

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
BUREAU OF HUMAN RESOURCES

December 3, 1998

CIVIL SERVICE BULLETIN 5.14

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

SUBJECT: **DELEGATION OF AUTHORITY FOR ORIGINAL APPOINTMENT ABOVE THE
MINIMUM RATE**

REFERENCE: 5 MRSA, § 7065, sub-§ 4 "Compensation above the minimum step"
Civil Service Rules, Ch. 5, Sec. 3, A, 1 "Original Appointment"
Personnel Bulletin 5.1A "Original Appointment at Above the Minimum Rate"

The purpose of this bulletin is to establish a procedure to delegate authorization for *original appointment above the minimum rate* to an appointing authority. [Note: This bulletin is *not* intended to delegate authorization for salary exceptions for promotion, demotion, or transfer.]

1. An agency may request the Director, Bureau of Human Resources, to delegate authority for original appointment above the minimum rate to an appointing authority, as follows:

- A. When there is only one such position in the agency ("single incumbent class."), or;
- B. When appointment above the minimum rate has *no adverse salary impact on* incumbent employees in the classification, [Note: "No adverse salary impact" means that there are no incumbent employees in the classification, at a salary step below the proposed salary step, who are similarly qualified, or more qualified, than the new employee.] or;
- C. When the salary step of similarly qualified incumbents must be adjusted to the proposed step. [Note: In this circumstance, salary adjustments will be effective on the date of hire of the applicant. An incumbent whose salary is so adjusted will retain his or her established Salary Review Date.]
- D. Re-employments consistent with *Civil Service Rules*, or;
- E. Project appointments, [Note: No salary impact comparison necessary due to nature of appointment] or;
- F. Acting Capacity appointments. [Note: No salary impact comparison necessary due to nature of appointment.]

2. An agency request for delegation of authority for original appointment above the minimum rate must include the following:

- A. Identification of the certifying authority (generally, an administrative services director or agency human resource director).
- B. Certification that the agency will complete salary comparisons, on a case-by-case basis, as required in *Civil Service Rules*, *Civil Service Bulletin 5.1A*, and practice.

3. In the event that salary authorization is delegated to an appointing authority, the HRP must reflect *agency authorization* with the applicable comment, as follows:

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|------------------------|----------------------|----------------------|
| A. "Salauth-Single" | C. "Salauth-Sal Adj" | E. "Salauth-Project" |
| B. "Salauth-No Impact" | D. "Salauth-Reemp" | F. "Salauth-A/C" |


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