| | RISSUED | SUBJECT | NOTES | Status |
|--|---|--|--|---|
| | | | Prohibits the State from including on its application | |
| | | | forms "any questions regarding an application | |
| | | | history except when, due to the nature and requirements | |
| | | Criminal History Questions on Application Forms for | of the position, a person who has a criminal history may | |
| 6-19 | 9/11/2019 | Positions in Maine State Government | be disqualified from eligibility for the position." | Active |
| 1 | | | | |
| | | | Prohibits the State from including on its application | |
| | | | forms "any questions regarding an applicant's criminal | |
| | | Criminal History Quantiene on Application Forms for | history except when, due to the nature and requirements | |
| E 10 | 7/11/2010 | Criminal History Questions on Application Forms for | of the position, a person who has a criminal history may be disqualified from eligibility for the position." | Supercoded by 6-19 |
| 5-19 | 7/11/2019 | Positions in Maine State Government Voluntary Employee Incentive Program (VEIP): July 1, | Announcement of extension of VEIP through June 30, | Superseded by 6-19 |
| 4-19 | 6/28/2019 | 2018 through June 30, 2021 | 2021. | Active |
| 3-19 | | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2019) | Active |
| | | 2019 and 2020 Holiday Schedules For State Agency | | |
| | | Employees Not Covered By A Collective Bargaining | | |
| 2-19 | 1/17/2019 | Agreement | List of Holidays for 2019 & 2020 | Active |
| 1 10 | 1/0/2010 | New Process for Hiring Justifications and Management- | Currentee LID Memorende 4.40, 0.47, 7.47, and 0.40 | Active |
| 1-19 4-18 | | Initiated Reclassifications and Reorganizations Revised Value of Benefits When Publishing Salaries | Supersedes HR Memoranda 4-16, 2-17, 7-17, and 3-18 Updates to Benefits Statements (effective 7/1/2018) | Active Udated by 3-19 |
| - -10 | 0/0/2010 | Nevised value of benefits when I ubishing balances | Supersedes HR Memorandum 2-17. Updates process | odated by 5-15 |
| | | New Process for Management-Initiated Reclassifications | for submitting management initiated | |
| 3-18 | 1/31/2018 | (Supersedes Human Resources Memorandum 2-17) | reclassifications/reorganizations. | Superseded by 2-19 |
| | | , | Supersedes HR Memorandum 2-13. Updates procedure | |
| | | Reemployment of Retired State Employees and the | to set salary at minimum wage if 75% provision in | |
| 2-18 | 1/9/2018 | Minimum Wage | statute conflicts with minimum wage law. | Active |
| | | 2018 & 2018 Holiday Schedule for State Agency | | |
| | 10/ | Employees Not Covered by a Collective Bargaining | List of Llalidaya far 2010 8 0010 | Active |
| 1-18 | 1/9/2018 | Agreement | List of Holidays for 2018 & 2019 Supersedes HR Memorandum 6-11. Describes | Active |
| | | | Supersedes HR Memorandum 6-11. Describes restrictions and requirements for state retirees returning | |
| 10-17 | 12/08/2017 | Reemployment of Retired State Employees | to work for the State. | Active |
| | 12,00,2017 | Guidelines for Outlook Profile Pictures on Maine State | Guidelines on the use of pictures in Outlook email | |
| 9-17 | 11/08/2017 | Government Computers | acccount profiles. | Active |
| 1 | | | Guidelines on what types of decorations and | |
| | | | celebrations are allowable in public work spaces, private | |
| 8-17 | 11/08/2017 | Guidelines for Holiday Decorations and Celebrations | work spaces, and shared work spaces. | Active |
| | 10/10/00/7 | Filling Vacancies (Update) (ref: Human Resources | Updates the Hiring Justification Form issued in HR | |
| 7-17 | | Memorandum 4-16) | Memo 4-16 | Superseded by 2-19 |
| 6-17 | 07/20/2017 | Revised Value of Benefits When Publishing Salaries Voluntary Employee Incentive Program (VEIP): July 1, | Updates to Benefits Statements (effective 7/1/2017) Announcement of extension of VEIP through June 30, | Updated by 4-18 |
| 5-17 | 07/20/2017 | 2017 through June 30, 2019 | 2019. | Updated by 4-19 |
| 4-17 | | Employment Eligibility Verification - Form I-9 | Revision of Form I-9 | Active |
| | | New and Updated Policies Regarding A Drug Free | New Drug Free Workplace Policy and new Policy | |
| | | Workplace And The Use And Possession of Medicinal | Regarding The Use and Possession of Medicinal and | |
| 3-17 | 02/01/2017 | And Recreational Marijuana | Recreational Marijuana | Active |
| | | | Implements a new process for Management-Initiated | |
| | | | reclassifications, including a new FJA-MI form and a | |
| 2-17 | 1/19/2017 | New Process for Management-Initiated Reclassifications | Justification Form which requires the Governor's Office reivew and approval. | Superseded by 3-18 |
| 2-11 | 1/13/2017 | 2017 & 2018 Holiday Schedule for State Agency | | |
| | | Employees Not Covered by a Collective Bargaining | | |
| 1-17 | 4/47/0047 | Agreement | List of Holidays for 2017 & 2018 | Active |
| | 1/17/2017 | | Directive from Governor requiring Governor's Office | |
| | 1/17/2017 | - Igroomonik | | |
| | | | review and approval before filling positions. Hiring | . |
| 4-16 | 7/19/2016 | Filling Vacancies | review and approval before filling positions. Hiring Justification Form. | Superseded by 2-19 |
| | 7/19/2016 | | review and approval before filling positions. Hiring | Superseded by 2-19 Updated by 6-17 |
| 4-16 | 7/19/2016 | Filling Vacancies Revised Value of Benefits When Publishing Salaries | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) | Listated by 0.47 |
| 4-16 3-16 | 7/19/2016 5/23/2016 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation | Updated by 6-17 |
| 4-16 | 7/19/2016 | Filling Vacancies Revised Value of Benefits When Publishing Salaries | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) | Listated by 0.47 |
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| 4-16 3-16 2-16 1-16 8-15 | 7/19/2016 5/23/2016 1/22/2016 1/6/2016 12/17/2015 7/22/2015 7/22/2015 7/1/2015 5/19/2015 4/7/2015 2/11/2015 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Freezes | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. Updates to Benefits Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Completed |
| 4-16 3-16 2-16 1-16 8-15 5-15 5-15 4-15 3-15 2-15 1-15 3-14 | 7/19/2016 5/23/2016 1/6/2016 1/6/2016 12/17/2015 7/31/2015 7/22/2015 7/1/2015 5/19/2015 2/11/2015 6/17/2014 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Freezes Revised Value of Benefits When Publishing Salaries | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. Updates to Benefits Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes Updates to Benefits Statements (effective 7/1/2014) List of Holidays for 2015 | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Completed |
| 4-16 3-16 2-16 1-16 8-15 6-15 6-15 5-15 4-15 3-15 2-15 1-15 3-14 2-14 2-14 | 7/19/2016 5/23/2016 1/22/2016 1/6/2016 1/6/2016 1/1/2015 7/31/2015 7/2/2015 7/1/2015 5/19/2015 4/7/2015 6/17/2014 6/17/2014 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Freezes Revised Value of Benefits When Publishing Salaries 2015 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Freezes Revised Value of Benefits When Publishing Salaries 2015 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but ney positions and positions vacant more than 90 days. Updates to Benefits Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes Updates to Benefits Statements (effective 7/1/2014) List of Holidays for 2015 Announcement of continuation of Longevity Freeze | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Completed Updated |
| 4-16 3-16 2-16 1-16 8-15 6-15 5-15 5-15 3-15 2-15 1-15 3-14 2-14 1-14 | 7/19/2016 5/23/2016 1/22/2016 1/6/2016 1/6/2016 12/17/2015 7/31/2015 7/1/2015 7/1/2015 5/19/2015 4/7/2015 6/17/2014 6/16/2014 1/15/2014 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Increases for Fiscal Years 2014 | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. Updates to Benefitis Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes Updates to Benefits Statements (effective 7/1/2014) List of Holidays for 2015 Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freezes on | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Updated Updated Updated Updated |
| 4-16 3-16 2-16 1-16 8-15 6-15 6-15 5-15 4-15 3-15 2-15 1-15 3-14 2-14 1-14 5-13 | 7/19/2016 5/23/2016 1/22/2016 1/6/2016 1/6/2016 12/17/2015 7/31/2015 7/2/2015 7/1/2015 5/19/2015 4/7/2015 6/17/2015 6/17/2014 6/16/2014 1/15/2014 7/9/2013 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Freezes Revised Value of Benefits When Publishing Salaries Longevity Pay and Merit Increases for Fiscal Years 2014 and 2015 | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. Updates to Benefits Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes Updates to Benefits Statements (effective 7/1/2014) List of Holidays for 2015 Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freezes on June 30, 2013. | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Completed Updated Updated Updated Updated Updated Updated Updated Updated |
| 4-16 3-16 2-16 1-16 8-15 6-15 5-15 5-15 3-15 2-15 1-15 3-14 2-14 1-14 | 7/19/2016 5/23/2016 1/22/2016 1/6/2016 1/6/2016 12/17/2015 7/31/2015 7/1/2015 7/1/2015 5/19/2015 4/7/2015 6/17/2014 6/16/2014 1/15/2014 | Filling Vacancies Revised Value of Benefits When Publishing Salaries Update to the State's Standard Overtime Compensation Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Filling Vacancies - Update 2 Filling Vacancies - Update Revised Value of Benefits When Publishing Salaries Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 UPDATED Personal Use of Social Media Policy Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Longevity Pay and Merit Increases for Fiscal Years 2014 | review and approval before filling positions. Hiring Justification Form. Updates to Benefits Statements (effective 7/1/2016) Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. List of Holidays for 2016 Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. Updates to Benefitis Statements (effective 7/1/2015) Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. Announcement of extension of VEIP through June 30, 2017. Update to HR Memo 2-15 Issuance of policy on personal use of social media List of Holidays for 2016 Announcement of end to Longevity and Merit Freezes Updates to Benefits Statements (effective 7/1/2014) List of Holidays for 2015 Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freezes on | Updated by 6-17 Active Updated Superseded by 4-16 Superseded by 8-15 Updated Superseded by 7-15 Updated by 5-17 Active Updated by 4-15 Updated Completed Updated Updated |

| NUMBER | RISSUED | SUBJECT | NOTES | Status |
|--------|------------|---|---|---------------------|
| | | | Implementation of procedure to set salary at minimum | |
| 2-13 | 3/21/2013 | Reemployment of Retired State Employees and the Minimum Wage | wage if 75% provision in statute conflicts with minimum wage law. | Superseded by 2-18 |
| 2 10 | 0/21/2010 | 2014 Holiday Schedule for State Agency Employees Not | | |
| 1-13 | 1/9/2013 | Covered by a Collective Bargaining Agreement | List of Holidays for 2014 | Updated |
| a 4a | 10/0/0010 | Newspaper Job Advertising (reference HR Memorandum | Modification of process: implements blanket approval | A |
| 3-12 | 10/9/2012 | 3-08) Drug And Alcohol Testing Policy For Employees In | and elimination of requirement for prior approval. | Active |
| | | Positions Requiring A Commercial Driver's License | Announcement of updated subject policy (effective | |
| 2-12 | 6/26/2012 | (CDL) And Defined As Safety-Sensitive | January 1, 1995, revised March 2012) | Active |
| | | 2013 Holiday Schedule for State Agency Employees Not | | |
| 1-12 | 1/3/2012 | Covered by a Collective Bargaining Agreement | List of Holidays for 2013 Announcement of restrictions and requirements when | Updated |
| | | | reemploying State Employees who retired after 9-1- | |
| 6-11 | 8/15/2011 | Reemployment of Retired State Employees | 2011. Reference PL 2011, Chapter 380, Part MMM. | Superseded by 10-17 |
| | | | Announcement of special retirement incentive program | |
| E 44 | 0/07/0044 | 2011 Detirement Incentive Dreamen | (under PL 2011, Chapter 380, Part Z). Provides a cash | Dragram evolved |
| 5-11 | 6/27/2011 | 2011 Retirement Incentive Program Longevity and Merit Freezes for Fiscal Years 2011-201 | incentive. Announcement of Longevity and Merit Freezes in | Program expired |
| 4-11 | 6/24/2011 | and 20-12-2013 | accordance with PL 2011, Chapter 380, Part E | Updated |
| 3-11 | | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2011) | Updated |
| | | Voluntary Employee Incentive Program (VEIP): July 1, | Announcement of extension of VEIP through June 30, | |
| 2-11 | 6/24/2011 | 2011 through June 30, 2013 2012 Holiday Schedule for State Agency Employees Not | 2013. | Updated |
| 1-11 | 1/6/2011 | Covered by a Collective Bargaining Agreement | List of Holidays for 2012 | Updated |
| 1 | | Revised Value of Benefits When Publishing Salaries | Corrected Updates to Benefits Statements (effective | |
| 3-10* | 6/7/2010 | (corrected copy) | 7/1/2010) | Updated |
| 3-10 | 6/7/2010 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2010) | Updated |
| | | Retirement Plan Options and 5% Salary Option Available To Confidential Employees Who Are Elected, | Announcement and clarification of options for employees in a position with optional membership in | |
| | | Who Are Appointed For A Fixed Term, or Who "Serve At | MainePERS (includes info on one-time irrevocable | |
| 2-10 | 5/19/2010 | The Pleasure Of" Their Appointing Authority | choice). | Active |
| | | 2011 Holiday Schedule for State Agency Employees Not | | |
| 1-10 | 1/29/2010 | Covered by a Collective Bargaining Agreement | List of Holidays for 2011 | Updated Updated |
| 14-09 | 9/16/2009 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 10/1/2009) Reiterate and expand on information from HR Memos 7- | Opdated |
| 13-09 | 6/19/2009 | Reemployment of Retired State Employees | 01 and 2-02. | Updated by 6-11 |
| | | Merit Freezes for Fiscal Years 2009-2010 and 2010- | Announcement of Merit Freezes in accordance with PL | |
| 12-09 | 6/19/2009 | 2011 | 2009, Chapter 213, Part SSS | Updated |
| | | | Information and instructions concerning processing and record keeping requirements for temporary layoffs due | |
| | | State Government Closure Days - Administration & | to State Government Closure Days (reference HR Memo | |
| 11-09 | 6/19/2009 | Process | 6-09). | Process complete |
| | | Voluntary Employee Incentive Program (VEIP): July 1, | Announcement of extension of VEIP (previously known | |
| 10-09 | 6/17/2009 | 2009 through June 30, 2011 | as VCSP) through June 30, 2011. | Updated |
| | | | Announcement of special retirement incentive program (under PL 2009, Chapter 213, Part Y). Provides a cash | |
| 9-09 | 6/4/2009 | 2009 Retirement Incentive Program | incentive. | Program expired |
| | | | Updates to Benefits Statements (effective 7/1/2009). | |
| | | Revised Value of Benefits When Publishing Salaries | Supersedes HR Memos 7-09 and 7-09 (corrected | |
| 8-09 | 6/4/2009 | (second corrected version) Revised Value of Benefits When Publishing Salaries | version) | Updated |
| 7-09* | 6/4/2009 | (corrected version) | Updates to Benefits Statements (effective 7/1/2009) | Updated |
| 7-09 | 6/4/2009 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2009) | Updated |
| | | | Announcement of dates of State Government Office | |
| | _ / / | State Government Office Closures - Fiscal Years 2009- | Closures for Fiscal Years 2009-2010 (10 days) and | |
| 6-09 | 5/27/2009 | 2010 and 2010-2011 | 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government | Process complete |
| 5-09 | 5/22/2009 | State Government Office Closures | Office Closures for Fiscal Year 2009-2010 (10 days) | Superseded by 6-09 |
| 1 | | | Revision of Form I-9 (reference HR Memo 8-87, CS | |
| 4-09 | 2/25/2009 | Employment Eligibility Verification - Form I-9 | Bulletin 8-18A, and HR Memo 8-06) | Updated by 4-17 |
| | | | Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT | |
| 3-09 | 2/9/2009 | Early Release Protocol for the Executive Branch | System) | Active |
| 0.00 | _, 5/2000 | | Official announcement of policy (effective 5/6/2007) | |
| | | | governing administrative leave for employees who are | |
| | | | working but who are eligible for partial workers | |
| 2-09 | 1/12/2009 | Administrative Leave - Workers Compensation | compensation benefits associated with a work-related injury. | Active |
| 2 33 | 1/12/2003 | 2010 Holiday Schedule for State Agency Employees Not | ····j-··j· | |
| 1-09 | 1/8/2009 | Covered by a Collective Bargaining Agreement | List of Holidays for 2010 | Updated |
| 4-08 | 5/21/2008 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2008) | Updated |
| | | Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment | Implementation of restrictions on newspaper advertising | |
| 3-08 | 5/15/2008 | advertising) | for state jobs. Includes implementation of PER 132. | Updated by 3-12 |
| 1 | | | Informational material regarding Alternative Work | |
| | | | Schedules. Implements changes to and supersedes HR | A |
| 2-08 | 2/8/2008 | Alternate Work Schedules | Memo 4-83. | Active |
| 1-08 | 1/8/2008 | 2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2009 | Updated |
| 1-00 | 1/0/2000 | | Clarification of HR Memo 4-07. Additional requirement | |
| | | FY 2008 Hiring Freeze - PER-15 Requisition For | to submit evidence that prior approval from Budget has | |
| 6-07 | 12/17/2007 | Employee | been received. | Updated |
| | | | Reminder of requirement to post Direct Hire vacancies | |
| 5-07 | 10/1/2007 | Posting Direct Hire Vacancies | on BHR's website. Reference 11-95, 12-96, 6-00, and 13-02. | Active |
| 0.01 | | Executive Order 01 FY 08-09 - Special Budget and | Hiring freeze memo (includes previous blanket | |
| | | Executive Order OTT T 00-09 - Special Budget and | | |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|---|--|---|---|--|
| | | Extension of Voluntary Cost Savings Programs: July 1, | | |
| 3-07 | | 2007 - June 30, 2009 | Extension of VCSP through June 30, 2009 | Updated |
| 2-07 | 6/11/2007 | Revised Value of Benefits When Publishing Salaries 2008 Holiday Schedule for State Agency Employees Not | Updates to Benefits Statements (effective 7/1/2007) | Updated |
| 1-07 | 1/9/2007 | Covered by a Collective Bargaining Agreement | List of Holidays for 2008 | Updated |
| 1-07 | 1/3/2007 | Amendment to Implementation of Human Resource | | opdated |
| 8-06 | 10/30/2006 | Components of Security Protocols | Amendment to HR Memo 7-06 | Active |
| | | | Implementation of HR components of agency | |
| | | Implementation of Human Resource Components of | information security policies (includes personnel | |
| 7-06 | 9/13/2006 | Security Protocols | screening policy, etc.) | Updated by 8-06 |
| 0.00 | 7/0/0000 | Executive Order 17 FY 06-07 - Special Budget fn | Hiring freeze memo (includes previous blanket | Lindoted |
| 6-06 5-06 | 7/6/2006 6/19/2006 | Expenditure Order of July 1, 2006 Revised Value of Benefits When Publishing Salaries | exceptions as well as Q & A) Updates to Benefits Statements (effective 7/1/2006) | Updated Updated |
| 5-00 | 0/19/2000 | Revised value of benefits when Fublishing Salaries | Information on Family Military Leave (for spouse, | Opdated |
| | | Implementation of PL 2005, Chapter 523: An Act To | domestic partner, or parent of deployed military service | |
| 4-06 | 6/12/2006 | Assist Military Families | member) | Active |
| | | | Information regarding rate of pay options for the 17 | |
| | | | workdays of paid military leave and when the 17 | |
| 3-06 | 5/22/2006 | Paid Military Leave | workdays may be paid | Active |
| | 0/15/0000 | Consideration of Criminal Convictions in the | Clarification of process for consideration of candidates | A - 19 |
| 2-06 | 3/15/2006 | Employment Selection Process | for employment who have a criminal record | Active |
| 1.00 | 2/24/2000 | 2007 Holiday Schedule for State Agency Employees Not | List of Holidova for 2007 | Lindeted |
| 1-06 14-05 | | Covered by a Collective Bargaining Agreement Early Release Protocol for Executive Branch | List of Holidays for 2007 Clarification of Early Release Protocol | Updated Updated by 3-09 |
| 1-1-00 | 11/23/2003 | Summary of Employment Benefits for Employees Who | Chamballon of Lany Nelease FibloCOI | opdated by 5-08 |
| | | Are Ordered Into The Armed Forces (Supersedes HR | | |
| 13-05 | 11/18/2005 | Memo 15-02 dated November 25, 2002) | New information on subject benefits. | Active |
| 12-05 | | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 9/1/2005) | Updated |
| | | Executive Order 1 FY 05-06 - Special Budget and | Hiring freeze memo (includes previous blanket | |
| 11-05 | 7/5/2005 | Expenditure Order of July 1, 2005 | exceptions as well as Q & A) | Updated |
| _ | | | Announcement of new Tear-Off Cover Sheet for FJA-1's | |
| 10.05 | 0/0 1/06 | Implementation of Legislative Resolve Regarding | and agreement with MSEA regarding interest | Antivo |
| 10-05 9-05 | 6/24/2005 | Employee-Initiated Reclassification Requests Revised Value of Benefits When Publishing Salaries | calculations. Updates to Benefits Statements (effective 7/1/2005) | Active Updated |
| 9-05 | 6/6/2005 | Amendment to Human Resources Memorandum 17-93 | opuales to benefits statements (enective 7/1/2003) | Opdated |
| | | Entitled "Implementation of Maine State Government | Announcement that "significant other" (and its definition) | |
| | | Family and Medical Leave Policy, Effective August 5, | is being added to the MSGFML in order to comply with | |
| 8-05 | 6/3/2005 | 1993" | the State's non-discrimination policy. | Active |
| | | Pilot Implementation of Personnel Security Protocols - | Announcement of subject pilot program to be | |
| 7-05 | 4/29/2005 | June 1, 2005 through August 31, 2005 | implemented in DHHS, DOL, and MRS (DAFS). | Program expired - Updated by 8-06 |
| | | Extension of Voluntary Cost Savings Programs: July 1, | | |
| 6-05 | 4/12/2005 | 2005 - June 30, 2007 | Extension of VCSP through June 30, 2007 | Updated |
| F 0F | 4/5/0005 | FLOA Oslan, Basis Daling | Statement that it is the State's policy to comply with the | A - 1 |
| 5-05 | 4/5/2005 | FLSA Salary Basis Policy | salary basis requirements of the FLSA. Announcement of new poster for posting on bulletin | Active |
| 4-05 | 3/11/2005 | Veterans Benefits Improvement Act | boards. Explains USERRA rights and benefits. | Active |
| 4-03 | 5/11/2005 | 2006 Holiday Schedule for State Agency Employees Not | boards. Explains OSENIXA lights and benefits. | Active |
| 3-05 | 3/7/2005 | Covered by a Collective Bargaining Agreement | List of Holidays for 2006 | Updated |
| 2-05 | 3/3/2005 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 4/1/2005) | Updated |
| | | Social Security Protection Act of 2003 - Disclosure To | Announcement of subject federal law and the | |
| | | Governmental Employees of the Effect of Noncovered | implementation of the new SSA-1945 form for all new | |
| 1-05 | 2/10/2005 | Employment | hires. | Active |
| | | Executive Order 26 FY 04-05 - Special Budget and | | Lie dete d |
| 9-04 | 11/29/2004 | Expenditure Order of November 24, 2004 Payment of Lump Sum Longevity for Confidential | Hiring freeze memo | Updated |
| 0.04 | 11/0/2004 | , , , | Instructions for processing lump sum longevity bonus for | Brogram completed |
| 8-04 | 11/9/2004 | Employees | confidential employees. Instructions for processing the lump-sum payment for | Program completed |
| | | | employees who would have been eligible for a merit | |
| 7-04 | 7/27/2004 | Lump-Sum Payment in Lieu of FY 2004 Merits | increase between 7-1-2003 and 6-30-2004. | Program completed |
| | | | Policy update on use of sick leave in a workers' | |
| 6-04 | | | | |
| 0-0- | 7/7/2004 | Use of Sick Leave Workers' Compensation / FML | compensation situation. | WC and FML no longer run concurrent |
| 5-04 | | Use of Sick Leave Workers' Compensation / FML Revised Value of Benefits When Publishing Salaries | compensation situation. Updates to Benefits Statements (effective 7/1/2004) | WC and FML no longer run concurrent Updated |
| 5-04 | 6/29/2004 | Revised Value of Benefits When Publishing Salaries | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, | Updated |
| | | | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 | |
| 5-04 4-04 | 6/29/2004 6/4/2004 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). | Updated Completed |
| 5-04 4-04 3-04 | 6/29/2004 6/4/2004 3/22/2004 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases Revised Value of Benefits When Publishing Salaries | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate. | Updated Completed Updated |
| 5-04 4-04 | 6/29/2004 6/4/2004 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases Revised Value of Benefits When Publishing Salaries Value of Benefits When Publishing Salaries | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). | Updated Completed |
| 5-04 4-04 3-04 2-04 | 6/29/2004 6/4/2004 3/22/2004 3/17/2004 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases Revised Value of Benefits When Publishing Salaries Value of Benefits When Publishing Salaries 2005 Holiday Schedule for State Agency Employees Not | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate. Updates to Benefits Statements (effective 4/1/2004) | Updated Completed Updated Updated |
| 5-04 4-04 3-04 | 6/29/2004 6/4/2004 3/22/2004 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases Revised Value of Benefits When Publishing Salaries Value of Benefits When Publishing Salaries | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate. | Updated Completed Updated |
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| 5-04 4-04 3-04 2-04 1-04 11-03 9-03 8-03 7-03 6-03 | 6/29/2004 6/4/2004 3/22/2004 3/17/2004 2/12/2004 11/10/2003 8/19/2003 8/11/2003 7/30/2003 7/2/2003 6/27/2003 | Revised Value of Benefits When Publishing Salaries Reinstatement of Merit Increases Revised Value of Benefits When Publishing Salaries Value of Benefits When Publishing Salaries 2005 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Payment of Lump Sum Longevity for Confidential Employees Implementation of PL 2003, Ch. 230 "An Act to Ensure Communication About Public Complaints Against State Employees" 2004 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement 2003 Retirement Incentive Program Value of Benefits When Publishing Salaries: Amendment to HR Memo 6-03 Adding "MSEA Corrections Law Enforcement - Special Plan" Value of Benefits When Publishing Salaries: Update of Current Rates Merit Freezes for Fiscal Year 2003-2004 (Supersedes | compensation situation. Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1, 2004 Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate. Updates to Benefits Statements (effective 4/1/2004) List of Holidays for 2005 Instructions for processing lump sum longevity bonus for confidential employees. Announcement of subject legislation and instructions on establishing and submitting a complaints and investigations policy to BHR. List of Holidays for 2004 Announcement of special retirement incentive program (under PL 2003, Chapter 451). Provides a cash incentive. Updates to Benefits Statements (effective 7-1-2003) Updates to Benefits Statements (effective 7-1-2003) | Updated Completed Updated Updated Updated Program completed Active Updated Program expired Updated Updated Updated Updated |
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| 3-03 | ISSUED | SUBJECT | NOTES | Status |
|--|--|--|--|--|
| 3-03 | | Value of Benefits When Publishing Salaries: Update of | | |
| 0 00 | 4/9/2003 | Current Rates | Updates to Benefits Statements (effective immediately) | Updated |
| | 4/4/0000 | Extension of Voluntary Cost Savings Programs: July 1, | Extension of VOOD through three 00, 0005 | l le dete d |
| 2-03 | 4/4/2003 | 2003 - June 30, 2005 | Extension of VCSP through June 30, 2005 Processing and recordkeeping instructions on | Updated |
| 1-03 | 3/6/2003 | Temporary Layoff - Tuesday, April 22, 2003 | implementing temporary layoff for April 22, 2003. | Program expired |
| 16-02 | 12/10/2002 | | Instructions on processing general increase | Completed |
| | 12/10/2002 | Summary of Employment Benefits for Employees Who | inductions on proceeding general merodeo | Completed |
| | | Are Ordered Into the Armed Forces (Supersedes HR | | |
| 15-02 | 11/25/2002 | Memo 10-01 Dated September 21, 2001) | New information on subject benefits. | Superseded by 13-05 |
| | | Payment of Lump Sum Longevity for Confidential | Instructions for processing lump sum longevity bonus for | |
| 14-02 | 11/7/2002 | Employees | confidential employees. | Completed |
| | | | Reminder of requirement to post Direct Hire vacancies | |
| 13-02 | 10/1/2002 | Posting Direct Hire Vacancies | on BHR's website. Reference 11-95, 12-96, and 6-00. | Updated by 5-07 |
| 10.00 | | Transitional Data Desident | Instructions on evolutionary change since HR Memo 6- | A - 45 |
| 12-02 | 9/18/2002 | Transitional Duty Positions | 97 was issued on the Return-To-Work Program. | Active |
| 11-02 | 8/26/2002 | 2003 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2003 | Updated |
| 11-02 | 6/20/2002 | Covered by a Conective Barganning Agreement | Processing and recordkeeping instructions on | Opdated |
| 10-02 | 7/31/2002 | Temporary Layoff - October 11, 2002 | implementing temporary layoff for October 11, 2002. | Completed |
| 10 02 | 110112002 | Value of Benefits When Publishing Salaries: Update of | | Completed |
| 9-02 | 7/24/2002 | Current Rates | Updates to Benefits Statements (effective immediately) | Updated |
| | | | Instructions on requirements for temporary layoff of | • |
| 8-02 | 7/2/2002 | Temporary Layoff Days for Institutional Employees | institutional employees | Completed |
| | | | Explanation of overtime provisions of the subject memos | |
| | | Governor's Executive Order 05 FY01-02 and HR | and the prohibition to permit unscheduled overtime | |
| 7-02 | 6/28/2002 | Memorandum 6-02 | without the proper prior approval. | Completed |
| | | | Instruction that the July 5 temporary layoff day should be | |
| | - | Amendment to Human Resource Memorandum 4-02: | considered as time worked for purposes of computing | |
| 6-02 | 6/26/2002 | Temporary Layoff for July 5, 2002 | overtime. | Completed |
| 5-02 | 6/24/2002 | General Increase Effective July 1, 2002 | Instructions on processing general increase | Completed |
| | 1 | | Processing and recordkeeping instructions on | |
| 4-02 | 6/21/2002 | Implementing Temperaty Layoff for July 5, 2002 | implementing temporary layoffs (for July 5, 2002 and two other days before June 1, 2003). | Completed |
| 4 -02 | 6/21/2002 | Implementing Temporary Layoff for July 5, 2002 Executive Order 05 FY 01-02 - Special Budget and | outer days before Juffe 1, 2003). | Completed |
| 3-02 | 5/10/2002 | Expenditure Order of May 2002 | Hiring freeze memo | Expired |
| <u>J-02</u> | 5/10/2002 | | | Expired |
| | | Amendment to 7-01: Implementation of Public Law 2001, | Expands on 7-01, with regard to the reemployment of | |
| | | Chapter 442 - An Act To Expand Retirement Benefits for | employees who return to unclassified positions eligible | |
| 2-02 | 3/21/2002 | State Employees and Teachers Returning to Service | for the 5% Retirement Option. | Technically still active |
| _ 0_ | 0/21/2002 | CORRECTED Value of Benefits When Publishing | Correction to 1-02 for Department of Corrections | |
| 1-02* | 3/29/2002 | Salaries: Update of Current Rates | Employees only | Updated |
| | | Value of Benefits When Publishing Salaries: Update of | | |
| 1-02 | 3/18/2002 | Current Rates | Updates to Benefits Statements (effective 4-1-2002) | Updated |
| | | Payment of Lump Sum Longevity for Confidential | Instructions for processing lump sum longevity bonus for | |
| 12-01 | 11/13/2001 | Employees | confidential employees. | Completed |
| 11-01 | 10/5/2001 | Executive Order 02 FY 01/02 | Hiring freeze memo | Expired |
| | | Summary of Employment Benefits for Employees Who | | |
| 10-01 | 9/21/2001 | Are Ordered Into the Armed Forces | Information on subject benefits | Superseded by 15-02 |
| | | | 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 | |
| 0.04 | | | | |
| | 0/21/2001 | Volunteer Activity in the Aftermeth of Sentember 11 | | Brogram completed |
| 9-01 | 9/21/2001 | Volunteer Activity in the Aftermath of September 11 | aftermath of the September 11 attack. | Program completed |
| | | 2002 Holiday Schedule for State Agency Employees Not | | |
| 8-01 | 9/21/2001 8/31/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2002 | Program completed Updated |
| | | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act | List of Holidays for 2002 Announcement of law that eliminates the "earnings | |
| 8-01 | 8/31/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and | List of Holidays for 2002 | Updated |
| 8-01 | 8/31/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to | |
| 8-01 7-01 | 8/31/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to | Updated |
| 8-01 7-01 6-01 | 8/31/2001 8/13/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates Salary Schedules | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. | Updated Technically still active |
| 8-01 7-01 6-01 5-01 | 8/31/2001 8/13/2001 7/2/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates Salary Schedules Extension of Voluntary Cost Savings Program | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. Updates to Benefits Statements (effective 7-1-2001) Announcement of availability of new salary schedules. Extension of VCSP through June 30, 2003 | Updated Technically still active Updated Completed Updated |
| 8-01 7-01 6-01 5-01 4-01 | 8/31/2001 8/13/2001 7/2/2001 6/29/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates Salary Schedules Extension of Voluntary Cost Savings Program General Increase Effective July 2, 2001 | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. Updates to Benefits Statements (effective 7-1-2001) Announcement of availability of new salary schedules. | Updated Technically still active Updated Completed |
| 8-01 7-01 6-01 5-01 4-01 3-01 | 8/31/2001 8/13/2001 7/2/2001 6/29/2001 6/25/2001 6/21/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates Salary Schedules Extension of Voluntary Cost Savings Program General Increase Effective July 2, 2001 Value of Benefits When Publishing Salaries: Update of | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. Updates to Benefits Statements (effective 7-1-2001) Announcement of availability of new salary schedules. Extension of VCSP through June 30, 2003 Instructions on processing general increase | Updated Technically still active Updated Completed Updated Completed |
| 8-01 7-01 6-01 5-01 4-01 | 8/31/2001 8/13/2001 7/2/2001 6/29/2001 6/25/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates Salary Schedules Extension of Voluntary Cost Savings Program General Increase Effective July 2, 2001 Value of Benefits When Publishing Salaries: Update of Current Rates | List of Holidays for 2002 Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. Updates to Benefits Statements (effective 7-1-2001) Announcement of availability of new salary schedules. Extension of VCSP through June 30, 2003 Instructions on processing general increase Updates to Benefits Statements (effective 4-1-2001) | Updated Technically still active Updated Completed Updated |
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| | ISSUED | SUBJECT | NOTES | Status |
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| | | Legal Requirement To Include The Value Of Benefits | | |
| 6-99 | 7/9/1999 | When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 7-1-1999) | Updated |
| 5-99 | 6/21/1999 | Alphabetical Job Class Listing | Announcement of availability of listing of Job Classifications. | Completed |
| 4-99 | 6/10/1999 | General Increase Effective July 5, 1999 | Instructions on processing general increase | Completed |
| | | Legal Requirement To Include The Value Of Benefits | | |
| 3-99 | 4/21/1999 | When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 4-1-1999) | Updated |
| 2-99 | 4/12/1999 | Extension of Voluntary Cost Savings Programs | Extention of VCSP through June 20, 2001 Elimination of the Tear-Off Sheets and PER 45 (Activity | Updated |
| 1-99 | 1/4/1999 | Direct Hire Application - Processing Changes | Report for Direct Hire Employment Classifications) | Active |
| | | MFASIS Human Resource System Year 2000 | Announcement of the implementation of the year 2000 | |
| 14-98 | 11/24/1998 | Implementation | compatible version of MFASIS | Completed |
| 40.00 | 44/47/4000 | Alphahatiaal Jah Class Listing | Announcement of availability of listing of Job | Completed |
| 13-98 | 11/17/1998 | Alphabetical Job Class Listing Payment of Lump Sum Longevity for Confidential | Classifications. Instructions for processing lump sum longevity bonus for | Completed |
| 12-98 | 11/16/1998 | Employees | confidential employees. | Completed |
| | | Legal Requirement to Include the Value of Benefits | | |
| 11-98 | 9/18/1998 | When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements | Updated |
| 10-98 | 0/10/1000 | 1999 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1999 | Updated |
| 10-98 | 9/18/1998 | Covered by a Collective Barganning Agreement | Information regarding statutory requirement regarding | opdated |
| | | | timely reporting of injuries and policy and program | |
| 9-98 | 8/13/1998 | Workers' Compensation First Reports of Injury | changes to ensure compliance. | Active |
| | | | Announcement of new guidelines and form for | Includes a rule change that was never |
| 8-98 | 6/18/1998 | Project Positions/New FJA-1P Form | establishing project positions. | implemented! |
| | 1 | Implementation and Maintenance of Data Processing Stipends and the Lump Sum Payment For Completed | Reference 4-98: Implementation Instructions for IT | |
| 7-98 | 6/18/1998 | Training | stipends. | Completed |
| 6-98 | 6/15/1998 | General Increase Effective June 29, 1998 | Instructions on processing general increase | Completed |
| | T | | Legislation which shut down State Government on | |
| | | | subject days included requirement that employees be | |
| | 1 | Payment for May 10, 1991 and May 24, 1991 Shutdown | paid for those days when they terminated from state service. New legislation provided funding to pay these | |
| 5-98 | 6/18/1998 | Days | two days to everyone who is eligible. | Completed |
| 3-90 | 0/10/1990 | Announcement of Recruitment & Retention Salary | two days to everyone who is eligible. | Completed |
| 4-98 | 5/11/1998 | Adjustments for IT Classifications | Announcement of IT stipends. | Active |
| | | | Announcement of change in law requiring Law | |
| | | | Enforcement Officers to complete the same basic | |
| | | Training and Drebation Deguizements for Law | training as well as requiriring LE Officers to serve a one- | |
| 3-98 | 4/28/1998 | Training and Probation Requirements for Law Enforcement Employees | year probation beginning on the date the training is completed. | Active |
| 3-90 | 4/20/1990 | Enforcement Employees | completed. | Active |
| | | | Announcement that job classification specifications are | |
| 2-98 | 3/3/1998 | Job Classification Specifications | now available through the State Intranet (BHR Intranet). | Completed |
| | | | Announcement of admin leave for volunteers to assist | |
| | | | service organizations with relief work related to the ice | _ · · |
| 1-98 | 1/13/1998 | Leave for Volunteer Service Relating to the Ice Storm Payment of Lump Sum Longevity for Confidential | storm. In effect through Friday, January 16th. Instructions for processing lump sum longevity bonus for | Expired |
| | | | confidential employees. | Completed |
| 13-97 | 11/10/1997 | Employees | | |
| 13-97 | 11/10/1997 | Employees | New list of electronic BHR forms and website references | Completed |
| 13-97 12-97 | 11/10/1997 10/1/1997 | Forms | | Completed |
| 12-97 | 10/1/1997 | Forms 1998 Holiday Schedule for State Agency Employees Not | New list of electronic BHR forms and website references (reference 10-97). | Completed |
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| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|--|--|
| 0.00 | 0/0/4000 | 1997 Holiday Schedule for State Agency Employees Not | | L la ala ta al |
| 9-96 | 9/9/1996 | Covered by a Collective Bargaining Agreement Voluntary Cost Savings Programs for FY 1996 - FY | List of Holidays for 1997 | Updated |
| 8-96 | 7/20/1996 | 1997 | Reminder that VCSP is avialable through June 30, 1997. | Updated |
| | | | Announcement that Governor's Employee Recognition | |
| | | | Committee will use the adjusted service date (rather | |
| | | | than the continuous service date) as the basis for | |
| 7-96 | 6/11/1996 | Adjusted Service Dates | service recognition awards. | Active |
| | | Legal Requirement to Include Value of Benefits when | | |
| 6-96 | 5/28/1996 | Publishing Salaries | Reference 5-96. Changes to benefits statements. | Updated |
| | | | 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 | |
| | | Legal Requirement to Include Value of Benefits when | publications which state the salary of an employee or | |
| 5-96 | 4/11/1996 | Publishing Salaries | position. | First issue of benefits statement memo |
| | | | Clarifications of the FLSA rules for the accumulation of | |
| | | | comp time in lieu of cash payment of overtime. Includes | |
| 4-96 | 1/26/1996 | Compensatory Time Accumulations | correction to HR Memo 4-96 dated 3/8/1996. | Active |
| | | Worksheet Form for 1996 Retirement Incentive Program | | _ · · |
| 3-96 | 1/25/1996 | _Per Form 120) | Follow-up to 1-96 to clarify the routing of the Form. | Expired |
| 2-96 | 1/12/1996 | Introduction to New Performance Management System | Announcement of training session on the new performance management system | Completed |
| 2-90 | 1/12/1990 | Introduction to New Performance Management System | | Completed |
| | | | Distribution and instructions for PER Form 120, | |
| 1-96 | 1/10/1996 | Worksheet Form for 1996 Retirement Incentive Program | Worksheet Form for 1996 Retirement Incentive Program | Expired |
| | | | 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 | |
| | | Transferring General Fund Positions Between Accounts | transfer positions between General Fund accounts and | |
| 17-95 | 12/21/1995 | and Departments | between Departments. | Completed |
| | | | Announcement of special retirement incentive program | |
| 10.05 | 10/10/100- | Consist Detirement to continue Decim | (under PL 1995, Chapter 502). Provides a cash | Everyteed |
| 16-95 | 12/12/1995 | Special Retirement Incentive Program Payment of Lump Sum Longevity for Confidential | incentive. | Expired |
| 15-95 | 11/13/1005 | Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 15-95 | 11/13/1995 | Linployees | Provides guideliness for agencies to follow when an | Completed |
| | | | employee who requires reasonable accommodation for | |
| 14-95 | 10/30/1995 | Employees with Disabilities Affected by Bumping | a disability is bumping into another position. | Active |
| | | | Announces BHR's page on the Web listing services | |
| 13-95 | 10/25/1995 | Internet Access to Useful Services for Job Seekers | which provide easy access to job search services. | Completed |
| | | | Clarification of procedures for agencies to inform BHR of | Technically still active, but modified thr |
| 12-95 | 10/3/1995 | Notification to this Bureau of Employees to be Laid Off | the layoff of an employee. | practice |
| | | | Implements requirements of agencies to provide | |
| 44.05 | 0/00/4005 | Deathern Manager that are Eille dither with Direct Line | information regarding direct hire postings to BHR. BHR | Listent days 40,00 |
| 11-95 | 9/29/1995 | Posting Vacancies that are Filled through Direct Hire | will compile and post/distribute the listing weekly. | Updated by 12-96 |
| | | Notice of Legislative Changes to the State Employee | Announces repeal of Suggestion Awards Board, but maintains an employee suggestion awards program with | |
| 10-95 | 9/25/1995 | Suggestion Award Program | new guidelines and forms. | Legislation subsequently repealed 199 |
| | 0,20,1000 | 1996 Holiday Schedule for State Agency Employees Not | | |
| 9-95 | 9/6/1995 | Covered by a Collective Bargaining Agreement | List of Holidays for 1996 | Updated |
| | | Employment Policy for Legal Residents of the United | Clarify non-discrimination requirements of the | |
| 8-95 | 8/25/1995 | States | Immigration Reform and Control Act of 1986 | Updated (see 8-06) |
| 7-95 | 7/10/1995 | Extension of Voluntary Cost Savings Programs | Extension of VCSP through June 30, 1997. | Completed |
| | | | Change in hiring freeze exemption process for | |
| | | | temporary appointments to appointed positions. | |
| C 05 | 5/1/1995 | Temperatur Employment to Appeintive Desitions | Requests may be submitted directly to the Governor's | Completed |
| 6-95 | | Temporary Employment to Appointive Positions New Hiring Freeze Exemption Form | Office for approval. New form to replace all previous versions (PER 119C) | Completed Completed |
| 5-95 | 4/24/1990 | | The month to replace all previous versions (PER 1190) | |
| 4-95 | 4/19/1995 | Change to Hiring Freeze Exemption Request Form | Update to request for exemption to the hiring freeze form | Completed |
| | | | Implementation of new request for exemption to the | |
| 3-95 | 2/15/1995 | New Hiring Freeze Exemption Request Form | hiring freeze. | Completed |
| | | | Announces elimination of FJA-3 and requirement to | |
| | | Elimination of Form FJA-3 Approval Process for New | route new position requests through the Governor's | |
| 2-95 | 2/8/1995 | Positions | Office. | Completed |
| | | | Reference Executive Order 5 FY 94/95. Hiring freeze | |
| 1.05 | 1/0/1005 | Hiring Franzo for the Demoinder of EV 04/05 | memo. Includes addendum (1-95A) rescinding | Completed |
| 1-95 | | Hiring Freeze for the Remainder of FY 94/95 Redline Reason Codes | transitional provisions. Update to MFASIS to add redline reasons and codes. | Completed Completed |
| 13-94 | 12/1/1994 | Revision to PER 117 8/94, Retirement Plan and Benefit | Update to the subject form to clarify options. Reference | Completed |
| 12-94 | 11/14/1994 | Options Form | HR memo 7-94. | Completed |
| | | Payment of Lump Sum Longevity for Confidential | Instructions for processing lump sum longevity bonus for | |
| 11-94 | 11/14/1994 | Employees | confidential employees. | Completed |
| | | | Provides reports of time off without pay taken in fiscal | |
| 10-94 | 9/22/1994 | Microfiche Records of Time Off Without Pay | year 1994. | Completed |
| l – | | | Announces end of reduced workweek (one hour) and | |
| 9-94 | 9/7/1994 | Return to Full Workweek | return to full workweek. | Completed |
| 0.04 | 0/7/400 4 | 1995 Holiday Schedule for State Agency Employees Not | List of Holidova for 1005 | Undeted |
| 8-94 | 9/7/1994 | Covered by a Collective Bargaining Agreement | List of Holidays for 1995 | Updated |
| | | 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 | Information about subject retirement option employees | |
| 7-94 | 8/25/1994 | Authority | and what is required. | Updated (see 2-10) |
| | 0.20, 004 | | | |
| | 1 | | Reports listing employees for whom discretionary target | |
| | | | | |
| | | | hours have been automatically loaded, and those for | |

| NUMBER | RISSUED | SUBJECT | NOTES Announcement of availability of listing of Job | Status |
|----------------|---------------------|--|---|--|
| 5-94 | 6/20/1994 | Alphabetical listing of Job Classifications | Classifications. | Updated |
| | | Voluntary Cost Savings Program - Fiscal Year 1994- | Reminder that VCSP is still available through June 30, | |
| 4-94 | 6/6/1994 | 1995 | 1995. Brouide information and implementation instructions for | Updated |
| | | | 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 | |
| 3-94 | 5/25/1994 | FY 1994 Compensation and Pay Changes | reduction. | Completed |
| 2-94 | 5/16/1994 | Employee Suggestion Awards Program | Announces changes to the subject program, including increase in cash award and other changes. | Updated (see 10-95) |
| 2-94 | 5/10/1994 | | Announces upcoming distribution of Employee | Opualed (see 10-93) |
| | | | Information Statements. Includes explanation of | |
| 1-94 | 4/27/1994 | Employee Information Statements | "employment status" item. | Completed |
| | | | Reference HR Memo 14-93. Grants waiver to Confidential employees of maximum vacation accruals | |
| 25-93 | 12/27/1993 | Vacation Accrual for Confidential Employees | (which was already provided to MSEA employees). | Completed |
| 20 00 | 12/21/1000 | | (| |
| | | | Announcement of intent to provide annual informational | |
| 24-93 | 11/22/1993 | Employee Informational Statements | statement to employees. Includes request for feedback. | Completed |
| 23-93 | 11/15/1003 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 23-93 | 11/13/1993 | Linployees | Announcement that employees will receive message in | Completed |
| | | | pay stubs to ensure their home address is correct in | |
| | | | order that they may properly receive their W-2's in | |
| 22-93 | 10/9/1993 | Address Changes | January. | Completed |
| | 1 | Salary for Employees who are Enrolled in the 80% or | Announces requirement that employees in the subject retirement programs are not eligible for pay increases | |
| 21-93 | 9/29/1993 | 70% Retirement Programs | (by law) | Expired |
| | | Alphabetical Listing of Job Classifications and 1994 | Announcement of availability of new Listing of Job | |
| 20-93 | 9/24/1993 | Salary Schedules for the Executive Branch | Classficiations and Salary Schedules | Updated |
| 10.02 | 0/10/1000 | 1994 Holiday Schedule for State Agency Employees Not | List of Holidova for 1004 | Lindeted |
| 19-93 | 9/10/1993 | Covered By a Collective Bargaining Agreement Processing Instructions for Time Off Without Pay under | List of Holidays for 1994 | Updated |
| | | the Maine State Government Family/Medical Leave | Provides processing instructions for full and partial | |
| 18-93 | 9/7/1993 | Policy | unpaid FML | Completed |
| | | Implementation of Maine State Government Family and | Announces revised Maine State Government Family and | |
| 17-93 | 8/5/1993 | Medical Leave Policy, Effective August 5, 1993 Prorating Discretionary Time Off Without Pay for FY | Medical Leave Policy Updated form (PER 110B) provided. Reference HR | Active, but policy updated in 2009 |
| 16-93 | 8/4/1993 | 93/94 | Memo 14-93. | Completed |
| 10-35 | 0/4/1333 | Salary Schedules for the Executive Branch - Salary | Replaces Salary Schedule 02 in book published for May | |
| 15-93 | 7/30/1993 | Specification 02 | 30, 1993 - June 30, 1995 | Updated |
| | | | Instructions on processing of required time off without | |
| 44.00 | 7/00/4000 | Time Off Without Pay for MSEA and Confidential | pay. Includes shutdown days as well as discretionary | O second a to d |
| 14-93 13-93 | 7/22/1993 7/19/1993 | Employees Salary Schedules for the Executive Branch | time off, and reduced workweek. Announcement of availability of new salary schedules | Completed Updated |
| 10 00 | 1/10/1000 | Compensation Changes for Title 2 and Title 5 | Information and instructions concerning certain | opuliou |
| 12-93 | 7/19/1993 | Employees | compensation changes. | Completed |
| | | | Implementation instructions for changes to MFASIS due | |
| 11-93 | 7/15/1993 | AFSCME Contract Implementation Instructions Voluntary Cost Savings Programs Extended for Fiscal | to new AFSCME collective bargaining agreement. | Completed |
| 10-93 | 7/1/1993 | Year 1993-1994 and Fiscal Year 1994-1995 | Extension of VCSP | Updated |
| | | 70% Retirement Incentive Program for FY 1992-1993 | Announcement and guidelines for 70% retirement | |
| 9-93 | 7/1/1993 | and FY 1993-1994, Effective July 1, 1993 | incentive program enacted by 116th Legislature | Expired |
| 0.02 | 7/5/1000 | Companyation Changes | Information and instructions concerning certain | Completed |
| 8-93 | 7/5/1993 | Compensation Changes | compensation changes. Announcement that the freeze on merit increases has | Completed |
| | 1 | | expired and authority to award merit increases has been | |
| 7-93 | 7/1/1993 | Merit Increases | reinstated effective July 1, 1993. | Completed |
| | | | Announcement of availability of updated Civil Service | |
| 6-93 | 6/10/1993 | State of Maine Civil Service Law | Law publication. MFASIS improvements which eliminate need for Position | Completed |
| 5-93 | 4/12/1993 | Changes to Position Control Processing | Add/Change form. | Completed |
| | ., . 2, 1000 | George Ge | Announcement of potential changes to org and location | |
| | | | codes. Requests comments from users prior to | |
| 4-93 | 4/7/1993 | Changes to MFASIS Organization and Location Codes | designing/implementing changes. | Completed |
| 3-93 | 2/10/1993 | Hiring Freeze for the Remainder of FY 93/93 | Reference Executive Order 7 FY 92/93. Hiring freeze memo | Completed |
| 0-00 | 2110/1993 | | Announcement of availability of listing of Job | |
| 2-93 | 1/29/1993 | Alphabetical Listing of Job Classifications | Classifications. | Updated |
| | | | Reference HR Memo 25-92. New lists of codes to be | |
| 1 02 | 1/00/1000 | Instructions for Recording License and Certification | used in entering into MFASIS licenses and certifications | Completed |
| 1-93 | 1/26/1993 | Information on H5R01 Recording License and Certification Information on | held by employees. Instructions on how to enter into MFASIS licenses and | Completed |
| 25-92 | 12/9/1992 | MFASIS | certifications held by employees | Completed |
| | | Payment of Lump Sum Longevity for Confidential | Instructions for processing lump sum longevity bonus for | |
| 24-92 | 11/10/1992 | Employees | confidential employees. | Completed |
| 22.02 | 0/24/1002 | Administrative Leave for Employee Assistance Program (EAP) Services | Clarification and establishment of State policy on use of administrative leave for EAP. | Technically active, but modified with ne |
| 23-92 | 9/24/1992 | Rule Change Proposal To Establish Special | automistrative leave IUI EAF. | program |
| 1 | 1 | Appointment and Supported Employment For Severely | Proposed changes to Civil Service Rules to establish | |
| 22-92 | 9/21/1992 | Handicapped Persons | subject programs | Completed |
| | | | Request for lists of employees in need of MFASIS | |
| 21-92 | 9/15/1992 | MFASIS Training | training. | Completed |
| 20-92 | 9/10/1992 | 1993 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement | List of Holidays for 1993 | Updated |
| 20-32 | 3/10/199Z | | Announcement that all Salary Review Dates between | |
| | 1 | Salary Review Dates, Reference Human Resources | July 1, 1992 and June 30, 1993 inclusive have been | |
| | | | | |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|---|--|----------------------|
| NOWBER | ISSUED | New Retirement Form for Employee Self-Declaration for | New form required by MSRS for all new employees and | Juana |
| 18-92 | 6/26/1992 | Contribution Rate (Form # MM-9-03-1205) | reemployments and instructions. | Completed |
| 17-92 | 6/22/1002 | Discretionery Terrat Hours | Instructions on processing discretionary target hours in | Completed |
| 17-92 | 6/22/1992 | Discretionary Target Hours Employees Who Have Not Met FY '92 Discretionary | MFASIS. Instructions for reviewing and processing employees | Completed |
| 16-92 | 6/18/1992 | Time Off Obligations | who have not met discretionary time off obligations. | Completed |
| | | | Announcement of availability of listing of Job | |
| 15-92 | 6/15/1992 | Alphabetical Listing of Job Classifications | Classifications. | Updated |
| 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. | Completed |
| 14 02 | 0/10/1002 | inplomentation of Autopay 42, REBOOLTR | | |
| | | Processing Calendar for Restoration of Pay for | Provide calendar of events over June and July resulting | |
| 13-92 | 6/5/1992 | Confidential Employees | in the restoration of salaries for Confidential employees. | Completed |
| 12-92 | 6/2/1992 | Notice of Change in Office Hours | Announcement that BHR will close one hour early on Fridavs. | Completed |
| 12 02 | 0/2/1002 | Questions and Answers on Fy 92/93 Compensation | Q&A on Merit Freeze, Work Week Reduction, and | |
| 11-92 | 6/1/1992 | Issues | Intermittent Employees | Completed |
| 10-92 | 5/15/1992 | Voluntary Cost Savings Program for FY 92-93 | Update (revision) to Worksheet (Form PER 10c). | Updated |
| 9-92 | 5/1/1992 | Continuation of Benefits Form (PER 108A) | Reference HR Memo 24-90. Request for prompt completion of form. | Completed |
| 0.02 | 0/1/1002 | | | Composed |
| | | | 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 | |
| 8-92 | 4/17/1992 | Chapter 780, PL 1992 | retirement contributions, salary adjustments, etc. | Completed |
| | | | Announcement and presentation of brochure to promote | |
| 7-92 | 3/31/1992 | Employee Assistance Program (EAP) Services | EAP services. | Completed |
| | | | Announcement of changes to Maine State Retirement | |
| | | | System to meet federal requirements for the treatment of part-time, seasonal and temporary employees with | |
| 6-92 | 3/12/1992 | Part-Time, Seasonal and Temporary Employees | respect to retirement plan. | Completed |
| | | Guidelines for Administration of the 80 Percent | | |
| | 0.000 | Retirement Incentive Program - Attachment 1 to Human | | Four instal |
| 5-92 | 2/28/1992 | Resources Memorandum 39-91 | Update and corrections to the subject guidelines. Announcement of two organizations to provide EAP | Expired |
| 4-92 | 2/10/1992 | Employee Assistance Program (EAP) Services | services. | Updated |
| | | Organizational Unit Determinations for Confidential | New organizational unit determinations for Confidential | |
| 3-92 | 2/10/1992 | Employees | employees. | Completed |
| 2-92 | 1/15/1992 | Salary Schedules | Announcement of availability of new salary schedules | Updated |
| 1-92 | 1/2/1992 | General Salary Adjustment | Instructions for implementing salary reductions for certain confidential employees. | Completed |
| 1.32 | 11211332 | Guidelines for Administration of the 80% Percent | Clarifies the subject guidelines with respect to the | |
| | | Retirement Incentive Program - Attachment 1 to HRM 39- | treatment of compensatory time and unused vacation | |
| 47-91 | 12/4/1991 | 91 | credits. | Expired |
| | | | Instructions on how to process the 7% retroactive payments for the July 1st general increase. Reference | |
| 46-91 | 12/2/1991 | Retroactive Payment of 7% July General Increase | 38-91. | Completed |
| | | Payment of Lump Sum Longevity for Confidential | Instructions for processing lump sum longevity bonus for | |
| 45-91 | 11/19/1991 | Employees | confidential employees. | Completed |
| | | | List of employees who have reached 59½ years of age | |
| 44-91 | 10/28/1991 | Eligibility for 80% Retirement Eligibility | as of June 30, 1992, to assist in determining who might be eligible for the 80% Retirement Program. | Expired |
| 51 | .0/20/1001 | | Instructions on processing discretionary target hours in | |
| 43-91 | 10/18/1991 | Discretionary Target Hours | MFASIS. | Completed |
| 10.01 | 10/10/105 | Malustan Branners Washala (D. 1000.0/04) | Instructions on completing C & O Codes for itemizing | Undefed |
| 42-91 | | Voluntary Programs Worksheet (Per 106B 9/91) Crediting July Closure Days for Employees Returning | Personal Service Savings on VCSP worksheets. Instructions regarding treatment of employees returning | Updated |
| 41-91 | | From Desert Shield/Storm | from military service leave. | Completed |
| 40-91 | | Current Salary Schedules | Announcement of availability of new salary schedules | Updated |
| | | | Announcement and instructions for processing 80% | |
| 39-91 | 10/15/1991 | Retirement Incentive Program for 1991-1992 | retirement incentive. Announcement that subject retroactive payments cannot | Expired |
| 38-91 | 10/10/1991 | Retroactive Payment for July 1st Salary Adjustments | Announcement that subject retroactive payments cannot be processed until December. | Completed |
| | | | Instructions on how to implement subject salary | p |
| 37-91 | 10/9/1991 | Salary Increases for Title 2 and Title 5 Employees | changes. | Completed |
| 20.01 | 10/0/1001 | 1991-1993 Voluntary Cost Savings Program - Revised | New worksheet developed to meet the tracking needs of | Indexed |
| 36-91 | 10/9/1991 | Worksheet | both BHR and Bureau fo the Budget. Staffing summary of active employees, including funding | Updated |
| 35-91 | 10/8/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| | 1 | General Increase and Merit Increases for Title 2 and | , | |
| 34-91 | 9/30/1991 | Title 5 Employees | Information on subject increases. | Completed |
| 22.04 | 0/25/4004 | Alphabetical Listing of Jab Obserfingtions | Announcement of availability of listing of Job | Lindoted |
| 33-91 | 9/25/1991 | Alphabetical Listing of Job Classfications | Classifications. Instructions on processing of required time off without | Updated |
| | | Implementing Time Off Without Pay for MSEA and | pay. Includes shutdown days as well as discretionary | |
| 32-91 | 9/24/1991 | Confidential Employees | time off. | Completed |
| | | 1992 Holiday Schedule for State Agency Employees Not | | |
| 31-91 | 9/30/1991 | Covered By a Collective Bargaining Agreement | List of Holidays for 1992 | Updated Completed |
| 30-91 | 9/13/1991 | General Increase Effective September 29, 1991 | Instructions on processing general increase Need to "enhance" list of termination codes. Requests | Completed |
| 29-91 | 9/4/1991 | Termination Codes | suggestions from agencies. | Completed |
| | | | Information on how furlough days will be recorded to | |
| | | | ensure a permanent record is available when employees | |
| 28-91 | 8/28/1991 | Human Resources Memorandum 13-91 | terminate and/or retire. | Completed |
| | | | Announcement that EAP services have resumed after a brief interruption. Includes list of EAP specialists | |
| 27-91 | 8/20/1991 | Employee Assistance Program (EAP) Services | currently providing services. | Updated |
| | | | | |

| | | | 10750 | |
|--------|------------------------|--|---|---|
| NUMBER | ISSUED | SUBJECT | NOTES Announces hiring freeze in accordance with Executive | Status |
| 26-91 | 8/15/1991 | FY 91/92 Hiring Freeze | Order 9 FY 91/92. | Completed |
| | | | Announcement: time off due to closures will be counted | |
| | | | as time worked for purposes of longevity, vacation | |
| 25.04 | 7/00/4004 | Effect of July Cleaning on Employment Service Credite | accrual, merit increases, probationary service, and other | Completed |
| 25-91 | 7/26/1991 | Effect of July Closures on Employment Service Credits | benefits based on total service. Instructions on how to respond to federal IRS notice of | Completed |
| 24-91 | 7/25/1991 | Federal Tax Levies | levies. | Completed |
| 23-91 | 7/24/1991 | 1991-1993 Voluntary Cost Savings Program | Extension of VCSP through June 30, 1993. | Updated |
| 22-91 | 7/19/1991 | General Increase Effective June 30, 1991 | Instructions on processing general increase | Completed |
| | | | 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. | |
| | | Employment Actions due to State Government Closures | Includes option to spread pay reduction over several | |
| 21-91 | 7/17/1991 | and HR/Payroll Processing Instructions | consecutive pay periods. | Completed |
| | | | Information and instructions concerning employment | |
| | | | actions to be taken as a result of the closure of State | |
| | | Employment Actions due to State Covernment Cleaver | Government during the week of July 1. Includes option | |
| 20-91 | 7/8/1991 | Employment Actions due to State Government Closure and the FY 91/92 Budget | to spread pay reduction over several consecutive pay periods. | Completed |
| 20 01 | 110/1001 | | Clarifies section of Civil Service Rule that requires | |
| | | Chapter 12, Section 4C8(c) of the Civil Service Rules | seasonal and temporary employees to be informed of | |
| 19-91 | 6/20/1991 | (amended June 17, 1991) | the approximate date of termination at the time of hire. | Completed |
| | _ / / | | Amendment to Chapter 12, Section 4 (Layoff: | |
| 18-91 | 6/13/1991 | Amendment to Civil Service Rules | Conditions and Procedure). Staffing summary of active employees, including funding | Completed |
| 17-91 | 6/5/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| | 5/0/1001 | Essential and/or Federally Funded Employees Who | Direction to agencies to submit lists of all employees | |
| 16-91 | 5/29/1991 | Worked on May 24th | who worked on May 24th. | Completed |
| | | | Direction to agencies to submit lists of all employees | |
| 45.04 | ElANACON | List of Employees Who Worked on May 10th and Those | who worked on May 10th and who will work on May | Completed |
| 15-91 | 5/14/1991 | Who Will Work on May 24th | 24th. Staffing summary of active employees, including funding | Completed |
| 14-91 | 5/8/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| 14 01 | 0/0/1001 | Staning Sannary | Announces closure of State Government Offices on | |
| | | | Friday, May 10 and Friday, May 24 per legislative | |
| 13-91 | 5/8/1991 | Government Office Closures | action. Provides direction and processing instructions. | Completed |
| | | | Announces hiring freeze in accordance with Executive | |
| 12-91 | 5/6/1991 | Hiring Freeze and Pending Certifications | Order 14 FY 1990/91. Staffing summary of active employees, including funding | Completed |
| 11-91 | 4/3/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| 10-91 | 3/20/1991 | Correction to Human Resources Memorandum 9-91 | New calendar to replace the one in 9-91. | Completed |
| 9-91 | 3/15/1991 | General Increase Effective March 31, 1991 | Instructions on processing general increase | Completed |
| | | | Staffing summary of active employees, including funding | |
| 8-91 | 3/6/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| | | | 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 | Effectively superseded by law changes and |
| 7-91 | 2/25/1991 | Recall Rights of Employees Who Retire | retirement to return to work. | collective bargaining. |
| | | | Announcement of availability of listing of Job | |
| 6-91 | 2/15/1991 | Alphabetical Listing of Job Classfications | Classifications. | Updated |
| 5.04 | 0/7/4004 | Chaffin a Cummon i | Staffing summary of active employees, including funding | Completed |
| 5-91 | 2/7/1991 | Staffing Summary Discontinue Use of Form BP-23 (Report of Separations | sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the | Completed |
| 4-91 | 2/6/1991 | from State Service) | form is being discontinued. | Completed |
| | | | Staffing summary of active employees, including funding | · · |
| 3-91 | 1/10/1991 | Staffing Summary | sources. Expresses intent to publish monthly. | Completed |
| 0.01 | 4 74 95 1 | Land Charles and and | Requests prompt processing of PER 14 (Official Notice | |
| 2-91 | 1/7/1991 | Layoff Notifications | of Layoff). List of layoffs to meet FY 1991 budget targets. Asks | practice |
| 1-91 | 1/3/1991 | Attached Layoff Listing | agencies to review list and advise of corrections. | Completed |
| 1 | | ······································ | Announce availability of October 1990 Salary | |
| 1 | | | Schedules. Includes a complimentary copy and | |
| 30-90 | 5/2/1990 | October 1990 Salary Schedules | instructions on how to obtain more. | Completed |
| 20.00 | 10/00/4000 | Attached Lovoff Listic ~ | List of layoffs for fiscal year 1991. Asks agencies to | Completed |
| 29-90 | 12/26/1990 | Attached Layoff Listing | review list and advise of corrections. | Completed |
| | | | Announcement of error found in current hire date. | |
| 1 | | | Report included showing employees with one erroneous | |
| 28-90 | 12/20/1990 | Errors in Current Hire Date | date. Instruction to research and correct any errors. | Completed |
| 1 | | | Announcement that Monday before Christmas and | |
| 07.00 | 10/17/1000 | Helidey Appendement | Monday before New Year's Day will be regular work | Completed |
| 27-90 | 12/17/1990 | Holiday Announcement Change to Longevity Rate of Pay for Selected | days. Instructions on change in processing for longevity rate of | Completed |
| 26-90 | 12/10/1990 | Employees and Payroll Processing Instructions | pay. | Completed |
| 25-90 | 12/4/1990 | Voluntary Program Participants | List of employees participating in voluntary programs. | Completed |
| | | New Form on Continuation of Benefits Coverage (PER | New form for Continuation of Benefits, and instructions | |
| 24-90 | 12/3/1990 | 108A) | on its use. | Technically active, but form modified |
| 22.00 | 11/20/4000 | Employment Information Available to Compile Seniority | Issues reports to be used in preparing seniority lists in | Completed |
| 23-90 | 11/30/1990 | Lists Payment of Lump Sum Longevity Bonus for Confidential | preparation for potential layoffs. Instructions for processing lump sum longevity bonus for | Completed |
| 22-90 | 11/15/1990 | Employees | confidential employees. | Completed |
| 21-90 | 11/2/1990 | Life Insurance Processing | Changes to life insurance processing. | Completed |
| 21-90 | | | | |
| | | 1991 Holiday Schedule for Employees Not Covered By a | | |
| 20-90 | 9/17/1990 9/10/1990 | 1991 Holiday Schedule for Employees Not Covered By a Collective Bargaining Agreement General Increase Effective September 30, 1990 | List of Holidays for 1991 Instructions on processing general increase | Updated Completed |

| NUMBER | RISSUED | SUBJECT | NOTES | Status |
|----------------|------------------------|--|--|---|
| NUMBER | | 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 | | |
| 18-90 | 8/24/1990 | Current World Situation | addendum issued 12/10/1990. | Updated (see 10-01) |
| 47.00 | 7/5/4000 | Departmental Mailing and Talanhana List | Requests agencies to review and correct information on | Completed |
| 17-90 | 7/5/1990 | Departmental Mailing and Telephone List | the mailing list use by BHR. Consolidates policy and procedural instructions | Completed |
| | | | controlling the filling of positions for FY 1990/91. | |
| | | | Replaces 10-89, 19-89, and 11-90. (ref: Exec Order #1, | |
| 16-90 | 7/5/1990 | Filling of Positions | FY 1990/91 hiring freeze) | Completed |
| | | MFASIS Health Insurance and Retirement Rate | Information on health insurance and retirement rate | |
| 15-90 | 6/21/1990 | Changes | changes - to be made automatically in MFASIS. | Completed |
| | | | Instructions on data correction due to errors between | |
| 44.00 | E/00/4000 | Life Incurrence Courses | MFASIS and MSRS files on life insurance coverage and premiums. | Completed |
| 14-90 13-90 | 5/30/1990 5/23/1990 | Life Insurance Coverage April 1991 Salary Schedules | Announces availability of new salary schedules. | Completed Completed |
| 13-90 | 5/25/1990 | April 1991 Salary Schedules | Announcement of availability of semi-annual listing of | Completed |
| 12-90 | 5/8/1990 | Alphabetical Listing of Job Classifications | Job Classifications. | Completed |
| | | | Provides information and procedures guidelines for the | |
| | | PL 1989, C. 702, §F-8 and Executive Order 8 FY1989- | filling of vacancies created by employee participation in | |
| 11-90 | 5/17/1990 | 90 | the Retirement Incentive Program. | Superseded by 16-90 |
| | | | Adjustment of work end date for employees scheduled | |
| 10-90 | 4/27/1990 | Adjustment in June Layoff Dates | for upcoming layoff. | Completed |
| 9-90 | 4/23/1990 | October 1, 1990 Salary Schedules Worksheet for Voluntary Cost Savings Program | Announces availability of new salary schedules. Implements worksheet for VCSP | Completed Updated |
| 8-90 | 4/19/1990 | Worksneet for Voluntary Cost Savings Program | Implements worksheet for VCSP | Opdated |
| | | | This appears to be the first VCSP program implemented. | |
| 1 | | | This memo (and its revision dated 4/17/1990) provides | |
| 7-90 | 4/9/1990 | Administration of Voluntary Cost Savings Programs | process and procedure information for the program. | Updated |
| | | | Requests agencies to review and correct information in | |
| | | | the automated emloyee record (Sex Code, Org1 Code, | |
| | | | and Race) in preparation of BHR's submission of EEO-4 | |
| 6-90 | 3/22/1990 | Annual EEO-4 Report | report to the EEOC. | Completed |
| | | | Provides policy and procedural guidance in the administration of layoff and recalls, and in the use of | |
| | | | employment registers which contain employees on layoff | Effectively superseded by changes in |
| | | | status. Includes 5-90A (issued 12/7/1990) which amends | |
| 5-90 | 3/16/1990 | Summary of Layoff and Recall Procedures | Section IV, Paragraph 4 of 5-90. | Service Rules |
| | | Employment Information Available to Compile Seniority | Issues report to be used in preparing seniority lists in | |
| 4-90 | 2/6/1990 | Lists | preparation for potential layoffs. | Completed |
| | | | New procedures issued for notification of layoff. | Effectively superseded by changes in |
| | | | Supersedes procedures issued in the June 17, 1981 | collective bargaining agreements and Civil |
| 3-90 | 1/31/1990 | Procedures of Notification of Layoff | memo (Personnel Memo 2-81). Change from weekly to biweekly advertising; and | Service Rules |
| | | | change from sending copies of bulletins to copies of | |
| 2-90 | 1/23/1990 | Changes to Competitive Recruitment Procedures | "Careers in Maine" posting summary. | Completed |
| 2 00 | 1/20/1000 | enaligee to competation teoraliment i recodarce | Announces new procedures to ensure adequate audit | Completed |
| | | | and control mechanisms are in place under new | Effectively superseded by reorganizations |
| 1-90 | 1/2/1990 | Human Resource Audit and Control Procedures | MFASIS system. | and process/procedure development |
| | | | Governor's Executive Order (5 FY1989/90) which | |
| | | Silling of Operand Fund Desitions | essentially continues a hiring freeze for General Fund | Our and date the 10,00 |
| 19-89 | 12/12/1989 | Filling of General Fund Positions | positions. | Superseded by 16-90 |
| 18-89 | 11/9/1989 | Longevity Bonus for Confidential Employees | Final list of employees eligible for longevity bonus for Confidential employees. | Completed |
| 10-09 | 11/3/1909 | Longevity Donus for Connidential Employees | Lists of Confidential employees eligible/not eligible for | Completed |
| 17-89 | 10/16/1989 | Annual Longevity Bonuses for Confidential Employees | Longevity Bonus. | Completed |
| | | | Corrects effective date of range 21 overtime to | |
| 16-89 | 10/3/1989 | Correction to Human Resources Memorandum 15-89 | September 5, 1989. | Completed |
| | | | List of employees and positions in "new" admin unit H; | |
| | | | and list of employees at range 21 which are eligible for | |
| 15-89 | 9/26/1989 | Overtime Eligibility and Administrative Unit H | premium overtime as of July 2, 1989. | Completed |
| 14-90 | 0/26/1090 | Annual Longevity Bonus for Confidential Employees | Lists of Confidential employees eligible/not eligible for Longevity Bonus. | Completed |
| 14-89 | 9/26/1989 | 1990 Holiday Schedule for Employee Not Covered by a | Longovity Donuo. | Completed |
| 13-89 | 9/25/1989 | Collective Bargaining Agreement | List of Holidays for 1990 | Updated |
| | | | Information on the use of the PER 106, Retirement | Updated/Superseded by 7-94, 12-94, and |
| 12-89 | 9/22/1989 | Form PER 106, Revised September, 1989 | Options Form for unclassified confidential positions. | 10 |
| | | MSA System Availability During the Week of September | Announcement of system availability (to help in | |
| 11-89 | 9/8/1989 | 10, 1989 | preparing for conversion to MFASIS). | Completed |
| 1 | | | Governor's Executive Order (3 FY 89/90) which | |
| 10.90 | 0/20/4000 | Filling of General Fund Positions | essentially implements a hiring freeze for General Fund positions. | Superseded by 16-00 |
| 10-89 | 9/30/1989 | Filling of General Fund Positions | Lists of employees will and will not receive the general | Superseded by 16-90 |
| 9-89 | 8/11/1989 | General Increase Reports | increase on an automated basis. | Completed |
| 8-89 | 7/28/1989 | Timetable for the July 1989 General Increase | Implementation information for general increase. | Completed |
| 7-89 | 5/31/1989 | Telephone Numbers | List of direct telephone numbers of BHR staff. | Completed |
| | | | Announcement of availability of Alphabetical Listing of | |
| 6-89 | 5/23/1989 | Alphabetical Listing of Job Classes | Job Classes. | Completed |
| | | | Announcement of availability of printed Civil Service | |
| 5-89 | 5/5/1989 | Civil Service Rules | Rules. | Completed |
| 1 | | | Request that agencies enter payroll authorizations | |
| | | | promptly rather than saving them to the end of the pay | |
| | 1 | Payroll Authorizations | cycle. Also ends the practice of accepting requests for manual authorizations. | Completed |
| 1-80 | 1/10/1000 | | | |
| 4-89 | 4/18/1989 | | Supersedes 1-88. Procedures revert back to those in | Effectively superseded through |
| | | Change in Typing Performance Testing Procedures for | Supersedes 1-88. Procedures revert back to those in effect prior to HR Memo 1-88. | Effectively superseded through process/procedure development |
| 4-89 3-89 | 4/18/1989 3/17/1989 | | Supersedes 1-88. Procedures revert back to those in effect prior to HR Memo 1-88. | process/procedure development |
| | | Change in Typing Performance Testing Procedures for Selected Classifications | | |

| NIIMP | ER ISSUED | SUBJECT | NOTES | Status |
|--|--|---|--|---|
| NUMB | JER ISSUED | SUBJECT | Announcement of BHR mailing retirement option letters - | Status |
| | | | who to, how they were identified, and agency's role in | |
| 1-89 | 1/12/1989 | Retirement Option Letters | identifying errors. | Completed |
| 9-88 | 11/2/1988 | 1989 Holiday Schedule | List of Holidays for 1989 | Updated |
| | | Procedure for Computing Salaries for Employees Who | hadmadiana an harris datamaina atau ƙarariki at | |
| 0.00 | 0/01/1000 | Transfer to Positions Eligible for the 5% Retirement Option Schedule for Confidential Employees | Instructions on how to determine step for subject employees. | Active |
| 8-88 | 9/21/1988 | Starting Salary Requests for Teacher Classifications | employees. | Generally active, but authority to hire abor |
| | | Covered by Memorandum of Agreement, State of Maine | Information on pay equity maintenance when agencies | the minimum is decentralized to some |
| 7-88 | 9/19/1988 | and the Maine State Employees Association | want to hire Teachers above the minimum step. | agencies. |
| | | | | Generally active, but authority to hire abo |
| | | Step Determination for Stipended Data Processing (DP) | Information on step determination for new hires and | the minimum is decentralized to some |
| 6-88 | 7/30/1988 | Classifications | employees in DP classifications. | agencies. |
| | 0/10/1000 | Time table for late 4000 October 1 October 1 | Announcement of timetable and process/procedure for | O seconda ta d |
| 5-88 | 6/10/1988 | Timetable for July 1988 General Salary Increase | implementation of general increase. | Completed Effectively superseded by serveral |
| 4-88 | 3/12/1988 | The Revised New Hire form PER52 | Announcement of revision of New Hire Form (PER52) | subsequent form updates. |
| 4 00 | 0/12/1000 | | Announcement of availability of new sets of salary | |
| 3-88 | 3/28/1988 | Memo on Salary Matrices | matrices for three general increases. | Completed |
| | | | Implementation of new typing test for Clerk Typist II | Effectively superseded through |
| 2-88 | 3/14/1988 | Typing Test Implementation | (register superseded). | process/procedure development |
| 4 00 | 4/4 4/4 000 | Change in Typing Performance Testing Procedures for | Implements requirement that agencies use standardized | Effectively superseded through |
| 1-88 | 1/14/1988 | Selected Classifications Data Improvement Schedule for January, February and | typing tests developed by BHR. Announcement of system changes (MSA system) to | process/procedure development |
| 23-87 | 12/30/1987 | | improve specific data quality. | Completed |
| | ,00,1001 | | Announcement of availability of updated Career | |
| 22-87 | 12/2/1987 | Career Opportunity Bulletin Sets | Opportunity Bulletins. | Completed |
| | | | Greivance resolution which eliminates requirement to | |
| | | | have applications and service ratings completed for | |
| 21-87 | 12/21/1987 | Attached Settlement Agreement | MSEA employees who are reclassified. | Active |
| 20-87 | 12/16/1007 | Automated Salary | Change in salary processing using the Human Resource Profile and the New Hire Form. | Effectively superseded through process/procedure development |
| 20-07 | 12/10/1907 | Automated Salary | Announcement that personnel actions (other than the | process/procedure development |
| | | | general increase and the longevity increase) which are | |
| | | | effective after 1/3/88 must be held for processing until | |
| 19-87 | 12/14/1987 | January Personnel Transactions | after the automatic salary changes. | Completed |
| | | | Implement procedures for processing longevity pay | |
| 18-87 | 12/10/1987 | Longevity Pay | adjustments | Completed |
| 17.07 | 10/7/1007 | Confidential Employees Longovity Ponya | Verify list of employees identified as eligible for | Completed |
| 17-87 | 12/7/1987 | Confidential Employees Longevity Bonus | longevity bonus. Request that agencies ensure employee addressess are | Completed |
| 16-87 | 11/17/1987 | Employee Addresses | correct in the system. | Completed |
| | | | Procedures for identifying eligible employees and | |
| | | | | |
| 15-87 | 11/5/1987 | Longevity Dates | implementing longevity pay. | Completed |
| 15-87 14-87 | | | implementing longevity pay. List of Holidays for 1988 | Completed Updated |
| | | | implementing longevity pay. List of Holidays for 1988 Correction of problems posed by general increase for | |
| | | | implementing longevity pay. List of Holidays for 1988 Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & | |
| 14-87 | 10/16/1987 | 1988 Holiday Schedule | implementing longevity pay. List of Holidays for 1988 Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & Cultural Services, and Mental Health & Mental | Updated |
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| 14-87 | 10/16/1987 9/25/1987 | 1988 Holiday Schedule Salaries for School Personnel | implementing longevity pay. List of Holidays for 1988 Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & Cultural Services, and Mental Health & Mental Retardation) Timetable and procedures for implementing the planned general increase. Announcement that HR Memo 10-87 has expired. | Updated Completed |
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| 14-87 13-87 12-87 11-87 10-87 9-87 8-87 7-87 | 10/16/1987 9/25/1987 9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 | 1988 Holiday Schedule Salaries for School Personnel Timetable for July 1987 General Salary Increase Human Resources Memorandum 10-87 Interim Procedures to Authorize Retroactive Reclassifications and Reallocations Transition of Department of Personnel to the Bureau of Human Resources Immigration Law - Employees Hired Between November and April New Employee Orienatation | implementing longevity pay. List of Holidays for 1988 Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & Cultural Services, and Mental Health & Mental Retardation) Timetable and procedures for implementing the planned general increase. Announcement that HR Memo 10-87 has expired. Interim procedures are now replaced with previously established procedures. Interim documentation and processing requirements for processing rectroactive reclassifications and reallocations authorized in the Part II Budget. Announcement of change from Department to Bureau, effective July 1, 1987. 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 Announcement of next orientation session scheduled (June 5 at the Augusta Civic Center). Request for prompt submission of requests for new positions authorized and funded by law. Announcement of Personnel Bulletin 14.2 which | Updated Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed |
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| 7-83 11/21/1983 Establishment of Apprenticeship or Trainee Positions themselves to trainee and apprenticeship programs. Completed 6-83 11/8/1983 1984 Holiday Schedule List of Holidays for 1984 Updated 5-83 9/20/1983 Filling of General Fund Positions Continuation of 3-83 until November 15. Completed 4-83 8/24/1983 Alternative Work Schedules Schedules. Updated - see 5-85 a 3-83 5/11/1983 Filling of General Fund Positions positions. Completed 3-83 5/11/1983 Filling of General Fund Positions positions. Completed 3-83 5/11/1983 Filling of General Fund Positions in the Implementation of Applicant Tracking System. Includes implementation of new application form. Elimination of form. Elimination of the second of new application form. Elimination of the second of new application of Direct Hire applications for the second of the s | |
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| 3-83 5/11/1983 Filling of General Fund Positions positions. Completed 3-83 5/11/1983 Filling of General Fund Positions Implementation of Applicant Tracking System. Includes implementation of new application form. Elimination of Strip Cards, requires separate app for each title, EEO Effectively supersede process/procedure de process/procedure de trac-off sheet. 2-83 3/17/1983 Direct Hire Employment Application Procedures Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications for Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. Effectively supersede process/procedure de Defines with list of unused titles and asks agencies to identify those that should NOT be abolished Updated 4-82 7/7/1982 Classifications to be Abolished Announcement of advertising schedule. Completed 3-83 6/10/1982 Advertisements and Career Opportunity Bulletins Announcement of advertising schedule. Completed 2-82 2/8/1982 State of Maine Report on Alternative Work Schedule proposal and comments from agencies. See 4-83, 5-85, and 2 1-82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | |
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| 3-82 Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Announcement of advertising schedule. Completed 1.82 2/8/1982 State of Maine Completed Completed 1.82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | |
| Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the 2-82 Report on Alternative Work Schedule proposal and comments from agencies. See 4-83, 5-85, and 2 1-82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | |
| Labor/Management Committee of the MSEA and the 2-82 Report on Alternative Work Schedule proposal and comments from agencies. See 4-83, 5-85, and 2 1-82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | |
| 2-82 2/8/1982 State of Maine comments from agencies. See 4-83, 5-85, and 2 1-82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | |
| 1-82 1/12/1982 Personnel Law Revision to the Personnel Law document. One copy provided to each agency. Completed | 2-08 |
| | |
| | |
| 6-81 10/14/1981 1982 Holiday Schedule List of Holidays for 1982 Updated | |
| Recommendations from the L/M Committee on Report of Recommendations of the Labor/Management alternative work schedules. Asks for feedback from | |
| 5-81 8/18/1981 Committee of the MSEA and the State of Maine agencies. Set of recebelock normality of the State of Maine State of Maine agencies. | and 2-08 |
| 4-81 7/15/1981 Peronnel Memorandum 17-80 Revision of State Layoff Listing (see 17-80) Completed | |
| Procedure for payroll authorization for confidential, | d by |
| appointeds, and AFSCME and State Police contracts Effectively supersede who elect to receive a 5% salary increase in lieu of state process/procedure de | |
| 3-81 6/23/1981 Implementation of the 5% Retirement Option paid retirement. | volopment anu |
| Announcement of procedures for notification of layoffs to | |
| be followed in accordance with the relevant collective | |
| 2-81 6/17/1981 Procedures for Notification of Layoff bargaining agreement. Superseded by 3-90 | |
| Announcement of state-paid retirement for confidentials Retirement Options - Confidential Employees and and appointeds. Also announces 5% option for | |
| 1-81 6/16/1981 Appointed Officials appointeds. Completed | |
| Announcement of preparation of Personnel Law | |
| 29-80 12/31/1980 Personnel Law document. One copy provided to each agency. Completed | |
| Announcement of administrative closure of state offices | |
| 28-80 12/22/1980 Administrative Closing of Offices - December 26, 1980 on Friday, December 26, 1980. Completed | |
| Notice of Hearing on Amendment to Chapter 8 of Public Hearing notice on amendment to Chapter 8 | |

| | NUMBER | ISSUED | SUBJECT | NOTES | Status |
|----------|----------------|------------------------|---|--|--|
| | | | | Announcement of Dept of Personnel's readiness to | |
| | | | | accept proposal from agencies interesting in taking over | |
| | 26-80 | 12/3/1980 | Decentralization of Examination Administration Function Updates to Alphabetical Listing of State Classifications | exam administration for classes unique to their agency. | Completed |
| | 25-80 | 12/1/1980 | With Salaries | Announcement of updates to listing. | Completed |
| | 24-80 | 11/20/1980 | Early Release of Employees | Reiteration of procedures of early release (staggered release times). | Superseded by 14-05 and 3-09 |
| | 24 00 | 11/20/1000 | | Informational: employees laid off due to lack of work | |
| | 23-80 | 11/6/1980 | Withdrawal of Retirement Contributions Upon Layoff | may withdraw their retirement contributions without resigning or forfeiting layoff rights. | Completed |
| | | | | Price reduction for alphabetical listing of classifications | |
| | 22-80 21-80 | | Alphabetical Listing of State Classifications with Salaries 1981 Holiday Schedule | (reference 20-80). List of Holidays for 1981 | Completed Updated |
| | | | | Offers alphabetical listing of classifications for purchase through the central warehouse. Also salary schedule | |
| | 20-80 | 9/18/1980 | Alphabetical Listing of State Classifications with Salaries | | Completed |
| | 19-80 | 9/18/1980 | Action Code Changes | Changes made to the codes used in certain actions. Decentralizes the processing of leaves and separations - | Completed |
| | | | Decentralization of Processing of Leaves and | agency will process these directly to Accounts and | |
| | 18-80 | 9/17/1980 | Separations | Control List of employees laid off, including title and date of | Completed |
| | 17-80 | 9/17/1980 | Layoff Listing | layoff. Presumably for recall purposes? | Completed |
| | 16-80 | 9/16/1980 | Replacement of Chapter 8 of Personnel Rules | Repeal and replacement of Chapter 8 of Personnel Rules. | Completed |
| | | | | New procedures/process for advertising jobs. | Completed |
| | 15-80 | 9/4/1980 | Recruiting Advertisements | (Supersedes 12-80) Information regarding 95% ceiling - looks like a | Completed |
| | 14-80 | 9/11/1000 | Personnel Policy | reduction in force. Provides info on how to calculate the 95%. | Completed |
| | 14-00 | 8/11/1980 | | Offers a service of producing recruiting bulletins for non- | Completed |
| | 13-80 | 8/1/1980 | Recruiting Bulletins (Career Opportunities) for Non- Competitive Classes | competitive classes using the word processing machine. Costs involved. Asks for feedback. | Completed |
| | | | | New procedures/process for advertising jobs. | |
| | 12-80 | 6/26/1980 | Recruiting Advertisements | (Supersedes 24-79) Public Hearing notice on repeal and replacement of | Completed |
| | | | | Chapter 8 (Certification and Appointment) of Personnel | |
| | 11-80 10-80 | 5/20/1980 4/14/1980 | Notice of Hearing on Chapter 8 of Personnel Rules Addendum to Classification/Salary Schedule | Rules Amendments to the Classification/Salary Schedule | Completed Completed |
| | | | | Information on special retirement letters for State | |
| | 9-80 | 4/2/1980 | Employee Recognition - Retirees | employees with 15 and 20 years of service. (Supersedes 26-79) | Completed |
| | | | | Announces that the State Government Internship | |
| | | | | Program and other work-study programs will operate this | |
| | | | Clarification of Intern and Work-Study Programs for the | year. Includes direction that such programs should not be used in such a way as to be interpreted to circumvent | |
| | 8-80 | 4/1/1980 | Summer of 1980 | the current hiring austerity/cost savings program. | Completed |
| | 7-80 | 3/24/1980 | Procedures to Request New Positions | New procedure for request and approval of new positions. (replaces 2-80) | Effectively superseded by process/procedure development. |
| | 7-00 | 5/24/1500 | | Provides agencies with list of unused Unclassified titles | process/procedure development. |
| | 6-80 | 3/14/1980 | Abolishment of Superfluous Unclassified Titles | and asks agencies to identify those that should NOT be abolished. | Completed |
| | | | | New process for requests to fill positions. Cancels all | |
| | 5-80 | 3/10/1980 | Personnel | existing certifications and requires resubmission under new process. (New hiring austerity program.) | Completed |
| | | | Aircraft Dilata | Informs agencies of documentation required by Dept of | Completed |
| \vdash | 4-80 | 2/19/1980 | Aircraft Pilots | Personnel when an agency is hiring Aircraft Pilots. Policy - Dept of Personnel will accept applications from | Completed |
| | | | | high school and college students during their last semester, and will conditionally qualify them. Hiring | |
| | | | | authority must present proof of graduation when | |
| | 3-80 | 2/11/1980 | Acceptance of Applications | appointing a student certified in this manner New procedure for request and approval of new | Essentially active Effectively superseded by policy/procedure |
| | 2-80 | 2/1/1980 | FJA-3 - Approval of New Positions | positions. (replaces 23-79) | development. |
| | 1-80 | 1/21/1980 | Addendum to Classification/Salary Schedule | Amendments to the July 1979 Classification/Salary Schedule | Completed |
| | | , | | Implements new procedure to follow when releasing | 4 |
| | | | | employees (presumably during storms). Includes staggered release (agencies split up into three groups) | |
| | 30-79 | | Procedure for Releasing State Employees 1980 Holiday Schedule | as well as list of Emergency Broadcast system stations. | Superseded by 24-80, 14-05, and 3-09 |
| \vdash | 29-79 | 10/11/1979 | | List of Holidays for 1980 Revision of Personnel form Notice of | Updated |
| | 28-79 | 10/9/1979 | Personnel Form PER 29 AU (Rev. 9/79) | Dismissal/Suspension From State Employment (PER 29 AU) | Effectively superseded by policy/procedure development. |
| \vdash | 20-13 | 1013/13/3 | I GIGGINGET UNITELIX 23 AU (REV. 3/13) | Informational: sometimes contract provisions are | |
| | 27-79 | 9/21/1979 | Contract Provisions vis-à-vis Personnel Rules | different from personnel rules. Be sure to use the appropriate manual when taking action or processing. | Completed |
| \vdash | 21-13 | 5/21/13/3 | | Information on special retirement letters for State | Completed |
| | 26-79 | 9/14/1979 | Employee Recognitiion - Retirees | employees with 10 and 20 years of service. (Supersedes 28-78) | Completed |
| | | | | Announcement of workshop for the development and | |
| \vdash | 25-79 | 9/5/1979 | Performance Tests (Steno/Typing) Advertisements for Classified Competitive, Classified | administration of performance tests. New procedures/process for advertising jobs. | Completed |
| Ш | 24-79 | 8/30/1979 | Non-Competitive, and Unclassified Positions | (Supersedes 1-79 and 6-79) | Completed |
| | 23-79 | 8/22/1979 | FJA-3 - Approval of New Positions | New procedure for request and approval of new positions. (replaces 10-79) | Completed |
| | | | | Elimination of centralized performance testing for | |
| | 22-79 | 8/21/1979 | Changes in Examination Procedures | clerical jobs (typing, steno, data entry). | Completed |

| | | | NOTES | Status |
|----------------|------------|--|---|---|
| NUMBER | ISSUED | SUBJECT | NOTES Announcement that an updated composite salary | Status |
| | | Salary Schedule and Alphabetical Listing of Class Titles | schedule and alphabetical listing of class titles and | |
| 21-79 | 8/16/1979 | and Ranges - PRP - Ia | ranges (Pay Plan) is now available. | Completed |
| | | Strip Cards Which Do Not Meet Postal Regulations | New strip cards for applications due to new postal | Effectively superseded by policy/procedure |
| 20-79 | 8/8/1979 | (Card No. 5) | regulations. | development. |
| 10.70 | 7/10/1070 | Employee Listery | New computer runs of employee history for seniority | Completed |
| 19-79 | 7/19/1979 | Employee History | computations are available. New strip cards for applications due to new postal | Completed Effectively superseded by policy/procedure |
| 18-79 | 7/6/1979 | Strip Cards | regulations. | development. |
| | | | Procedures/processes for filling non-competitive | |
| | | | vacancies. Includes requirements to verify materials, | Effectively superseded by policy/procedure |
| 17-79 | 7/3/1979 | Filling of Non-Competitive Classifications Vacancies | submit to Dept of Personnel, etc. | development. |
| | | | | Effectively superseded by policy/procedure |
| 16-79 | 6/28/1979 | Action Codes to be Used on Turn Around Forms | Revised action codes for use on Turn Around Forms. | development. |
| | | | Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 27-29 American | |
| 15-79 | 6/21/1979 | Administrative Leave - Blood Donors | Red Cross bloodmobile in Augusta. | Completed |
| 13-73 | 0/21/19/9 | Acting Capacity - Administrative Services, OMS, P&T, | | Completed |
| | | Law Enforcement and Supervisory Services Bargaining | New procedures for processing payments for employees | Effectively superseded by policy/procedure |
| 14-79 | 6/15/1979 | Units | serving in an Acting Capacity under MSEA agreements. | development and collective bargaining. |
| | | | New salary schedules for Coalition and Supervisory | |
| 13-79 | 6/7/1979 | Special Salary Adjustments | Services Units. | Completed |
| | | | Information re: public admin/political science courses | |
| | 0 | 0 | offered at UMA in summer. Encourage employees to | O second a ta st |
| 12-79 | 6/7/1979 | Summer Courses - UMA | take advantage. | Completed |
| 11.70 | 1/10/1070 | Use of Form FIA-1 Roy (9/78) | New E1A-1 form revised 9/78 is required | Effectively superseded by policy/procedure |
| 11-79 | 4/18/1979 | Use of Form FJA-1 Rev. (9/78) | New FJA-1 form, revised 9/78, is required. New procedure for request and approval of new | development. Effectively superseded by policy/procedur |
| 10-79 | 4/12/1979 | FJA-3 - Approval of New Positions | positions (requires Gov's approval first). | development. |
| 1.010 | ., | Approval of Turnaround Forms for Separations and | New procedure for separations and leave balances on | Effectively superseded by policy/procedure |
| 9-79 | 4/9/1979 | Leave Balances | Turnaround Forms | development. |
| 8-79 | 3/22/1979 | New Edition of Personnel Rules | Publication of new edition of Personnel Rules | Completed |
| 1 | | | Requesting DPO's to communicate to employees that | |
| 7-79 | 2/20/1979 | Applications | accurate work history is required on applications. | Completed |
| | | | Change to 1-79: no longer monthly advertising. Also, | |
| | | Open Competitive Advertisements and Career | Dept of Personnel will no longer pay for advertising - | O seconda ta d |
| 6-79 5-79 | 1/17/1979 | Opportunity Bulletins Early Release - January 18, 1979 | agencies will be billed. Early release due to weather | Completed Completed |
| 5-79 | 1/18/1979 | Early Release - January 16, 1979 | Informational: strip cards not stamped will not be | Completed |
| 4-79 | 1/17/1979 | Applications | returned to the applicant (lack of funds). | Completed |
| 1.10 | | | Recommendation on wording for notification of interview | |
| | | | (don't say "if you are interested" - this implies that the | |
| 3-79 | 1/4/1979 | Notification and Interview of Applicants | applicant has the option of refusing). | Completed |
| | | | Informational: rules applied to emergency, temporary, | |
| | | | or provisional appointments and the need to be qualified | |
| 0.70 | | Certification of Eligibles on Emergency, Temporary or | and on the register within the appropriate time frame, or | Effectively superseded by policy/procedure |
| 2-79 | 1/2/1979 | Provisional Appointments | termination is required. informational: advertising classes and publishing | development. |
| | | Open Competitive Advertisements and Career | Career Bulletins only once monthly. AP's will continue | |
| 1-79 | 1/2/1979 | Opportunity Bulletins | to be published as received. (see 20-77) | Completed |
| | .,_, | Advisory Ruling Clarifying the Intent of Personnel Rule | | Completed |
| 30-78 | 12/20/1978 | | Informational bulletin on subject rule. | Effectively superseded by changes in laws |
| | | Notice of Hearing on Personnel Rules Governing | | |
| 29-78 | 12/13/1978 | Intermittent Employment | Announcement of public hearing on rulemaking | Completed |
| | | Employee Recognition Program - Retirees & Long-Term | | |
| 28-78 | 11/2/1978 | Employees | Reference 18-78. Informational. | Completed |
| 27-78 | 10/18/1978 | 1979 Holiday Schedule | List of Holidays for 1979 Establishment and implementation of the | Updated |
| 26-78 | 9/29/1978 | Apprentice/Trainee Program | Apprentice/Trainee Program. | Completed |
| 20-10 | 3123/13/0 | | Establishment and implementation of the Distinguished | Completed |
| 25-78 | 8/8/1978 | Distinguished Service Awards Program | Service Award Program. | Completed |
| 1 | | | Instructions to address all official correspondence to | · · |
| 1 | | | Department of Personnel to the Commissioner of | |
| 24-78 | 8/8/1978 | Correspondence with the Department of Personnel | Personnel. | Completed |
| 1 | | | Instructions on requesting new positions (use of Form | Effectively superseded by policy/procedur |
| 23-78 | 8/4/1978 | Request for New Positions | FJA 3) | development. |
| 00 -0 | 7/10/1070 | Desurate for Application Information /From Oca | Eliminates providing application status and exam scores | Completed |
| 22-78 | 7/19/1978 | Requests for Application Informatino/Exam Scores | over the phone to agencies. Implements a form for agencies to report daily | Completed |
| 1 | | | attendance numbers, including absences and reasons | |
| 21-78 | 7/11/1978 | Daily Attendance Report | therefor, on a weekly basis. (FORM PER 22) | Completed |
| 1 | .,, | | Authorizes 1 hour of admin leave to employee | 4 |
| 1 | | | scheduled to donate blood at the June 29 and June 30 | |
| 20-78 | 6/5/1978 | Administrative Leave - Blood Donors | American Red Cross bloodmobile in Augusta. | Completed |
| | | | Implements procedures for authorizing payment to | |
| | 1 | | employees for Temporary Assignments to a higher class | Effectively superseded by policy/procedur |
| | | Temporary Transfers - Institutional Services Contract | for 10 or more consecutive work days. | development and collective bargaining. |
| 19-78 | 5/31/1978 | | Requesting agencies to submit a list of retirees each | |
| 19-78 | 5/31/1978 | | an earth for an element of the state of the state of the | |
| 19-78 | 5/31/1978 | | month in order to implement to requirements of the | |
| | | Employee Recognition Program - Patiroon | Emloyee Recognition Program to recognize employees | Completed |
| 19-78 18-78 | | Employee Recognition Program - Retirees | Emloyee Recognition Program to recognize employees upon retirement. | Completed |
| | | | Emloyee Recognition Program to recognize employees upon retirement. Requirements to process all CETA Title III, Summer | Completed |
| 18-78 | 5/15/1978 | Employee Recognition Program - Retirees FJA 2 Procedures for CETA Title III, Summer Program for Economically Disdavantages Youth (SPEDY) | Emloyee Recognition Program to recognize employees upon retirement. | Completed |
| | | FJA 2 Procedures for CETA Title III, Summer Program | Emloyee Recognition Program to recognize employees upon retirement. Requirements to process all CETA Title III, Summer Program for Economically Disadvantaged Youth | |
| 18-78 | 5/15/1978 | FJA 2 Procedures for CETA Title III, Summer Program | Emloyee Recognition Program to recognize employees upon retirement. Requirements to process all CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY) positions using FJA 2 form. | |

| | ISSUED | SUBJECT | NOTES | Status |
|---|--|--|--|---|
| | | | Requirement to process CETA Title III, Your | |
| | | FJA 2 Procedures for CETA Title III, Youth Employment | Employment and Training Program positions using FJA | |
| 15-78 | 5/1/1978 | and Training Program Positions | 2 form. | Completed |
| 14-78 | 4/26/1978 | Addendum #3 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| | | | Direction to review and modify Agency Appeals | |
| | | | Procedures for Performance Appraisal System | |
| | | | (reference Personnel Bulletin 10.4 and Personnel Memo | |
| 13-78 | 4/12/1978 | Agency Appeals Procedures | 10-78). | Completed |
