (effective 7-1-2003)
487	8-03	7/30/2003	2003 Retirement Incentive Program	Announcement of special retirement incentive program (under PL 2003, Chapter 451). Provides a cash incentive.
488	9-03	8/11/2003	2004 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2004
489	10-03	8/19/2003	Implementation of PL 2003, Ch. 230 "An Act to Ensure Communication About Public Complaints Against State Employees"	Announcement of subject legislation and instructions on establishing and submitting a complaints and investigations policy to BHR.
490	11-03	11/10/2003	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
491	1-04	2/12/2004	2005 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2005
492	2-04	3/17/2004	Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 4/1/2004)
493	3-04	3/22/2004	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate.
494	4-04	6/4/2004	Reinstatement of Merit Increases	Reminder that merit increases begin again on July 1, 2004
495	5-04	6/29/2004	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2004)
496	6-04	7/7/2004	Use of Sick Leave Workers' Compensation / FML	Policy update on use of sick leave in a workers' compensation situation.
497	7-04	7/27/2004	Lump-Sum Payment in Lieu of FY 2004 Merits	Instructions for processing the lump-sum payment for employees who would have been eligible for a merit increase between 7-1-2003 and 6-30-2004.
498	8-04	11/9/2004	Payment of Lump Sum Longevity for Confidential Employees	Instructions for processing lump sum longevity bonus for confidential employees.
499	9-04	11/29/2004	Executive Order 26 FY 04-05 - Special Budget and Expenditure Order of November 24, 2004	Hiring freeze memo
500	1-05	2/10/2005	Social Security Protection Act of 2003 - Disclosure To Governmental Employees of the Effect of Noncovered Employment	Announcement of subject federal law and the implementation of the new SSA-1945 form for all new hires.
501	2-05	3/3/2005	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 4/1/2005)
502	3-05	3/7/2005	2006 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2006

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ID	NUMBER	ISSUED	SUBJECT	NOTES
503	4-05	3/11/2005	Veterans Benefits Improvement Act	Announcement of new poster for posting on bulletin boards. Explains USERRA rights and benefits.
504	5-05	4/5/2005	FLSA Salary Basis Policy	Statement that it is the State's policy to comply with the salary basis requirements of the FLSA.
505	6-05	4/12/2005	Extension of Voluntary Cost Savings Programs: July 1, 2005 - June 30, 2007	Extension of VCSP through June 30, 2007
506	7-05	4/29/2005	Pilot Implementation of Personnel Security Protocols - June 1, 2005 through August 31, 2005	Announcement of subject pilot program to be implemented in DHHS, DOL, and MRS (DAFS).
507	8-05	6/3/2005	Amendment to Human Resources Memorandum 17-93 Entitled "Implementation of Maine State Government Family and Medical Leave Policy, Effective August 5, 1993"	Announcement that "significant other" (and its definition) is being added to the MSGFML in order to comply with the State's non-discrimination policy.
508	9-05	6/6/2005	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2005)
509	10-05	6/24/2005	Implementation of Legislative Resolve Regarding Employee-Initiated Reclassification Requests	Announcement of new Tear-Off Cover Sheet for FJA-1's and agreement with MSEA regarding interest calculations.
510	11-05	7/5/2005	Executive Order 1 FY 05-06 - Special Budget and Expenditure Order of July 1, 2005	Hiring freeze memo (includes previous blanket exceptions as well as Q & A)
511	12-05	7/25/2005	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 9/1/2005)
512	13-05	11/18/2005	Summary of Employment Benefits for Employees Who Are Ordered Into The Armed Forces (Supersedes HR Memo 15-02 dated November 25, 2002)	New information on subject benefits.
513	14-05	11/23/2005	Early Release Protocol for Executive Branch	Clarification of Early Release Protocol
514	1-06	2/21/2006	2007 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2007
515	2-06	3/15/2006	Consideration of Criminal Convictions in the Employment Selection Process	Clarification of process for consideration of candidates for employment who have a criminal record
516	3-06	5/22/2006	Paid Military Leave	Information regarding rate of pay options for the 17 workdays of paid military leave and when the 17 workdays may be paid
517	4-06	6/12/2006	Implementation of PL 2005, Chapter 523: An Act To Assist Military Families	Information on Family Military Leave (for spouse, domestic partner, or parent of deployed military service member)
518	5-06	6/19/2006	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2006)
519	6-06	7/6/2006	Executive Order 17 FY 06-07 - Special Budget and Expenditure Order of July 1, 2006	Hiring freeze memo (includes previous blanket exceptions as well as Q & A)
520	7-06	9/13/2006	Implementation of Human Resource Components of Security Protocols	Implementation of HR components of agency information security policies (includes personnel screening policy, etc.)
521	8-06	10/30/2006	Amendment to Implementation of Human Resource Components of Security Protocols	Amendment to HR Memo 7-06

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ID	NUMBER	ISSUED	SUBJECT	NOTES
522	1-07	1/9/2007	2008 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2008
523	2-07	6/11/2007	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2007)
524	3-07	6/12/2007	Extension of Voluntary Cost Savings Programs: July 1, 2007 - June 30, 2009	Extension of VCSP through June 30, 2009
525	4-07	7/1/2007	Executive Order 01 FY 08-09 - Special Budget and Expenditure Order of July 1, 2007	Hiring freeze memo (includes previous blanket exceptions as well as Q & A)
526	5-07	10/1/2007	Posting Direct Hire Vacancies	Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95, 12-96, 6-00, and 13-02.
527	6-07	12/17/2007	FY 2008 Hiring Freeze - PER-15 Requisition For Employee	Clarification of HR Memo 4-07. Additional requirement to submit evidence that prior approval from Budget has been received.
528	1-08	1/8/2008	2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2009
529	2-08	2/8/2008	Alternate Work Schedules	Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83.
530	3-08	5/15/2008	Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising)	Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132.
531	4-08	5/21/2008	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2008)
532	1-09	1/8/2009	2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2010
533	2-09	1/12/2009	Administrative Leave - Workers Compensation	Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury.
534	3-09	2/9/2009	Early Release Protocol for the Executive Branch	Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System)
535	4-09	2/25/2009	Employment Eligibility Verification - Form I-9	Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06)
536	5-09	5/22/2009	State Government Office Closures	Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days)
537	6-09	5/27/2009	State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011	Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09.
538	7-09	6/4/2009	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2009)
539	7-09*	6/4/2009	Revised Value of Benefits When Publishing Salaries (corrected version)	Updates to Benefits Statements (effective 7/1/2009)

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ID	NUMBER	ISSUED	SUBJECT	NOTES
540	8-09	6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version)	Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version)
541	9-09	6/4/2009	2009 Retirement Incentive Program	Announcement of special retirement incentive program (under PL 2009, Chapter 213, Part Y). Provides a cash incentive.
542	10-09	6/17/2009	Voluntary Employee Incentive Program (VEIP): July 1, 2009 through June 30, 2011	Announcement of extension of VEIP (previously known as VCSP) through June 30, 2011.
543	11-09	6/19/2009	State Government Closure Days - Administration & Process	Information and instructions concerning processing and record keeping requirements for temporary layoffs due to State Government Closure Days (reference HR Memo 6-09).
544	12-09	6/19/2009	Merit Freezes for Fiscal Years 2009-2010 and 2010-2011	Announcement of Merit Freezes in accordance with PL 2009, Chapter 213, Part SSS
545	13-09	6/19/2009	Reemployment of Retired State Employees	Reiterate and expand on information from HR Memos 7-01 and 2-02.
546	14-09	9/16/2009	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 10/1/2009)
547	1-10	1/29/2010	2011 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2011
548	2-10	5/19/2010	Retirement Plan Options and 5% Salary Option Available To Confidential Employees Who Are Elected, Who Are Appointed For A Fixed Term, or Who "Serve At The Pleasure Of" Their Appointing Authority	Announcement and clarification of options for employees in a position with optional membership in MainePERS (includes info on one-time irrevocable choice).
549	3-10	6/7/2010	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2010)
550	3-10*	6/7/2010	Revised Value of Benefits When Publishing Salaries (corrected copy)	Corrected Updates to Benefits Statements (effective 7/1/2010)
551	1-11	1/6/2011	2012 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2012
552	2-11	6/24/2011	Voluntary Employee Incentive Program (VEIP): July 1, 2011 through June 30, 2013	Announcement of extension of VEIP through June 30, 2013.
553	3-11	6/24/2011	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2011)
554	4-11	6/24/2011	Longevity and Merit Freezes for Fiscal Years 2011-201 and 20-12-2013	Announcement of Longevity and Merit Freezes in accordance with PL 2011, Chapter 380, Part E
555	5-11	6/27/2011	2011 Retirement Incentive Program	Announcement of special retirement incentive program (under PL 2011, Chapter 380, Part Z). Provides a cash incentive.
556	6-11	8/15/2011	Reemployment of Retired State Employees	Announcement of restrictions and requirements when reemploying State Employees who retired after 9-1-2011. Reference PL 2011, Chapter 380, Part MMM.
557	1-12	1/3/2012	2013 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2013

## HUMAN RESOURCES MEMORANDA: 1976 - 2016

ID	NUMBER	ISSUED	SUBJECT	NOTES
558	2-12	6/26/2012	Drug And Alcohol Testing Policy For Employees In Positions Requiring A Commercial Driver's License (CDL) And Defined As Safety-Sensitive	Announcement of updated subject policy (effective January 1, 1995, revised March 2012)
559	3-12	10/9/2012	Newspaper Job Advertising (reference HR Memorandum 3-08)	Modification of process: implements blanket approval and elimination of requirement for prior approval.
560	1-13	1/9/2013	2014 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2014
561	2-13	3/21/2013	Reemployment of Retired State Employees and the Minimum Wage	Implementation of procedure to set salary at minimum wage if 75% provision in statute conflicts with minimum wage law.
562	3-13	7/3/2013	Voluntary Employee Incentive Program (VEIP): July 1, 2013 through June 30, 2015	Announcement of extension of VEIP through June 30, 2015.
563	4-13	7/9/2013	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2013)
564	5-13	7/9/2013	Longevity Pay and Merit Increases for Fiscal Years 2014 and 2015	Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freeze on June 30, 2013.
565	1-14	1/15/2014	2015 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2015
566	2-14	6/16/2014	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2014)
567	3-14	6/17/2014	Longevity Pay and Merit Freezes	Announcement of end to Longevity and Merit Freezes
568	1-15	2/11/2015	2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2016
569	2-15	4/7/2015	Personal Use of Social Media Policy	Issuance of policy on personal use of social media
570	3-15	5/19/2015	UPDATED Personal Use of Social Media Policy	Update to HR Memo 2-15
571	4-15	7/1/2015	Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017	Announcement of extension of VEIP through June 30, 2017.
572	5-15	7/2/2015	Filling Vacancies	Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form.
573	6-15	7/22/2015	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2015)
574	7-15	7/31/2015	Filling Vacancies - Update	Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days.
575	8-15	12/17/2015	Filling Vacancies - Update 2	Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15.
576	1-16	1/6/2016	2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2016

## HUMAN RESOURCES MEMORANDA: 1976 - 2016

ID	NUMBER	ISSUED	SUBJECT	NOTES
577	2-16	1/22/2016	Update to the State's Standard Overtime Compensation Policy	Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions.