

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

September 30, 1980

PERSONNEL BULLETIN 5.1A

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: Original Appointment at Above the Minimum Rate

(1) Purpose. The purpose of this bulletin is to remind appointing authorities of the Personnel Rules which address the subject, and to supersede Personnel Bulletin 5.1.

(2) Reference. Personnel Rules: C. 5., Sec. 3, Sub-Sec. A, Paragraph 1

A. Beginning Salary

1. Original Appointment

a. The minimum rate of pay for a class shall normally be paid upon appointment to the class; except that:

b. Upon written certification by the appointing authority, that original appointment at one of the salary steps above the minimum rate is justified by exceptional qualifications of the eligible or by lack of available eligibles at the minimum rate, the Commissioner shall consider the pay rates of employees in the same class and agency, and may authorize such appointment provided other eligibles and employees in the class having similar qualifications are offered the same rate.

(3) Agency Action Required. Requests for original appointment at a step above the minimum rate must be made and approved before a salary commitment is made. Each request must provide complete justification for such action, together with the following data:

A. The number of agency incumbents in the same classification;

B. The step in the appropriate range to which each is assigned; and,

C. The qualifications of each as compared with the qualifications of the individual for whom the request is made.

(4) Authorization. An equitable determination cannot, and will not, be made without the information required. If this information is not provided, authorization will be at the minimum rate.

JADINE R. O'BRIEN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS