

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES

November 10, 1999

CIVIL SERVICE BULLETIN 14.4

TO: Commissioners, Department Heads, Directors of Administrative Services,
Human Resource Representatives, EEO Officers

SUBJECT: AGENCY TIME AND ATTENDANCE RECORDS

Reference: State of Maine, *Civil Service Rules*, Chapter 14, Section 1
Civil Service Bulletin 14.3 (10/09/91)

The purpose of this bulletin is to emphasize the long-standing requirement that agency time and attendance records must reflect the correct number of hours actually worked and the correct number of hours of leave taken. The guiding principle of Chapter 14, Section 1, of the *Civil Service Rules* is that each agency must maintain time and attendance records that accurately reflect each employee's actual hours of work; vacation and sick time earned, accrued, and used; compensatory time earned, accrued, and used; personal leave used; and any other leave with or without pay.

The requirement to reflect actual time worked applies to all classified employees, including employees who are not eligible for overtime.



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