

DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
Bureau of Human Resources

July 5, 1993

HUMAN RESOURCES MEMORANDUM 8-93

TO: Commissioners, Agency Heads, Administrative Service
Directors, Personnel Officers

SUBJECT: Compensation Changes

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The purpose of this memorandum is to provide information and implementation instructions for certain compensation changes that take effect immediately. This memorandum does not address implementation instructions for pending labor agreements or similar treatment for employees not covered by collective bargaining agreements. Instructions for any and all such changes will be published at a later date.

1. Reinstatement of Salaries Reduced by Chapter 780

Chapter 780 reduced salaries for all employees who, after adjusting for time off without pay, would have made in excess of \$50,000 per year.

These salary reductions have not been continued into this next fiscal year, therefore these amounts will be restored.

The restoration of salaries will be effective for pay periods beginning on the following dates:

Cycle A - May 30, 1993

Cycle B - June 6, 1993

A. Restoration of Salary Tables

The following salary tables will be restored:

- * Table 04 (Professional and Technical)
- * Table 05 (Nurse Management)
- * Table 08 (Education in Unit D)
- * Table 09 (Supervisory)
- * Table 47 (Confidential)

These salary tables have been loaded on MFASIS during the weekend of July 2. A complete set of all salary tables which includes these changes will be distributed to all agencies in the near future.

NOTE: Any salary changes authorized by the Governor for major policy employees (administrative units H and Y) will be discussed in future correspondence.

B. Processing Instructions

1. Employees assigned to a salary step that has changed: Salary changes will be processed by the Bureau of Human Resources for all employees who can be identified by grade and step during the week of July 5 for Cycle A agencies and the week of July 12 for Cycle B agencies. Agencies will be provided with HRP's for all salary changes processed by this Bureau. **NOTE: Cycle B agencies cannot make any salary changes to any employee assigned to modified salary tables during the week of July 5, as this will result in improper rates of pay for the pay period ending July 10.**

2. Salary changes for employees who were affected by the reductions of Chapter 780, but are not "on step": Some employees were reduced in salary due to the provisions of Chapter 780, but cannot be automatically identified by grade and step (See HR Memorandum 8-92, Attachment 5B, Page 3, Section 4: "Special Cases" for details). These employees are currently redlined.

Agencies must identify all such employees and submit HRP worksheets to the Bureau of Human Resources for processing. Employees will be removed from redline. Worksheets and supporting documentation are due by Monday, July 12.

3. Retroactive payment: Agencies must process retroactive payment to May 29 or June 5, as applicable, for all affected employees, following standard procedures for retroactive payments.

2. Changes in Employee Retirement Contributions

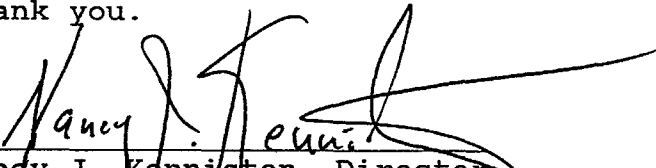
Effective immediately, retirement contributions for all employees have been changed to reflect a 1.15% increase to the employee contribution.

Deduction 17 has been changed automatically to reflect this increase, which will immediately affect deductions on all future pay checks. Deduction 17 has also been activated to collect a 1.15% contribution for employees for whom the state pays the employee share.

Since all employees will be subject to the same contribution rates regardless of employment date, Deduction 16 is no longer required, and has been deactivated for all employees.

Additionally, new employees are no longer required to complete the Maine State Retirement System's "Declaration of Retirement Rate" form.

Thank you.


Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES