	NUMBER	ISSUED	SUBJECT	NOTES	Status
			5 1 10 5 5 1	En	
	8-19	0/13/2010	Reemployment of Retired State Employees Supersedes Human Resources Memorandum 10-17	Eliminates the 75% salary restriction and the 5 year limitation on rehired retired State Employees.	Active
	0-19	9/13/2019	Supersedes Human Nesources Memorandum 10-17	Prohibits the State from inquiring into the compensation	Active
			Compensation History Questions in the Recruitment	history of a prospective employee prior to the offer of	
	7-19	9/13/2019	Process	employment.	Active
				Prohibits the State from including on its application	
				forms "any questions regarding an applicant's criminal	
				history except when, due to the nature and requirements	
	6-19	0/11/2010	Criminal History Questions on Application Forms for Positions in Maine State Government	of the position, a person who has a criminal history may be disqualified from eligibility for the position."	Active
	0-19	3/11/2013	1 Ostrons in Maine State Government	be disqualified from engionity for the position.	Active
				Prohibits the State from including on its application	
				forms "any questions regarding an applicant's criminal history except when, due to the nature and requirements	
			Criminal History Questions on Application Forms for	of the position, a person who has a criminal history may	
	5-19	7/11/2019	Positions in Maine State Government	be disqualified from eligibility for the position."	Superseded by 6-19
	4.40	0/20/2040	Voluntary Employee Incentive Program (VEIP): July 1,	Announcement of extension of VEIP through June 30,	Antivo
	4-19 3-19		2018 through June 30, 2021 Revised Value of Benefits When Publishing Salaries	2021. Updates to Benefits Statements (effective 7/1/2019)	Active Active
	- 10	0.20.20.0	2019 and 2020 Holiday Schedules For State Agency	(-1111-111-111-111-111-111-111-111-11-11	
			Employees Not Covered By A Collective Bargaining		A
	2-19	1/17/2019	Agreement New Process for Hiring Justifications and Management-	List of Holidays for 2019 & 2020	Active
	1-19	1/8/2019	Initiated Reclassifications and Reorganizations	Supersedes HR Memoranda 4-16, 2-17, 7-17, and 3-18	Active
	4-18	6/8/2018	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2018)	Udated by 3-19
ĺ			New Process for Management-Initiated Reclassifications	Supersedes HR Memorandum 2-17. Updates process for submitting management initiated	
ĺ	3-18	1/31/2018	(Supersedes Human Resources Memorandum 2-17)	reclassifications/reorganizations.	Superseded by 2-19
				Supersedes HR Memorandum 2-13. Updates procedure	
	2.46	4/0/001-	Reemployment of Retired State Employees and the	to set salary at minimum wage if 75% provision in	Activo
	2-18	1/9/2018	Minimum Wage 2018 & 2018 Holiday Schedule for State Agency	statute conflicts with minimum wage law.	Active
			Employees Not Covered by a Collective Bargaining		
	1-18	1/9/2018	Agreement	List of Holidays for 2018 & 2019	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.	Superseded by 8-19
			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. Guidelines on what types of decorations and	Active
				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
	7.47	40/40/0047	Filling Vacancies (Update) (ref: Human Resources	Updates the Hiring Justification Form issued in HR	Supercoded by 2.40
	7-17 6-17		Memorandum 4-16) Revised Value of Benefits When Publishing Salaries	Memo 4-16 Updates to Benefits Statements (effective 7/1/2017)	Superseded by 2-19 Updated by 4-18
			Voluntary Employee Incentive Program (VEIP): July 1,	Announcement of extension of VEIP through June 30,	
			2017 through June 30, 2019 Employment Eligibility Verification - Form I-9	2019. Revision of Form I-9	Updated by 4-19 Active
	4-17	02/07/2017	New and Updated Policies Regarding A Drug Free	New Drug Free Workplace Policy and new Policy	Active
			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 Implements a new process for Management-Initiated	Active
				reclassifications, including a new FJA-MI form and a	
				Justification Form which requires the Governor's Office	
	2-17	1/19/2017	New Process for Management-Initiated Reclassifications	reivew and approval.	Superseded by 3-18
			2017 & 2018 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining		
	1-17	1/17/2017	Agreement	List of Holidays for 2017 & 2018	Active
				Directive from Governor requiring Governor's Office	
	4-16	7/19/2016	Filling Vacancies	review and approval before filling positions. Hiring Justification Form.	Superseded by 2-19
	3-16	5/23/2016	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2016)	Updated by 6-17
			•		
	2-16	1/22/2016	Update to the State's Standard Overtime Compensation Policy	Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions.	Active
	2-10	1,22,2010	2016 Holiday Schedule for State Agency Employees Not	. s.e.,	7.00.0
<u> </u>	1-16	1/6/2016	Covered by a Collective Bargaining Agreement	List of Holidays for 2016	Updated
				Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos	
	8-15	12/17/2015	Filling Vacancies - Update 2	5-15 and 7-15.	Superseded by 4-16
				Update to HR Memo 5-15. Removes requirement for	
	7-15	7/31/2015	Filling Vacancies - Update	Hiring Justification Form for all but new positions and positions vacant more than 90 days.	Superseded by 8-15
			Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2015)	Updated
			3	Announcement that all vacancies must be approved to	
	E 1E	7/0/0045	Filling Vacancies	fill by the Governor's Office prior to filling. Includes Hiring Justification Form.	Supercoded by 7.15
-	5-15	7/2/2015	Filling Vacancies Voluntary Employee Incentive Program (VEIP): July 1,	Announcement of extension of VEIP through June 30,	Superseded by 7-15
		7/1/2015	2015 through June 30, 2017	2017.	Updated by 5-17
L		5/19/2015	UPDATED Personal Use of Social Media Policy	Update to HR Memo 2-15	Active
-	2-15	4/7/2015	Personal Use of Social Media Policy 2016 Holiday Schedule for State Agency Employees Not	Issuance of policy on personal use of social media	Updated by 4-15
L	1-15	2/11/2015	Covered by a Collective Bargaining Agreement	List of Holidays for 2016	Updated
	3-14	6/17/2014	Longevity Pay and Merit Freezes	Announcement of end to Longevity and Merit Freezes	Completed
<u> </u>	2-14	6/16/2014	Revised Value of Benefits When Publishing Salaries 2015 Holiday Schedule for State Agency Employees Not	Updates to Benefits Statements (effective 7/1/2014)	Updated
1	1-14	1/15/2014	Covered by a Collective Bargaining Agreement	List of Holidays for 2015	Updated

NUMBE	R ISSUED	SUBJECT	NOTES	Status
		Langevity Pay and Marit Increases for Fiscal Vegrs 2014	Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freeze on	
5-13	7/9/2013	and 2015	June 30, 2013.	Updated by 3-14
4-13	7/9/2013	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2013)	Updated by 6 1-4
1.10	170/2010	Voluntary Employee Incentive Program (VEIP): July 1,	Announcement of extension of VEIP through June 30,	
3-13	7/3/2013	2013 through June 30, 2015	2015.	Updated
			Implementation of procedure to set salary at minimum	
		Reemployment of Retired State Employees and the	wage if 75% provision in statute conflicts with minimum	
2-13	3/21/2013	Minimum Wage	wage law.	Superseded by 2-18
1-13	1/9/2013	2014 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 2014	Updated
1-13	1/9/2013	Newspaper Job Advertising (reference HR Memorandum	Modification of process: implements blanket approval	Opualed
3-12	10/9/2012	3-08)	and elimination of requirement for prior approval.	Active
		Drug And Alcohol Testing Policy For Employees In		
		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
	0, 10, 20 11		Announcement of special retirement incentive program	
			(under PL 2011, Chapter 380, Part Z). Provides a cash	
5-11	6/27/2011	2011 Retirement Incentive Program	incentive.	Program expired
		Longevity and Merit Freezes for Fiscal Years 2011-201	Announcement of Longevity and Merit Freezes in	
4-11	6/24/2011	and 20-12-2013	accordance with PL 2011, Chapter 380, Part E	Updated
3-11	6/24/2011	Revised Value of Benefits When Publishing Salaries Voluntary Employee Incentive Program (VEIP): July 1,	Updates to Benefits Statements (effective 7/1/2011) Announcement of extension of VEIP through June 30,	Updated
2-11	6/24/2011	2011 through June 30, 2013	2013.	Updated
4-11	0,27,2011	2012 Holiday Schedule for State Agency Employees Not		
1-11	1/6/2011	Covered by a Collective Bargaining Agreement	List of Holidays for 2012	Updated
		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	Announcement and clarification of options for	
		Available To Confidential Employees Who Are Elected, Who Are Appointed For A Fixed Term, or Who "Serve At	employees in a position with optional membership in MainePERS (includes info on one-time irrevocable	
2-10	5/19/2010	The Pleasure Of" Their Appointing Authority	choice).	Active
	0/10/2010	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
14-09	9/16/2009	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 10/1/2009)	Updated
			Reiterate and expand on information from HR Memos 7-	
13-09	6/19/2009	Reemployment of Retired State Employees	01 and 2-02.	Updated by 6-11
12-09	6/19/2009	Merit Freezes for Fiscal Years 2009-2010 and 2010- 2011	Announcement of Merit Freezes in accordance with PL 2009, Chapter 213, Part SSS	Undeted
12-09	0/19/2009	2011	Information and instructions concerning processing and	Updated
			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
	0,,		Announcement of special retirement incentive program	
1			(under PL 2009 Chanter 213 Part V) Provides a cash	
9-09		2009 Retirement Incentive Program	(under PL 2009, Chapter 213, Part Y). Provides a cash incentive	Program expired
9-09	6/4/2009	2009 Retirement Incentive Program	(under PL 2009, Chapter 213, Part Y). Provides a cash incentive. Updates to Benefits Statements (effective 7/1/2009).	Program expired
9-09		2009 Retirement Incentive Program Revised Value of Benefits When Publishing Salaries	incentive.	Program expired
9-09 8-09		Revised Value of Benefits When Publishing Salaries (second corrected version)	incentive. Updates to Benefits Statements (effective 7/1/2009).	Program expired Updated
8-09	6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version)	Updated
8-09 7-09*	6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version)	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009)	Updated Updated
8-09	6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009)	Updated
8-09 7-09*	6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version)	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009)	Updated Updated
8-09 7-09*	6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office	Updated Updated
8-09 7-09* 7-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government	Updated Updated Updated
8-09 7-09* 7-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days)	Updated Updated Updated
8-09 7-09* 7-09 6-09 5-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS	Updated Updated Updated Process complete Superseded by 6-09
8-09 7-09* 7-09 6-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06)	Updated Updated Updated Process complete
8-09 7-09* 7-09 6-09 5-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of	Updated Updated Updated Process complete Superseded by 6-09
8-09 7-09* 7-09 6-09 5-09 4-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17
8-09 7-09* 7-09 6-09 5-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of	Updated Updated Updated Process complete Superseded by 6-09
8-09 7-09* 7-09 6-09 5-09 4-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System)	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17
8-09 7-09* 7-09 6-09 5-09 4-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17
8-09 7-09* 7-09 6-09 5-09 4-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active
8-09 7-09* 7-09 6-09 5-09 4-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17
8-09 7-09* 7-09 6-09 5-09 4-09 3-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 2/25/2009 2/9/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury.	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 2-09 1-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009 2/9/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active
8-09 7-09* 7-09 6-09 5-09 4-09 3-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 2/25/2009 2/9/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 8-09. Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 2-09 1-09 4-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form 1-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008)	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 2-09 1-09	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009 2/9/2009	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132.	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 2-09 1-09 4-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 1-09 4-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising)	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated Updated Updated Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 2-09 1-09 4-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising) Alternate Work Schedules	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 1-09 4-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising) Alternate Work Schedules 2009 Holiday Schedule for State Agency Employees Not	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 8-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83.	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated Updated Updated Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 1-09 4-08 3-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008 5/15/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising) Alternate Work Schedules 2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days). Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated Updated Updated Updated Updated Active
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 1-09 4-08 3-08 1-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/25/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008 5/15/2008 1/8/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part Yry (General Fund savings from employment advertising) Alternate Work Schedules 2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement FY 2008 Hiring Freeze - PER-15 Requisition For	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83. List of Holidays for 2009 Clarification of HR Memo 4-07. Additional requirement to submit evidence that prior approval from Budget has	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated
8-09 7-09* 7-09 6-09 5-09 4-09 3-09 1-09 4-08 3-08	6/4/2009 6/4/2009 6/4/2009 6/4/2009 5/27/2009 5/22/2009 2/9/2009 1/12/2009 1/8/2009 5/21/2008 5/15/2008	Revised Value of Benefits When Publishing Salaries (second corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries (corrected version) Revised Value of Benefits When Publishing Salaries State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 State Government Office Closures Employment Eligibility Verification - Form I-9 Early Release Protocol for the Executive Branch Administrative Leave - Workers Compensation 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Revised Value of Benefits When Publishing Salaries Newspaper Job Advertising: Public Law 2008, Chapter 539, Part Yry (General Fund savings from employment advertising) Alternate Work Schedules 2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement FY 2008 Hiring Freeze - PER-15 Requisition For	incentive. Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) Updates to Benefits Statements (effective 7/1/2009) Updates to Benefits Statements (effective 7/1/2009) Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. List of Holidays for 2010 Updates to Benefits Statements (effective 7/1/2008) Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83. List of Holidays for 2009 Clarification of HR Memo 4-07. Additional requirement	Updated Updated Updated Process complete Superseded by 6-09 Updated by 4-17 Active Active Updated Updated Updated Updated Updated Updated Updated Updated by 3-12 Active

NUMBER	ISSUED	SUBJECT	NOTES	Status
			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
		Executive Order 01 FY 08-09 - Special Budget and	Hiring freeze memo (includes previous blanket	
4-07	7/1/2007	Expenditure Order of July 1, 2007	exceptions as well as Q & A)	Updated
3-07	6/12/2007	Extension of Voluntary Cost Savings Programs: July 1, 2007 - June 30, 2009	Extension of VCSP through June 30, 2009	Updated
2-07	6/11/2007	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2007)	Updated
4.07	4 10 10007	2008 Holiday Schedule for State Agency Employees Not	List of Halidaya for 0000	Hadasa d
1-07	1/9/2007	Covered by a Collective Bargaining Agreement Amendment to Implementation of Human Resource	List of Holidays for 2008	Updated
8-06	10/30/2006	Components of Security Protocols	Amendment to HR Memo 7-06	Active
			Implementation of HR components of agency	
7-06	9/13/2006	Implementation of Human Resource Components of Security Protocols	information security policies (includes personnel screening policy, etc.)	Updated by 8-06
	0/10/2000	Executive Order 17 FY 06-07 - Special Budget fn	Hiring freeze memo (includes previous blanket	
6-06	7/6/2006	Expenditure Order of July 1, 2006	exceptions as well as Q & A)	Updated
5-06	6/19/2006	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 7/1/2006) Information on Family Military Leave (for spouse,	Updated
		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
		Consideration of Criminal Convictions in the	Clarification of process for consideration of candidates	
2-06	3/15/2006	Employment Selection Process 2007 Holiday Schedule for State Agency Employees Not	for employment who have a criminal record	Active
1-06	2/21/2006	Covered by a Collective Bargaining Agreement	List of Holidays for 2007	Updated
14-05	11/23/2005	Early Release Protocol for Executive Branch	Clarification of Early Release Protocol	Updated by 3-09
		Summary of Employment Benefits for Employees Who 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	7/25/2005	Revised Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 9/1/2005)	Updated
11.05	7/5/2005	Executive Order 1 FY 05-06 - Special Budget and Expenditure Order of July 1, 2005	Hiring freeze memo (includes previous blanket exceptions as well as Q & A)	Updated
11-05	7/5/2005	Experiditure Order of July 1, 2005	Announcement of new Tear-Off Cover Sheet for FJA-1's	Opualed
		Implementation of Legislative Resolve Regarding	and agreement with MSEA regarding interest	
10-05 9-05	6/24/2005 6/6/2005	Employee-Initiated Reclassification Requests Revised Value of Benefits When Publishing Salaries	calculations. Updates to Benefits Statements (effective 7/1/2005)	Active Updated
9-03	0/0/2003	Amendment to Human Resources Memorandum 17-93	opuates to benefits Statements (effective 7/1/2005)	Opualed
		Entitled "Implementation of Maine State Government	Announcement that "significant other" (and its definition)	
0.05	C/2/200E	Family and Medical Leave Policy, Effective August 5,	is being added to the MSGFML in order to comply with	Antivo
8-05	6/3/2005	1993" Pilot Implementation of Personnel Security Protocols -	the State's non-discrimination policy. Announcement of subject pilot program to be	Active
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
C 0F	4/40/2005	Extension of Voluntary Cost Savings Programs: July 1,	Estancian of VCCD through June 20, 2007	I la data d
6-05	4/12/2005	2005 - June 30, 2007	Extension of VCSP through June 30, 2007 Statement that it is the State's policy to comply with the	Updated
5-05	4/5/2005	FLSA Salary Basis Policy	salary basis requirements of the FLSA.	Active
4.05	0/44/0005	Voterene Benefite Impressement Act	Announcement of new poster for posting on bulletin	Antivo
4-05	3/11/2005	Veterans Benefits Improvement Act 2006 Holiday Schedule for State Agency Employees Not	boards. Explains USERRA rights 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 Social Security Protection Act of 2003 - Disclosure To	Updates to Benefits Statements (effective 4/1/2005) Announcement of subject federal law and the	Updated
		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
0.04	44/20/2004	Executive Order 26 FY 04-05 - Special Budget and Expenditure Order of November 24, 2004	Hiring fragge mama	Lindated
9-04	11/29/2004	Payment of Lump Sum Longevity for Confidential	Hiring freeze memo Instructions for processing lump sum longevity bonus for	Updated
8-04	11/9/2004	Employees	confidential employees.	Program completed
			Instructions for processing the lump-sum payment for 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 5-04	7/7/2004 6/29/2004	Use of Sick Leave Workers' Compensation / FML Revised Value of Benefits When Publishing Salaries	compensation situation.	WC and FML no longer run concurrently. Updated
3-04	0/29/2004	Incressed value of benefits when Publishing Salaries	Updates to Benefits Statements (effective 7/1/2004) Reminder that merit increases begin again on July 1,	Opualeu
4-04	6/4/2004	Reinstatement of Merit Increases	2004	Completed
1	1		Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate.	Updated
3-04	3/22/2004	Revised Value of Reposite When Publishing Coloring		
3-04 2-04	3/22/2004 3/17/2004	Revised Value of Benefits When Publishing Salaries Value of Benefits When Publishing Salaries	Updates to Benefits Statements (effective 4/1/2004)	Updated
2-04	3/17/2004	Value of Benefits When Publishing Salaries 2005 Holiday Schedule for State Agency Employees Not	Updates to Benefits Statements (effective 4/1/2004)	Updated
		Value of Benefits When Publishing Salaries 2005 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	Updates to Benefits Statements (effective 4/1/2004) List of Holidays for 2005	
2-04	3/17/2004 2/12/2004	Value of Benefits When Publishing Salaries 2005 Holiday Schedule for State Agency Employees Not	Updates to Benefits Statements (effective 4/1/2004)	Updated
2-04 1-04	3/17/2004 2/12/2004	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	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	Updated Updated
2-04 1-04 11-03	3/17/2004 2/12/2004 11/10/2003	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	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	Updated Updated Program completed
2-04 1-04	3/17/2004 2/12/2004	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	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	Updated Updated
2-04 1-04 11-03	3/17/2004 2/12/2004 11/10/2003	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"	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	Updated Updated Program completed
2-04 1-04 11-03	3/17/2004 2/12/2004 11/10/2003 8/19/2003	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	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	Updated Updated Program completed Active
2-04 1-04 11-03	3/17/2004 2/12/2004 11/10/2003 8/19/2003	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	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	Updated Updated Program completed Active
1-04 11-03 10-03 9-03	3/17/2004 2/12/2004 11/10/2003 8/19/2003 8/11/2003	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:	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	Updated Updated Program completed Active Updated
2-04 1-04 11-03 10-03 9-03 8-03	3/17/2004 2/12/2004 11/10/2003 8/19/2003 8/11/2003 7/30/2003	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	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.	Updated Updated Program completed Active Updated Program expired
1-04 11-03 10-03 9-03	3/17/2004 2/12/2004 11/10/2003 8/19/2003 8/11/2003	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:	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	Updated Updated Program completed Active Updated

Mortin Precise for Finace Year 200-2005 (Superiored Autoconcernet of Men) Precise Program considered	NUMBER	IECUED	CUR IFCT	NOTES	Status
Science Scie	NUMBER	ISSUED	SUBJECT Merit Freezes for Fiscal Year 2003-2004 (Supersedes	NOTES	Status
4-000 Vegace of Benefits When Publishing Statistics Update of June 1997 Annual Statistics When Publishing Statistics Update of June 1997 Annual Statistics When Publishing Statistics Update of June 1997 Annual Statistics When Publishing Statistics Update of June 1997 Annual Statistics When Publishing Statistics Update of June 1997 Annual Statistics When Publishing Statistics When When Publishing Statistics When When When When When When When When	5-03	6/20/2003		Corrected Announcement of Merit Freeze	Program completed
Additional Content Name Content		. / /			
Section Advanced Compress Department Section Section Programs Land Department Section Section Programs Land Department Programs	4-03	4/23/2003		Announcement of Merit Freezes	Updated by 5-03
Sensession of YouTrang Coal Service Programs July 1 14-02 19-000 - June 3 (2) 2005 15-02 19-000 - June 19-000 - Ju	3-03	4/9/2003		Updates to Benefits Statements (effective immediately)	Updated
Processing and recordinging variations can be provided in the processing and recordinging program strategies Program exproed			Extension of Voluntary Cost Savings Programs: July 1,		-,
1-03 382203 Temporary Land T. Tasafdry, April 22, 2003 Implementing amporary langer for April 22, 2003 Program explicit of June 1 (1) 12, 100, 2004 Program of Lineary Completed Proces (Supersaches IR) Revision on processing jump such long-row for Conference of Lineary Completed Processing Completed Pro	2-03	4/4/2003	2003 - June 30, 2005		Updated
19-02 12/15/2000 Completed increase [Relective Description 20, 2002 Instructions on processing general increase Completed	1-03	3/6/2003	Temporary Layoff - Tuesday April 22, 2003		Program expired
As of Cordered Into the Armed Forces (Supersided IR) 1-902 115/000 Postport of Luny Sun Language for Confidence in Supersided Ly 13-05 1-902 117/200 Postport of Luny Sun Language for Confidence in Supersided Ly 13-05 1-903 117/200 Postport of Luny Sun Language for Confidence in Supersided Ly 13-05 1-903 117/200 Postport of Luny Sun Language for Confidence in Supersided Ly 13-05 1-904 117/200 Postport Confidence in Supersided Ly 13-05 1-904 117/200 Postport Confidence in Supersided Ly 13-05 1-905 117/200 Postport Confidence in Supersidence i					
1920 11/25/200 Memoritanic P. 2010 Dispersion of the 21-2010 New Information on subject benefits. Superindent by 13-2010 11/25/200 Payment of Large He Vacancies on Peter Services for processing June 2011 Payment of Large He Vacancies on Peter Services on Peter Ser			Summary of Employment Benefits for Employees Who	, 50	·
14-00 117/2007 Engloyees (Competed Competed Comp					0
15-02 101/2000 Posting Direct Hire Vacancies 15-02 101/2000 Posting Direct Hire Vacancies 15-02 101/2000 Posting Direct Hire Vacancies 15-03 101/2000 Transformation Day Postines 11-03 202 101/2000 Transformation Day Postines 11-04 202 101/2000 Transformation Day Postines 11-05 202 101/2000 Transformation Day Postines 11-05 202 101/2000 Transformation Day Postines 15-05 203 101/2000 Transport Light Day Schoolade for State Agency Employees Not 15-05 7/24/2000 Covered by a Collection Resignating Agenteric 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transport Light Total Light Days for Incidentianal Employees 15-05 203 101/2000 Transpo	15-02	11/25/2002			Superseded by 13-05
19-20 19-19-200 Proteins Direct First Visconides 19-20 19-19-200 Translational by Protitions 19-20 19-200 Translational by Protitions 19-20 19-200 Translational by Protitions 19-20 19-200 Translational by Protitions 19-20 29-200 Translational School State Agrony Errophysics Note 19-200 19	14-02	11/7/2002			Completed
19-20 9182002 Transitional Duty Positions 19-20 920002 Course by a Collaction Stagashing Agreement. 19-20 731/2002 Temporary Lyadif Department of Completed Stagashing Agreement. 19-20 731/2002 Temporary Lyadif Department Stagashing Agreement. 19-20 7220002 Temporary Lyadif Department Stagashing Agreement. 19-20 7220002 Temporary Lyadif Department Stagashing Stagashing Update of Completed Stagashing Stagas					
1-02 9140-000 Transitional Durk Proteinors 1-10 2003 Holds for State Agency Employees Not 1-10 2003 Holds for State Agency Employees Not 1-10 2003 Holds for State Agency Employees Not 1-10 2004 Holds for State Agency Employees Not 2004 Holds for State Employees and Teachers Extensive Districts of State Employees Not 2004 Holds for State Agency Employees Not 2004	13-02	10/1/2002	Posting Direct Hire Vacancies		Updated by 5-07
11-102 86262002 Covered by a Celective Disagrating Agreement Services (1997) and the Complete Services Services Services (1997) and the Complete Services Services Services (1997) and the Complete Services Services Services Services Services (1997) and the Complete Services	12-02	9/18/2002	Transitional Duty Positions		Active
Topic Temporary Layoff - October 11, 2002 Temporary Layoff - October 11, 2002 Topic			2003 Holiday Schedule for State Agency Employees Not		
1002 731,000 Temporary Layoff Coctober 11, 2002 Value of Beneficial When Publishing Statistics Update of Publishing St	11-02	8/26/2002	Covered by a Collective Bargaining Agreement		Updated
9-92 724/2002 Current Research When Publishing Stalaries: Update of Updates to Benefits Statements (effective immediately) Updated Current Research Current Res	10.02	7/21/2002	Temporary Layoff - October 11, 2002		Completed
Society Program Prog	10-02	1/31/2002		implementing temporary layou for October 11, 2002.	Completed
Section Processing processing processing section Completed	9-02	7/24/2002	Current Rates		Updated
Separation of overtime provisions of the subpler memors and the prohibition to permit unschilled overtime with the property in the July 5 earned of the property of day should be completed overtime with the property layed for July 5, 2002	0.00	7/0/0000	Townson, Lovett Dove for lastitudes of Free lev		Completed
Operation in Executive Order of FY01-02 and HR without the proper prior approved in white the proper prior approved in the sum of the sum of the proper prior approved in the sum of	8-02	1/2/2002	тетпротату Layott Days for Institutional Employees		Completed
Amendment to Human Resource Memorandum 4-02 Amendment to 7-04 Amendment to			Governor's Executive Order 05 FY01-02 and HR		
Amendment to Human Resource Memorandum 4-02: operation of Regregative July 11, 2002 instructions on processing general increases (Completed Completed Processing and recordiscepting instructions on implementing temporary layoff for July 5, 2002 in the flags before July 12, 2002 in the July 12, 2002 in t	7-02	6/28/2002	Memorandum 6-02		Completed
6-02 626/2003 (Emporary Layoff for July 5, 2002 overtime. Completed 5-02 626/2003 (Emporary Layoff for July 5, 2002 overtime. Completed 5-02 621/2002 (Emporary Layoff for July 5, 2002 overtime. Completed 5-02 621/2002 (Emporary Layoff for July 5, 2002 overtime. Completed 5-02 621/2002 (Emporary Layoff for July 5, 2002 overtime. Completed 5-03 5-04 5-10/2002 (Expenditure Order of May 2002 (Expenditure			Amendment to Human Resource Manager dum 4 00:		
Security Complete Secu	6-02	6/26/2002			Completed
## doctors					
4-02 6/21/2002 Implementing Temporary Layoff for July 5, 2002 5-02 5/10/2002 Expective Order 55 FV 10/2-02 - Special Budget and Expenditure Order of May 2002 Amendment to 7-01: Implementation of Public Law 2001. 1-02 3/21/2002 Spaines: Update of Current Raises 1-02 3/18/2002 Spaines: Update of Current Raises 1-02 3/18/2002 Spaines: Update of Current Raises 1-02 3/18/2002 Spaines: Update of Current Raises 1-03 3/18/2002 Spaines: Update of Denefits When Publishing Spaines: Update of Update Spaines: Update Office Spaines: Update			,	Processing and recordkeeping instructions on	•
Security e Order o FY of 1-02 - Special Budget and Hiring freeze memo Expired	4.00	0/04/0000			
Amendment to 7-01: Implementation of Public Law 2001. 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 for the 5%. Retirement Option. 2-02 3/21/2002 State Employees and Teachers Returning to Service 1-02 3/29/2002 Salaries: Update of Current Raties 1-02 3/18/2002 Current Raties 1-03 3/18/2002 Current Raties 1-04 10/5/2001 Amendment of Current Raties 1-05 10/5/2001 Amendment of Current Raties 1-05 10/5/2001 Amendment of Current Raties 1-06 10/5/2001 Salaries: Update of Current Raties 1-07 10/5/2001 Amendment of Current Raties 1-08 10/5/2001 Amendment of Current Raties 1-09 10/5/2001 Amendment Denote the Amend Forces 1-09 10/5/2001 Amendment Denote the	4-02	6/21/2002		other days before June 1, 2003).	Completed
Amendment to 7-01: Implementation of Public Law 2001, 201 Expands on 7-01, with regard to the reemployment of Chapter 442 - An Act To Expand Retirement Benefits of employees with return to unclassified positions eligible of Employees and Teachers Returning to Service (CRRECTED Value of Benefits When Publishing Staines: Update of Update Of Update State (Part Rates Update of Our International Completed State (Part Rates Update of Our International Completed State (Part Rates Update of Our International Completed States (Part Rates Update of Our International Completed Updates (Part Rates Update of Our International Completed Updates (Part Rates Update of Our International	3-02	5/10/2002		Hiring freeze memo	Expired
Chapter 442 - An Act To Expand Retirement Benefits for employees who return to unclassified positions eligible for the 5% Retirement Option. Corrections Employees and the 5% Retirement Option. Corrections Updated Corrections (1-02 size) 279202 Salaries: Update of Unrem Rates (1-02 size) 279202 Salaries: Update of Unrem Rates (1-02 size) 279202 Salaries: Update of Unrem Rates (1-02 size) 279202 Salaries: Update of Undates to Benefits Statements (effective 4-1-2002) Updated (1-02 size) 279202 Summary of Employees (1-02 size) 279202 Summary of Employees Who (1-02 size) 279202 Summary of Emp					•
2-02 321/2002 State Employees and Teachers Returning to Service 1-02 3782/2002 Salaries: Update of Current Rates 1-03 3782/2002 Salaries: Update of Current Rates 1-04 3782/2002 Salaries: Update of Current Rates 1-05 11/13/2001 Employees 1-06 11/13/2001 Employees 1-07 11/13/2001 Employees 1-08 201 11/13/2001 Employees 1-09 21/2001 Are Ordered Into the Armed Forces 1-09 21/2001 Are Ordered Into the Armed Forces 1-09 3712/2001 Surmany of Employees Who Influence Inf					
1-02' 3/29/2002 Salarise: Update of Current Rates Date of Current Rates Payment of Lump Sum Longevity for Confidential employees on Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated Updated to Instructions for processing lump sum longevity bonus for Completed Updated Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated to Instructions for processing lump sum longevity bonus for Completed Updated for VCSP leave for volunters to assist in relief and other activities in the aftermath of the September 11 attack. Updated Insprehensition of Politicia and Volunters for State Agency Employees and Insprehensition of Politicia and Sill and Insprehensition of Politicia and Insprehensition of Politici	2-02	3/21/2002			Technically still active
Value of Benefits When Publishing Salaries: Update of Updates to Benefits Statements (effective 4-1-2002) Updated Updates to Benefits Statements (effective 4-1-2004) Updated State Statements (effective 4-1-2004) Updated Statements (effe	2 02	0/21/2002			Tooling our doure
1-02 3/18/2002 Current Rates Updates to Benefits Statements (effective 4-1-2002) Updated	1-02*	3/29/2002		Employees only	Updated
Payment of Lump Sum Longovity for Confidential confidential employees Completed	4.00	2/40/2002		Undetecto to Ponefite Statements (effective 4.1.2002)	Lindated
11-01 10/5/2001 Expounder Order 02 FY 01/02 Hiring freeze memo Expired	1-02	3/16/2002			Opdated
Summary of Employment Benefits for Employees Who Information on subject benefits Superseded by 15-02 Information on subject benefits Encourages management to be as flexible as possible in approving requests for the use of VCSP leads of voluntieres to assist in relief and other activities in the aftermath of September 11 3-01 8/31/2001 Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act Announcement of law that eliminates the "earnings to Expand Retirement Benefits for State Employees and to Expand Retirement Benefits of State Employees and to Expand Retirement Benefits of State Employees and Immitation on retired State Employees Nor to Value of Benefits When Publishing Salaries: Update of Updates to Benefits Statements (effective 7-1-2001) Updated 4-01 401 (26/25/201) Salary Schedules 4-01 401 (26/25/201) Salary Schedule Adjustment Effective January 1, 2001 8-02 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 8-03 12/2000 Processing of Performance Appraisals 9-04 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 8-05 12/2000 Processing Direct Hire Vacancies 9-05 12/2000 Posting Direct Hire Vacancies 9-06 12/2000 Posting Direct Hire Vacancies 9-07 11/12/2000 Employees 12/201 Affective Through Sum Longevity for Confidential Expanding Agreement To Include The Value Of Benefits 12/201 Value of Benefits When Publishing Salaries: Update of Curren	12-01	11/13/2001	Employees		Completed
10-01 9/21/2001 Are Ordered Into the Armed Forces Information on subject benefits Superseded by 15-02	11-01	10/5/2001		Hiring freeze memo	Expired
Encourages management to be as flexible as possible in approving requests for the use of VCSP leave for volunteers to assist in relief and other activities in the aftermath of September 11	10.01	0/21/2001		Information on subject hanofits	Supercoded by 15-02
approving requests for the use of VCSP leave for volunteer Activity in the Aftermath of September 11 2002 Holiday Schedule for State Agency Employees Not List of Holidays for 2002 8/31/2001 Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act Implementation of Public Law 2001, Chapter 442, A	10-01	9/21/2001	Are Ordered into the Armed Forces		Superseded by 13-02
9-01 9/21/2001 Volunteer Activity in the Aftermath of September 11 attack. 8-01 8/31/2001 Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act And Control of Public Law 2001, Chapter 442, An Act Announcement of law that eliminates the "earnings to Expand Retirement Benefits for State Employees and Institution" on retired State Employees who return to State service. 8/31/2001 Teachers Returning to Service 6-01 7/2/2001 Salary Schedules When Publishing Salaries: Update of Current Rates 8/31/2001 Salary Schedules Announcement of availability of new salary schedules. Completed 4-01 6/2/2001 General Increase Effective July 2, 2001 Instructions on processing general increase Completed 8-01 3/28/2001 Current Rates 8-03 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 Aphabetical Listing of Job Classifications for the Classifications of the Capter Control of Salary Schedule Adjustment (ada a step, drop a step) and processing instructions Completed 8-00 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 Remider of Hamp Sum Longevity for Confidential Employees 8-00 12/20/2000 Processing of Performance Appraisals Payment of Lump Sum Longevity for Confidential Employees. Not Covered by a Collective Bargaining Agreement Value of Benefits When Publishing Salaries: Update of Updates to Benefits Statements (effective 7-1-2000) Updated 8-00 9/19/2000 Posting Direct Hire Vacancies on BHR's website. Reference 11-95 and 12-96. Updated by 13-02 8-00 4/6/2000 When Publishing Salaries: Update of Current Rates Update of Current Ra					
8-01 8/31/2001 Covered by a Collective Bargaining Agreement ILList of Holidays for 2002 Updated Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits State Employees who return to State Service. Fechnically still active Technically still active					
8-01 8/31/2001 Covered by a Collective Bargaining Agreement Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and to Expand Retirement Benefits for State Employees and State Service. 7-01 8/13/2001 Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees who return to State service. 8-01 8/29/2001 Current Rates Update of Genefits When Publishing Salaries: Update of Service Statements (effective 7-1-2001) Updated Updates to Benefits Statements (effective 7-1-2001) Updated Completed Extension of Voluntary Cost Savings Program Extension of VCSP through June 30, 2003 Updated Of Seneral Increase Effective July 2, 2001 Instructions on processing general increase Completed Value of Benefits When Publishing Salaries: Update of Senefits Statements (effective 4-1-2001) Updated Updates to Benefits Statement of availability of listing of Job Classifications. 8-00 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 Experiment of availability of listing of Job Classifications. 8-00 12/5/2000 Processing of Performance Appraisals appraisals is rebp and processing instructions Completed Sender of Experiment Operations of Processing Instructions of Processing Instructions on BHR's website. Reference 11-95 and 12-96. 8-00 11/13/2000 Employees Updated of Updated Updates to Benefits Statements (effective 7-1-2000) Updated Updated Updates to Benefits Statements (effective 4-1-200	9-01	9/21/2001		attermath of the September 11 attack.	Program completed
Implementation of Public Law 2001, Chapter 442, An Act Announcement of law that eliminates the "earnings to Expand Retirement Benefits for State Employees and Teachers Returning to Service Value of Benefits When Publishing Salaries: Update of Current Rates 5-01 6/29/2001 Current Rates 4-01 6/25/2001 Extension of Voluntary Cost Savings Program Extension of VCSP through June 30, 2003 Updated 5-01 6/29/2001 Salary Schedules 4-01 6/25/2001 Extension of Voluntary Cost Savings Program Extension of VCSP through June 30, 2003 Updated 5-01 6/29/2001 Current Rates 4-01 6/25/2001 Extension of Voluntary Cost Savings Program Extension of VCSP through June 30, 2003 Updated 5-01 6/29/2001 Current Rates 4-01 8/28/2001 Current Rates 4-01 8/28/2001 Current Rates 5-01 4/18/2001 Executive Branch 5-01 1/18/2001 Executive Branch 5-01 1/18/2001 Salary Schedule Adjustment Effective January 1, 2001 Step, drop a step) and processing of performance appraisals is required. 5-00 12/5/2000 Processing of Performance Appraisals 6-00 9/19/2000 Posting Direct Hire Vacancies 6-00 9/19/2000 Posting Direct Hire Vacancies 6-00 9/19/2000 Posting Direct Hire Vacancies 6-00 8/3/12000 Covered by a Collective Bargaining Agreement 4-00 7/11/2000 Current Rates 4-00 6/6/2000 When Publishing Salaries: Update of Current Rates 4-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 Updated 5-00 4/6/2000 Updated 5-00 4/6/2000 Updated 6-00 4/6/2000 Updated 6-	8-01	8/31/2001		List of Holidays for 2002	Updated
7-01		1	Implementation of Public Law 2001, Chapter 442, An Act	Announcement of law that eliminates the "earnings	
Value of Benefits When Publishing Salaries: Update of Current Rates	7.04	0/40/0004			To also in all to a still a setting
6-01 7/2/2001 Current Rates Updates to Benefits Statements (effective 7-1-2001) Updated Announcement of availability of new salary schedules. Completed Announcement of availability of new salary schedules. Completed (experiment) (experimen	7-01	8/13/2001		State Service.	i ecrinically still active
5-01 6/29/2001 Salary Schedules 4-01 6/25/2001 Extension of Voluntary Cost Savings Program 3-01 6/21/2001 General Increase Effective July 2, 2001 Instructions on processing general increase 2-01 3/28/2001 Current Rates 2-01 3/28/2001 Current Rates 4-01 1/18/2001 Executive Branch 4-01 1/18/2001 Executive Branch 4-01 1/18/2001 Executive Branch 4-01 1/18/2000 Salary Schedule Adjustment Effective January 1, 2001 4-02 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 4-03 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 5-00 11/13/2000 Employees 5-00 9/19/2000 Posting Direct Hire Vacancies 5-00 9/19/2000 Posting Direct Hire Vacancies 5-00 8/31/2000 Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 4/6/2000 When Publishing Salaries: Update of Current Rates 5-00 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-00 6/6/2000 When Publishing Salaries: Update of Current Rates 5-	6-01	7/2/2001		Updates to Benefits Statements (effective 7-1-2001)	Updated
3-01 6/21/2001 General Increase Effective July 2, 2001 Instructions on processing general increase Value of Benefits When Publishing Salaries: Update of Current Rates Alphabetical Listing of Job Classifications for the Announcement of availability of listing of Job Classifications. Completed Announcement of availability of listing of Job Classifications. Completed Announcement of availability of listing of Job Classifications. Completed Announcement of Salary Schedule Adjustment (add a step, drop a step) and processing instructions Reminder that timely processing of performance appraisals is required. Processing of Performance Appraisals appraisals is required. Payment of Lump Sum Longevity for Confidential confidential payment of Lump Sum Longevity for Confidential employees. Genous 9/19/2000 Posting Direct Hire Vacancies By 3/1/2000 Covered by a Collective Bargaining Agreement Value of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include T	5-01	6/29/2001	Salary Schedules	Announcement of availability of new salary schedules.	
2-01 3/28/2001 Current Rates Alphabetical Listing of Job Classifications for the 1-01 1/18/2001 Executive Branch 1-01 1/18/2000 Salary Schedule Adjustment Effective January 1, 2001 8-00 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 8-00 12/5/2000 Processing of Performance Appraisals Payment of Lump Sum Longevity for Confidential 7-00 11/13/2000 Employees 6-00 9/19/2000 Posting Direct Hire Vacancies 9/19/2000 Posting Direct Hire Vacancies 1-01 1/11/2000 Current Rates 1-02 1/11/2000 Posting Direct Hire Vacancies 1-03 1/11/2000 Current Rates 1-04 1/11/2000 Current Rates 1-05 1/11/2000 Current Rates 1-06 1/11/2000 Current Rates 1-07 1/11/2000 Current Rates 1-08 1/10/2000 Posting Direct Hire Vacancies 1-09 1/11/2000 Current Rates 1-09 1/11/2000 C					
2-01 3/28/2001 Current Rates	3-01	0/21/2001		mistructions on processing general increase	Completed
Alphabetical Listing of Job Classifications for the 1-01 1/18/2001 Executive Branch Announcement of availability of listing of Job Classifications. Completed Announcement of Salary Schedule Adjustment (add a step, drop a step) and processing instructions Completed Announcement of Salary Schedule Adjustment (add a step, drop a step) and processing of performance appraisals is required. Payment of Lump Sum Longevity for Confidential Payment of Lump Sum Longevity for Confidential Instructions for processing lump sum longevity bonus for confidential employees. Completed Technically still active Instructions for processing lump sum longevity bonus for confidential employees. Completed Reminder that timely processing lump sum longevity bonus for confidential employees. Completed Completed Technically still active Technically still active Technically still active Description for processing lump sum longevity bonus for confidential employees. Completed Technically still active Technically still active Technically still active Description for processing lump sum longevity bonus for confidential employees. Completed Technically still active Technically still active Description for processing lump sum longevity bonus for confidential employees. Completed Technically still active Technically still active Description for processing lump sum longevity bonus for confidential employees. Legal Requirement of Salary Schedule for State Agency Employees appraisals is required. Legal Requirement To Include The Value of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Updated Updated Updated Updated	2-01	3/28/2001		Updates to Benefits Statements (effective 4-1-2001)	Updated
9-00 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 8-00 12/5/2000 Processing of Performance Appraisals 8-00 12/5/2000 Processing of Performance Appraisals 9-00 11/13/2000 Employees 11/13/2000 Employees 11/13/2000 Posting Direct Hire Vacancies 6-00 9/19/2000 Posting Direct Hire Vacancies 9/19/2000 Posting Direct Hire Vacancies 1			Alphabetical Listing of Job Classifications for the	Announcement of availability of listing of Job	•
9-00 12/20/2000 Salary Schedule Adjustment Effective January 1, 2001 step, drop a step) and processing instructions 8-00 12/5/2000 Processing of Performance Appraisals Payment of Lump Sum Longevity for Confidential Instructions for processing lump sum longevity bonus for confidential employees. Reminder that timely processing of performance appraisals is required. Instructions for processing lump sum longevity bonus for confidential employees. Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95 and 12-96. Updated by 13-02 Updated by 13-02 Updated Value of Benefits When Publishing Salaries: Update of Corrent Rates Legal Requirement To Include The Value Of Benefits 3-00 6/6/2000 When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated	1-01	1/18/2001	Executive Branch		Completed
8-00 12/5/2000 Processing of Performance Appraisals Reminder that timely processing of performance appraisals is required. 7-00 11/13/2000 Employees Instructions for processing lump sum longevity bonus for confidential employees. Completed 8-00 9/19/2000 Posting Direct Hire Vacancies 8-00 8/31/2000 Covered by a Collective Bargaining Agreement 4-00 7/11/2000 Current Rates Legal Requirement To Include The Value Of Benefits 3-00 6/6/2000 When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Statements (effective 7-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000)	9-00	12/20/2000	Salary Schedule Adjustment Effective January 1 2001		Completed
Payment of Lump Sum Longevity for Confidential Instructions for processing lump sum longevity bonus for confidential employees. 6-00 9/19/2000 Posting Direct Hire Vacancies Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95 and 12-96. Updated by 13-02 2001 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Value of Benefits When Publishing Salaries: Update of Current Rates Updates to Benefits Statements Updated Updated Updated Updated Updated Updated Updated Updated Updated Updates to Benefits Statements (effective 7-1-2000) Updated Updated Updated Updated Updates to Benefits Statements (effective 4-1-2000) Updated Updated Updated Updates to Benefits Statements (effective 4-1-2000) Updated	0 00	,	y zameni zameni zameni samani i, 2001		
7-00 11/13/2000 Employees confidential employees. Completed 8-00 9/19/2000 Posting Direct Hire Vacancies on BHR's website. Reference 11-95 and 12-96. 2001 Holiday Schedule for State Agency Employees Not S-00 8/31/2000 Covered by a Collective Bargaining Agreement Updated Value of Benefits When Publishing Salaries: Update of 7/11/2000 Current Rates Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other	8-00	12/5/2000			Technically still active
6-00 9/19/2000 Posting Direct Hire Vacancies on BHR's website. Reference 11-95 and 12-96. Updated by 13-02 2001 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Value of Benefits When Publishing Salaries: Update of Current Rates 4-00 7/11/2000 Current Rates Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000)	7.00	11/12/2002			Completed
6-00 9/19/2000 Posting Direct Hire Vacancies on BHR's website. Reference 11-95 and 12-96. Updated by 13-02 2001 Holiday Schedule for State Agency Employees Not 5-00 8/31/2000 Covered by a Collective Bargaining Agreement Value of Benefits When Publishing Salaries: Update of 7/11/2000 Current Rates Updates to Benefits Statements Updated	7-00	11/13/2000	Employees		Completed
5-00 8/31/2000 Covered by a Collective Bargaining Agreement List of Holidays for 2001 Updated Value of Benefits When Publishing Salaries: Update of Updates to Benefits Statements Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other	6-00	9/19/2000			Updated by 13-02
Value of Benefits When Publishing Salaries: Update of 4-00 7/11/2000 Current Rates Update of Legal Requirement To Include The Value Of Benefits 3-00 6/6/2000 When Publishing Salaries: Update of Current Rates Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Updated Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other			2001 Holiday Schedule for State Agency Employees Not	111111111111111111111111111111111111111	
4-00 7/11/2000 Current Rates Updates to Benefits Statements Updated Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Legal Requirement To Include The Value Of Benefits Statements (effective 4-1-2000) Updated Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other	5-00	8/31/2000		List of Holidays for 2001	Updated
Legal Requirement To Include The Value Of Benefits 3-00 6/6/2000 When Publishing Salaries: Update of Current Rates Legal Requirement To Include The Value Of Benefits Legal Requirement To Include The Value Of Benefits Statements (effective 7-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated Legal Requirement To Include The Value Of Benefits Updates to Benefits Statements (effective 4-1-2000) Updated	4-00	7/11/2000		Updates to Benefits Statements	Updated
Legal Requirement To Include The Value Of Benefits 2-00 4/6/2000 When Publishing Salaries: Update of Current Rates Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other	1.00	,2000		,	
2-00 4/6/2000 When Publishing Salaries: Update of Current Rates Updates to Benefits Statements (effective 4-1-2000) Updated Ergonomics Policy for Computer Use and other	3-00	6/6/2000		Updates to Benefits Statements (effective 7-1-2000)	Updated
Ergonomics Policy for Computer Use and other	2-00	4/6/2000		Undates to Benefits Statements (effective 4-1-2000)	Undated
	2,00	-1/U/ZUUU		opación de Borionio diatemento (enective 4-1-2000)	орошно
	1-00	2/8/2000	Repetitive Motion Tasks	Announcement of Ergonomics Policy	Active

ls.	HIMPED	ICCLIED	OUR IEST	NOTES	01-1
N	NUMBER	ISSUED	SUBJECT Payment of Lump Sum Longevity for Confidential	Instructions for processing lump sum longevity bonus for	Status
8	8-99	11/8/1999	Employees	confidential employees.	Completed
_	7.00	0/00/4000	2000 Holiday Schedule for State Agency Employees Not	List of Halidaya for 2000	He detect
/	7-99	8/23/1999	Covered by a Collective Bargaining Agreement Legal Requirement To Include The Value Of Benefits	List of Holidays for 2000	Updated
6	6-99	7/9/1999	When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 7-1-1999)	Updated
_	F 00	6/24/4000	Alphahatical Joh Close Listing	Announcement of availability of listing of Job	Completed
		6/21/1999 6/10/1999	Alphabetical Job Class Listing General Increase Effective July 5, 1999	Classifications. Instructions on processing general increase	Completed Completed
			Legal Requirement To Include The Value Of Benefits	g garage	
		4/21/1999	When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements (effective 4-1-1999)	Updated
2	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	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	0 1 1
1	14-98	11/24/1998	Implementation	compatible version of MFASIS Announcement of availability of listing of Job	Completed
1	13-98	11/17/1998	Alphabetical Job Class Listing	Classifications.	Completed
			Payment of Lump Sum Longevity for Confidential	Instructions for processing lump sum longevity bonus for	0 1 1
1	12-98	11/16/1998	Employees Legal Requirement to Include the Value of Benefits	confidential employees.	Completed
1	11-98	9/18/1998	When Publishing Salaries: Update of Current Rates	Updates to Benefits Statements	Updated
			1999 Holiday Schedule for State Agency Employees Not		
1	10-98	9/18/1998	Covered by a Collective Bargaining Agreement	List of Holidays for 1999 Information regarding statutory requirement regarding	Updated
				timely reporting of injuries and policy and program	
9	9-98	8/13/1998	Workers' Compensation First Reports of Injury	changes to ensure compliance.	Active
	8-98	6/19/1000	Project Positions/New FJA-1P Form	Announcement of new guidelines and form for	Includes a rule change that was never implemented!
8)-90	6/18/1998	Implementation and Maintenance of Data Processing	establishing project positions.	пприетием:
			Stipends and the Lump Sum Payment For Completed	Reference 4-98: Implementation Instructions for IT	
		6/18/1998 6/15/1998	Training	stipends.	Completed
ь	5-98	6/15/1998	General Increase Effective June 29, 1998	Instructions on processing general increase Legislation which shut down State Government on	Completed
				subject days included requirement that employees be	
				paid for those days when they terminated from state	
5	5-98	6/18/1998	Payment for May 10, 1991 and May 24, 1991 Shutdown Days	service. New legislation provided funding to pay these two days to everyone who is eligible.	Completed
	, 50	0/10/1000	Announcement of Recruitment & Retention Salary	the days to everyone who is enginee.	Completed
4	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 as well as requiriring LE Officers to serve a one-	
_			Training and Probation Requirements for Law	year probation beginning on the date the training is	
3	3-98	4/28/1998	Enforcement Employees	completed.	Active
				Announcement that job classification specifications are	
2	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	1-98	1/13/1998	Leave for Volunteer Service Relating to the Ice Storm	storm. In effect through Friday, January 16th.	Expired
			Payment of Lump Sum Longevity for Confidential	Instructions for processing lump sum longevity bonus for	
1	13-97	11/10/1997	Employees	confidential employees. New list of electronic BHR forms and website references	Completed
1	12-97			New list of dicollollio Britt forms and website references	
		10/1/1997	Forms	(reference 10-97).	Completed
			1998 Holiday Schedule for State Agency Employees Not	,	•
1		9/8/1997		List of Holidays for 1998.	Completed Updated
	11-97		1998 Holiday Schedule for State Agency Employees Not	,	•
1	11-97 10-97	9/8/1997 8/12/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules	Updated Completed
1	11-97 10-97	9/8/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus).	Updated
1 9	11-97 10-97 9-97	9/8/1997 8/12/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules	Updated Completed
9	11-97 10-97 9-97 8-97	9/8/1997 8/12/1997 6/20/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase	Updated Completed Completed
1 9 8 7	11-97 10-97 9-97 8-97 7-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty	Updated Completed Completed Updated Completed
1 9 8 7	11-97 10-97 9-97 8-97 7-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase	Updated Completed Completed Updated
1 9 8 7	11-97 10-97 9-97 8-97 7-97 6-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C.	Updated Completed Completed Updated Completed
1 9 8 7 6	11-97 10-97 9-97 8-97 7-97 6-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules	Updated Completed Completed Updated Completed Active Completed
1 9 8 7 6	11-97 10-97 9-97 8-97 7-97 6-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C.	Updated Completed Completed Updated Completed Active
1 9 8 7 6 5	11-97 10-97 9-97 8-97 7-97 6-97 5-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and	Updated Completed Updated Completed Completed Completed Completed Active Completed Completed
1 9 8 7 6 5	11-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 4/29/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed.	Updated Completed Completed Updated Completed Active Completed Completed Completed Completed
1 9 8 7 6 5	11-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and	Updated Completed Updated Completed Completed Completed Completed Active Completed Completed
1 9 8 7 6 5 4	11-97 10-97 9-97 3-97 7-97 6-97 5-97 4-97 3-97 2-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 4/29/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments.	Updated Completed Completed Updated Completed Active Completed Completed Completed Completed
1 9 8 7 6 5 4 3 2 1	11-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 3-97 2-97	9/8/1997 8/12/1997 6/20/1997 6/20/1997 6/17/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions,	Updated Completed Completed Updated Completed Active Completed
1 9 8 7 6 5 4 3 2 1	11-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 3-97 2-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 4/29/1997 4/24/1997 4/18/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999. Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off.	Updated Completed Updated Completed Active Completed Completed Completed Completed Completed Completed Updated
11 99 88 77 66 55 44 33 22	11-97 10-97 3-97 3-97 7-97 6-97 5-97 4-97 1-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements.	Updated Completed Completed Updated Completed Active Completed
11 99 88 77 66 55 44 33 22	11-97 10-97 3-97 3-97 7-97 6-97 5-97 4-97 1-97	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of	Updated Completed Updated Completed Active Completed Completed
1 9 8 7 6 5 5 4 4 3 2 2 1 1	11-97 10-97 9-97 8-97 7-97 6-97 4-97 4-97 1-97 16-96	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997 1/29/1996 11/21/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees	Updated Completed Updated Completed Active Completed Completed Completed Completed Completed Completed Updated Completed Updated Updated Completed Updated
1 9 8 7 6 5 5 4 4 3 2 2 1 1	11-97 10-97 9-97 8-97 7-97 6-97 4-97 4-97 1-97 16-96	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997 1/29/1996 11/21/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of	Updated Completed Updated Completed Active Completed Completed
1 9 8 7 6 5 4 3 2 1 1 1	11-97 10-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 1-97 16-96 15-96	9/8/1997 8/12/1997 6/20/1997 6/17/1997 6/11/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997 1/29/1996 11/21/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries Layoff and Recall from Layoff Payment of Lump Sum Longevity for Confidential	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff. Instructions for processing lump sum longevity bonus for confidential employees.	Updated Completed Updated Completed Active Completed Completed Completed Completed Completed Completed Updated Completed Updated Updated Completed Updated
1 9 8 7 6 5 4 3 2 1 1 1	11-97 10-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 1-97 16-96 15-96	9/8/1997 8/12/1997 6/20/1997 6/20/1997 6/17/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997 12/9/1996 11/21/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries Layoff and Recall from Layoff Payment of Lump Sum Longevity for Confidential	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff. Instructions for processing lump sum longevity bonus for confidential employees. Reference 11-95, requirements for posting direct hire	Updated Completed Completed Updated Completed Active Completed Completed Completed Completed Completed Updated Completed Updated Completed Active Active
1 9 8 7 6 5 4 3 2 1 1 1	11-97 10-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 1-97 16-96 15-96	9/8/1997 8/12/1997 6/20/1997 6/20/1997 6/17/1997 5/20/1997 5/6/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1997 12/9/1996 11/21/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries Layoff and Recall from Layoff Payment of Lump Sum Longevity for Confidential	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff. Instructions for processing lump sum longevity bonus for confidential employees.	Updated Completed Completed Updated Completed Active Completed Completed Completed Completed Completed Updated Completed Updated Completed Active Active
1 9 8 7 6 5 4 3 2 1 1 1 1	11-97 10-97 9-97 8-97 7-97 6-97 5-97 4-97 1-97 16-96 15-96	9/8/1997 8/12/1997 6/20/1997 6/20/1997 6/17/1997 5/20/1997 4/29/1997 4/29/1997 4/24/1997 4/18/1997 1/31/1996 11/21/1996 11/20/1996 11/18/1996	1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement Electronic Versions of BHR Forms Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries General Increase Effective June 30, 1997 Transitional Duty Positions Implementing a New Performance Management Process Salary Schedules and Alphabetical Listing of Job Classifications Lump Sum Payments Extension of Voluntary Cost Savings Program Processing Instructions for 2.25% Lump Sum Payments MFASIS Human Resource System Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries Layoff and Recall from Layoff Payment of Lump Sum Longevity for Confidential Employees	List of Holidays for 1998. Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). Corrects errors found on certain salary schedules recently published (reference 4-97). Update to 15-96. Changes to benefits statements. Instructions on processing general increase Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. Announcement of availability of new Salary Schedules and listing of Job Classifications. Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. Extension of VCSP through June 30, 1999 Implementation instructions for processing of negotiated 2.25% Lump Sum payments. Update of MFASIS, including new sign-on instructions, commands, and sign-off. Reference 6-96 (and 5-96). Changes to benefits statements. Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff. Instructions for processing lump sum longevity bonus for confidential employees. Reference 11-95, requirements for posting direct hire vacancies. Reminder that 11-95 remains in effect and	Updated Completed Completed Updated Completed Active Completed Completed Completed Completed Completed Updated Completed Updated Completed Active Active

		LOCUED	loup 1505	luazza.	la:
	NUMBER	ISSUED	SUBJECT	Announcement of availability of listing of Job	Status
	11-96	9/12/1996	Alphabetical Listing of Job Classifications	Classifications.	Completed
				Institution of hiring freeze for all classes listed (on	
	10-96	9/12/1996	Technology Staffing Freeze	enclosed list). Technology (IT) classifications.	Completed
	9-96	9/9/1996	1997 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement	List of Holidays for 1997	Updated
	3-30	3/3/1330	Voluntary Cost Savings Programs for FY 1996 - FY	List of Holidays for 1997	Opdated
	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
	. 00	0/11/1000	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	
	4.00	4/00/4000	Components Time Assumulations	comp time in lieu of cash payment of overtime. Includes	Antivo
	4-96	1/26/1996	Compensatory Time Accumulations Worksheet Form for 1996 Retirement Incentive Program	correction to HR Memo 4-96 dated 3/8/1996.	Active
	3-96	1/25/1996	Per Form 120)	Follow-up to 1-96 to clarify the routing of the Form.	Expired
			,	Announcement of training session on the new	
	2-96	1/12/1996	Introduction to New Performance Management System	performance management system	Completed
				Distribution and instructions for PEP Form 120	
	1-96	1/10/1996	Worksheet Form for 1996 Retirement Incentive Program	Distribution and instructions for PER Form 120, Worksheet Form for 1996 Retirement Incentive Program	Expired
H	1-30	1/10/1990	11 S.	Instructions regarding use of vacancies in lieu of layoffs	Engineer
				to meet productivity goals. Reference PL 1995, Chapter	
				99, Part D, Section D-5 which authorizes Governor to	
	47.05	40/04/4005	Transferring General Fund Positions Between Accounts	transfer positions between General Fund accounts and	Completed
	17-95	12/21/1995	and Departments	between Departments. Announcement of special retirement incentive program	Completed
				(under PL 1995, Chapter 502). Provides a cash	
	16-95	12/12/1995	Special Retirement Incentive Program	incentive.	Expired
			Payment of Lump Sum Longevity for Confidential	Instructions for processing lump sum longevity bonus for	
	15-95	11/13/1995	Employees	confidential employees.	Completed
				Provides guideliness for agencies to follow when an 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
	12-95	10/3/1995	Notification to this Bureau of Employees to be Laid Off	Clarification of procedures for agencies to inform BHR of the layoff of an employee.	Technically still active, but modified through practice
	12-33	10/3/1333	Notification to this bureau of Employees to be Eata Off	Implements requirements of agencies to provide	practice
				information regarding direct hire postings to BHR. BHR	
	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 1999
		0/20/1000	1996 Holiday Schedule for State Agency Employees Not	g	
	9-95	9/6/1995	Covered by a Collective Bargaining Agreement	List of Holidays for 1996	Updated
		0/05/4005	Employment Policy for Legal Residents of the United	Clarify non-discrimination requirements of the	H-d-4-d (0.00)
	8-95 7-95	8/25/1995 7/10/1995	States Extension of Voluntary Cost Savings Programs	Immigration Reform and Control Act of 1986 Extension of VCSP through June 30, 1997.	Updated (see 8-06) Completed
H	. 55	., 10/1000	roughlary Good Garrings F Tograms	Change in hiring freeze exemption process for	22
				temporary appointments to appointed positions.	
				Requests may be submitted directly to the Governor's	
	6-95 5-95	5/1/1995	Temporary Employment to Appointive Positions New Hiring Freeze Exemption Form	Office for approval.	Completed Completed
	J-3J	4/24/1995	rew raining riedze Exemplion Form	New form to replace all previous versions (PER 119C)	Completed
	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	
Ш	3-95	2/15/1995	New Hiring Freeze Exemption Request Form	hiring freeze.	Completed
			Elimination of Form FJA-3 Approval Process for New	Announces elimination of FJA-3 and requirement to 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	·
		l		memo. Includes addendum (1-95A) rescinding	
	1-95	1/9/1995	Hiring Freeze for the Remainder of FY 94/95	transitional provisions. Update to MFASIS to add redline reasons and codes.	Completed Completed
$\vdash \vdash$	13-94	12/1/1994	Redline Reason Codes 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	
$\vdash \vdash$	11-94	11/14/1994	Employees	confidential employees.	Completed
	10-94	9/22/1994	Microfiche Records of Time Off Without Pay	Provides reports of time off without pay taken in fiscal year 1994.	Completed
\vdash	10-34	JIEEI 1334	missione records of time on without Fay	Announces end of reduced workweek (one hour) and	
L l	9-94	9/7/1994	Return to Full Workweek	return to full workweek.	Completed
			1995 Holiday Schedule for State Agency Employees Not		
$\vdash \vdash$	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)

NUME	BER ISSUED	SUBJECT	NOTES	Status
			Reports listing employees for whom discretionary target	
			hours have been automatically loaded, and those for	
6-94	6/29/1994	Discretionary Target Hours	whom target hours could not be automatically loaded.	Completed
5-94	6/20/1994	Alphabetical listing of Job Classifications	Announcement of availability of listing of Job 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. Provide information and implementation instructions for	Updated
			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	E/4C/4004	Employee Suggestion Awards Program	Announces changes to the subject program, including	Lindstad (see 10.0E)
2-94	5/16/1994	Employee Suggestion Awards Program	increase in cash award and other changes. Announces upcoming distribution of Employee	Updated (see 10-95)
	1/07/1001	- 1 1 1 2 2 2	Information Statements. Includes explanation of	
1-94	4/27/1994	Employee Information Statements	"employment status" item. Reference HR Memo 14-93. Grants waiver to	Completed
			Confidential employees of maximum vacation accruals	
25-93	12/27/1993	Vacation Accrual for Confidential Employees	(which was already provided to MSEA employees).	Completed
			Announcement of intent to provide annual informational	
24-93	11/22/1993	Employee Informational Statements Payment of Lump Sum Longevity for Confidential	statement to employees. Includes request for feedback. Instructions for processing lump sum longevity bonus for	Completed
23-93	11/15/1993	Employees	confidential employees.	Completed
			Announcement that employees will receive message in	
			pay stubs to ensure their home address is correct in order that they may properly receive their W-2's in	
22-93	10/9/1993	Address Changes	January.	Completed
		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
20-93	9/24/1993	Alphabetical Listing of Job Classifications and 1994 Salary Schedules for the Executive Branch	Announcement of availability of new Listing of Job Classficiations and Salary Schedules	Updated
20-33	3/24/1333	1994 Holiday Schedule for State Agency Employees Not	Chashications and Galary Conedules	Opulated
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
17-93	8/5/1993	Implementation of Maine State Government Family and Medical Leave Policy, Effective August 5, 1993	Announces revised Maine State Government Family and Medical Leave Policy	Active, but policy updated in 2009
		Prorating Discretionary Time Off Without Pay for FY	Updated form (PER 110B) provided. Reference HR	
16-93	8/4/1993	93/94 Salary Schedules for the Executive Branch - Salary	Memo 14-93. Replaces Salary Schedule 02 in book published for May	Completed
15-93	7/30/1993	Specification 02	30, 1993 - June 30, 1995	Updated
		Time Off Without Pay for MSEA and Confidential	Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary	
14-93	7/22/1993	Employees	time off, and reduced workweek.	Completed
13-93	7/19/1993	Salary Schedules for the Executive Branch Compensation Changes for Title 2 and Title 5	Announcement of availability of new salary schedules Information and instructions concerning certain	Updated
12-93	7/19/1993	Employees	compensation changes.	Completed
11 02	7/15/1003	AFSCME Contract Implementation Instructions	Implementation instructions for changes to MFASIS due	Completed
11-93	7/15/1993	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
9-93	7/1/1993	70% Retirement Incentive Program for FY 1992-1993 and FY 1993-1994, Effective July 1, 1993	Announcement and guidelines for 70% retirement incentive program enacted by 116th Legislature	Expired
			Information and instructions concerning certain	
8-93	7/5/1993	Compensation Changes	compensation changes. Announcement that the freeze on merit increases has	Completed
		Marithan	expired and authority to award merit increases has been	Committee
7-93	7/1/1993	Merit Increases	reinstated effective July 1, 1993. Announcement of availability of updated Civil Service	Completed
6-93	6/10/1993	State of Maine Civil Service Law	Law publication.	Completed
5-93	4/12/1993	Changes to Position Control Processing	MFASIS improvements which eliminate need for Position Add/Change form.	Completed
0.33	., 12, 1333	2-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	Announcement of potential changes to org and location	,
4-93	4/7/1993	Changes to MFASIS Organization and Location Codes	codes. Requests comments from users prior to designing/implementing changes.	Completed
4-90	7/1/1883		Reference Executive Order 7 FY 92/93. Hiring freeze	·
3-93	2/10/1993	Hiring Freeze for the Remainder of FY 93/93	memo Announcement of availability of listing of Job	Completed
2-93	1/29/1993	Alphabetical Listing of Job Classifications	Classifications.	Updated
		Instructions for Recording License and Contification	Reference HR Memo 25-92. New lists of codes to be	
1-93	1/26/1993	Instructions for Recording License and Certification Information on H5R01	used in entering into MFASIS licenses and certifications held by employees.	Completed
		Recording License and Certification Information on	Instructions on how to enter into MFASIS licenses and	·
25-92	12/9/1992	MFASIS Payment of Lump Sum Longevity for Confidential	certifications held by employees Instructions for processing lump sum longevity bonus for	Completed
24-92	11/10/1992	Employees	confidential employees.	Completed
23-92	9/24/1992	Administrative Leave for Employee Assistance Program (EAP) Services	Clarification and establishment of State policy on use of administrative leave for EAP.	Technically active, but modified with new program
25-52	5/2-1/1002	Rule Change Proposal To Establish Special		J 3'5
22-92	9/21/1992	Appointment and Supported Employment For Severely Handicapped Persons	Proposed changes to Civil Service Rules to establish subject programs	Completed
			Request for lists of employees in need of MFASIS	·
21-92	9/15/1992	MFASIS Training	training.	Completed

	NUMBER	ISSUED	SUBJECT	NOTES	Status
	INOMIDEIX	IOOOLD	1993 Holiday Schedule for State Agency Employees Not	NOTES	Otatus
	20-92	9/10/1992	Covered By a Collective Bargaining Agreement	List of Holidays for 1993	Updated
				Announcement that all Salary Review Dates between	
	19-92	7/12/1002	Salary Review Dates, Reference Human Resources	July 1, 1992 and June 30, 1993 inclusive have been	Completed
	19-92	7/13/1992	Memorandum 8-92, Subject: Chapter 780, PL 1992 New Retirement Form for Employee Self-Declaration for	advanced one year. New form required by MSRS for all new employees and	Completed
	18-92	6/26/1992	Contribution Rate (Form # MM-9-03-1205)	reemployments and instructions.	Completed
				Instructions on processing discretionary target hours in	
	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
			, , , , , , , , , , , , , , , , , , , ,	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	40.00	0/5/4000	Processing Calendar for Restoration of Pay for	Provide calendar of events over June and July resulting	Olate d
	13-92	6/5/1992	Confidential Employees	in the restoration of salaries for Confidential employees. Announcement that BHR will close one hour early on	Completed
	12-92	6/2/1992	Notice of Change in Office Hours	Fridays.	Completed
			Questions and Answers on Fy 92/93 Compensation	Q&A on Merit Freeze, Work Week Reduction, and	
		6/1/1992 5/15/1992	Issues Voluntary Cost Savings Program for FY 92-93	Intermittent Employees Update (revision) to Worksheet (Form PER 10c).	Completed Updated
	10-32	3/13/1992	Voluntary Gost Gavings (Togram for 1 1 32-33	Reference HR Memo 24-90. Request for prompt	Ораатеа
	9-92	5/1/1992	Continuation of Benefits Form (PER 108A)	completion of form.	Completed
				Information and implementation instructions for north of	
				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. Announcement and presentation of brochure to promote	Completed
	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	
	6-92	3/12/1992	Part-Time, Seasonal and Temporary Employees	part-time, seasonal and temporary employees with respect to retirement plan.	Completed
	0-32	3/12/1332	Guidelines for Administration of the 80 Percent	Toopool to Total Chief Plan.	Сотрысса
			Retirement Incentive Program - Attachment 1 to Human		
	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	
		2/10/1992	Employees	employees.	Completed
	2-92	1/15/1992	Salary Schedules	Announcement of availability of new salary schedules Instructions for implementing salary reductions for	Updated
	1-92	1/2/1992	General Salary Adjustment	certain confidential employees.	Completed
			Guidelines for Administration of the 80% Percent	Clarifies the subject guidelines with respect to the	
	47-91	12/4/1991	Retirement Incentive Program - Attachment 1 to HRM 39- 91	treatment of compensatory time and unused vacation credits.	Expired
	47-31	12/4/1331		Instructions on how to process the 7% retroactive	Expired
				payments for the July 1st general increase. Reference	
	46-91	12/2/1991	Retroactive Payment of 7% July General Increase Payment of Lump Sum Longevity for Confidential	38-91. Instructions for processing lump sum longevity bonus for	Completed
	45-91	11/19/1991	Employees	confidential employees.	Completed
				List of employees who have reached 59½ years of age	
	44.04	40/00/4004	Filethille for 000/ Define sout Filethille	as of June 30, 1992, to assist in determining who might	Francisco
	44-91	10/28/1991	Eligibility for 80% Retirement Eligibility	be eligible for the 80% Retirement Program. Instructions on processing discretionary target hours in	Expired
	43-91	10/18/1991	Discretionary Target Hours	MFASIS.	Completed
	40.04	10/10/::	W. I	Instructions on completing C & O Codes for itemizing	
$\vdash\vdash$	42-91	10/18/1991	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	10/15/1991	From Desert Shield/Storm	from military service leave.	Completed
	40-91	10/15/1991	Current Salary Schedules	Announcement of availability of new salary schedules	Updated
	39-91	10/15/1004	Retirement Incentive Program for 1991-1992	Announcement and instructions for processing 80% retirement incentive.	Expired
\vdash	JJ-9 I	10/10/1991	Internetic incentive Frogrammor 1991-1992	Announcement that subject retroactive payments cannot	Lapited
	38-91	10/10/1991	Retroactive Payment for July 1st Salary Adjustments	be processed until December.	Completed
T	27.04	40/0/4004	Solony Ingrange for Title 2 and Title 5 Feet level	Instructions on how to implement subject salary	Completed
$\vdash\vdash$	37-91	10/9/1991	Salary Increases for Title 2 and Title 5 Employees 1991-1993 Voluntary Cost Savings Program - Revised	changes. New worksheet developed to meet the tracking needs of	Completed
Ll	36-91	10/9/1991	Worksheet	both BHR and Bureau fo the Budget.	Updated
			0. #	Staffing summary of active employees, including funding	
$\vdash\vdash$	35-91	10/8/1991	Staffing Summary General Increase and Merit Increases for Title 2 and	sources. Expresses intent to publish monthly.	Completed
	34-91	9/30/1991	Title 5 Employees	Information on subject increases.	Completed
				Announcement of availability of listing of Job	
\vdash	33-91	9/25/1991	Alphabetical Listing of Job Classfications	Classifications.	Updated
			Implementing Time Off Without Pay for MSEA and	Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary	
	32-91	9/24/1991	Confidential Employees	time off.	Completed
	24.24	0/00/455:	1992 Holiday Schedule for State Agency Employees Not	List of Halidaya for 4000	Hadatad
		9/30/1991 9/13/1991	Covered By a Collective Bargaining Agreement General Increase Effective September 29, 1991	List of Holidays for 1992 Instructions on processing general increase	Updated Completed
H	00-01	0/10/1331	Constant more described 25, 1991	Need to "enhance" list of termination codes. Requests	
	29-91	9/4/1991	Termination Codes	suggestions from agencies.	Completed

_					la
	NUMBER	ISSUED	SUBJECT	Information on how furlough days will be recorded to	Status
1				ensure a permanent record is available when employees	
	28-91	8/28/1991	Human Resources Memorandum 13-91	terminate and/or retire.	Completed
		0, 20, 100		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
	20.04	0/45/4004	FY 91/92 Hiring Freeze	Announces hiring freeze in accordance with Executive Order 9 FY 91/92.	Completed
	26-91	8/15/1991	FT 91/92 Hilling Freeze	Announcement: time off due to closures will be counted	Completed
				as time worked for purposes of longevity, vacation	
				accrual, merit increases, probationary service, and other	
	25-91	7/26/1991	Effect of July Closures on Employment Service Credits	benefits based on total service.	Completed
		_,,		Instructions on how to respond to federal IRS notice of	
	24-91	7/25/1991	Federal Tax Levies 1991-1993 Voluntary Cost Savings Program	levies. Extension of VCSP through June 30, 1993.	Completed Updated
	23-91 22-91	7/24/1991 7/19/1991	General Increase Effective June 30, 1991	Instructions on processing general increase	Completed
	22-31	7/13/1331	Certeral increase Effective surie 30, 1331	Information and instructions concerning employment	Completed
				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	
				Government during the week of July 1. Includes option	
1			Employment Actions due to State Government Closure	to spread pay reduction over several consecutive pay	
L	20-91	7/8/1991	and the FY 91/92 Budget	periods.	Completed
				Clarifies section of Civil Service Rule that requires	
1	40.04	0/00/407	Chapter 12, Section 4C8(c) of the Civil Service Rules	seasonal and temporary employees to be informed of	Constituted
-	19-91	6/20/1991	(amended June 17, 1991)	the approximate date of termination at the time of hire. Amendment to Chapter 12, Section 4 (Layoff:	Completed
1	18-91	6/13/1991	Amendment to Civil Service Rules	Amendment to Chapter 12, Section 4 (Layoff: Conditions and Procedure).	Completed
—	10-31	0/10/1001	A MINISTRATION TO CIVIL SCIVICE INDIES	Staffing summary of active employees, including funding	Completed
1	17-91	6/5/1991	Staffing Summary	sources. Expresses intent to publish monthly.	Completed
			Essential and/or Federally Funded Employees Who	Direction to agencies to submit lists of all employees	
<u> </u>	16-91	5/29/1991	Worked on May 24th	who worked on May 24th.	Completed
			List of Familian - What Works day May 40th and Thomas	Direction to agencies to submit lists of all employees	
	15 01	E/14/1001	List of Employees Who Worked on May 10th and Those Who Will Work on May 24th	who worked on May 10th and who will work on May 24th.	Completed
	15-91	5/14/1991	Will Will Work on May 24th	Staffing summary of active employees, including funding	Completed
	14-91	5/8/1991	Staffing Summary	sources. Expresses intent to publish monthly.	Completed
				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
1	12.01	E/C/1001	Hiring Fronzo and Ponding Cortifications	Announces hiring freeze in accordance with Executive	Completed
	12-91	5/6/1991	Hiring Freeze and Pending Certifications	Order 14 FY 1990/91.	Completed
	12-91 11-91	5/6/1991 4/3/1991	Hiring Freeze and Pending Certifications Staffing Summary		Completed Completed
	11-91 10-91	4/3/1991 3/20/1991	Staffing Summary Correction to Human Resources Memorandum 9-91	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91.	Completed Completed
	11-91	4/3/1991	Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase	Completed
	11-91 10-91 9-91	4/3/1991 3/20/1991 3/15/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding	Completed Completed Completed
	11-91 10-91	4/3/1991 3/20/1991	Staffing Summary Correction to Human Resources Memorandum 9-91	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.	Completed Completed
	11-91 10-91 9-91	4/3/1991 3/20/1991 3/15/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding	Completed Completed Completed
	11-91 10-91 9-91	4/3/1991 3/20/1991 3/15/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. 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	Completed Completed Completed Completed Effectively superseded by law changes and
	11-91 10-91 9-91	4/3/1991 3/20/1991 3/15/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work.	Completed Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining.
	11-91 10-91 9-91 8-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications.	Completed Completed Completed Completed Effectively superseded by law changes and
	11-91 10-91 9-91 8-91 7-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining.
	11-91 10-91 9-91 8-91 7-91 6-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed
	11-91 10-91 9-91 8-91 7-91 6-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated
	11-91 10-91 9-91 8-91 7-91 6-91 5-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/6/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service)	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly.	Completed Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/6/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service)	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/6/1991 1/10/1991 1/7/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through practice
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 2-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/7/1991 1/3/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/6/1991 1/10/1991 1/7/1991	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through practice
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/7/1991 1/3/1991 5/2/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 2-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/7/1991 1/3/1991 5/2/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/7/1991 1/3/1991 5/2/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 5/2/1990 12/26/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed Completed Completed Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 5/2/1990 12/26/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 5/2/1990 12/26/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed Completed Completed Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 28-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1991 1/2/26/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1991 1/2/26/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed Completed Completed Completed Completed Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 28-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 29-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. List of employees participating in voluntary programs.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90 28-90 27-90 25-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 2/6/1991 1/7/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990 12/17/1990 12/17/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 28-90 27-90 26-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990 12/17/1990 12/10/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER 108A)	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions on its use.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 29-90 28-90 27-90 26-90 25-90 24-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990 12/17/1990 12/10/1990 12/10/1990 12/3/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER 108A) Employment Information Available to Compile Seniority	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions on its use.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through practice Completed Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90 28-90 27-90 25-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 2/6/1991 1/7/1991 1/3/1991 1/3/1990 12/26/1990 12/20/1990 12/17/1990 12/17/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER 108A)	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions on its use.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 2-91 1-91 30-90 28-90 27-90 26-90 25-90 24-90 23-90 22-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 1/10/1991 1/7/1991 1/3/1990 12/26/1990 12/20/1990 12/17/1990 12/3/1990 11/3/1990 11/3/1990 11/3/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER 108A) Employment Information Available to Compile Seniority Lists Payment of Lump Sum Longevity Bonus for Confidential Employees	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions on its use. Issues reports to be used in preparing seniority lists in preparation for potential layoffs. Instructions of processing lump sum longevity bonus for confidential employees.	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Technically still active, but modified through practice Completed
	11-91 10-91 9-91 8-91 7-91 6-91 5-91 4-91 3-91 1-91 30-90 29-90 28-90 27-90 26-90 25-90 23-90	4/3/1991 3/20/1991 3/15/1991 3/6/1991 2/25/1991 2/15/1991 2/7/1991 2/6/1991 1/10/1991 1/3/1991 1/2/26/1990 12/26/1990 12/17/1990 12/17/1990 12/17/1990 12/3/1990 11/30/1990	Staffing Summary Correction to Human Resources Memorandum 9-91 General Increase Effective March 31, 1991 Staffing Summary Recall Rights of Employees Who Retire Alphabetical Listing of Job Classfications Staffing Summary Discontinue Use of Form BP-23 (Report of Separations from State Service) Staffing Summary Layoff Notifications Attached Layoff Listing October 1990 Salary Schedules Attached Layoff Listing Errors in Current Hire Date Holiday Announcement Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions Voluntary Program Participants New Form on Continuation of Benefits Coverage (PER 108A) Employment Information Available to Compile Seniority Lists Payment of Lump Sum Longevity Bonus for Confidential	Order 14 FY 1990/91. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. New calendar to replace the one in 9-91. Instructions on processing general increase Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. Announcement of availability of listing of Job Classifications. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Form BP-23 is no longer used by State Agencies, so the form is being discontinued. Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. Requests prompt processing of PER 14 (Official Notice of Layoff). List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. Instructions on change in processing for longevity rate of pay. List of employees participating in voluntary programs. New form for Continuation of Benefits, and instructions on its use. Issues reports to be used in preparing seniority lists in preparation for potential layoffs. Instructions for processing lump sum longevity bonus for	Completed Completed Completed Completed Effectively superseded by law changes and collective bargaining. Updated Completed Completed Completed Completed Technically still active, but modified through practice Completed

NUMBER	R ISSUED	SUBJECT 1991 Holiday Schedule for Employees Not Covered By a	NOTES	Status
20-90	9/17/1990	Collective Bargaining Agreement	List of Holidays for 1991	Updated
19-90	9/17/1990	General Increase Effective September 30, 1990	Instructions on processing general increase	Completed
10 00	0/10/1000	Employment Benefits for Employees in Maine State	more delicated on processing general more dec	Completed
		Service Who Enlist or Who are Inducted or Ordered Into		
		the Armed Forces of the United States as a Result of the	Defines benefits for subject employees. Includes	
18-90	8/24/1990	Current World Situation	addendum issued 12/10/1990.	Updated (see 10-01)
			Requests agencies to review and correct information on	
17-90	7/5/1990	Departmental Mailing and Telephone List	the mailing list use by BHR.	Completed
			Consolidates policy and procedural instructions	
			controlling the filling of positions for FY 1990/91.	
10.00	7/5/4000	Filling of Positions	Replaces 10-89, 19-89, and 11-90. (ref: Exec Order #1, FY 1990/91 hiring freeze)	Completed
16-90	7/5/1990	MFASIS Health Insurance and Retirement Rate	Information on health insurance and retirement rate	Completed
15-90	6/21/1990	Changes	changes - to be made automatically in MFASIS.	Completed
13-30	0/21/1330	Changes	Instructions on data correction due to errors between	Completed
			MFASIS and MSRS files on life insurance coverage and	
14-90	5/30/1990	Life Insurance Coverage	premiums.	Completed
13-90	5/23/1990	April 1991 Salary Schedules	Announces availability of new salary schedules.	Completed
			Announcement of availability of semi-annual listing of	
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
40.55	4.00	Adjustment in June 1 and 15	Adjustment of work end date for employees scheduled	0
10-90	4/27/1990	Adjustment in June Layoff Dates	for upcoming layoff.	Completed
9-90 8-90	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
0-90	4/19/1990	vvoinsneet ior voiuntary cost Savings Program	Imbienieure workeneer ior ACSA	Opualed
			This appears to be the first VCSP program implemented.	
			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
, 50	7,0/1000	A summon and a voluntary obstructings riogrands	Requests agencies to review and correct information in	- CPGGGGG
			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
3-90	1/31/1990	Procedures of Notification of Layoff	memo (Personnel Memo 2-81).	Service Rules
			Change from weekly to biweekly advertising; and	
2-90	1/23/1990	Changes to Competitive Recruitment Procedures	change from sending copies of bulletins to copies of "Careers in Maine" posting summary.	Completed
2-90	1/23/1990	Changes to Competitive Recruitment Frocedures	Announces new procedures to ensure adequate audit	Completed
			and control mechanisms are in place under new	Effectively superseded by reorganizati
1-90	1/2/1990	Human Resource Audit and Control Procedures	MFASIS system.	and process/procedure development
. 00	1,2,1000		Governor's Executive Order (5 FY1989/90) which	
			essentially continues a hiring freeze for General Fund	
19-89	12/12/1989	Filling of General Fund Positions	positions.	Superseded by 16-90
			Final list of employees eligible for longevity bonus for	,
18-89	11/9/1989	Longevity Bonus for Confidential Employees	Confidential employees.	Completed
			Lists of Confidential employees eligible/not eligible for	
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;	
45.00	0/00/4	Overtine Flightlike and Administrative 11 1111	and list of employees at range 21 which are eligible for	Completed
15-89	9/26/1989	Overtime Eligibility and Administrative Unit H	premium overtime as of July 2, 1989.	Completed
14.00	9/26/1989	Appual Langavity Ropus for Confidential Employees	Lists of Confidential employees eligible/not eligible for	Completed
14-89	9/20/1989	Annual Longevity Bonus for Confidential Employees 1990 Holiday Schedule for Employee Not Covered by a	Longevity Bonus.	Completed
13-89	9/25/1989	Collective Bargaining Agreement	List of Holidays for 1990	Updated
15-55	3/23/1303	Sold State Daily and My Collection	Information on the use of the PER 106, Retirement	Updated/Superseded by 7-94, 12-94,
12-89	9/22/1989	Form PER 106, Revised September, 1989	Options Form for unclassified confidential positions.	10
1	1	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
			Governor's Executive Order (3 FY 89/90) which	
			essentially implements a hiring freeze for General Fund	
140.00	9/30/1989	Filling of General Fund Positions	positions.	Superseded by 16-90
10-89			Lists of employees will and will not receive the general	
	8/11/1989	General Increase Reports	increase on an automated basis.	Completed
9-89		Timetable for the July 1989 General Increase	Implementation information for general increase.	Completed
9-89 8-89	7/28/1989	Li olophono Numboro	List of direct telephone numbers of BHR staff.	Completed
9-89		Telephone Numbers	Announcement of availability of Alphabetical Listing of	İ
9-89 8-89 7-89	7/28/1989 5/31/1989			0 1 4 1
9-89 8-89	7/28/1989	Alphabetical Listing of Job Classes	Job Classes.	Completed
9-89 8-89 7-89 6-89	7/28/1989 5/31/1989 5/23/1989	Alphabetical Listing of Job Classes	Job Classes. Announcement of availability of printed Civil Service	·
9-89 8-89 7-89	7/28/1989 5/31/1989		Job Classes. Announcement of availability of printed Civil Service Rules.	Completed Completed
9-89 8-89 7-89 6-89	7/28/1989 5/31/1989 5/23/1989	Alphabetical Listing of Job Classes	Job Classes. Announcement of availability of printed Civil Service Rules. Request that agencies enter payroll authorizations	·
9-89 8-89 7-89 6-89	7/28/1989 5/31/1989 5/23/1989	Alphabetical Listing of Job Classes	Job Classes. Announcement of availability of printed Civil Service Rules. Request that agencies enter payroll authorizations promptly rather than saving them to the end of the pay	·
9-89 8-89 7-89 6-89 5-89	7/28/1989 5/31/1989 5/23/1989 5/5/1989	Alphabetical Listing of Job Classes Civil Service Rules	Job Classes. Announcement of availability of printed Civil Service Rules. Request that agencies enter payroll authorizations promptly rather than saving them to the end of the pay cycle. Also ends the practice of accepting requests for	Completed
9-89 8-89 7-89 6-89	7/28/1989 5/31/1989 5/23/1989	Alphabetical Listing of Job Classes	Job Classes. Announcement of availability of printed Civil Service Rules. Request that agencies enter payroll authorizations promptly rather than saving them to the end of the pay	•

	NUMBER	ISSUED	SUBJECT	NOTES	Status
			Arbitration Decision (Booth/McCarthy, State #1137) -	In the state of th	
	2-89	1/18/1989	Merit Increase Procedure for Employees Serving on Acting Capacity Appointments	Instructions on procedures for merit increases for employees serving on acting capacity.	Active
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	ramig coperny rappennions	Announcement of BHR mailing retirement option letters -	
	4.00	4/40/4000	Detirement Ontion Letters	who to, how they were identified, and agency's role in	Completed
	1-89 9-88	1/12/1989 11/2/1988	Retirement Option Letters 1989 Holiday Schedule	identifying errors. List of Holidays for 1989	Completed Updated
	5 00	11/2/1000	Procedure for Computing Salaries for Employees Who	Elector Floriday's for 1990	opaarou
			Transfer to Positions Eligible for the 5% Retirement	Instructions on how to determine step for subject	
-	8-88	9/21/1988	Option Schedule for Confidential Employees Starting Salary Requests for Teacher Classifications	employees.	Active Generally active, but authority to hire above
			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.
			Otton Dottomoria etima (m. Otima et el Dotto Dotto Dotto (DD)		Generally active, but authority to hire above
	6-88	7/30/1988	Step Determination for Stipended Data Processing (DP) Classifications	Information on step determination for new hires and employees in DP classifications.	the minimum is decentralized to some agencies.
	0 00	1700/1000	orassinoations -	Announcement of timetable and process/procedure for	agenores.
	5-88	6/10/1988	Timetable for July 1988 General Salary Increase	implementation of general increase.	Completed
	4-88	3/12/1988	The Revised New Hire form PER52	Announcement of revision of New Hire Form (PER52)	Effectively superseded by serveral subsequent form updates.
	4-00	3/12/1900	THE REVISED NEW FILE TOTAL FERSE	Announcement of availability of new sets of salary	Subsequent form apaates.
	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 Change in Typing Performance Testing Procedures for	(register superseded). Implements requirement that agencies use standardized	process/procedure development Effectively superseded through
	1-88	1/14/1988	Selected Classifications	typing tests developed by BHR.	process/procedure development
			Data Improvement Schedule for January, February and	Announcement of system changes (MSA system) to	
\vdash	23-87	12/30/1987	March 1988	improve specific data quality.	Completed
	22-87	12/2/1987	Career Opportunity Bulletin Sets	Announcement of availability of updated Career Opportunity Bulletins.	Completed
	01	. 2, 2, 1001	Carson Opportunity Danouit Octo	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. Change in salary processing using the Human Resource	Active Effectively superseded through
	20-87	12/16/1987	Automated Salary	Profile and the New Hire Form.	process/procedure development
	20 0.	12/10/1001		Announcement that personnel actions (other than the	
				general increase and the longevity increase) which are	
	19-87	12/14/1097	January Personnel Transactions	effective after 1/3/88 must be held for processing until after the automatic salary changes.	Completed
	19-07	12/14/1907	Dariually Fersonner Transactions	Implement procedures for processing longevity pay	Completed
	18-87	12/10/1987	Longevity Pay	adjustments	Completed
	47.07	40/7/4007	One fidential Francisco Languagita Banca	Verify list of employees identified as eligible for	O
	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 14-87	11/5/1987 10/16/1987	Longevity Dates 1988 Holiday Schedule	implementing longevity pay. List of Holidays for 1988	Completed Updated
_	14-07	10/10/1307	1000 Hollady Collocate	Correction of problems posed by general increase for	Орашон
				school personnel. (Dept's of Corrections, Education &	
	42.07	0/05/4007	Colorina for Cohool Daysonnal	Cultural Services, and Mental Health & Mental	Completed
	13-87	9/25/1987	Salaries for School Personnel	Cultural Services, and Mental Health & Mental Retardation)	Completed
	13-87 12-87	9/25/1987 9/3/1987	Salaries for School Personnel Timetable for July 1987 General Salary Increase	Cultural Services, and Mental Health & Mental	Completed Completed
				Cultural Services, and Mental Health & Mental Retardation) Timetable and procedures for implementing the planned general increase. Announcement that HR Memo 10-87 has expired.	·
	12-87	9/3/1987	Timetable for July 1987 General Salary Increase	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	Completed
		9/3/1987		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.	·
	12-87	9/3/1987	Timetable for July 1987 General Salary Increase	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	Completed
	12-87	9/3/1987	Timetable for July 1987 General Salary Increase Human Resources Memorandum 10-87 Interim Procedures to Authorize Retroactive Reclassifications and Reallocations	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.	Completed
	12-87 11-87 10-87	9/3/1987 8/18/1987 7/14/1987	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	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,	Completed Completed Expired (see 11-87)
	12-87	9/3/1987 8/18/1987	Timetable for July 1987 General Salary Increase Human Resources Memorandum 10-87 Interim Procedures to Authorize Retroactive Reclassifications and Reallocations	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.	Completed
	12-87 11-87 10-87	9/3/1987 8/18/1987 7/14/1987	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	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	Completed Completed Expired (see 11-87)
	12-87 11-87 10-87 9-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987	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	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,	Completed Completed Expired (see 11-87) Completed
	12-87 11-87 10-87	9/3/1987 8/18/1987 7/14/1987	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	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	Completed Completed Expired (see 11-87)
	12-87 11-87 10-87 9-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987	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	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,	Completed Completed Expired (see 11-87) Completed
	12-87 11-87 10-87 9-87 8-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987	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	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	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 11-87 10-87 9-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987	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	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.	Completed Completed Expired (see 11-87) Completed Updated by 4-09
	12-87 11-87 10-87 9-87 8-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987	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	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	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 11-87 10-87 9-87 8-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987	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	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 implements required Appointment End Dates on all employee records.	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 11-87 10-87 9-87 8-87 6-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed
	11-87 10-87 9-87 8-87 7-87 6-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/11/1987	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 New Positions Authorized by the Legislature	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record.	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed
	12-87 11-87 10-87 9-87 8-87 6-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed
	12-87 11-87 10-87 9-87 8-87 6-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed
	12-87 10-87 9-87 8-87 7-87 6-87 4-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987 3/2/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system.	Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed Completed
	12-87 11-87 10-87 9-87 8-87 7-87 6-87 4-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987 3/2/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system.	Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed Completed Completed
	12-87 10-87 9-87 8-87 7-87 6-87 4-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 6/16/1987 5/12/1987 5/6/1987 3/2/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system.	Completed Expired (see 11-87) Completed Updated by 4-09 Completed Completed Completed Completed
	12-87 10-87 9-87 8-87 7-87 6-87 4-87 3-87 2-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 5/12/1987 5/11/1987 3/2/1987 1/6/1987 1/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists Early Release - January 2, 1987 Alternative Work Schedules	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. Early release due to storm Requesting information on the usage of alternative work schedules. Includes survey sheet. Announcement of first New Employee Orientation	Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 10-87 9-87 8-87 6-87 4-87 4-87 6-86	9/3/1987 8/18/1987 7/14/1987 6/30/1987 5/12/1987 5/11/1987 3/2/1987 1/12/1987 1/6/1987 1/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists Early Release - January 2, 1987 Alternative Work Schedules New Employee Orientation	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. Early release due to storm Requesting information on the usage of alternative work schedules. Includes survey sheet. Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068).	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 10-87 9-87 8-87 7-87 6-87 4-87 3-87 2-87	9/3/1987 8/18/1987 7/14/1987 6/30/1987 5/12/1987 5/11/1987 3/2/1987 1/6/1987 1/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists Early Release - January 2, 1987 Alternative Work Schedules	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. Early release due to storm Requesting information on the usage of alternative work schedules. Includes survey sheet. Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068). List of Holidays for 1987	Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 10-87 9-87 8-87 6-87 4-87 4-87 6-86	9/3/1987 8/18/1987 7/14/1987 6/30/1987 5/12/1987 5/11/1987 3/2/1987 1/12/1987 1/6/1987 1/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists Early Release - January 2, 1987 Alternative Work Schedules New Employee Orientation	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. Early release due to storm Requesting information on the usage of alternative work schedules. Includes survey sheet. Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068). List of Holidays for 1987 New codes for refusal of a job offer on the PER 17 (Certificate of Eligibles) based on new section of Civil	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed
	12-87 11-87 9-87 9-87 8-87 6-87 5-87 4-87 1-87 6-86 5-86	9/3/1987 8/18/1987 7/14/1987 6/30/1987 5/12/1987 5/11/1987 3/2/1987 1/12/1987 1/6/1987 1/6/1987	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 New Positions Authorized by the Legislature Appointment End Date for Seasonal Employees Multiple Updates to Employee Records Employment Information Available to Compile Seniority Lists Early Release - January 2, 1987 Alternative Work Schedules New Employee Orientation	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 implements required Appointment End Dates on all employee records. Implementation of PER 62. Information on how to provide multiple updates to a personnel record. Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. Early release due to storm Requesting information on the usage of alternative work schedules. Includes survey sheet. Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068). List of Holidays for 1987 New codes for refusal of a job offer on the PER 17	Completed Completed Expired (see 11-87) Completed Updated by 4-09 Completed

					. .
	NUMBER	ISSUED	SUBJECT	NOTES Request for prompt submission of requests for new	Status
	3-86	3/12/1986	New Positions Authorized by the Legislature	positions authorized and funded by law.	Completed
	2-86	2/27/1986	New Positions	Request for prompt submission of requests for new positions authorized and funded by law.	Completed
	2 00	2/27/1000		Announcement of legislation which protects employees	Completed
	1-86	1/21/1986	Protection of State Employees Who Testify Before Legislative Committees	who testify before legislative committees from adverse action. Includes requirements outlined in 1-76.	Active
	7-85	10/29/1985	1986 Holiday Schedule	List of Holidays for 1986	Updated
	6-85	9/30/1985	Early Release Hurricane Gloria	Recap of early work release provided on Friday, September 27, 1985.	Completed
				Labor/Management Committee report on the status of	·
	5-85	9/12/1985	Alternative Work Schedules	Alternative Work Schedules Request for documentation for establishing new	Report. See 4-83 and 2-08
	4-85	7/8/1985	New Positions	positions approved by the 112th Legislature.	Completed
	3-85	7/3/1985	Payroll/Personnel Softward Implementation	Announcement of new payroll/personnel system (MSA) and conversion schedule.	Completed
			Preliminary FLSA Exemption Study for classes at Pay	Announcement of results of subject study. Lists of classes under each exemption type. Also requests info	
	2-85	5/10/1985	Grade 21 and Above	from agencies on exceptions to these lists.	Completed
	1-85	5/1/1985	Salary Schedules for July 1, 1985 and December 30, 1985	Announcement of availability of new salary schedules.	Completed
	1-03	5/1/1303	Guidelines for the Maine State Employees Suggestion	Changes to the Employee Eligibility section of the	Completed
	7-84	10/29/1984	System 4095 Helidey Sehedule	subject guidelines.	Completed
	6-84	10/1/1984	1985 Holiday Schedule	List of Holidays for 1985 Announces a change in Personnel Bulletin 4.3 -	Updated
	5-84	8/8/1984	Labor Relations Board Decision - Personnel Bulletin 4.3	revocation of Paragraph B in Section 1.	Updated - see CS Bulletin 4.3A
				Appaumage change in how retroagtive realesses/renge	
			Arbitration Award - Retroactive Reclassifications/Range	Announces change in how retroactive reclasses/range changes are calculated, regarding any calculation which	Active - but updated through
	4-84	7/23/1984	Changes	results in a reduction in pay or in a net overpayment.	process/procedure development
	3-84	6/25/1984	Layoffs - Alcoholic Beverages	Announcement of agreement affecting the layoff of State Liquor Warehouse employees.	Completed
				Implementation of the Employee Suggestions Awards	·
	2-84	5/1/1984	Employee Suggestion Awards Program	Program authorized in Statute. Early Release for March 14, 1984. Provides comp time	Updated
				for employees who arrived at work and stayed until 3pm	
				(when early release was provided). Provides admin	
	1-84	3/16/1984	March 14, 1984 - Storm Day	leave to those who did not come to work at all (if not on sick/vacation/other leave).	Completed
			Initial Listing of Classifications Which May Be Eligible		
-	8-83	12/29/1983	for Apprenticeship or Trainee Programs	Reference 7-83. Initial listing of classifications. Requests info from agencies on which classes lend	Completed
	7-83		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
	6-83	11/8/1983	1984 Holiday Schedule	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules.	Updated
	6-83 5-83	11/8/1983 9/20/1983	1984 Holiday Schedule Filling of General Fund Positions	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which	Updated Completed
	6-83 5-83	11/8/1983 9/20/1983	1984 Holiday Schedule Filling of General Fund Positions	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions.	Updated Completed
	6-83 5-83 4-83	11/8/1983 9/20/1983 8/24/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions. Implementation of Applicant Tracking System. Includes	Updated Completed Updated - see 5-85 and 2-08
	6-83 5-83 4-83	11/8/1983 9/20/1983 8/24/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions.	Updated Completed Updated - see 5-85 and 2-08
	6-83 5-83 4-83	11/8/1983 9/20/1983 8/24/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions. Implementation of Applicant Tracking System. Includes implementation of new application form. Elimination of	Updated Completed Updated - see 5-85 and 2-08 Completed
	6-83 5-83 4-83 3-83	11/8/1983 9/20/1983 8/24/1983 5/11/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through
	6-83 5-83 4-83 3-83	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through
	6-83 5-83 4-83 3-83 2-83	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development
	6-83 5-83 4-83 3-83	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through
	6-83 5-83 4-83 3-83 2-83 1-83 5-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated
	6-83 5-83 4-83 3-83 2-83	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development
	6-83 5-83 4-83 3-83 2-83 1-83 5-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 7/7/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 7/7/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 2-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed Completed See 4-83, 5-85, and 2-08
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 2/8/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 2/8/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 2/8/1982	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 3/17/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80)	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981 8/18/1981 7/15/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981 8/18/1981 7/15/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 2/8/1982 1/12/1982 10/14/1981 8/18/1981 7/15/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement.	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 1/12/1982 10/14/1981 8/18/1981 7/15/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Perronnel Memorandum 17-80 Implementation of the 5% Retirement Option	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and collective bargaining.
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 1/12/1982 10/14/1981 8/18/1981 7/15/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80 Implementation of the 5% Retirement Option	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement. Announcement of state-paid retirement for confidentials and appointeds. Also announces 5% option for	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and collective bargaining.
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81 3-81 1-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 6/10/1982 6/10/1982 1/12/1982 10/14/1981 6/23/1981 6/17/1981	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80 Implementation of the 5% Retirement Option Procedures for Notification of Layoff Retirement Options - Confidential Employees and Appointed Officials	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement. Announcement of state-paid retirement for confidentials and appointeds. Also announces 5% option for appointeds. Announcement of preparation of Personnel Law	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed Completed Updated See 4-83, 5-85, and 2-08 Completed Updated Effectively superseded by process/procedure development and collective bargaining. Superseded by 3-90 Completed
	6-83 5-83 4-83 3-83 2-83 1-83 5-82 4-82 3-82 1-82 6-81 5-81 4-81 3-81 2-81	11/8/1983 9/20/1983 8/24/1983 5/11/1983 5/11/1983 3/17/1983 10/28/1982 7/7/1982 6/10/1982 1/12/1982 10/14/1981 6/23/1981 6/17/1981 6/16/1981 12/31/1980	1984 Holiday Schedule Filling of General Fund Positions Alternative Work Schedules Filling of General Fund Positions Applicant Tracking system for Positions in the Competitive, Classified Service Direct Hire Employment Application Procedures 1983 Holiday Schedule Classifications to be Abolished Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine Personnel Law 1982 Holiday Schedule Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine Peronnel Memorandum 17-80 Implementation of the 5% Retirement Option Procedures for Notification of Layoff Retirement Options - Confidential Employees and	List of Holidays for 1984 Continuation of 3-83 until November 15. Informational material regarding Alternative Work Schedules. Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for 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 Tear-off sheet. Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. List of Holidays for 1983 Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. Announcement of advertising schedule. Report on Alternative Work Schedule proposal and comments from agencies. Revision to the Personnel Law document. One copy provided to each agency. List of Holidays for 1982 Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. Revision of State Layoff Listing (see 17-80) Procedure for payroll authorization for confidential, appointeds, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement. Announcement of state-paid retirement for confidentials and appointeds. Also announces 5% option for	Updated Completed Updated - see 5-85 and 2-08 Completed Effectively superseded through process/procedure development Effectively superseded through process/procedure development Updated Completed Completed See 4-83, 5-85, and 2-08 Completed Updated See 2-82, 4-83, 5-85, and 2-08 Completed Effectively superseded by process/procedure development and collective bargaining. Superseded by 3-90

	NUMBER	ICCLIED	SUBJECT	NOTES	Status
	NUMBER	ISSUED	Notice of Hearing on Amendment to Chapter 8 of	Public Hearing notice on amendment to Chapter 8	Status
	27-80	12/12/1980	Personnel Rules	(Certification and Appointment) of Personnel Rules	Completed
				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	11/20/1300	Early Norocoo of Employees	Informational: employees laid off due to lack of work	Cupersousd by 14 to tind 0 to
	23-80	11/6/1980	Withdrawal of Retirement Contributions Upon Layoff	may withdraw their retirement contributions without resigning or forfeiting layoff rights.	Completed
	22-80	10/27/1090	Alphabetical Listing of State Classifications with Salaries	Price reduction for alphabetical listing of classifications (reference 20-80).	Completed
	21-80		1981 Holiday Schedule	List of Holidays for 1981	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	book.	Completed
	19-80	9/18/1980	Action Code Changes	Changes made to the codes used in certain actions.	Completed
			Decentralization of Processing of Leaves and	Decentralizes the processing of leaves and separations - agency will process these directly to Accounts and	
	18-80	9/17/1980	Separations	Control	Completed
	17-80	9/17/1980	Layoff Listing	List of employees laid off, including title and date of 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.	
	15-80	9/4/1980	Recruiting Advertisements	(Supersedes 12-80) Information regarding 95% ceiling - looks like a	Completed
				reduction in force. Provides info on how to calculate the	
-	14-80	8/11/1980	Personnel Policy	95%. Offers a service of producing recruiting bulletins for non-	Completed
			Recruiting Bulletins (Career Opportunities) for Non-	competitive classes using the word processing machine.	
	13-80	8/1/1980	Competitive Classes	Costs involved. Asks for feedback.	Completed
	12-80	6/26/1980	Recruiting Advertisements	New procedures/process for advertising jobs. (Supersedes 24-79)	Completed
			-	Public Hearing notice on repeal and replacement of	·
	11-80	5/20/1980	Notice of Hearing on Chapter 8 of Personnel Rules	Chapter 8 (Certification and Appointment) of Personnel Rules	Completed
	10-80	4/14/1980	Addendum to Classification/Salary Schedule	Amendments to the Classification/Salary Schedule	Completed
				Information on special retirement letters for State employees with 15 and 20 years of service.	
	9-80	4/2/1980	Employee Recognition - Retirees	(Supersedes 26-79)	Completed
			Clarification of Intern and Work-Study Programs for the	Announces that the State Government Internship Program and other work-study programs will operate this 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. New procedure for request and approval of new	Completed Effectively superseded by
	7-80	3/24/1980	Procedures to Request New Positions	positions. (replaces 2-80) Provides agencies with list of unused Unclassified titles	process/procedure development.
				and asks agencies to identify those that should NOT be	
	6-80	3/14/1980	Abolishment of Superfluous Unclassified Titles	abolished. New process for requests to fill positions. Cancels all	Completed
	5.00	0/40/10==	Developed	existing certifications and requires resubmission under	Completed
-	5-80	3/10/1980	reisorinei	new process. (New hiring austerity program.) Informs agencies of documentation required by Dept of	Completed
	4-80	2/19/1980	Aircraft Pilots	Personnel when an agency is hiring Aircraft Pilots.	Completed
				Policy - Dept of Personnel will accept applications from high school and college students during their last	
				semester, and will conditionally qualify them. Hiring	
	3-80	2/11/1980	Acceptance of Applications	authority must present proof of graduation when appointing a student certified in this manner	Essentially active
				New procedure for request and approval of new	Effectively superseded by policy/procedure
	2-80	2/1/1980	FJA-3 - Approval of New Positions	positions. (replaces 23-79) Amendments to the July 1979 Classification/Salary	development.
	1-80	1/21/1980	Addendum to Classification/Salary Schedule	Schedule Implements new procedure to follow when releasing	Completed
				employees (presumably during storms). Includes	
	30-79	12/7/1979	Procedure for Releasing State Employees	staggered release (agencies split up into three groups) as well as list of Emergency Broadcast system stations.	Superseded by 24-80, 14-05, and 3-09
	29-79		1980 Holiday Schedule	List of Holidays for 1980	Updated
				Revision of Personnel form Notice of Dismissal/Suspension From State Employment (PER 29	Effectively superseded by policy/procedure
	28-79	10/9/1979	Personnel Form PER 29 AU (Rev. 9/79)	AU)	development.
				Informational: sometimes contract provisions are different from personnel rules. Be sure to use the	
	27-79	9/21/1979	Contract Provisions vis-à-vis Personnel Rules	appropriate manual when taking action or processing.	Completed
				Information on special retirement letters for State employees with 10 and 20 years of service.	
	26-79	9/14/1979	Employee Recognitiion - Retirees	(Supersedes 28-78)	Completed
	25-79	9/5/1979	Performance Tests (Steno/Typing)	Announcement of workshop for the development and administration of performance tests.	Completed
			Advertisements for Classified Competitive, Classified	New procedures/process for advertising jobs.	
	24-79	8/30/1979	Non-Competitive, and Unclassified Positions	(Supersedes 1-79 and 6-79) New procedure for request and approval of new	Completed
	23-79	8/22/1979	FJA-3 - Approval of New Positions	positions. (replaces 10-79)	Completed

	NUMBER	ISSUED	SUBJECT	NOTES	Status
	aa =a	0/04/4070		Elimination of centralized performance testing for	
	22-79	8/21/1979	Changes in Examination Procedures	clerical jobs (typing, steno, data entry).	Completed
			Onlaw Onkodula and Alabahadada History of Olasa Titla	Announcement that an updated composite salary	
	21-79	8/16/1979	Salary Schedule and Alphabetical Listing of Class Titles and Ranges - PRP - la	schedule and alphabetical listing of class titles and ranges (Pay Plan) is now available.	Completed
	21-13	0/10/19/9	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.
	2010	0/0/10/0	(Cara No. 0)	New computer runs of employee history for seniority	dovelopment.
	19-79	7/19/1979	Employee History	computations are available.	Completed
				New strip cards for applications due to new postal	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	
	45.70	0/04/4070	Administrative Leave Blood Denove	scheduled to donate blood at the June 27-29 American	Completed
\vdash	15-79	6/21/1979	Administrative Leave - Blood Donors Acting Capacity - Administrative Services, OMS, P&T,	Red Cross bloodmobile in Augusta.	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.
\vdash	14-79	0/13/1979	Office	New salary schedules for Coalition and Supervisory	development and collective bargaining.
	13-79	6/7/1979	Special Salary Adjustments	Services Units.	Completed
	10-73	0/1/13/3	operar carary rajustments	Information re: public admin/political science courses	Completed
				offered at UMA in summer. Encourage employees to	
	12-79	6/7/1979	Summer Courses - UMA	take advantage.	Completed
					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.	development.
				New procedure for request and approval of new	Effectively superseded by policy/procedure
	10-79	4/12/1979	FJA-3 - Approval of New Positions	positions (requires Gov's approval first).	development.
		l	Approval of Turnaround Forms for Separations and	New procedure for separations and leave balances on	Effectively superseded by policy/procedure
\vdash	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
				Requesting DPO's to communicate to employees that	
	7-79	2/20/1979	Applications	accurate work history is required on applications.	Completed
			On an Commoditive Advanticements and Covers	Change to 1-79: no longer monthly advertising. Also,	
	c 70	4/47/4070	Open Competitive Advertisements and Career Opportunity Bulletins	Dept of Personnel will no longer pay for advertising - agencies will be billed.	Completed
	6-79 5-79	1/17/1979	Early Release - January 18, 1979	Early release due to weather	Completed Completed
\vdash	3-79	1/10/19/9	Larry Nelease - January 10, 1979	Informational: strip cards not stamped will not be	Completed
	4-79	1/17/1979	Applications	returned to the applicant (lack of funds).	Completed
	4-13	1/11/19/9	Applications	Recommendation on wording for notification of interview	Completed
				(don't say "if you are interested" - this implies that the	
1					
	3-79	1/4/1979	Notification and Interview of Applicants		Completed
	3-79	1/4/1979	Notification and Interview of Applicants	applicant has the option of refusing). Informational: rules applied to emergency, temporary,	Completed
	3-79	1/4/1979	Notification and Interview of Applicants	applicant has the option of refusing).	Completed
	3-79	1/4/1979	Notification and Interview of Applicants Certification of Eligibles on Emergency, Temporary or	applicant has the option of refusing). Informational: rules applied to emergency, temporary,	Completed Effectively superseded by policy/procedure
	3-79 2-79	1/4/1979		applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required.	
			Certification of Eligibles on Emergency, Temporary or Provisional Appointments	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing	Effectively superseded by policy/procedure
	2-79	1/2/1979	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue	Effectively superseded by policy/procedure development.
			Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing	Effectively superseded by policy/procedure
	2-79 1-79	1/2/1979	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77)	Effectively superseded by policy/procedure development. Completed
	2-79	1/2/1979	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue	Effectively superseded by policy/procedure development.
	2-79 1-79 30-78	1/2/1979 1/2/1979 12/20/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws.
	2-79 1-79	1/2/1979 1/2/1979 12/20/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77)	Effectively superseded by policy/procedure development. Completed
	2-79 1-79 30-78 29-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed
	2-79 1-79 30-78 29-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78 27-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated
	2-79 1-79 30-78 29-78 28-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed
	2-79 1-79 30-78 29-78 28-78 27-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated
	2-79 1-79 30-78 29-78 28-78 27-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed
	2-79 1-79 30-78 29-78 28-78 27-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed
	2-79 1-79 30-78 29-78 28-78 27-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed Effectively superseded by policy/procedure
	2-79 1-79 30-78 29-78 28-78 27-78 26-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3)	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed
	2-79 1-79 30-78 29-78 29-78 27-78 26-78 25-78 24-78 23-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed Effectively superseded by policy/procedure
	2-79 1-79 30-78 29-78 29-78 27-78 26-78 25-78 24-78 23-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 27-78 25-78 24-78 23-78 22-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 29-78 27-78 26-78 25-78 24-78 23-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22)	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 27-78 25-78 24-78 23-78 22-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 25-78 24-78 23-78 22-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 9/29/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/19/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed
	2-79 1-79 30-78 29-78 28-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/11/1978 7/11/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/11/1978 7/11/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/11/1978 7/11/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 26-78 25-78 24-78 22-78 21-78	1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/4/1978 7/11/1978 7/11/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to requirements of the Emloyee Recognition Program to recognize employees upon retirement.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development.
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 24-78 22-78 21-78 20-78	1/2/1979 1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/8/1978 7/11/1978 7/11/1978 6/5/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors Temporary Transfers - Institutional Services Contract Employee Recognition Program - Retirees	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to requirements of the Emloyee Recognition Program to recognize employees upon retirement. Requirements to process all CETA Title III, Summer	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78 20-78 19-78	1/2/1979 1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/8/1978 7/19/1978 7/11/1978 5/31/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors Temporary Transfers - Institutional Services Contract Employee Recognition Program - Retirees FJA 2 Procedures for CETA Title III, Summer Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to requirements of the Emloyee Recognition Program to recognize employees upon retirement.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 24-78 22-78 21-78 20-78	1/2/1979 1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/8/1978 7/11/1978 7/11/1978 6/5/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors Temporary Transfers - Institutional Services Contract Employee Recognition Program - Retirees	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to requirements of the 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.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Completed Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78 20-78 19-78	1/2/1979 1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/8/1978 7/19/1978 7/11/1978 5/31/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Request for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors Temporary Transfers - Institutional Services Contract Employee Recognition Program - Retirees FJA 2 Procedures for CETA Title III, Summer Program for Economically Disdavantages Youth (SPEDY)	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. Informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance a numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to recognize employees upon retirement. Requirements to process all CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY) positions using FJA 2 form. Requirement to process Extension and/or Refill of	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed
	2-79 1-79 30-78 29-78 28-78 27-78 26-78 25-78 24-78 22-78 21-78 20-78 19-78	1/2/1979 1/2/1979 1/2/1979 12/20/1978 12/13/1978 11/2/1978 10/18/1978 8/8/1978 8/8/1978 8/8/1978 7/19/1978 7/11/1978 5/31/1978	Certification of Eligibles on Emergency, Temporary or Provisional Appointments Open Competitive Advertisements and Career Opportunity Bulletins Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay Notice of Hearing on Personnel Rules Governing Intermittent Employment Employee Recognition Program - Retirees & Long-Term Employees 1979 Holiday Schedule Apprentice/Trainee Program Distinguished Service Awards Program Correspondence with the Department of Personnel Request for New Positions Requests for Application Informatino/Exam Scores Daily Attendance Report Administrative Leave - Blood Donors Temporary Transfers - Institutional Services Contract Employee Recognition Program - Retirees FJA 2 Procedures for CETA Title III, Summer Program	applicant has the option of refusing). Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) Informational bulletin on subject rule. Announcement of public hearing on rulemaking Reference 18-78. Informational. List of Holidays for 1979 Establishment and implementation of the Apprentice/Trainee Program. Establishment and implementation of the Distinguished Service Award Program. Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. Instructions on requesting new positions (use of Form FJA 3) Eliminates providing application status and exam scores over the phone to agencies. Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. Requesting agencies to submit a list of retirees each month in order to implement to requirements of the 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.	Effectively superseded by policy/procedure development. Completed Effectively superseded by changes in laws. Completed Completed Updated Completed Completed Effectively superseded by policy/procedure development. Completed Completed Effectively superseded by policy/procedure development. Completed

			T	I	T-
	NUMBER	ISSUED	SUBJECT	NOTES	Status
			514 0 B	Requirement to process CETA Title III, Your	
	45.70	E /4 /4 0 7 0	FJA 2 Procedures for CETA Title III, Youth Employment	Employment and Training Program positions using FJA	Completed
	15-78 14-78	5/1/1978 4/26/1978	and Training Program Positions Addendum #3 to Classification/Salary Schedule	2 form. Addendum to Classification/Salary Schedule	Completed Completed
	14-70	4/20/19/0	Addendam #3 to Classification/Salary Schedule	Direction to review and modify Agency Appeals	Completed
				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
				Information regarding "residence" versus "domicile" for	
				purposes of meeting the requirements in statute to be a resident of the State of Maine in order to be employed in	Effectively supercoded by abangos in Civil
	11-78	3/28/1978	5 MRSA Section 556. Residency and Citizenship	the classified service.	Service Law.
	11.70	0/20/10/0	o winter receiping obe. Residency and chizenomp	Explanation of EAP and its use in the Performance	Cervice Edw.
	10-78	3/9/1978	Personnel Bulletin 10.4, August 30, 1977	Management System	Completed
				Direction on establishment of Agency Appeals	
				Procedures for Performance Appraisal System	
	9-78	3/9/1978	Agency Appeals Procedures	(reference Personnel Bulletin 10.4).	Completed
				Information regarding the new Automated Employee	
	0.70	0/07/4070	Conversion to the Automated Employee File	File. System expected to be fully operational by July, 1978. Memo expires on August 1, 1978 or sooner.	Completed
	8-78 7-78	2/27/1978 2/27/1978	Addendum #2 to Classification/Salary Schedule	Addendum to Classification/Salary Schedule	Completed
	1-10	2/21/1010	Addition 112 to Glassing and Today Schedule	Revised FJA 2 issued (form for Public Service	Completed
			Position/Project Description & Authorization for Public	Employment positions (CETA, GVIN, PUBLIC WORKS,	Effectively superseded by policy/procedure
	6-78	2/15/1978	Service Employment	etc.)) - see 15-77.	development.
					Superseded by 30-79, 24-80, 14-05, and 3-
	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
				Implements pre-employment medical examination	Effectively supercoded by shapes is less
	3-78	2/9/1978	Medical Examination Requirement	requirement for government appointments, Title 2, §6 personnel	Effectively superseded by changes in law, policy, and procedures.
	3-10	2/9/1970	IMEGICAI EXAMINATION NEGUNETIENT	Informs agencies that Dept of Personnel will discontinue	policy, and procedures.
				practice of furnishing additional names on certifications	
				unless the number of eligibles is fewer than three ("rule	Effectively superseded by policy/procedure
	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
			B 1 11 10==	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 Changes in the Performance Appraisal Training	Early release due to weather	Completed
			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		Performance Appraisal Training	System.	Completed
	22-77	11/21/1977	Addendum #1 to Classification/Salary Schedule	System. Addendum to Classification/Salary Schedule	Completed
		11/21/1977		System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction)	
	22-77	11/21/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career	Completed
	22-77 21-77	11/21/1977 11/22/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be	Completed Updated
	22-77	11/21/1977 11/22/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received.	Completed
	22-77 21-77	11/21/1977 11/22/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be	Completed Updated
	22-77 21-77	11/21/1977 11/22/1977 11/15/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an alphabetical listing of class titles and ranges (Pay Plan) is now available.	Completed Updated
	22-77 21-77 20-77	11/21/1977 11/22/1977 11/15/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an alphabetical listing of class titles and ranges (Pay Plan) is now available. Implements moratorium on calls and visits to Records	Completed Updated Completed
	22-77 21-77 20-77 19-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed
	22-77 21-77 20-77	11/21/1977 11/22/1977 11/15/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed
	22-77 21-77 20-77 19-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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)	Completed Updated Completed Completed
	22-77 21-77 20-77 19-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed Completed Completed
	22-77 21-77 20-77 19-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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)	Completed Updated Completed Completed
	22-77 21-77 20-77 19-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 Reduction of Backlogs Phone Calls and Visits to the Department of Personnel Approval of New Positions	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed Completed Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77	11/21/1977 11/22/1977 11/15/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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)	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. Implements hiring procedures for Public Works Employment	Completed Updated Completed Completed Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 6/10/1977 3/30/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Offlice 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 Interms. Implements hiring procedures for Public Works Employment Changes policy of retaining applications for closed classes until the classes open to returning applications	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 6/10/1977 3/30/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. 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 Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 6/10/1977 3/30/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Updated Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 15-77 14-77 13-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 10/26/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. 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 Updated Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 15-77 14-77 13-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 10/26/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies.	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77 12-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Offlice 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies.	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77 12-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies.	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 14-77 12-77 11-77 11-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 3/30/1977 3/9/1977 2/23/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 hirring 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 14-77 12-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76.	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 12-77 11-77 10-77	11/21/1977 11/22/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977 2/23/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores NO SUBJECT	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76. Implements mail pick-up service (mail slots at the front).	Completed Updated Completed Effectively superseded by policy/procedure development. Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 14-77 12-77 11-77 11-77	11/21/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 3/30/1977 3/9/1977 2/23/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76.	Completed Updated Completed
	22-77 21-77 20-77 19-77 18-77 16-77 15-77 12-77 11-77 10-77	11/21/1977 11/22/1977 11/22/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 6/10/1977 3/30/1977 3/9/1977 2/23/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores NO SUBJECT	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Interms. 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76. Implements mail pick-up service (mail slots at the front).	Completed Updated Completed Effectively superseded by policy/procedure development. Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 14-77 13-77 11-77 11-77 10-77 9-77	11/21/1977 11/22/1977 11/12/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 3/30/1977 3/9/1977 2/23/1977 2/3/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores NO SUBJECT Visits to the Department of Personnel	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76. Implements mail pick-up service (mail slots at the front). Reference Personnel Memo 17-76.	Completed Updated Completed Effectively superseded by policy/procedure development. Completed Completed Completed Completed Completed Completed Completed
	22-77 21-77 20-77 19-77 18-77 17-77 16-77 14-77 13-77 11-77 11-77 10-77 9-77	11/21/1977 11/22/1977 11/12/1977 11/15/1977 10/26/1977 8/24/1977 8/24/1977 7/1/1977 7/1/1977 3/30/1977 3/9/1977 2/23/1977 2/3/1977	Addendum #1 to Classification/Salary Schedule 1978 Holiday Schedule Open Competitive Advertisements and Career Opportunity Bulletins Salary Schedule and Alphabetical Listing of Class title 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 Replacing Personnel Form 15A Telephone Requests for Register Standings/Exam Scores NO SUBJECT Visits to the Department of Personnel	System. Addendum to Classification/Salary Schedule List of Holidays for 1978 (include 21-77A - correction) Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. Announcement that a composite salary schedule and an 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 Offlice 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 (Form FJA-1). Eliminates providing register standings and exam scores over the phone to agencies. Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76. Implements mail pick-up service (mail slots at the front). Reference Personnel Memo 17-76. Announcement of course in supervision for supervisors.	Completed Updated Completed Effectively superseded by policy/procedure development. Completed

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
	., .,	3 13 1	51 - 5	, , , , , , , , , , , , , , , , , , , ,
			New form (monthly report) required. Information on new	
		Monthly Report of Classified and Unclassified	hires, promotion, separations, layoffs, transfers in and	
24-76	12/21/1976	Employees	out, and projected new positions (including reasons).	Completed
2470	12/21/10/0	2p.0,000	Requests updated position descriptions and minimum	Completed
			qualifications (when recruiting) if changes have occurred	
23-76	12/17/1976	Updated Position Descriptions	since position as last announced.	Superseded by 9-77
23-70	12/11/13/0	opacied i dollari Becompliano	Requests submission of appropriate form to implement	Caparacada by 6 77
			legislatively authorized salary increase (5%) for Title 2,	
22-76	12/10/1076	Salary Increases for Title 2, Section 6 officers	Section 6 officers	Completed
22-70	12/10/1976	Salary increases for Title 2, Section 6 officers	Initiation of Staff Development Program for Department	Completed
1			of Personnel employees. Required attendance for all	
24.70	12/9/1070	Baraannal Danartmant Staff Davidanment Training		Completed
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
			Describes eligibility requirements for payment of the	
18-76	11/5/1976	Eligibility for Transitional Allowance	Transitional Allowance	Completed
			Request certain "courtesies" when visiting Department	
17-76	10/29/1976	Visits to the Department of Personnel	of Personnel	Completed
			Adds requirement for department head signature	
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/procedure
11-76	9/28/1976	Identification of Non-Standard Classifications	which meet criteria.	development and collective bargaining.
1			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
1.2		3 · y · Francisco	Informational: new telephone listing for Department of	1
9-76	9/14/1976	Personnel Department Telephone Listing	Personnel	Completed
		Attendance at Temporary Compensation Review Board	Guidance memo on admin leave and vacation leave use	
8-76	8/9/1976	Hearings	for TCRB Hearings.	Completed
0.0	5/5/15/15	j	Announcement of course in basic supervision for first-	
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
0-70	0/0/13/0	Designation of Automotive Mechanic Foreman as non-	A stribution in a dienoal training program	Completed
5-76	6/7/1976	competitive	Makes Auto Mechanic non-competitive (direct hire)	Completed
3-10	0/1/13/0	oompount to	Information: No union organizing activities allowed in	Completed
	1		State facilities on State time. If alleged, investigation	
	1	Alloged Violations of the State Boliny Boggading Union		
4.70	0/00/4070	Alleged Violations of the State Policy Regarding Union	should be done and legal advice sought to determine	Facantially active
4-76	3/22/1976	Activity on State Time	discipline.	Essentially active
0 ===	0/44/:	Comment of the Commen	Announcement of course in basic supervision for first-	0
3-76	3/11/1976	Supervisory Training for First-line Supervisors	line supervisors.	Completed
	l		Announcement of a clerical training program (steno,	L
2-76	3/11/1976	Clerical Training Program for Current State Employees	typing, business math, business english, etc.)	Completed
	l		General information on right to express oneself at	
	l		legislative hearings. "State time" only if authorized;	
1-76	2/20/1976	Attendance at Legislative Public Hearings	otherwise, on own time.	See 1-86