

STATE OF MAINE
DEPARTMENT OF PERSONNEL

April 15, 1981

PERSONNEL BULLETIN 8.12

TO: All Agency/Department Heads, Departmental Personnel Officers
SUBJECT: Use of Form 15

Effective immediately, it will not be necessary to submit a Form 15 for the following actions:

1. Re-instatement from seasonal layoff;
2. Appointment to a position in the unclassified service;
3. Acting capacity assignments of three months or less; and
- *4. Nominations to non-competitive classes

*This supersedes Personnel Bulletin 8.6 (date 7/7/75) in its entirety and those sections of Personnel Bulletins 8.3 and 12.2 which require submission of a Form 15 when nomination to a non-competitive class is made.

The actions cited by this Bulletin and tracking of persons on layoff from non-competitive classes will be processed by use of the Form 2 (Turn-Around).



DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS