

STATE OF MAINE

DEPARTMENT OF PERSONNEL

August 30, 1983

PERSONNEL BULLETIN 8.16

TO: All Department/Agency Heads/Personnel Officers

SUBJECT: PLACEMENT ON THE STATE LAYOFF REGISTER FOR CLASSIFIED
COMPETITIVE CLASSES

When an employee is about to be laid off from his/her classification of work, it is the responsibility of the agency/department to advise the employee of any rights and/or displacement options which may be exercised in accordance with the respective labor agreement in force.

It shall also be the responsibility of the agency/department to initiate the Official Notice of Layoff (PER 14) Form and to forward that document to the Department of Personnel.

The information on this form is essential for the timely and accurate placement of an employee on the appropriate layoff register(s). Additionally, this should prevent employees on layoff from being referred to geographic locations where they would not accept employment.

This new form is available from the State Warehouse as stock number F-105. The form is printed on NCR paper in three copies for easy completion and record keeping.

In order to be eligible for placement on the State layoff register, the employee must have status in the class laid off from.

An employee who displaces the least senior employee in the same class and in the same unit division would not be placed on the layoff register.

Agencies should make every effort possible to expedite placing their employees on appropriate layoff registers as soon as it has been determined that all displacement options have been considered and a layoff from the classification of work is necessary.

Should an employee on layoff refuse recall, agencies should secure that refusal in writing and forward a copy to the supervisor of the Certification Division in order that any adjustments can be made to the layoff registers.



DAVID W. BUSTIN
COMMISSIONER
Attachment

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

**STATE OF MAINE
Department of Personnel
Official Notice of Layoff**

Name of Employee		Agency		Unit Division	
Social Security Number		Class Code	Class Title		Option
Seniority Points	Bargaining Unit		Effective Date of Layoff		Home Telephone
Home Address (Address where employee can be reached while on lay-off status)					
Street		City		State	Zip Code
Were Bumping Rights Exercised Yes <input type="checkbox"/> No <input type="checkbox"/>		Class Bumping Into		Unit Div. Bumping Into	
Signature of Employee				Date	
Signature of Appointing Authority				Date	

**WORK LOCATION DESIGNATION
(To be completed by employee)**

The geographic locations to the right are to designate where and under what conditions you will accept work. Before completing this section consider where you might like to live (urban or rural), availability of housing suitable to you, costs of relocation (buying or selling a home, obtaining a new apartment), or commuting costs (fuel, wear and tear on a car, etc.) **AFTER CONSIDERING THESE THINGS DESIGNATE ALL THE AREAS IN WHICH YOU WOULD TRULY ACCEPT EMPLOYMENT. If your plans or situations change you can always update this information by contacting the Certification Supervisor.**

GEOGRAPHIC LOCATIONS

ANYWHERE IN THE STATE: If you will work anywhere please check **all** the counties. Conditions of Work must be the same for all counties.

ANYWHERE IN A SPECIFIC COUNTY: If you will work anywhere in a specific county check the county. This will include any specific locations listed under that county.

IN A SPECIFIC LOCATION: If you wish to work in a specific location check that location only.

CONDITIONS OF WORK

FULL-TIME: If you designate Full-time we will refer you to vacancies which require 40 hours per week. Specific positions may require shift, weekend, overtime, callout, standby or non-standard duty hours.

PART-TIME: If you designate Part-Time we will refer you to vacancies which require less than 40 hours per week. If you wish to be considered for **Job Sharing** also check this box.

TEMPORARY: If you designate Temporary we will refer you to vacancies which normally are of less than 6 months duration. This includes **Acting Capacity** assignments.

SEASONAL: If you designate Seasonal we will refer you to vacancies in Seasonal positions as required by the work... (recreational, agricultural, tax processing, etc.)

GEOGRAPHIC LOCATIONS

Counties are in **BOLD** print and the conditions of work areas are shaded.

	Conditions of Work				
	Full Time	Part Time	Tempo-rary	Sea-sonal	
ANDROSCOGGIN	1				
Lewiston	2				
Livermore	3				
AROSTOOK	4				
Caribou	5				
Fort Kent	6				
Houlton	7				
Madawaska	8				
Presque Isle	9				
Van Buren	10				
CUMBERLAND	11				
Portland	12				
Pineland Center	13				
FRANKLIN	14				
Farmington	15				
Rangeley	16				
HANCOCK	17				
Bar Harbor	18				
Bucksport	19				
Ellsworth	20				
KENNEBEC	21				
Augusta	22				
Waterville	23				
KNOX	24				
Rockland	25				
Thomaston	26				
LINCOLN	27				
Boothbay	28				
OXFORD	29				
Norway	30				
Rumford	31				
PENOBSCOT	32				
Bangor	33				
Millinocket	34				
PISCATAQUIS	35				
Greenville	36				
SAGadahoc	37				
Bath	38				
Brunswick	39				
SOMERSET	40				
Skowhegan	41				
WALDO	42				
Belfast	43				
WASHINGTON	44				
Calais	45				
Eastport	46				
Machias	47				
YORK	48				
Biddeford	49				
Kittery	50				
Saco	51				
Sanford	52				

DEPARTMENT OF PERSONNEL USE ONLY

Previously Held Classes		Lower Related Classes	
Signature of Records Supervisor		Signature of Job Analysis Supervisor	