

| NUMBER               | ISSUED     | SUBJECT   | NOTES   | Status                     |
|----------------------|------------|---|---|----------------------------|
| <a href="#">1-23</a> | 04/18/2023 | 2023 and 2024 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement           | List of Holidays for 2023 and 2024  | Active                     |
| <a href="#">2-22</a> | 06/30/2022 | Revised Value of Benefits When Publishing Salaries  | Updates to Benefits Statements (effective 7/1/2022)   | Active                     |
| <a href="#">1-22</a> | 02/11/2022 | 2022 and 2023 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement           | List of Holidays for 2022 and 2023  | Active                     |
| <a href="#">4-21</a> | 11/17/2021 | Update to 2021 and 2022 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement | Updates list of Holidays for 2021 and 2022  | Active                     |
| <a href="#">2-21</a> | 06/18/2021 | Voluntary Employee Incentive Programs (VEIP): July 1, 2021 through June 30, 2023                                      | Announcement of extension of VEIP through June 30, 2023.  | Active                     |
| <a href="#">3-20</a> | 04/15/2020 | Guidelines for Profile Pictures on Maine State Government Computers (Reissue and update of HR Memorandum 9-19)        | Update and Reissue of the guidelines on the use of pictures in Outlook email account profiles.  | Active                     |
| <a href="#">2-20</a> | 04/15/2020 | Employment Eligibility Verification - Form I-9  | Revision of Form I-9  | Active                     |
| <a href="#">1-20</a> | 04/15/2020 | 2020 and 2021 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement           | List of Holidays for 2020 & 2021  | Active                     |
| <a href="#">9-19</a> | 9/24/2019  | Guidelines for Outlook Profile Pictures on Maine State Government Computers( <i>Reissue of HR Memorandum 9-17</i> )   | Guidelines on the use of pictures in Outlook email account profiles.  | Active and updated (03-20) |
| <a href="#">8-19</a> | 9/13/2019  | Reemployment of Retired State Employees <i>Supersedes Human Resources Memorandum 10-17</i>                            | Eliminates the 75% salary restriction and the 5 year limitation on rehired retired State Employees.   | Active                     |
| <a href="#">7-19</a> | 9/13/2019  | Compensation History Questions in the Recruitment Process   | Prohibits the State from inquiring into the compensation history of a prospective employee prior to the offer of employment.  | Active                     |
| <a href="#">6-19</a> | 9/11/2019  | Criminal History Questions on Application Forms for Positions in Maine State Government                               | Prohibits the State from including on its application forms “any questions regarding an applicant’s criminal history except when, due to the nature and requirements of the position, a person who has a criminal history may be disqualified from eligibility for the position.” | Active                     |
| <a href="#">4-19</a> | 6/28/2019  | Voluntary Employee Incentive Program (VEIP): July 1, 2018 through June 30, 2021                                       | Announcement of extension of VEIP through June 30, 2021.  | Active                     |
| <a href="#">2-19</a> | 1/17/2019  | 2019 and 2020 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement           | List of Holidays for 2019 & 2020  | Active                     |
| <a href="#">1-19</a> | 1/8/2019   | New Process for Hiring Justifications and Management- Initiated Reclassifications and Reorganizations                 | Supersedes HR Memoranda 4-16, 2-17, 7-17, and 3-18  | Active                     |
| <a href="#">2-18</a> | 1/9/2018   | Reemployment of Retired State Employees and the Minimum Wage  | Supersedes HR Memorandum 2-13. Updates procedure to set salary at minimum wage if 75% provision in statute conflicts with minimum wage law.   | Active                     |
| <a href="#">1-18</a> | 1/9/2018   | 2018 & 2019 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement              | List of Holidays for 2018 & 2019  | Active                     |

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| <a href="#">9-17</a> | 11/08/2017 | Guidelines for Outlook Profile Pictures on Maine State Government Computers  | Guidelines on the use of pictures in Outlook email account profiles.  | Active |
| <a href="#">8-17</a> | 11/08/2017 | Guidelines for Holiday Decorations and Celebrations  | Guidelines on what types of decorations and celebrations are allowable in public work spaces, private work spaces, and shared work spaces.  | Active |
| <a href="#">5-17</a> | 07/20/2017 | Voluntary Employee Incentive Program (VEIP): July 1, 2017 through June 30, 2019  | Announcement of extension of VEIP through June 30, 2019.  | Active |
| <a href="#">3-17</a> | 02/01/2017 | New and Updated Policies Regarding A Drug Free Workplace And The Use And Possession of Medicinal And Recreational Marijuana  | New Drug Free Workplace Policy and new Policy Regarding The Use and Possession of Medicinal and Recreational Marijuana  | Active |
| <a href="#">2-16</a> | 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.   | Active |
| <a href="#">3-15</a> | 5/19/2015  | UPDATED Personal Use of Social Media Policy  | Update to HR Memo 2-15  | Active |
| <a href="#">3-12</a> | 10/9/2012  | Newspaper Job Advertising (reference HR Memorandum 3-08)   | Modification of process: implements blanket approval and elimination of requirement for prior approval.   | Active |
| <a href="#">2-12</a> | 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)  | Active |
| <a href="#">2-10</a> | 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).   | Active |
| <a href="#">3-09</a> | 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)   | Active |
| <a href="#">2-09</a> | 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. | Active |
| <a href="#">2-08</a> | 2/8/2008   | Alternate Work Schedules   | Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83.   | Active |
| <a href="#">5-07</a> | 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.  | Active |
| <a href="#">8-06</a> | 10/30/2006 | Amendment to Implementation of Human Resource Components of Security Protocols   | Amendment to HR Memo 7-06   | Active |
| <a href="#">4-06</a> | 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)  | Active |
| <a href="#">3-06</a> | 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   | Active |
| <a href="#">2-06</a> | 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  | Active |

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| <a href="#">13-05</a> | 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.  | Active |
| <a href="#">10-05</a> | 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.   | Active |
| <a href="#">8-05</a>  | 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.  | Active |
| <a href="#">5-05</a>  | 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.   | Active |
| <a href="#">4-05</a>  | 3/11/2005  | Veterans Benefits Improvement Act  | Announcement of new poster for posting on bulletin boards. Explains USERRA rights and benefits.   | Active |
| <a href="#">1-05</a>  | 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.  | Active |
| <a href="#">10-03</a> | 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.  | Active |
| <a href="#">12-02</a> | 9/18/2002  | Transitional Duty Positions  | Instructions on evolutionary change since HR Memo 6- 97 was issued on the Return-To-Work Program.   | Active |
| <a href="#">2-02</a>  | 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.   | Active |
| <a href="#">7-01</a>  | 8/13/2001  | Implementation of Public Law 2001, Chapter 442, An Act to Expand 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.   | Active |
| <a href="#">8-00</a>  | 12/5/2000  | Processing of Performance Appraisals   | Reminder that timely processing of performance appraisals is required.  | Active |
| <a href="#">1-00</a>  | 2/8/2000   | Ergonomics Policy for Computer Use and other Repetitive Motion Tasks   | Announcement of Ergonomics Policy   | Active |
| <a href="#">1-99</a>  | 1/4/1999   | Direct Hire Application - Processing Changes   | Elimination of the Tear-Off Sheets and PER 45 (Activity Report for Direct Hire Employment Classifications)  | Active |
| <a href="#">9-98</a>  | 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.   | Active |
| <a href="#">4-98</a>  | 5/11/1998  | Announcement of Recruitment & Retention Salary Adjustments for IT Classifications  | Announcement of IT stipends.  | Active |
| <a href="#">3-98</a>  | 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. | Active |
| <a href="#">6-97</a>  | 5/20/1997  | Transitional Duty Positions  | Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work.  | Active |

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| <a href="#">14-96</a> | 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.   | Active  |
| <a href="#">7-96</a>  | 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. | Active  |
| <a href="#">4-96</a>  | 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.                           | Active  |
| <a href="#">14-95</a> | 10/30/1995 | Employees with Disabilities Affected by Bumping  | Provides guideliness for agencies to follow when an employee who requires reasonable accommodation for a disability is bumping into another position.                                 | Active  |
| <a href="#">12-95</a> | 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.  | Active, but modified through practice   |
| <a href="#">17-93</a> | 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  | <a href="#">Active, but policy updated in 2009 (click to go to the Family &amp; Medical Leave Policy for Employees of Maine State Government)</a>                           |
| <a href="#">23-92</a> | 9/24/1992  | Administrative Leave for Employee Assistance Program (EAP) Services  | Clarification and establishment of State policy on use of administrative leave for EAP.   | <a href="#">Active, but modified with new program (click to go to the web page for the Living Resources Program, formerly known as Employee Assistance Program, or EAP)</a> |
| <a href="#">2-91</a>  | 1/7/1991   | Layoff Notifications   | Requests prompt processing of PER 14 (Official Notice of Layoff).   | Active, but modified through practice   |
| <a href="#">24-90</a> | 12/3/1990  | New Form on Continuation of Benefits Coverage (PER 108A)   | New form for Continuation of Benefits, and instructions on its use.   | Active, but form modified   |
| <a href="#">2-89</a>  | 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.  | Active  |
| <a href="#">8-88</a>  | 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.  | Active  |
| <a href="#">7-88</a>  | 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.   | Active, but authority to hire above the minimum is decentralized to some agencies.  |
| <a href="#">6-88</a>  | 7/30/1988  | Step Determination for Stipended Data Processing (DP) Classifications  | Information on step determination for new hires and employees in DP classifications.  | Active, but authority to hire above the minimum is decentralized to some agencies.  |
| <a href="#">21-87</a> | 12/21/1987 | Attached Settlement Agreement  | Greivance resolution which eliminates requirement to have applications and service ratings completed for MSEA employees who are reclassified.   | Active  |
| <a href="#">1-86</a>  | 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.                           | Active  |

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| <a href="#">4-84</a> | 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.  | Active - but updated through process/procedure development |
| <a href="#">3-80</a> | 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 | Active   |
| <a href="#">4-76</a> | 3/22/1976 | Alleged Violations of the State 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.  | Active   |
| <a href="#">1-76</a> | 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.   | See 1-86   |