

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|---|--------------------|
| 4-19 | 6/28/2019 | Voluntary Employee Incentive Program (VEIP): July 1, 2018 through June 30, 2021 | Announcement of extension of VEIP through June 30, 2021. | Active |
| 3-19 | 6/28/2019 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2019) | Active |
| 2-19 | 1/17/2019 | 2019 and 2020 Holiday Schedules For State Agency Employees Not Covered By A Collective Bargaining Agreement | List of Holidays for 2019 & 2020 | Active |
| 1-19 | 1/8/2019 | New Process for Hiring Justifications and Management-Initiated Reclassifications and Reorganizations | Supersedes HR Memoranda 4-16, 2-17, 7-17, and 3-18 | Active |
| 4-18 | 6/8/2018 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2018) | Updated by 3-19 |
| 3-18 | 1/31/2018 | New Process for Management-Initiated Reclassifications (<i>Supersedes Human Resources Memorandum 2-17</i>) | Supersedes HR Memorandum 2-17. Updates process for submitting management initiated reclassifications/reorganizations. | Superseded by 2-19 |
| 2-18 | 1/9/2018 | Reemployment of Retired State Employees and the Minimum Wage | Supersedes HR Memorandum 2-13. Updates procedure to set salary at minimum wage if 75% provision in statute conflicts with minimum wage law. | Active |
| 1-18 | 1/9/2018 | 2018 & 2018 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2018 & 2019 | Active |
| 10-17 | 12/08/2017 | Reemployment of Retired State Employees | Supersedes HR Memorandum 6-11. Describes restrictions and requirements for state retirees returning to work for the State. | Active |
| 9-17 | 11/08/2017 | Guidelines for Outlook Profile Pictures on Maine State Government Computers | Guidelines on the use of pictures in Outlook email account profiles. | Active |
| 8-17 | 11/08/2017 | Guidelines for Holiday Decorations and Celebrations | Guidelines on what types of decorations and celebrations are allowable in public work spaces, private work spaces, and shared work spaces. | Active |
| 7-17 | 10/16/2017 | Filling Vacancies (Update) (ref: Human Resources Memorandum 4-16) | Updates the Hiring Justification Form issued in HR Memo 4-16 | Superseded by 2-19 |
| 6-17 | 07/20/2017 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2017) | Updated by 4-18 |
| 5-17 | 07/20/2017 | Voluntary Employee Incentive Program (VEIP): July 1, 2017 through June 30, 2019 | Announcement of extension of VEIP through June 30, 2019. | Updated by 4-19 |
| 4-17 | 02/07/2017 | Employment Eligibility Verification - Form I-9 | Revision of Form I-9 | Active |
| 3-17 | 02/01/2017 | New and Updated Policies Regarding A Drug Free Workplace And The Use And Possession of Medicinal And Recreational Marijuana | New Drug Free Workplace Policy and new Policy Regarding The Use and Possession of Medicinal and Recreational Marijuana | Active |
| 2-17 | 1/19/2017 | New Process for Management-Initiated Reclassifications | Implements a new process for Management-Initiated reclassifications, including a new FJA-MI form and a Justification Form which requires the Governor's Office review and approval. | Superseded by 3-18 |
| 1-17 | 1/17/2017 | 2017 & 2018 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2017 & 2018 | Active |
| 4-16 | 7/19/2016 | Filling Vacancies | Directive from Governor requiring Governor's Office review and approval before filling positions. Hiring Justification Form. | Superseded by 2-19 |
| 3-16 | 5/23/2016 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2016) | Updated by 6-17 |
| 2-16 | 1/22/2016 | Update to the State's Standard Overtime Compensation Policy | Update to the State's Standard Overtime Compensation Policy. Includes policy and MFASIS instructions. | Active |
| 1-16 | 1/6/2016 | 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2016 | Updated |
| 8-15 | 12/17/2015 | Filling Vacancies - Update 2 | Update to HR Memo 7-15. Repeals requirement for prior approval to fill vacancies. Supersedes HR Memos 5-15 and 7-15. | Superseded by 4-16 |
| 7-15 | 7/31/2015 | Filling Vacancies - Update | Update to HR Memo 5-15. Removes requirement for Hiring Justification Form for all but new positions and positions vacant more than 90 days. | Superseded by 8-15 |
| 6-15 | 7/22/2015 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2015) | Updated |
| 5-15 | 7/2/2015 | Filling Vacancies | Announcement that all vacancies must be approved to fill by the Governor's Office prior to filling. Includes Hiring Justification Form. | Superseded by 7-15 |
| 4-15 | 7/1/2015 | Voluntary Employee Incentive Program (VEIP): July 1, 2015 through June 30, 2017 | Announcement of extension of VEIP through June 30, 2017. | Updated by 5-17 |
| 3-15 | 5/19/2015 | UPDATED Personal Use of Social Media Policy | Update to HR Memo 2-15 | Active |
| 2-15 | 4/7/2015 | Personal Use of Social Media Policy | Issuance of policy on personal use of social media | Updated by 4-15 |
| 1-15 | 2/11/2015 | 2016 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2016 | Updated |
| 3-14 | 6/17/2014 | Longevity Pay and Merit Freezes | Announcement of end to Longevity and Merit Freezes | Completed |
| 2-14 | 6/16/2014 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2014) | Updated |
| 1-14 | 1/15/2014 | 2015 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2015 | Updated |
| 5-13 | 7/9/2013 | Longevity Pay and Merit Increases for Fiscal Years 2014 and 2015 | Announcement of continuation of Longevity Freeze through June 30, 2013 and expiration of Merit Freeze on June 30, 2013. | Updated by 3-14 |
| 4-13 | 7/9/2013 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2013) | Updated |
| 3-13 | 7/3/2013 | Voluntary Employee Incentive Program (VEIP): July 1, 2013 through June 30, 2015 | Announcement of extension of VEIP through June 30, 2015. | Updated |
| 2-13 | 3/21/2013 | Reemployment of Retired State Employees and the Minimum Wage | Implementation of procedure to set salary at minimum wage if 75% provision in statute conflicts with minimum wage law. | Active |
| 1-13 | 1/9/2013 | 2014 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2014 | Updated |
| 3-12 | 10/9/2012 | Newspaper Job Advertising (reference HR Memorandum 3-08) | Modification of process: implements blanket approval and elimination of requirement for prior approval. | Active |
| 2-12 | 6/26/2012 | Drug And Alcohol Testing Policy For Employees In Positions Requiring A Commercial Driver's License (CDL) And Defined As Safety-Sensitive | Announcement of updated subject policy (effective January 1, 1995, revised March 2012) | Active |

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| 1-12 | 1/3/2012 | 2013 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2013 | Updated |
| 6-11 | 8/15/2011 | Reemployment of Retired State Employees | Announcement of restrictions and requirements when reemploying State Employees who retired after 9-1-2011. Reference PL 2011, Chapter 380, Part MMM. | Superseded by 10-17 |
| 5-11 | 6/27/2011 | 2011 Retirement Incentive Program | Announcement of special retirement incentive program (under PL 2011, Chapter 380, Part Z). Provides a cash incentive. | Program expired |
| 4-11 | 6/24/2011 | Longevity and Merit Freezes for Fiscal Years 2011-201 and 20-12-2013 | Announcement of Longevity and Merit Freezes in accordance with PL 2011, Chapter 380, Part E | Updated |
| 3-11 | 6/24/2011 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2011) | Updated |
| 2-11 | 6/24/2011 | Voluntary Employee Incentive Program (VEIP): July 1, 2011 through June 30, 2013 | Announcement of extension of VEIP through June 30, 2013. | Updated |
| 1-11 | 1/6/2011 | 2012 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2012 | Updated |
| 3-10* | 6/7/2010 | Revised Value of Benefits When Publishing Salaries (corrected copy) | Corrected Updates to Benefits Statements (effective 7/1/2010) | Updated |
| 3-10 | 6/7/2010 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2010) | Updated |
| 2-10 | 5/19/2010 | Retirement Plan Options and 5% Salary Option Available To Confidential Employees Who Are Elected, Who Are Appointed For A Fixed Term, or Who "Serve At The Pleasure Of" Their Appointing Authority | Announcement and clarification of options for employees in a position with optional membership in MainePERS (includes info on one-time irrevocable choice). | Active |
| 1-10 | 1/29/2010 | 2011 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2011 | Updated |
| 14-09 | 9/16/2009 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 10/1/2009) | Updated |
| 13-09 | 6/19/2009 | Reemployment of Retired State Employees | Reiterate and expand on information from HR Memos 7-01 and 2-02. | Updated by 6-11 |
| 12-09 | 6/19/2009 | Merit Freezes for Fiscal Years 2009-2010 and 2010-2011 | Announcement of Merit Freezes in accordance with PL 2009, Chapter 213, Part SSS | Updated |
| 11-09 | 6/19/2009 | State Government Closure Days - Administration & Process | Information and instructions concerning processing and record keeping requirements for temporary layoffs due to State Government Closure Days (reference HR Memo 6-09). | Process complete |
| 10-09 | 6/17/2009 | Voluntary Employee Incentive Program (VEIP): July 1, 2009 through June 30, 2011 | Announcement of extension of VEIP (previously known as VCSP) through June 30, 2011. | Updated |
| 9-09 | 6/4/2009 | 2009 Retirement Incentive Program | Announcement of special retirement incentive program (under PL 2009, Chapter 213, Part Y). Provides a cash incentive. | Program expired |
| 8-09 | 6/4/2009 | Revised Value of Benefits When Publishing Salaries (second corrected version) | Updates to Benefits Statements (effective 7/1/2009). Supersedes HR Memos 7-09 and 7-09 (corrected version) | Updated |
| 7-09* | 6/4/2009 | Revised Value of Benefits When Publishing Salaries (corrected version) | Updates to Benefits Statements (effective 7/1/2009) | Updated |
| 7-09 | 6/4/2009 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2009) | Updated |
| 6-09 | 5/27/2009 | State Government Office Closures - Fiscal Years 2009-2010 and 2010-2011 | Announcement of dates of State Government Office Closures for Fiscal Years 2009-2010 (10 days) and 2010-2011 (10 days). Supersedes HR Memo 5-09. | Process complete |
| 5-09 | 5/22/2009 | State Government Office Closures | Announcement of tentative dates of State Government Office Closures for Fiscal Year 2009-2010 (10 days) | Superseded by 6-09 |
| 4-09 | 2/25/2009 | Employment Eligibility Verification - Form I-9 | Revision of Form I-9 (reference HR Memo 8-87, CS Bulletin 8-18A, and HR Memo 8-06) | Updated by 4-17 |
| 3-09 | 2/9/2009 | Early Release Protocol for the Executive Branch | Modification of early release protocol (elimination of calling tree and implementation of Citizen ALERT System) | Active |
| 2-09 | 1/12/2009 | Administrative Leave - Workers Compensation | Official announcement of policy (effective 5/6/2007) governing administrative leave for employees who are working but who are eligible for partial workers compensation benefits associated with a work-related injury. | Active |
| 1-09 | 1/8/2009 | 2010 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2010 | Updated |
| 4-08 | 5/21/2008 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2008) | Updated |
| 3-08 | 5/15/2008 | Newspaper Job Advertising: Public Law 2008, Chapter 539, Part YYY (General Fund savings from employment advertising) | Implementation of restrictions on newspaper advertising for state jobs. Includes implementation of PER 132. | Updated by 3-12 |
| 2-08 | 2/8/2008 | Alternate Work Schedules | Informational material regarding Alternative Work Schedules. Implements changes to and supersedes HR Memo 4-83. | Active |
| 1-08 | 1/8/2008 | 2009 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2009 | Updated |
| 6-07 | 12/17/2007 | FY 2008 Hiring Freeze - PER-15 Requisition For Employee | Clarification of HR Memo 4-07. Additional requirement to submit evidence that prior approval from Budget has been received. | Updated |
| 5-07 | 10/1/2007 | Posting Direct Hire Vacancies | Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95, 12-96, 6-00, and 13-02. | Active |
| 4-07 | 7/1/2007 | Executive Order 01 FY 08-09 - Special Budget and Expenditure Order of July 1, 2007 | Hiring freeze memo (includes previous blanket exceptions as well as Q & A) | Updated |
| 3-07 | 6/12/2007 | Extension of Voluntary Cost Savings Programs: July 1, 2007 - June 30, 2009 | Extension of VCSP through June 30, 2009 | Updated |
| 2-07 | 6/11/2007 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2007) | Updated |
| 1-07 | 1/9/2007 | 2008 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2008 | Updated |
| 8-06 | 10/30/2006 | Amendment to Implementation of Human Resource Components of Security Protocols | Amendment to HR Memo 7-06 | Active |
| 7-06 | 9/13/2006 | Implementation of Human Resource Components of Security Protocols | Implementation of HR components of agency information security policies (includes personnel screening policy, etc.) | Updated by 8-06 |

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| 6-06 | 7/6/2006 | Executive Order 17 FY 06-07 - Special Budget fn Expenditure Order of July 1, 2006 | Hiring freeze memo (includes previous blanket exceptions as well as Q & A) | Updated |
| 5-06 | 6/19/2006 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2006) | Updated |
| 4-06 | 6/12/2006 | Implementation of PL 2005, Chapter 523: An Act To Assist Military Families | Information on Family Military Leave (for spouse, domestic partner, or parent of deployed military service member) | Active |
| 3-06 | 5/22/2006 | Paid Military Leave | Information regarding rate of pay options for the 17 workdays of paid military leave and when the 17 workdays may be paid | Active |
| 2-06 | 3/15/2006 | Consideration of Criminal Convictions in the Employment Selection Process | Clarification of process for consideration of candidates for employment who have a criminal record | Active |
| 1-06 | 2/21/2006 | 2007 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2007 | Updated |
| 14-05 | 11/23/2005 | Early Release Protocol for Executive Branch | Clarification of Early Release Protocol | Updated by 3-09 |
| 13-05 | 11/18/2005 | Summary of Employment Benefits for Employees Who Are Ordered Into The Armed Forces (Supersedes HR Memo 15-02 dated November 25, 2002) | New information on subject benefits. | Active |
| 12-05 | 7/25/2005 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 9/1/2005) | Updated |
| 11-05 | 7/5/2005 | Executive Order 1 FY 05-06 - Special Budget and Expenditure Order of July 1, 2005 | Hiring freeze memo (includes previous blanket exceptions as well as Q & A) | Updated |
| 10-05 | 6/24/2005 | Implementation of Legislative Resolve Regarding Employee-Initiated Reclassification Requests | Announcement of new Tear-Off Cover Sheet for FJA-1's and agreement with MSEA regarding interest calculations. | Active |
| 9-05 | 6/6/2005 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2005) | Updated |
| 8-05 | 6/3/2005 | Amendment to Human Resources Memorandum 17-93 Entitled "Implementation of Maine State Government Family and Medical Leave Policy, Effective August 5, 1993" | Announcement that "significant other" (and its definition) is being added to the MSGFML in order to comply with the State's non-discrimination policy. | Active |
| 7-05 | 4/29/2005 | Pilot Implementation of Personnel Security Protocols - June 1, 2005 through August 31, 2005 | Announcement of subject pilot program to be implemented in DHHS, DOL, and MRS (DAFS). | Program expired - Updated by 8-06 |
| 6-05 | 4/12/2005 | Extension of Voluntary Cost Savings Programs: July 1, 2005 - June 30, 2007 | Extension of VCSP through June 30, 2007 | Updated |
| 5-05 | 4/5/2005 | FLSA Salary Basis Policy | Statement that it is the State's policy to comply with the salary basis requirements of the FLSA. | Active |
| 4-05 | 3/11/2005 | Veterans Benefits Improvement Act | Announcement of new poster for posting on bulletin boards. Explains USERRA rights and benefits. | Active |
| 3-05 | 3/7/2005 | 2006 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2006 | Updated |
| 2-05 | 3/3/2005 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 4/1/2005) | Updated |
| 1-05 | 2/10/2005 | Social Security Protection Act of 2003 - Disclosure To Governmental Employees of the Effect of Noncovered Employment | Announcement of subject federal law and the implementation of the new SSA-1945 form for all new hires. | Active |
| 9-04 | 11/29/2004 | Executive Order 26 FY 04-05 - Special Budget and Expenditure Order of November 24, 2004 | Hiring freeze memo | Updated |
| 8-04 | 11/9/2004 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Program completed |
| 7-04 | 7/27/2004 | Lump-Sum Payment in Lieu of FY 2004 Merits | Instructions for processing the lump-sum payment for employees who would have been eligible for a merit increase between 7-1-2003 and 6-30-2004. | Program completed |
| 6-04 | 7/7/2004 | Use of Sick Leave Workers' Compensation / FML | Policy update on use of sick leave in a workers' compensation situation. | WC and FML no longer run concurrently. |
| 5-04 | 6/29/2004 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 7/1/2004) | Updated |
| 4-04 | 6/4/2004 | Reinstatement of Merit Increases | Reminder that merit increases begin again on July 1, 2004 | Completed |
| 3-04 | 3/22/2004 | Revised Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 4/1/2004). Includes changes to the retiree health insurance rate. | Updated |
| 2-04 | 3/17/2004 | Value of Benefits When Publishing Salaries | Updates to Benefits Statements (effective 4/1/2004) | Updated |
| 1-04 | 2/12/2004 | 2005 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2005 | Updated |
| 11-03 | 11/10/2003 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Program completed |
| 10-03 | 8/19/2003 | Implementation of PL 2003, Ch. 230 "An Act to Ensure Communication About Public Complaints Against State Employees" | Announcement of subject legislation and instructions on establishing and submitting a complaints and investigations policy to BHR. | Active |
| 9-03 | 8/11/2003 | 2004 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2004 | Updated |
| 8-03 | 7/30/2003 | 2003 Retirement Incentive Program | Announcement of special retirement incentive program (under PL 2003, Chapter 451). Provides a cash incentive. | Program expired |
| 7-03 | 7/2/2003 | Value of Benefits When Publishing Salaries: Amendment to HR Memo 6-03 Adding "MSEA Corrections Law Enforcement - Special Plan" | Updates to Benefits Statements (effective 7-1-2003) | Updated |
| 6-03 | 6/27/2003 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 7-1-2003) | Updated |
| 5-03 | 6/20/2003 | Merit Freezes for Fiscal Year 2003-2004 (Supersedes Human Resources Memorandum 4-03) | Corrected Announcement of Merit Freeze | Program completed |
| 4-03 | 4/23/2003 | Merit Freezes for Fiscal Year 2003-2004 and Fiscal Year 2004-2005 | Announcement of Merit Freezes | Updated by 5-03 |
| 3-03 | 4/9/2003 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective immediately) | Updated |
| 2-03 | 4/4/2003 | Extension of Voluntary Cost Savings Programs: July 1, 2003 - June 30, 2005 | Extension of VCSP through June 30, 2005 | Updated |
| 1-03 | 3/6/2003 | Temporary Layoff - Tuesday, April 22, 2003 | Processing and recordkeeping instructions on implementing temporary layoff for April 22, 2003. | Program expired |
| 16-02 | 12/10/2002 | General Increase Effective December 30, 2002 | Instructions on processing general increase | Completed |
| 15-02 | 11/25/2002 | Summary of Employment Benefits for Employees Who Are Ordered Into the Armed Forces (Supersedes HR Memo 10-01 Dated September 21, 2001) | New information on subject benefits. | Superseded by 13-05 |

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| 14-02 | 11/7/2002 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 13-02 | 10/1/2002 | Posting Direct Hire Vacancies | Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95, 12-96, and 6-00. | Updated by 5-07 |
| 12-02 | 9/18/2002 | Transitional Duty Positions | Instructions on evolutionary change since HR Memo 6-97 was issued on the Return-To-Work Program. | Active |
| 11-02 | 8/26/2002 | 2003 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2003 | Updated |
| 10-02 | 7/31/2002 | Temporary Layoff - October 11, 2002 | Processing and recordkeeping instructions on implementing temporary layoff for October 11, 2002. | Completed |
| 9-02 | 7/24/2002 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective immediately) | Updated |
| 8-02 | 7/2/2002 | Temporary Layoff Days for Institutional Employees | Instructions on requirements for temporary layoff of institutional employees | Completed |
| 7-02 | 6/28/2002 | Governor's Executive Order 05 FY01-02 and HR Memorandum 6-02 | Explanation of overtime provisions of the subject memos and the prohibition to permit unscheduled overtime without the proper prior approval. | Completed |
| 6-02 | 6/26/2002 | Amendment to Human Resource Memorandum 4-02: Temporary Layoff for July 5, 2002 | Instruction that the July 5 temporary layoff day should be considered as time worked for purposes of computing overtime. | Completed |
| 5-02 | 6/24/2002 | General Increase Effective July 1, 2002 | Instructions on processing general increase | Completed |
| 4-02 | 6/21/2002 | Implementing Temporary Layoff for July 5, 2002 | Processing and recordkeeping instructions on implementing temporary layoffs (for July 5, 2002 and two other days before June 1, 2003). | Completed |
| 3-02 | 5/10/2002 | Executive Order 05 FY 01-02 - Special Budget and Expenditure Order of May 2002 | Hiring freeze memo | Expired |
| 2-02 | 3/21/2002 | Amendment to 7-01: Implementation of Public Law 2001, Chapter 442 - An Act To Expand Retirement Benefits for State Employees and Teachers Returning to Service | Expands on 7-01, with regard to the reemployment of employees who return to unclassified positions eligible for the 5% Retirement Option. | Technically still active |
| 1-02* | 3/29/2002 | CORRECTED Value of Benefits When Publishing Salaries: Update of Current Rates | Correction to 1-02 for Department of Corrections Employees only | Updated |
| 1-02 | 3/18/2002 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 4-1-2002) | Updated |
| 12-01 | 11/13/2001 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 11-01 | 10/5/2001 | Executive Order 02 FY 01/02 | Hiring freeze memo | Expired |
| 10-01 | 9/21/2001 | Summary of Employment Benefits for Employees Who Are Ordered Into the Armed Forces | Information on subject benefits | Superseded by 15-02 |
| 9-01 | 9/21/2001 | Volunteer Activity in the Aftermath of September 11 | Encourages management to be as flexible as possible in approving requests for the use of VCSP leave for volunteers to assist in relief and other activities in the aftermath of the September 11 attack. | Program completed |
| 8-01 | 8/31/2001 | 2002 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2002 | Updated |
| 7-01 | 8/13/2001 | Implementation of Public Law 2001, Chapter 442, An Act to Expand Retirement Benefits for State Employees and Teachers Returning to Service | Announcement of law that eliminates the "earnings limitation" on retired State Employees who return to State service. | Technically still active |
| 6-01 | 7/2/2001 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 7-1-2001) | Updated |
| 5-01 | 6/29/2001 | Salary Schedules | Announcement of availability of new salary schedules. | Completed |
| 4-01 | 6/25/2001 | Extension of Voluntary Cost Savings Program | Extension of VCSP through June 30, 2003 | Updated |
| 3-01 | 6/21/2001 | General Increase Effective July 2, 2001 | Instructions on processing general increase | Completed |
| 2-01 | 3/28/2001 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 4-1-2001) | Updated |
| 1-01 | 1/18/2001 | Alphabetical Listing of Job Classifications for the Executive Branch | Announcement of availability of listing of Job Classifications. | Completed |
| 9-00 | 12/20/2000 | Salary Schedule Adjustment Effective January 1, 2001 | Announcement of Salary Schedule Adjustment (add a step, drop a step) and processing instructions | Completed |
| 8-00 | 12/5/2000 | Processing of Performance Appraisals | Reminder that timely processing of performance appraisals is required. | Technically still active |
| 7-00 | 11/13/2000 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 6-00 | 9/19/2000 | Posting Direct Hire Vacancies | Reminder of requirement to post Direct Hire vacancies on BHR's website. Reference 11-95 and 12-96. | Updated by 13-02 |
| 5-00 | 8/31/2000 | 2001 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2001 | Updated |
| 4-00 | 7/11/2000 | Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements | Updated |
| 3-00 | 6/6/2000 | Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 7-1-2000) | Updated |
| 2-00 | 4/6/2000 | Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 4-1-2000) | Updated |
| 1-00 | 2/8/2000 | Ergonomics Policy for Computer Use and other Repetitive Motion Tasks | Announcement of Ergonomics Policy | Active |
| 8-99 | 11/8/1999 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 7-99 | 8/23/1999 | 2000 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 2000 | Updated |
| 6-99 | 7/9/1999 | Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 7-1-1999) | Updated |
| 5-99 | 6/21/1999 | Alphabetical Job Class Listing | Announcement of availability of listing of Job Classifications. | Completed |
| 4-99 | 6/10/1999 | General Increase Effective July 5, 1999 | Instructions on processing general increase | Completed |
| 3-99 | 4/21/1999 | Legal Requirement To Include The Value Of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements (effective 4-1-1999) | Updated |
| 2-99 | 4/12/1999 | Extension of Voluntary Cost Savings Programs | Extension of VCSP through June 20, 2001 | Updated |

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| 1-99 | 1/4/1999 | Direct Hire Application - Processing Changes | Elimination of the Tear-Off Sheets and PER 45 (Activity Report for Direct Hire Employment Classifications) | Active |
| 14-98 | 11/24/1998 | MFASIS Human Resource System Year 2000 Implementation | Announcement of the implementation of the year 2000 compatible version of MFASIS | Completed |
| 13-98 | 11/17/1998 | Alphabetical Job Class Listing | Announcement of availability of listing of Job Classifications. | Completed |
| 12-98 | 11/16/1998 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 11-98 | 9/18/1998 | Legal Requirement to Include the Value of Benefits When Publishing Salaries: Update of Current Rates | Updates to Benefits Statements | Updated |
| 10-98 | 9/18/1998 | 1999 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1999 | Updated |
| 9-98 | 8/13/1998 | Workers' Compensation First Reports of Injury | Information regarding statutory requirement regarding timely reporting of injuries and policy and program changes to ensure compliance. | Active |
| 8-98 | 6/18/1998 | Project Positions/New FJA-1P Form | Announcement of new guidelines and form for establishing project positions. | Includes a rule change that was never implemented! |
| 7-98 | 6/18/1998 | Implementation and Maintenance of Data Processing Stipends and the Lump Sum Payment For Completed Training | Reference 4-98: Implementation Instructions for IT stipends. | Completed |
| 6-98 | 6/15/1998 | General Increase Effective June 29, 1998 | Instructions on processing general increase | Completed |
| 5-98 | 6/18/1998 | Payment for May 10, 1991 and May 24, 1991 Shutdown Days | Legislation which shut down State Government on subject days included requirement that employees be paid for those days when they terminated from state service. New legislation provided funding to pay these two days to everyone who is eligible. | Completed |
| 4-98 | 5/11/1998 | Announcement of Recruitment & Retention Salary Adjustments for IT Classifications | Announcement of IT stipends. | Active |
| 3-98 | 4/28/1998 | Training and Probation Requirements for Law Enforcement Employees | Announcement of change in law requiring Law Enforcement Officers to complete the same basic training as well as requiring LE Officers to serve a one-year probation beginning on the date the training is completed. | Active |
| 2-98 | 3/3/1998 | Job Classification Specifications | Announcement that job classification specifications are now available through the State Intranet (BHR Intranet). | Completed |
| 1-98 | 1/13/1998 | Leave for Volunteer Service Relating to the Ice Storm | Announcement of admin leave for volunteers to assist service organizations with relief work related to the ice storm. In effect through Friday, January 16th. | Expired |
| 13-97 | 11/10/1997 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 12-97 | 10/1/1997 | Forms | New list of electronic BHR forms and website references (reference 10-97). | Completed |
| 11-97 | 9/8/1997 | 1998 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1998. | Updated |
| 10-97 | 8/12/1997 | Electronic Versions of BHR Forms | Announcement of word processing templates for commonly-used BHR forms (both Word and Lotus). | Completed |
| 9-97 | 6/20/1997 | Corrected Pages from Salary Schedules for 1997 and 1998 Executive Branch | Corrects errors found on certain salary schedules recently published (reference 4-97). | Completed |
| 8-97 | 6/17/1997 | Update of HR Memorandum 15-96: Legal Requirement to Include Value of Benefits when Publishing Salaries | Update to 15-96. Changes to benefits statements. | Updated |
| 7-97 | 6/11/1997 | General Increase Effective June 30, 1997 | Instructions on processing general increase | Completed |
| 6-97 | 5/20/1997 | Transitional Duty Positions | Instructions on new policy for filling Transitional Duty Positions to facilitate return-to-work. | Active |
| 5-97 | 5/6/1997 | Implementing a New Performance Management Process | Implementation schedule for the new Performance Management Process. Includes CS Bulletin 10.4C. | Completed |
| 4-97 | 4/29/1997 | Salary Schedules and Alphabetical Listing of Job Classifications | Announcement of availability of new Salary Schedules and listing of Job Classifications. | Completed |
| 3-97 | 4/24/1997 | Lump Sum Payments | Implementation instructions for processing of 2.25% Lump Sum payments for Law Enforcement BU and possibly for Trooper BU, if contract is signed. | Completed |
| 2-97 | 4/18/1997 | Extension of Voluntary Cost Savings Program | Extension of VCSP through June 30, 1999 | Updated |
| 1-97 | 1/31/1997 | Processing Instructions for 2.25% Lump Sum Payments | Implementation instructions for processing of negotiated 2.25% Lump Sum payments. | Completed |
| 16-96 | 12/9/1996 | MFASIS Human Resource System | Update of MFASIS, including new sign-on instructions, commands, and sign-off. | Completed |
| 15-96 | 11/21/1996 | Update of HR Memorandum 6-96: Legal Requirement to Include Value of Benefits when Publishing Salaries | Reference 6-96 (and 5-96). Changes to benefits statements. | Updated |
| 14-96 | 11/20/1996 | Layoff and Recall from Layoff | Q&A (FAQ's) concerning the continued employment of employees on layoff, and on the recall of employees from layoff. | Active |
| 13-96 | 11/18/1996 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 12-96 | 10/11/1996 | Human Resources Memorandum 11-95, Dated September 29, 1995 | Reference 11-95, requirements for posting direct hire vacancies. Reminder that 11-95 remains in effect and reminds agencies to notify BHR of direct hire actions as they occur and as they are anticipated. | Updated by 6-00 |
| 11-96 | 9/12/1996 | Alphabetical Listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Completed |
| 10-96 | 9/12/1996 | Technology Staffing Freeze | Institution of hiring freeze for all classes listed (on enclosed list). Technology (IT) classifications. | Completed |
| 9-96 | 9/9/1996 | 1997 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1997 | Updated |
| 8-96 | 7/20/1996 | Voluntary Cost Savings Programs for FY 1996 - FY 1997 | Reminder that VCSP is available through June 30, 1997. | Updated |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|--|---|
| 7-96 | 6/11/1996 | Adjusted Service Dates | Announcement that Governor's Employee Recognition Committee will use the adjusted service date (rather than the continuous service date) as the basis for service recognition awards. | Active |
| 6-96 | 5/28/1996 | Legal Requirement to Include Value of Benefits when Publishing Salaries | Reference 5-96. Changes to benefits statements. | Updated |
| 5-96 | 4/11/1996 | Legal Requirement to Include Value of Benefits when Publishing Salaries | Announcement of requirement (under PL 1995, Chapter 37) to publish a statement of the dollar amount of the fringe benefits package provided by the State on all publications which state the salary of an employee or position. | First issue of benefits statement memo |
| 4-96 | 1/26/1996 | Compensatory Time Accumulations | Clarifications of the FLSA rules for the accumulation of comp time in lieu of cash payment of overtime. Includes correction to HR Memo 4-96 dated 3/8/1996. | Active |
| 3-96 | 1/25/1996 | Worksheet Form for 1996 Retirement Incentive Program (Per Form 120) | Follow-up to 1-96 to clarify the routing of the Form. | Expired |
| 2-96 | 1/12/1996 | Introduction to New Performance Management System | Announcement of training session on the new performance management system | Completed |
| 1-96 | 1/10/1996 | Worksheet Form for 1996 Retirement Incentive Program | Distribution and instructions for PER Form 120, Worksheet Form for 1996 Retirement Incentive Program | Expired |
| 17-95 | 12/21/1995 | Transferring General Fund Positions Between Accounts and Departments | Instructions regarding use of vacancies in lieu of layoffs to meet productivity goals. Reference PL 1995, Chapter 99, Part D, Section D-5 which authorizes Governor to transfer positions between General Fund accounts and between Departments. | Completed |
| 16-95 | 12/12/1995 | Special Retirement Incentive Program | Announcement of special retirement incentive program (under PL 1995, Chapter 502). Provides a cash incentive. | Expired |
| 15-95 | 11/13/1995 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 14-95 | 10/30/1995 | Employees with Disabilities Affected by Bumping | Provides guidelines for agencies to follow when an employee who requires reasonable accommodation for a disability is bumping into another position. | Active |
| 13-95 | 10/25/1995 | Internet Access to Useful Services for Job Seekers | Announces BHR's page on the Web listing services which provide easy access to job search services. | Completed |
| 12-95 | 10/3/1995 | Notification to this Bureau of Employees to be Laid Off | Clarification of procedures for agencies to inform BHR of the layoff of an employee. | Technically still active, but modified through practice |
| 11-95 | 9/29/1995 | Posting Vacancies that are Filled through Direct Hire | Implements requirements of agencies to provide information regarding direct hire postings to BHR. BHR will compile and post/distribute the listing weekly. | Updated by 12-96 |
| 10-95 | 9/25/1995 | Notice of Legislative Changes to the State Employee Suggestion Award Program | Announces repeal of Suggestion Awards Board, but maintains an employee suggestion awards program with new guidelines and forms. | Legislation subsequently repealed 1999 |
| 9-95 | 9/6/1995 | 1996 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1996 | Updated |
| 8-95 | 8/25/1995 | Employment Policy for Legal Residents of the United States | Clarify non-discrimination requirements of the Immigration Reform and Control Act of 1986 | Updated (see 8-06) |
| 7-95 | 7/10/1995 | Extension of Voluntary Cost Savings Programs | Extension of VCSP through June 30, 1997. | Completed |
| 6-95 | 5/1/1995 | Temporary Employment to Appointive Positions | Change in hiring freeze exemption process for temporary appointments to appointed positions. Requests may be submitted directly to the Governor's Office for approval. | Completed |
| 5-95 | 4/24/1995 | New Hiring Freeze Exemption Form | New form to replace all previous versions (PER 119C) | Completed |
| 4-95 | 4/19/1995 | Change to Hiring Freeze Exemption Request Form | Update to request for exemption to the hiring freeze form | Completed |
| 3-95 | 2/15/1995 | New Hiring Freeze Exemption Request Form | Implementation of new request for exemption to the hiring freeze. | Completed |
| 2-95 | 2/8/1995 | Elimination of Form FJA-3 Approval Process for New Positions | Announces elimination of FJA-3 and requirement to route new position requests through the Governor's Office. | Completed |
| 1-95 | 1/9/1995 | Hiring Freeze for the Remainder of FY 94/95 | Reference Executive Order 5 FY 94/95. Hiring freeze memo. Includes addendum (1-95A) rescinding transitional provisions. | Completed |
| 13-94 | 12/1/1994 | Redline Reason Codes | Update to MFASIS to add redline reasons and codes. | Completed |
| 12-94 | 11/14/1994 | Revision to PER 117 8/94, Retirement Plan and Benefit Options Form | Update to the subject form to clarify options. Reference HR memo 7-94. | Completed |
| 11-94 | 11/14/1994 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 10-94 | 9/22/1994 | Microfiche Records of Time Off Without Pay | Provides reports of time off without pay taken in fiscal year 1994. | Completed |
| 9-94 | 9/7/1994 | Return to Full Workweek | Announces end of reduced workweek (one hour) and return to full workweek. | Completed |
| 8-94 | 9/7/1994 | 1995 Holiday Schedule for State Agency Employees Not Covered by a Collective Bargaining Agreement | List of Holidays for 1995 | Updated |
| 7-94 | 8/25/1994 | Retirement Plan Options/ 5% Salary Option Available On Or After August 25, 1994 To Confidential Employees Who Are Elected, Who Are Appointed For A Fixed Term Or Who "Serve At The Pleasure Of" Their Appointing Authority | Information about subject retirement option employees and what is required. | Updated (see 2-10) |
| 6-94 | 6/29/1994 | Discretionary Target Hours | Reports listing employees for whom discretionary target hours have been automatically loaded, and those for whom target hours could not be automatically loaded. | Completed |
| 5-94 | 6/20/1994 | Alphabetical listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Updated |
| 4-94 | 6/6/1994 | Voluntary Cost Savings Program - Fiscal Year 1994-1995 | Reminder that VCSP is still available through June 30, 1995. | Updated |

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|--------|------------|---|--|---|
| 3-94 | 5/25/1994 | FY 1994 Compensation and Pay Changes | Provide information and implementation instructions for FY 94/95 compensation and pay changes, including paycheck delay, new step 2, time off without pay, discretionary time off, state closures, and workweek reduction. | Completed |
| 2-94 | 5/16/1994 | Employee Suggestion Awards Program | Announces changes to the subject program, including increase in cash award and other changes. | Updated (see 10-95) |
| 1-94 | 4/27/1994 | Employee Information Statements | Announces upcoming distribution of Employee Information Statements. Includes explanation of "employment status" item. | Completed |
| 25-93 | 12/27/1993 | Vacation Accrual for Confidential Employees | Reference HR Memo 14-93. Grants waiver to Confidential employees of maximum vacation accruals (which was already provided to MSEA employees). | Completed |
| 24-93 | 11/22/1993 | Employee Informational Statements | Announcement of intent to provide annual informational statement to employees. Includes request for feedback. | Completed |
| 23-93 | 11/15/1993 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 22-93 | 10/9/1993 | Address Changes | Announcement that employees will receive message in pay stubs to ensure their home address is correct in order that they may properly receive their W-2's in January. | Completed |
| 21-93 | 9/29/1993 | Salary for Employees who are Enrolled in the 80% or 70% Retirement Programs | Announces requirement that employees in the subject retirement programs are not eligible for pay increases (by law) | Expired |
| 20-93 | 9/24/1993 | Alphabetical Listing of Job Classifications and 1994 Salary Schedules for the Executive Branch | Announcement of availability of new Listing of Job Classifications and Salary Schedules | Updated |
| 19-93 | 9/10/1993 | 1994 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement | List of Holidays for 1994 | Updated |
| 18-93 | 9/7/1993 | Processing Instructions for Time Off Without Pay under the Maine State Government Family/Medical Leave Policy | Provides processing instructions for full and partial unpaid FML | Completed |
| 17-93 | 8/5/1993 | Implementation of Maine State Government Family and Medical Leave Policy, Effective August 5, 1993 | Announces revised Maine State Government Family and Medical Leave Policy | Active, but policy updated in 2009 |
| 16-93 | 8/4/1993 | Prorating Discretionary Time Off Without Pay for FY 93/94 | Updated form (PER 110B) provided. Reference HR Memo 14-93. | Completed |
| 15-93 | 7/30/1993 | Salary Schedules for the Executive Branch - Salary Specification 02 | Replaces Salary Schedule 02 in book published for May 30, 1993 - June 30, 1995 | Updated |
| 14-93 | 7/22/1993 | Time Off Without Pay for MSEA and Confidential Employees | Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary time off, and reduced workweek. | Completed |
| 13-93 | 7/19/1993 | Salary Schedules for the Executive Branch | Announcement of availability of new salary schedules | Updated |
| 12-93 | 7/19/1993 | Compensation Changes for Title 2 and Title 5 Employees | Information and instructions concerning certain compensation changes. | Completed |
| 11-93 | 7/15/1993 | AFSCME Contract Implementation Instructions | Implementation instructions for changes to MFASIS due to new AFSCME collective bargaining agreement. | Completed |
| 10-93 | 7/1/1993 | Voluntary Cost Savings Programs Extended for Fiscal Year 1993-1994 and Fiscal Year 1994-1995 | Extension of VCSP | Updated |
| 9-93 | 7/1/1993 | 70% Retirement Incentive Program for FY 1992-1993 and FY 1993-1994, Effective July 1, 1993 | Announcement and guidelines for 70% retirement incentive program enacted by 116th Legislature | Expired |
| 8-93 | 7/5/1993 | Compensation Changes | Information and instructions concerning certain compensation changes. | Completed |
| 7-93 | 7/1/1993 | Merit Increases | Announcement that the freeze on merit increases has expired and authority to award merit increases has been reinstated effective July 1, 1993. | Completed |
| 6-93 | 6/10/1993 | State of Maine Civil Service Law | Announcement of availability of updated Civil Service Law publication. | Completed |
| 5-93 | 4/12/1993 | Changes to Position Control Processing | MFASIS improvements which eliminate need for Position Add/Change form. | Completed |
| 4-93 | 4/7/1993 | Changes to MFASIS Organization and Location Codes | Announcement of potential changes to org and location codes. Requests comments from users prior to designing/implementing changes. | Completed |
| 3-93 | 2/10/1993 | Hiring Freeze for the Remainder of FY 93/93 | Reference Executive Order 7 FY 92/93. Hiring freeze memo | Completed |
| 2-93 | 1/29/1993 | Alphabetical Listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Updated |
| 1-93 | 1/26/1993 | Instructions for Recording License and Certification Information on H5R01 | Reference HR Memo 25-92. New lists of codes to be used in entering into MFASIS licenses and certifications held by employees. | Completed |
| 25-92 | 12/9/1992 | Recording License and Certification Information on MFASIS | Instructions on how to enter into MFASIS licenses and certifications held by employees | Completed |
| 24-92 | 11/10/1992 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 23-92 | 9/24/1992 | Administrative Leave for Employee Assistance Program (EAP) Services | Clarification and establishment of State policy on use of administrative leave for EAP. | Technically active, but modified with new program |
| 22-92 | 9/21/1992 | Rule Change Proposal To Establish Special Appointment and Supported Employment For Severely Handicapped Persons | Proposed changes to Civil Service Rules to establish subject programs | Completed |
| 21-92 | 9/15/1992 | MFASIS Training | Request for lists of employees in need of MFASIS training. | Completed |
| 20-92 | 9/10/1992 | 1993 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement | List of Holidays for 1993 | Updated |
| 19-92 | 7/13/1992 | Salary Review Dates, Reference Human Resources Memorandum 8-92, Subject: Chapter 780, PL 1992 | Announcement that all Salary Review Dates between July 1, 1992 and June 30, 1993 inclusive have been advanced one year. | Completed |
| 18-92 | 6/26/1992 | New Retirement Form for Employee Self-Declaration for Contribution Rate (Form # MM-9-03-1205) | New form required by MSRS for all new employees and reemployments and instructions. | Completed |

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|--------|------------|---|---|-----------|
| 17-92 | 6/22/1992 | Discretionary Target Hours | Instructions on processing discretionary target hours in MFASIS. | Completed |
| 16-92 | 6/18/1992 | Employees Who Have Not Met FY '92 Discretionary Time Off Obligations | Instructions for reviewing and processing employees who have not met discretionary time off obligations. | Completed |
| 15-92 | 6/15/1992 | Alphabetical Listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Updated |
| 14-92 | 6/15/1992 | Implementation of Autopay 42, REDUCEWK | Implementation instructions for the one hour per week reduction in work schedules for all employees. | Completed |
| 13-92 | 6/5/1992 | Processing Calendar for Restoration of Pay for Confidential Employees | Provide calendar of events over June and July resulting in the restoration of salaries for Confidential employees. | Completed |
| 12-92 | 6/2/1992 | Notice of Change in Office Hours | Announcement that BHR will close one hour early on Fridays. | Completed |
| 11-92 | 6/1/1992 | Questions and Answers on Fy 92/93 Compensation Issues | Q&A on Merit Freeze, Work Week Reduction, and Intermittent Employees | Completed |
| 10-92 | 5/15/1992 | Voluntary Cost Savings Program for FY 92-93 | Update (revision) to Worksheet (Form PER 10c). | Updated |
| 9-92 | 5/1/1992 | Continuation of Benefits Form (PER 108A) | Reference HR Memo 24-90. Request for prompt completion of form. | Completed |
| 8-92 | 4/17/1992 | Chapter 780, PL 1992 | Information and implementation instructions for parts of Chapter 780 that affect employee pay, benefits and work schedules. Lengthy memo involving frozen merits, reduced workweeks, days off without pay, increased retirement contributions, salary adjustments, etc. | Completed |
| 7-92 | 3/31/1992 | Employee Assistance Program (EAP) Services | Announcement and presentation of brochure to promote EAP services. | Completed |
| 6-92 | 3/12/1992 | Part-Time, Seasonal and Temporary Employees | Announcement of changes to Maine State Retirement System to meet federal requirements for the treatment of part-time, seasonal and temporary employees with respect to retirement plan. | Completed |
| 5-92 | 2/28/1992 | Guidelines for Administration of the 80 Percent Retirement Incentive Program - Attachment 1 to Human Resources Memorandum 39-91 | Update and corrections to the subject guidelines. | Expired |
| 4-92 | 2/10/1992 | Employee Assistance Program (EAP) Services | Announcement of two organizations to provide EAP services. | Updated |
| 3-92 | 2/10/1992 | Organizational Unit Determinations for Confidential Employees | New organizational unit determinations for Confidential employees. | Completed |
| 2-92 | 1/15/1992 | Salary Schedules | Announcement of availability of new salary schedules | Updated |
| 1-92 | 1/2/1992 | General Salary Adjustment | Instructions for implementing salary reductions for certain confidential employees. | Completed |
| 47-91 | 12/4/1991 | Guidelines for Administration of the 80% Percent Retirement Incentive Program - Attachment 1 to HRM 39-91 | Clarifies the subject guidelines with respect to the treatment of compensatory time and unused vacation credits. | Expired |
| 46-91 | 12/2/1991 | Retroactive Payment of 7% July General Increase | Instructions on how to process the 7% retroactive payments for the July 1st general increase. Reference 38-91. | Completed |
| 45-91 | 11/19/1991 | Payment of Lump Sum Longevity for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 44-91 | 10/28/1991 | Eligibility for 80% Retirement Eligibility | List of employees who have reached 59½ years of age as of June 30, 1992, to assist in determining who might be eligible for the 80% Retirement Program. | Expired |
| 43-91 | 10/18/1991 | Discretionary Target Hours | Instructions on processing discretionary target hours in MFASIS. | Completed |
| 42-91 | 10/18/1991 | Voluntary Programs Worksheet (Per 106B 9/91) | Instructions on completing C & O Codes for itemizing Personal Service Savings on VCSP worksheets. | Updated |
| 41-91 | 10/15/1991 | Crediting July Closure Days for Employees Returning From Desert Shield/Storm | Instructions regarding treatment of employees returning from military service leave. | Completed |
| 40-91 | 10/15/1991 | Current Salary Schedules | Announcement of availability of new salary schedules | Updated |
| 39-91 | 10/15/1991 | Retirement Incentive Program for 1991-1992 | Announcement and instructions for processing 80% retirement incentive. | Expired |
| 38-91 | 10/10/1991 | Retroactive Payment for July 1st Salary Adjustments | Announcement that subject retroactive payments cannot be processed until December. | Completed |
| 37-91 | 10/9/1991 | Salary Increases for Title 2 and Title 5 Employees | Instructions on how to implement subject salary changes. | Completed |
| 36-91 | 10/9/1991 | 1991-1993 Voluntary Cost Savings Program - Revised Worksheet | New worksheet developed to meet the tracking needs of both BHR and Bureau to the Budget. | Updated |
| 35-91 | 10/8/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 34-91 | 9/30/1991 | General Increase and Merit Increases for Title 2 and Title 5 Employees | Information on subject increases. | Completed |
| 33-91 | 9/25/1991 | Alphabetical Listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Updated |
| 32-91 | 9/24/1991 | Implementing Time Off Without Pay for MSEA and Confidential Employees | Instructions on processing of required time off without pay. Includes shutdown days as well as discretionary time off. | Completed |
| 31-91 | 9/30/1991 | 1992 Holiday Schedule for State Agency Employees Not Covered By a Collective Bargaining Agreement | List of Holidays for 1992 | Updated |
| 30-91 | 9/13/1991 | General Increase Effective September 29, 1991 | Instructions on processing general increase | Completed |
| 29-91 | 9/4/1991 | Termination Codes | Need to "enhance" list of termination codes. Requests suggestions from agencies. | Completed |
| 28-91 | 8/28/1991 | Human Resources Memorandum 13-91 | Information on how furlough days will be recorded to ensure a permanent record is available when employees terminate and/or retire. | Completed |
| 27-91 | 8/20/1991 | Employee Assistance Program (EAP) Services | Announcement that EAP services have resumed after a brief interruption. Includes list of EAP specialists currently providing services. | Updated |
| 26-91 | 8/15/1991 | FY 91/92 Hiring Freeze | Announces hiring freeze in accordance with Executive Order 9 FY 91/92. | Completed |

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|--------|------------|--|---|--|
| 25-91 | 7/26/1991 | Effect of July Closures on Employment Service Credits | Announcement: time off due to closures will be counted as time worked for purposes of longevity, vacation accrual, merit increases, probationary service, and other benefits based on total service. | Completed |
| 24-91 | 7/25/1991 | Federal Tax Levies | Instructions on how to respond to federal IRS notice of levies. | Completed |
| 23-91 | 7/24/1991 | 1991-1993 Voluntary Cost Savings Program | Extension of VCSP through June 30, 1993. | Updated |
| 22-91 | 7/19/1991 | General Increase Effective June 30, 1991 | Instructions on processing general increase | Completed |
| 21-91 | 7/17/1991 | Employment Actions due to State Government Closures and HR/Payroll Processing Instructions | Information and instructions concerning employment actions to be taken as a result of the closure of State Government during the weeks of July 8 and July 15. Includes option to spread pay reduction over several consecutive pay periods. | Completed |
| 20-91 | 7/8/1991 | Employment Actions due to State Government Closure and the FY 91/92 Budget | Information and instructions concerning employment actions to be taken as a result of the closure of State Government during the week of July 1. Includes option to spread pay reduction over several consecutive pay periods. | Completed |
| 19-91 | 6/20/1991 | Chapter 12, Section 4C8(c) of the Civil Service Rules (amended June 17, 1991) | Clarifies section of Civil Service Rule that requires seasonal and temporary employees to be informed of the approximate date of termination at the time of hire. | Completed |
| 18-91 | 6/13/1991 | Amendment to Civil Service Rules | Amendment to Chapter 12, Section 4 (Layoff: Conditions and Procedure). | Completed |
| 17-91 | 6/5/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 16-91 | 5/29/1991 | Essential and/or Federally Funded Employees Who Worked on May 24th | Direction to agencies to submit lists of all employees who worked on May 24th. | Completed |
| 15-91 | 5/14/1991 | List of Employees Who Worked on May 10th and Those Who Will Work on May 24th | Direction to agencies to submit lists of all employees who worked on May 10th and who will work on May 24th. | Completed |
| 14-91 | 5/8/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 13-91 | 5/8/1991 | Government Office Closures | Announces closure of State Government Offices on Friday, May 10 and Friday, May 24 per legislative action. Provides direction and processing instructions. | Completed |
| 12-91 | 5/6/1991 | Hiring Freeze and Pending Certifications | Announces hiring freeze in accordance with Executive Order 14 FY 1990/91. | Completed |
| 11-91 | 4/3/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 10-91 | 3/20/1991 | Correction to Human Resources Memorandum 9-91 | New calendar to replace the one in 9-91. | Completed |
| 9-91 | 3/15/1991 | General Increase Effective March 31, 1991 | Instructions on processing general increase | Completed |
| 8-91 | 3/6/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 7-91 | 2/25/1991 | Recall Rights of Employees Who Retire | Clarifies effect of retirement on employee's recall rights. Includes addendum added on March 12, 1991 clarifying rights of employee who is recalled and comes out of retirement to return to work. | Effectively superseded by law changes and collective bargaining. |
| 6-91 | 2/15/1991 | Alphabetical Listing of Job Classifications | Announcement of availability of listing of Job Classifications. | Updated |
| 5-91 | 2/7/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 4-91 | 2/6/1991 | Discontinue Use of Form BP-23 (Report of Separations from State Service) | Form BP-23 is no longer used by State Agencies, so the form is being discontinued. | Completed |
| 3-91 | 1/10/1991 | Staffing Summary | Staffing summary of active employees, including funding sources. Expresses intent to publish monthly. | Completed |
| 2-91 | 1/7/1991 | Layoff Notifications | Requests prompt processing of PER 14 (Official Notice of Layoff). | Technically still active, but modified through practice |
| 1-91 | 1/3/1991 | Attached Layoff Listing | List of layoffs to meet FY 1991 budget targets. Asks agencies to review list and advise of corrections. | Completed |
| 30-90 | 5/2/1990 | October 1990 Salary Schedules | Announce availability of October 1990 Salary Schedules. Includes a complimentary copy and instructions on how to obtain more. | Completed |
| 29-90 | 12/26/1990 | Attached Layoff Listing | List of layoffs for fiscal year 1991. Asks agencies to review list and advise of corrections. | Completed |
| 28-90 | 12/20/1990 | Errors in Current Hire Date | Announcement of error found in current hire date. Report included showing employees with one erroneous date. Instruction to research and correct any errors. | Completed |
| 27-90 | 12/17/1990 | Holiday Announcement | Announcement that Monday before Christmas and Monday before New Year's Day will be regular work days. | Completed |
| 26-90 | 12/10/1990 | Change to Longevity Rate of Pay for Selected Employees and Payroll Processing Instructions | Instructions on change in processing for longevity rate of pay. | Completed |
| 25-90 | 12/4/1990 | Voluntary Program Participants | List of employees participating in voluntary programs. | Completed |
| 24-90 | 12/3/1990 | New Form on Continuation of Benefits Coverage (PER 108A) | New form for Continuation of Benefits, and instructions on its use. | Technically active, but form modified |
| 23-90 | 11/30/1990 | Employment Information Available to Compile Seniority Lists | Issues reports to be used in preparing seniority lists in preparation for potential layoffs. | Completed |
| 22-90 | 11/15/1990 | Payment of Lump Sum Longevity Bonus for Confidential Employees | Instructions for processing lump sum longevity bonus for confidential employees. | Completed |
| 21-90 | 11/2/1990 | Life Insurance Processing | Changes to life insurance processing. | Completed |
| 20-90 | 9/17/1990 | 1991 Holiday Schedule for Employees Not Covered By a Collective Bargaining Agreement | List of Holidays for 1991 | Updated |
| 19-90 | 9/10/1990 | General Increase Effective September 30, 1990 | Instructions on processing general increase | Completed |
| 18-90 | 8/24/1990 | Employment Benefits for Employees in Maine State Service Who Enlist or Who are Inducted or Ordered Into the Armed Forces of the United States as a Result of the Current World Situation | Defines benefits for subject employees. Includes addendum issued 12/10/1990. | Updated (see 10-01) |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|---|---|---|
| 17-90 | 7/5/1990 | Departmental Mailing and Telephone List | Requests agencies to review and correct information on the mailing list use by BHR. | Completed |
| 16-90 | 7/5/1990 | Filling of Positions | Consolidates policy and procedural instructions controlling the filling of positions for FY 1990/91. Replaces 10-89, 19-89, and 11-90. (ref: Exec Order #1, FY 1990/91 hiring freeze) | Completed |
| 15-90 | 6/21/1990 | MFASIS Health Insurance and Retirement Rate Changes | Information on health insurance and retirement rate changes - to be made automatically in MFASIS. | Completed |
| 14-90 | 5/30/1990 | Life Insurance Coverage | Instructions on data correction due to errors between MFASIS and MSRS files on life insurance coverage and premiums. | Completed |
| 13-90 | 5/23/1990 | April 1991 Salary Schedules | Announces availability of new salary schedules. | Completed |
| 12-90 | 5/8/1990 | Alphabetical Listing of Job Classifications | Announcement of availability of semi-annual listing of Job Classifications. | Completed |
| 11-90 | 5/17/1990 | PL 1989, C. 702, §F-8 and Executive Order 8 FY1989-90 | Provides information and procedures guidelines for the filling of vacancies created by employee participation in the Retirement Incentive Program. | Superseded by 16-90 |
| 10-90 | 4/27/1990 | Adjustment in June Layoff Dates | Adjustment of work end date for employees scheduled for upcoming layoff. | Completed |
| 9-90 | 4/23/1990 | October 1, 1990 Salary Schedules | Announces availability of new salary schedules. | Completed |
| 8-90 | 4/19/1990 | Worksheet for Voluntary Cost Savings Program | Implements worksheet for VCSP | Updated |
| 7-90 | 4/9/1990 | Administration of Voluntary Cost Savings Programs | This appears to be the first VCSP program implemented. This memo (and its revision dated 4/17/1990) provides process and procedure information for the program. | Updated |
| 6-90 | 3/22/1990 | Annual EEO-4 Report | Requests agencies to review and correct information in the automated employee record (Sex Code, Org1 Code, and Race) in preparation of BHR's submission of EEO-4 report to the EEOC. | Completed |
| 5-90 | 3/16/1990 | Summary of Layoff and Recall Procedures | Provides policy and procedural guidance in the administration of layoff and recalls, and in the use of employment registers which contain employees on layoff status. Includes 5-90A (issued 12/7/1990) which amends Section IV, Paragraph 4 of 5-90. | Effectively superseded by changes in collective bargaining agreements and Civil Service Rules |
| 4-90 | 2/6/1990 | Employment Information Available to Compile Seniority Lists | Issues report to be used in preparing seniority lists in preparation for potential layoffs. | Completed |
| 3-90 | 1/31/1990 | Procedures of Notification of Layoff | New procedures issued for notification of layoff. Supersedes procedures issued in the June 17, 1981 memo (Personnel Memo 2-81). | Effectively superseded by changes in collective bargaining agreements and Civil Service Rules |
| 2-90 | 1/23/1990 | Changes to Competitive Recruitment Procedures | Change from weekly to biweekly advertising; and change from sending copies of bulletins to copies of "Careers in Maine" posting summary. | Completed |
| 1-90 | 1/2/1990 | Human Resource Audit and Control Procedures | Announces new procedures to ensure adequate audit and control mechanisms are in place under new MFASIS system. | Effectively superseded by reorganizations and process/procedure development |
| 19-89 | 12/12/1989 | Filling of General Fund Positions | Governor's Executive Order (5 FY1989/90) which essentially continues a hiring freeze for General Fund positions. | Superseded by 16-90 |
| 18-89 | 11/9/1989 | Longevity Bonus for Confidential Employees | Final list of employees eligible for longevity bonus for Confidential employees. | Completed |
| 17-89 | 10/16/1989 | Annual Longevity Bonuses for Confidential Employees | Lists of Confidential employees eligible/not eligible for Longevity Bonus. | Completed |
| 16-89 | 10/3/1989 | Correction to Human Resources Memorandum 15-89 | Corrects effective date of range 21 overtime to September 5, 1989. | Completed |
| 15-89 | 9/26/1989 | Overtime Eligibility and Administrative Unit H | List of employees and positions in "new" admin unit H; and list of employees at range 21 which are eligible for premium overtime as of July 2, 1989. | Completed |
| 14-89 | 9/26/1989 | Annual Longevity Bonus for Confidential Employees | Lists of Confidential employees eligible/not eligible for Longevity Bonus. | Completed |
| 13-89 | 9/25/1989 | 1990 Holiday Schedule for Employee Not Covered by a Collective Bargaining Agreement | List of Holidays for 1990 | Updated |
| 12-89 | 9/22/1989 | Form PER 106, Revised September, 1989 | Information on the use of the PER 106, Retirement Options Form for unclassified confidential positions. | Updated/Superseded by 7-94, 12-94, and 2-10 |
| 11-89 | 9/8/1989 | MSA System Availability During the Week of September 10, 1989 | Announcement of system availability (to help in preparing for conversion to MFASIS). | Completed |
| 10-89 | 9/30/1989 | Filling of General Fund Positions | Governor's Executive Order (3 FY 89/90) which essentially implements a hiring freeze for General Fund positions. | Superseded by 16-90 |
| 9-89 | 8/11/1989 | General Increase Reports | Lists of employees will and will not receive the general increase on an automated basis. | Completed |
| 8-89 | 7/28/1989 | Timetable for the July 1989 General Increase | Implementation information for general increase. | Completed |
| 7-89 | 5/31/1989 | Telephone Numbers | List of direct telephone numbers of BHR staff. | Completed |
| 6-89 | 5/23/1989 | Alphabetical Listing of Job Classes | Announcement of availability of Alphabetical Listing of Job Classes. | Completed |
| 5-89 | 5/5/1989 | Civil Service Rules | Announcement of availability of printed Civil Service Rules. | Completed |
| 4-89 | 4/18/1989 | Payroll Authorizations | Request that agencies enter payroll authorizations promptly rather than saving them to the end of the pay cycle. Also ends the practice of accepting requests for manual authorizations. | Completed |
| 3-89 | 3/17/1989 | Change in Typing Performance Testing Procedures for Selected Classifications | Supersedes 1-88. Procedures revert back to those in effect prior to HR Memo 1-88. | Effectively superseded through process/procedure development |
| 2-89 | 1/18/1989 | Arbitration Decision (Booth/McCarthy, State #1137) - Merit Increase Procedure for Employees Serving on Acting Capacity Appointments | Instructions on procedures for merit increases for employees serving on acting capacity. | Active |
| 1-89 | 1/12/1989 | Retirement Option Letters | Announcement of BHR mailing retirement option letters who to, how they were identified, and agency's role in identifying errors. | Completed |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|---|--|
| 9-88 | 11/2/1988 | 1989 Holiday Schedule | List of Holidays for 1989 | Updated |
| 8-88 | 9/21/1988 | Procedure for Computing Salaries for Employees Who Transfer to Positions Eligible for the 5% Retirement Option Schedule for Confidential Employees | Instructions on how to determine step for subject employees. | Active |
| 7-88 | 9/19/1988 | Starting Salary Requests for Teacher Classifications Covered by Memorandum of Agreement, State of Maine and the Maine State Employees Association | Information on pay equity maintenance when agencies want to hire Teachers above the minimum step. | Generally active, but authority to hire above the minimum is decentralized to some agencies. |
| 6-88 | 7/30/1988 | Step Determination for Stipended Data Processing (DP) Classifications | Information on step determination for new hires and employees in DP classifications. | Generally active, but authority to hire above the minimum is decentralized to some agencies. |
| 5-88 | 6/10/1988 | Timetable for July 1988 General Salary Increase | Announcement of timetable and process/procedure for implementation of general increase. | Completed |
| 4-88 | 3/12/1988 | The Revised New Hire form PER52 | Announcement of revision of New Hire Form (PER52) | Effectively superseded by several subsequent form updates. |
| 3-88 | 3/28/1988 | Memo on Salary Matrices | Announcement of availability of new sets of salary matrices for three general increases. | Completed |
| 2-88 | 3/14/1988 | Typing Test Implementation | Implementation of new typing test for Clerk Typist II (register superseded). | Effectively superseded through process/procedure development |
| 1-88 | 1/14/1988 | Change in Typing Performance Testing Procedures for Selected Classifications | Implements requirement that agencies use standardized typing tests developed by BHR. | Effectively superseded through process/procedure development |
| 23-87 | 12/30/1987 | Data Improvement Schedule for January, February and March 1988 | Announcement of system changes (MSA system) to improve specific data quality. | Completed |
| 22-87 | 12/2/1987 | Career Opportunity Bulletin Sets | Announcement of availability of updated Career Opportunity Bulletins. | Completed |
| 21-87 | 12/21/1987 | Attached Settlement Agreement | Grievance resolution which eliminates requirement to have applications and service ratings completed for MSEA employees who are reclassified. | Active |
| 20-87 | 12/16/1987 | Automated Salary | Change in salary processing using the Human Resource Profile and the New Hire Form. | Effectively superseded through process/procedure development |
| 19-87 | 12/14/1987 | January Personnel Transactions | Announcement that personnel actions (other than the general increase and the longevity increase) which are effective after 1/3/88 must be held for processing until after the automatic salary changes. | Completed |
| 18-87 | 12/10/1987 | Longevity Pay | Implement procedures for processing longevity pay adjustments | Completed |
| 17-87 | 12/7/1987 | Confidential Employees Longevity Bonus | Verify list of employees identified as eligible for longevity bonus. | Completed |
| 16-87 | 11/17/1987 | Employee Addresses | Request that agencies ensure employee addresses are correct in the system. | Completed |
| 15-87 | 11/5/1987 | Longevity Dates | Procedures for identifying eligible employees and implementing longevity pay. | Completed |
| 14-87 | 10/16/1987 | 1988 Holiday Schedule | List of Holidays for 1988 | Updated |
| 13-87 | 9/25/1987 | Salaries for School Personnel | Correction of problems posed by general increase for school personnel. (Dept's of Corrections, Education & Cultural Services, and Mental Health & Mental Retardation) | Completed |
| 12-87 | 9/3/1987 | Timetable for July 1987 General Salary Increase | Timetable and procedures for implementing the planned general increase. | Completed |
| 11-87 | 8/18/1987 | Human Resources Memorandum 10-87 | Announcement that HR Memo 10-87 has expired. Interim procedures are now replaced with previously established procedures. | Completed |
| 10-87 | 7/14/1987 | Interim Procedures to Authorize Retroactive Reclassifications and Reallocations | Interim documentation and processing requirements for processing retroactive reclassifications and reallocations authorized in the Part II Budget. | Expired (see 11-87) |
| 9-87 | 6/30/1987 | Transition of Department of Personnel to the Bureau of Human Resources | Announcement of change from Department to Bureau, effective July 1, 1987. | Completed |
| 8-87 | 6/16/1987 | Immigration Law - Employees Hired Between November and April | Reference Personnel Bulletin 8.18. Immigration Act of 1986 requires validation of employment eligibility for every person hired between Nov 7, 1986 and April 13, 1987. Implements new I-9 form | Updated by 4-09 |
| 7-87 | 5/12/1987 | New Employee Orientation | Announcement of next orientation session scheduled (June 5 at the Augusta Civic Center). | Completed |
| 6-87 | 5/11/1987 | New Positions Authorized by the Legislature | Request for prompt submission of requests for new positions authorized and funded by law. | Completed |
| 5-87 | 5/6/1987 | Appointment End Date for Seasonal Employees | Announcement of Personnel Bulletin 14.2 which implements required Appointment End Dates on all employee records. | Completed |
