

NUMBER	ISSUED	SUBJECT	NOTES	Status
3-21	06/29/2021	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2021)	Active
2-21	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
1-21	01/19/2021	2021 and 2022 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement	List of Holidays for 2021 and 2022	Active
3-20	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
2-20	04/15/2020	Employment Eligibility Verification - Form I-9	Revision of Form I-9	Active
1-20	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
9-19	9/24/2019	Guidelines for Outlook Profile Pictures on Maine State Government Computers (Reissue of HR Memorandum 9-17)	Guidelines on the use of pictures in Outlook email account profiles.	Active and updated (03-20)
8-19	9/13/2019	Reemployment of Retired State Employees Supersedes Human Resources Memorandum 10-17	Eliminates the 75% salary restriction and the 5 year limitation on rehired retired State Employees.	Active
7-19	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
6-19	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
4-19	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
2-19	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
1-19	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
2-18	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
1-18	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
9-17	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
8-17	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
5-17	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

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3-17	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
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.	Active
3-15	5/19/2015	UPDATED Personal Use of Social Media Policy	Update to HR Memo 2-15	Active
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.	Active
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)	Active
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).	Active
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)	Active
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.	Active
2-08	2/8/2008	Alternate Work Schedules	Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83.	Active
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.	Active
8-06	10/30/2006	Amendment to Implementation of Human Resource Components of Security Protocols	Amendment to HR Memo 7-06	Active
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)	Active
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	Active
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	Active
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.	Active
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.	Active

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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.	Active
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.	Active
4-05	3/11/2005	Veterans Benefits Improvement Act	Announcement of new poster for posting on bulletin boards. Explains USERRA rights and benefits.	Active
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.	Active
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.	Active
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.	Active
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.	Active
7-01	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
8-00	12/5/2000	Processing of Performance Appraisals	Reminder that timely processing of performance appraisals is required.	Active
1-00	2/8/2000	Ergonomics Policy for Computer Use and other Repetitive Motion Tasks	Announcement of Ergonomics Policy	Active
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)	Active
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.	Active
4-98	5/11/1998	Announcement of Recruitment & Retention Salary Adjustments for IT Classifications	Announcement of IT stipends.	Active
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.	Active
6-97	5/20/1997	Transitional Duty Positions	Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work.	Active
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.	Active
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.	Active

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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.	Active
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.	Active
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.	Active, but modified through practice
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	Active, but policy updated in 2009 (click to go to the Family & Medical Leave Policy for Employees of Maine State Government)
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.	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)
2-91	1/7/1991	Layoff Notifications	Requests prompt processing of PER 14 (Official Notice of Layoff).	Active, but modified through practice
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.	Active, but form modified
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.	Active
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.	Active
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.	Active, but authority to hire above the minimum is decentralized to some agencies.
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.	Active, but authority to hire above the minimum is decentralized to some agencies.
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.	Active
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.	Active
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.	Active - but updated through process/procedure development

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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	Active
4-76	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
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.	See 1-86