

STATE OF MAINE
DEPARTMENT OF PERSONNEL

November 5, 1976

PERSONNEL MEMORANDUM 18-76

TO: ALL AGENCY HEADS

SUBJECT: Eligibility for Transitional Allowance

1. Employee must be a permanent fulltime or limited period fulltime, classified employee on the date of the payment(s) and must have been continuously so employed by the State from and including the last day in calendar year 1975 through the date of payment(s). (Authorized leave--providing employee on authorized leave returns to service by June 30, 1977--seasonal layoff will not affect determination of continuity of employment.)
2. Unclassified employees, parttime employees and C.E.T.A. employees are not eligible for the Transitional Allowance.
3. Seasonal employees having worked two or more seasons for the same department shall be considered permanent employees for the purposes of determining eligibility for the Transitional Allowance.
4. Merit increases will not affect eligibility.
5. Employees must be in the same classification on the date of each payment as he/she was on the last working day in the calendar year 1975. Interim lateral transfer that did not result in a change in pay rate and voluntary demotion taken specifically for the convenience of the department shall not be considered a change in classification for the purposes of determining eligibility. Any reclassification subsequent to December 31, 1975, which resulted in an increase in pay disqualifies the employee from the Transitional Allowance. If a change in classification occurs between the December 1976 and February 1977 payment dates, no further amount will be paid; however, amounts already paid will not be recovered.
6. Employees having dual classifications due to the seasonal nature of their duties will be eligible for Transitional Allowance payments. Entitlement will be computed as the sum of allowances for each season.
7. Final determination as to eligibility for payment of the Transitional Allowance shall be made by the Commissioner of Personnel.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS