

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

February 4, 1987

PERSONNEL MEMORANDUM 3-87

**TO:** All Agency/Department Heads/Personnel Officers  
**SUBJECT:** EMPLOYMENT INFORMATION AVAILABLE TO COMPILE SENIORITY  
LISTS

The following information is available to line agencies for their use to compile seniority lists:

- Microfiche copies of personnel records for employees showing all authorized actions since date of hire.
- Human Resource Profiles showing employment actions since September 1986.
- History prints from the prior "Honeywell" system, reflecting employment actions prior to September 1986.

Agencies are encouraged to use their own records to the greatest extent practicable when compiling seniority lists. Information from this agency will be required most often for employees with work history in more than one agency.

Please be advised that microfiche copies of employment records are often the most direct and complete documentation of employment history; thus the use of these records is encouraged.

Please determine your information needs and direct your requests to Richard Paradis, Director of Personnel Administration.

  
DAVID W. BUSTIN  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS