

STATE OF MAINE
DEPARTMENT OF PERSONNEL

February 3, 1977

PERSONNEL MEMORANDUM 8-77

TO: ALL AGENCIES

SUBJECT: VISITS TO THE DEPARTMENT OF PERSONNEL

In reference to Personnel Memorandum 17-76 dated October 29, 1976 which addressed "Visits To The Department of Personnel", I find agency representatives are not fully observing the courtesies suggested. I ask again that you recognize the impact of your visits on staff productivity, and that you try to reduce the number of visits made.

To this end, I have instituted a mail pick-up service in the lobby of our office to expedite return of authorizations. As out-going authorizations will be sorted and ready for pick-up twice daily, at 10:00 A.M. and again at 3:00 P.M., this procedure should provide one-day service. Those agencies which prefer to pick up their authorizations personally should contact Sandy Dionne at extension 2611 for assignment of mail slots.

If your mail is not then in your mail slot or you have not already received it via the regular mailing process, please do not call. Every call or visit prevents us from completing the large volume of pending authorizations.

Thank you for your cooperation.

ROBERT J. STOLT
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS