

STATE OF MAINE
Department of Personnel

PERSONNEL BULLETIN 14.1

November 1, 1971

To: All Department Heads

Subj: Revised Personnel Directives System

The purpose of this Bulletin is to advise all addressees of a revised system for issuing personnel procedural and policy directives, rules changes interpretations and general information.

Under these new procedures, all directives from the Department of Personnel which deal with policy determinations, procedural rules, amendments and revisions to the personnel law and rules, law and rule interpretations, and other directives of a permanent nature will be issued as "Personnel Bulletins." In order to identify these directives for easy filing and reference, they will be assigned subject classification and sequence numbers as follows:

1. The digit or digits preceding the decimal will identify the general subject classification, which will coincide generally with the rule number in Personnel Law and Rules.
2. The digit or digits following the decimal will serve to identify specific directives issued in each subject classification.
3. Example: The first Bulletin issued on the subject of Hours of Work and Leave of Absence would be identified as "Personnel Bulletin 11.1", the next as "11.2", etc..
4. In cases of revisions to previously issued Bulletins on the same subject, the number would appear as "11.1A", the second revision as "11.1B", etc.. Each new revision would cancel the previously issued directive.
5. All other directives of a strictly informational or short-term nature will be issued in the form of "Personnel Memorandums" and will be numbered sequentially by calendar year for identification. Thus, the first Memorandum in 1971 would be "Personnel Memorandum 1-71", etc..

We hope that this revised directives system will substantially aid those departments and people concerned with the administration of personnel by giving them a more efficient means of reference to effective personnel rules, policies and interpretations. To this end we recommend that three-ring binders be maintained with effective Bulletins filed by subject classification for ready reference, and that these be kept updated by removing old directives as they are cancelled or superceded.

To properly initiate this system, it is desirable to include in it all pertinent directives already issued in this calendar year. Please identify your file copies of the following listed directives as indicated.

<u>DATE ISSUED</u>	<u>SUBJECT</u>	<u>IDENTIFY AS:</u>
4-21-71	Payments Above Minimum	Personnel Bulletin 5.1
5-28-71	Contractural, Intermittent, Project Employment	Personnel Bulletin 8.1
6-7-71	Provisional Appointments	Personnel Bulletin 8.2
6-28-71	Service Rating	Personnel Bulletin 10.1
6-28-71	Merit and Longevity Increase Effective Dates	Personnel Bulletin 5.2
6-3-71	Revision of Rule 11.16 Maternity Leave	Personnel Bulletin 11.1
None	Advancement in non-competitive/ Labor Classes of the Classified Service	Personnel Bulletin 6.1
6-7-71	Extention of Probationary Period	Personnel Bulletin 9.1
8-17-71	Presidential Announcement of Wage Freeze	Personnel Memorandum 1.71
8-24-71	Presidential Proclamation re. Wage/Price Freeze	Personnel Memorandum 2.71
9-10-71	Longevity Vacation	Personnel Memorandum 3.71
9-14-71	Survey of Vacant Positions	Personnel Memorandum 4.71
9-3-71	Position Reclassification	Personnel Memorandum 5.71

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