| | | FJA 2 Procedures for CETA Title I, Work Experience | Requirement to process CETA Title I, Work Experience | |
| 12-78 | 4/12/1978 | Program Positions | Program positions using FJA 2 form. | Completed |
| 12.70 | 4/12/10/0 | | Information regarding "residence" versus "domicile" for | Completed |
| | | | purposes of meeting the requirements in statute to be a | |
| | | | resident of the State of Maine in order to be employed in | Effectively superseded by changes in C |
| 11-78 | 3/28/1978 | 5 MRSA Section 556. Residency and Citizenship | the classified service. | Service Law. |
| 11-70 | 5/20/15/10 | o winton dection 350. Residency and onizenship | Explanation of EAP and its use in the Performance | Gervice Law. |
| 10-78 | 3/9/1978 | Personnel Bulletin 10.4, August 30, 1977 | Management System | Completed |
| 10-70 | 3/9/1970 | Fersonner Bulletin 10:4, August 30, 1977 | Direction on establishment of Agency Appeals | Completed |
| | | | Procedures for Performance Appraisal System | |
| 0.70 | 2/0/1079 | Agency Appeals Presedures | | Completed |
| 9-78 | 3/9/1978 | Agency Appeals Procedures | (reference Personnel Bulletin 10.4). | Completed |
| | | | Information regarding the new Automated Employee | |
| | | | File. System expected to be fully operational by July, | |
| 8-78 | 2/27/1978 | Conversion to the Automated Employee File | 1978. Memo expires on August 1, 1978 or sooner. | Completed |
| 7-78 | 2/27/1978 | Addendum #2 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| | 1 | | Revised FJA 2 issued (form for Public Service | |
| | 1 | Position/Project Description & Authorization for Public | Employment positions (CETA, GVIN, PUBLIC WORKS, | Effectively superseded by policy/proced |
| 6-78 | 2/15/1978 | Service Employment | etc.)) - see 15-77. | development. |
| | T | | | Superseded by 30-79, 24-80, 14-05, an |
| 5-78 | 2/14/1978 | Storm Day Policy | Announcement of storm day policy | 09 |
| 4-78 | 2/14/1978 | Early Release - January 20, 1978 | Early release due to weather | Completed |
| - | 1 | ,, ., ., . . | Implements pre-employment medical examination | |
| | 1 | | requirement for government appointments, Title 2, §6 | Effectively superseded by changes in la |
| 3-78 | 2/9/1978 | Medical Examination Requirement | personnel | policy, and procedures. |
| 510 | 2,0,1070 | | Informs agencies that Dept of Personnel will discontinue | |
| | 1 | | practice of furnishing additional names on certifications | |
| | 1 | | | Effectively supercoded by policy/ |
| | | | unless the number of eligibles is fewer than three ("rule | Effectively superseded by policy/proceed |
| 2-78 | 2/8/1978 | Certification | of six"). | development. |
| 1-78 | 2/7/1978 | Early Release - 2/7/78 | Early release due to weather | Completed |
| | | | Announcement of early release of Portland Office of | |
| 26-77 | | December 14, 1977 | Human Services at the request of the City of Portland. | Completed |
| 25-77 | 12/9/1977 | Office Closing | Early release due to weather | Completed |
| | | Changes in the Performance Appraisal Training | | |
| | 1 | Schedule Oulined in Personnel Memorandum 23-77 of | | |
| 24-77 | 12/8/1977 | November 28, 1977 | Changes to the training schedule announced in 23-77 | Completed |
| | | | Announcement of training in the Performance Appraisal | |
| 23-77 | 11/28/1977 | Performance Appraisal Training | System. | Completed |
| 22-77 | | Addendum #1 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| 21-77 | | 1978 Holiday Schedule | List of Holidays for 1978 (include 21-77A - correction) | Updated |
| | | | Change: advertising classes and publishing Career | |
| | | Open Competitive Advertisements and Career | Bulletins only once monthly. AP's will continue to be | |
| | 11/15/1077 | Opportunity Bulletins | published as received. | Completed |
| 20-77 | | | Announcement that a composite salary schedule and an | Completed |
| 20-77 | 11/15/19/7 | | | |
| 20-77 | 11/15/19/7 | Salary Schedule and Alphabetical Listing of Class title | | |
| | | Salary Schedule and Alphabetical Listing of Class title | alphabetical listing of class titles and ranges (Pay Plan) | Completed |
| 20-77 19-77 | | Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 | alphabetical listing of class titles and ranges (Pay Plan) is now available. | Completed |
| | | | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records | Completed |
| 19-77 | 10/26/1977 | and Ranges - PRP-1 | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday | |
| | | | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. | Completed Completed |
| 19-77 | 10/26/1977 | and Ranges - PRP-1 | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) | |
| 19-77 18-77 | 10/26/1977 8/24/1977 | and Ranges - PRP-1 Reduction of Backlogs | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the | Completed |
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| 19-77 18-77 17-77 | 10/26/1977 8/24/1977 8/24/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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 | Completed Completed |
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| <u>19-77</u> <u>18-77</u> <u>17-77</u> <u>16-77</u> | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. Implements requirement that requests for new positions in Public Service Employment (CETA, GVIN, PUBLIC WORKS, etc.) be approved by Office of the Governor | Completed Completed Completed |
| 19-77 18-77 17-77 | 10/26/1977 8/24/1977 8/24/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. | Completed Completed |
| 19-77 18-77 17-77 16-77 15-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer | Completed Completed Completed |
| <u>19-77</u> <u>18-77</u> <u>17-77</u> <u>16-77</u> | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. | Completed Completed Completed |
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| 19-77 18-77 17-77 16-77 15-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. Implements hiring procedures for Public Works Employment | Completed Completed Completed |
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| 19-77 18-77 17-77 16-77 15-77 14-77 13-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) Hiring Procedures - Public Works Employment Act of 1976 Returning Applications Received for Classes closed to | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. Implements hiring procedures for Public Works Employment Changes policy of retaining applications for closed classes until the classes open to returning applications | Completed Completed Completed Completed Completed Completed Effectively superseded by policy/procee |
| 19-77 18-77 17-77 16-77 15-77 14-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) Hiring Procedures - Public Works Employment Act of 1976 | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. Implements hiring procedures for Public Works Employment Changes policy of retaining applications for closed classes until the classes open to returning applications for closed classes to the applicant. | Completed Completed Completed Completed Completed |
| 19-77 18-77 17-77 16-77 15-77 14-77 13-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) Hiring Procedures - Public Works Employment Act of 1976 Returning Applications Received for Classes closed to Recruitment | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. Implements hiring procedures for Public Works Employment Changes policy of retaining applications for closed classes until the classes open to returning applications for closed classes to the applicant. Discontinues use of Personnel Form 15A and | Completed Completed Completed Completed Completed Completed Effectively superseded by policy/procer |
| 19-77 18-77 17-77 16-77 15-77 14-77 13-77 12-77 | 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977 | and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions Position Description and Authorization for Public Service Employment Educational Component - Maine State Government Summer Internship Program (1977) Hiring Procedures - Public Works Employment Act of 1976 Returning Applications Received for Classes closed to Recruitment Procedure for Obtaining Functional Job Analysis Forms | alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. 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. 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. Information on educational program for MSG Summer Interns. Implements hiring procedures for Public Works Employment Changes policy of retaining applications for closed classes until the classes open to returning applications for closed classes to the applicant. Discontinues use of Personnel Form 15A and implements Administrative Report of Work Content | Completed Completed Completed Completed Completed Effectively superseded by policy/proceed development. |
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| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|--|---|
| | | | Changes overtime compensation cutoff from range 17 to | Supereded by subsequent changes in |
| 5-77 | 1/20/1977 | Overtime Compensation | range 20 (see Personnel Bulletin 5.4) | policy and collective bargaining. |
| | | | Changes Performance Appraisal appeals procedures | |
| 4-77 | 1/18/1977 | Performance Appraisal Appeals | (see Personnel Bulletin 10.2) | Completed |
| | | | Defines "essential services" as used in previous Memo | |
| 3-77 | 1/17/1977 | Personnel Memorandum 2-77 - Essential Services | (2-77) | Completed |
| 2-77 | 1/10/1977 | Office Closing | Early release due to weather | Completed |
| 1-77 | 1/4/1977 | Clerical Training Program | Announcement of a clerical training program | Completed |
| | 1/4/10/1 | oloridal fraining frogram | | Completed |
| | | | New form (monthly report) required. Information on new | |
| | | Monthly Report of Classified and Unclassified | hires, promotion, separations, layoffs, transfers in and | |
| 24-76 | 12/21/1076 | Employees | out, and projected new positions (including reasons). | Completed |
| 24-70 | 12/21/19/0 | Employees | Requests updated position descriptions and minimum | Completed |
| | | | qualifications (when recruiting) if changes have occurred | |
| 00 70 | 40/47/4070 | Undeted Desition Descriptions | | Currenteeded by 0.77 |
| 23-76 | 12/17/1976 | Updated Position Descriptions | since position as last announced. | Superseded by 9-77 |
| | | | Requests submission of appropriate form to implement | |
| | | | legislatively authorized salary increase (5%) for Title 2, | |
| 22-76 | 12/10/1976 | Salary Increases for Title 2, Section 6 officers | Section 6 officers | Completed |
| | | | Initiation of Staff Development Program for Department | |
| 1 | | | of Personnel employees. Required attendance for all | |
| 21-76 | 12/8/1976 | Personnel Department Staff Development Training | Department of Personnel employees. | Completed |
| 20-76 | 12/6/1976 | 1977 Holiday Schedule | List of Holidays for 1977 | Updated |
| | | | Requests information on hiring (from 1972-1976), | |
| | | | including numbers of employees (class/unlcass/temp), | |
| 19-76 | 11/9/1976 | Personnel Reporting | whether increased or decreased, and reasons | Completed |
| 10.10 | | · · · · · · · · · · · · · · · · · · · | Describes eligibility requirements for payment of the | |
| 18-76 | 11/5/1976 | Eligibility for Transitional Allowance | Transitional Allowance | Completed |
| 10-70 | 11/3/13/0 | | Request certain "courtesies" when visiting Department | Completed |
| 17-76 | 10/20/1076 | Visits to the Department of Personnel | of Personnel | Completed |
| 17-70 | 10/29/1970 | Visits to the Department of Personnel | Adds requirement for department head signature | Completed |
| 10 70 | 40/07/4070 | Deguasta far Desition Astion | | Completed |
| 16-76 | 10/27/1976 | Requests for Position Action | (Commissioner/Director) on position action requests | Completed |
| | | Ammend Personnel Bulletin 5.8 relative to Non- | | |
| | | Standard workweek classifications and compensation | Adds Forest Watchperson and Forest Rangers I, II, III to | |
| 15-76 | 10/21/1976 | procedures | list | Completed |
| | | | Information: No longer necessary to prepare "Exception | |
| 14-76 | 10/15/1976 | Preparation of "Exception Requests" | Requests" to fill vacant positions | Completed |
| | | | Announcement of course in supervision for first-line | |
| 13-76 | 10/1/1976 | Supervisory Training for First-line Supervisors | supervisors. | Completed |
| 12-76 | 10/1/1976 | Clerical Training Program | Announcement of a clerical training program | Completed |
| | | | Information on criteria for non-standard workweek; | |
| | | | requests agencies to identify appropriate classfications | Effectively superseded by policy/proced |
| 11-76 | 9/28/1976 | Identification of Non-Standard Classifications | which meet criteria. | development and collective bargaining. |
| | | | Amends eligibility rquirements for payment of the Appeal | |
| | | | Period Allowance (reference joint Personnel/Controller | |
| 10-76 | 9/21/1976 | Eligibility for Appeal Period Allowance | Memorandum dated 6/28/1976) | Completed |
| | | | Informational: new telephone listing for Department of | |
| 9-76 | 9/14/1976 | Personnel Department Telephone Listing | Personnel | Completed |
| 3-10 | 5/1-/19/0 | Attendance at Temporary Compensation Review Board | Guidance memo on admin leave and vacation leave use | oonpieted |
| 0 76 | 9/0/1070 | | | Completed |
| 8-76 | 8/9/1976 | Hearings | for TCRB Hearings. | Completed |
| 7 70 | 0/17/1070 | Cupaniana, Training for First line Our and ser | Announcement of course in basic supervision for first- | Completed |
| 7-76 | 6/17/1976 | Supervisory Training for First-line Supervisors | line supervisors. | Completed |
| 6-76 | 6/8/1976 | Clerical Training Program for Current State Employees | Announcement of a clerical training program | Completed |
| | | Designation of Automotive Mechanic Foreman as non- | | |
| 5-76 | 6/7/1976 | competitive | Makes Auto Mechanic non-competitive (direct hire) | Completed |
| | | | Information: No union organizing activities allowed in | |
| | | | State facilities on State time. If alleged, investigation | |
| | | Alleged Violations of the State Policy Regarding Union | should be done and legal advice sought to determine | |
| 4-76 | 3/22/1976 | Activity on State Time | discipline. | Essentially active |
| 1 | | | Announcement of course in basic supervision for first- | , , , , , , , , , , , , , , , , , , , |
| 3-76 | 3/11/1976 | Supervisory Training for First-line Supervisors | line supervisors. | Completed |
| 510 | 3,11,1370 | | Announcement of a clerical training program (steno, | |
| 2-76 | 3/11/1976 | Clerical Training Program for Current State Employees | typing, business math, business english, etc.) | Completed |
| 2-10 | 5/11/19/0 | Cionoar manning riogram for Current State Employees | General information on right to express oneself at | oonpieted |
| | I | | legislative hearings. "State time" only if authorized; | |
| | | | | |
| 1-76 | | Attendance at Legislative Public Hearings | otherwise, on own time. | See 1-86 |