| 4-87 | 3/2/1987 | Multiple Updates to Employee Records | Implementation of PER 62. Information on how to provide multiple updates to a personnel record. | Completed |
| 3-87 | 2/4/1987 | Employment Information Available to Compile Seniority Lists | Announces that information for compiling seniority lists is available at the Department of Personnel, including microfiche, HRP's, and history prints from old "Honeywell" system. | Completed |
| 2-87 | 1/12/1987 | Early Release - January 2, 1987 | Early release due to storm | Completed |
| 1-87 | 1/6/1987 | Alternative Work Schedules | Requesting information on the usage of alternative work schedules. Includes survey sheet. | Completed |
| 6-86 | 11/21/1986 | New Employee Orientation | Announcement of first New Employee Orientation sessions mandated by new legislation (Section 7068). | Completed |
| 5-86 | 10/8/1986 | 1987 Holiday Schedule | List of Holidays for 1987 | Updated |
| 4-86 | 7/11/1986 | Use of Refusal Codes on Form PER 17 | New codes for refusal of a job offer on the PER 17 (Certificate of Eligibles) based on new section of Civil Service Law (7062) restricting removal of applicants from registers. | Completed |
| 3-86 | 3/12/1986 | New Positions Authorized by the Legislature | Request for prompt submission of requests for new positions authorized and funded by law. | Completed |
| 2-86 | 2/27/1986 | New Positions | Request for prompt submission of requests for new positions authorized and funded by law. | Completed |

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|--------|------------|---|---|--|
| 1-86 | 1/21/1986 | Protection of State Employees Who Testify Before Legislative Committees | Announcement of legislation which protects employees who testify before legislative committees from adverse action. Includes requirements outlined in 1-76. | Active |
| 7-85 | 10/29/1985 | 1986 Holiday Schedule | List of Holidays for 1986 | Updated |
| 6-85 | 9/30/1985 | Early Release Hurricane Gloria | Recap of early work release provided on Friday, September 27, 1985. | Completed |
| 5-85 | 9/12/1985 | Alternative Work Schedules | Labor/Management Committee report on the status of Alternative Work Schedules | Report. See 4-83 and 2-08 |
| 4-85 | 7/8/1985 | New Positions | Request for documentation for establishing new positions approved by the 112th Legislature. | Completed |
| 3-85 | 7/3/1985 | Payroll/Personnel Software Implementation | Announcement of new payroll/personnel system (MSA) and conversion schedule. | Completed |
| 2-85 | 5/10/1985 | Preliminary FLSA Exemption Study for classes at Pay Grade 21 and Above | Announcement of results of subject study. Lists of classes under each exemption type. Also requests info from agencies on exceptions to these lists. | Completed |
| 1-85 | 5/1/1985 | Salary Schedules for July 1, 1985 and December 30, 1985 | Announcement of availability of new salary schedules. | Completed |
| 7-84 | 10/29/1984 | Guidelines for the Maine State Employees Suggestion System | Changes to the Employee Eligibility section of the subject guidelines. | Completed |
| 6-84 | 10/1/1984 | 1985 Holiday Schedule | List of Holidays for 1985 | Updated |
| 5-84 | 8/8/1984 | Labor Relations Board Decision - Personnel Bulletin 4.3 | Announces a change in Personnel Bulletin 4.3 - revocation of Paragraph B in Section 1. | Updated - see CS Bulletin 4.3A |
| 4-84 | 7/23/1984 | Arbitration Award - Retroactive Reclassifications/Range Changes | Announces change in how retroactive reclasses/range changes are calculated, regarding any calculation which results in a reduction in pay or in a net overpayment. | Active - but updated through process/procedure development |
| 3-84 | 6/25/1984 | Layoffs - Alcoholic Beverages | Announcement of agreement affecting the layoff of State Liquor Warehouse employees. | Completed |
| 2-84 | 5/1/1984 | Employee Suggestion Awards Program | Implementation of the Employee Suggestions Awards Program authorized in Statute. | Updated |
| 1-84 | 3/16/1984 | March 14, 1984 - Storm Day | Early Release for March 14, 1984. Provides comp time for employees who arrived at work and stayed until 3pm (when early release was provided). Provides admin leave to those who did not come to work at all (if not on sick/vacation/other leave). | Completed |
| 8-83 | 12/29/1983 | Initial Listing of Classifications Which May Be Eligible for Apprenticeship or Trainee Programs | Reference 7-83. Initial listing of classifications. | Completed |
| 7-83 | 11/21/1983 | Establishment of Apprenticeship or Trainee Positions | Requests info from agencies on which classes lend themselves to trainee and apprenticeship programs. | Completed |
| 6-83 | 11/8/1983 | 1984 Holiday Schedule | List of Holidays for 1984 | Updated |
| 5-83 | 9/20/1983 | Filling of General Fund Positions | Continuation of 3-83 until November 15. | Completed |
| 4-83 | 8/24/1983 | Alternative Work Schedules | Informational material regarding Alternative Work Schedules. | Updated - see 5-85 and 2-08 |
| 3-83 | 5/11/1983 | Filling of General Fund Positions | Governor's Executive Order (13 FY 82/83) which essentially implements a hiring freeze for General Fund positions. | Completed |
| 2-83 | 3/17/1983 | Applicant Tracking system for Positions in the Competitive, Classified Service | Implementation of Applicant Tracking System. Includes implementation of new application form. Elimination of Strip Cards, requires separate app for each title, EEO Tear-off sheet. | Effectively superseded through process/procedure development |
| 1-83 | 3/17/1983 | Direct Hire Employment Application Procedures | Defines Direct Hire and provides procedures for implementation and utilization of Direct Hire applications and related reports. Reference Personnel Bulletin 6.10. | Effectively superseded through process/procedure development |
| 5-82 | 10/28/1982 | 1983 Holiday Schedule | List of Holidays for 1983 | Updated |
| 4-82 | 7/7/1982 | Classifications to be Abolished | Provides agencies with list of unused titles and asks agencies to identify those that should NOT be abolished. | Completed |
| 3-82 | 6/10/1982 | Open Competitive, Non-Competitive and Unclassified Advertisements and Career Opportunity Bulletins | Announcement of advertising schedule. | Completed |
| 2-82 | 2/8/1982 | Interim Report on Alternative Work Schedules of the Labor/Management Committee of the MSEA and the State of Maine | Report on Alternative Work Schedule proposal and comments from agencies. | See 4-83, 5-85, and 2-08 |
| 1-82 | 1/12/1982 | Personnel Law | Revision to the Personnel Law document. One copy provided to each agency. | Completed |
| 6-81 | 10/14/1981 | 1982 Holiday Schedule | List of Holidays for 1982 | Updated |
| 5-81 | 8/18/1981 | Report of Recommendations of the Labor/Management Committee of the MSEA and the State of Maine | Recommendations from the L/M Committee on alternative work schedules. Asks for feedback from agencies. | See 2-82, 4-83, 5-85, and 2-08 |
| 4-81 | 7/15/1981 | Personnel Memorandum 17-80 | Revision of State Layoff Listing (see 17-80) | Completed |
| 3-81 | 6/23/1981 | Implementation of the 5% Retirement Option | Procedure for payroll authorization for confidential, appointed, and AFSCME and State Police contracts who elect to receive a 5% salary increase in lieu of state paid retirement. | Effectively superseded by process/procedure development and collective bargaining. |
| 2-81 | 6/17/1981 | Procedures for Notification of Layoff | Announcement of procedures for notification of layoffs to be followed in accordance with the relevant collective bargaining agreement. | Superseded by 3-90 |
| 1-81 | 6/16/1981 | Retirement Options - Confidential Employees and Appointed Officials | Announcement of state-paid retirement for confidentials and appointed. Also announces 5% option for appointed. | Completed |
| 29-80 | 12/31/1980 | Personnel Law | Announcement of preparation of Personnel Law document. One copy provided to each agency. | Completed |
| 28-80 | 12/22/1980 | Administrative Closing of Offices - December 26, 1980 | Announcement of administrative closure of state offices on Friday, December 26, 1980. | Completed |
| 27-80 | 12/12/1980 | Notice of Hearing on Amendment to Chapter 8 of Personnel Rules | Public Hearing notice on amendment to Chapter 8 (Certification and Appointment) of Personnel Rules | Completed |

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|--------|------------|---|---|--|
| 26-80 | 12/3/1980 | Decentralization of Examination Administration Function | Announcement of Dept of Personnel's readiness to accept proposal from agencies interesting in taking over exam administration for classes unique to their agency. | Completed |
| 25-80 | 12/1/1980 | Updates to Alphabetical Listing of State Classifications With Salaries | Announcement of updates to listing. | Completed |
| 24-80 | 11/20/1980 | Early Release of Employees | Reiteration of procedures of early release (staggered release times). | Superseded by 14-05 and 3-09 |
| 23-80 | 11/6/1980 | Withdrawal of Retirement Contributions Upon Layoff | Informational: employees laid off due to lack of work may withdraw their retirement contributions without resigning or forfeiting layoff rights. | Completed |
| 22-80 | 10/27/1980 | Alphabetical Listing of State Classifications with Salaries | Price reduction for alphabetical listing of classifications (reference 20-80). | Completed |
| 21-80 | 10/14/1980 | 1981 Holiday Schedule | List of Holidays for 1981 | Updated |
| 20-80 | 9/18/1980 | Alphabetical Listing of State Classifications with Salaries | Offers alphabetical listing of classifications for purchase through the central warehouse. Also salary schedule book. | Completed |
| 19-80 | 9/18/1980 | Action Code Changes | Changes made to the codes used in certain actions. | Completed |
| 18-80 | 9/17/1980 | Decentralization of Processing of Leaves and Separations | Decentralizes the processing of leaves and separations agency will process these directly to Accounts and Control | Completed |
| 17-80 | 9/17/1980 | Layoff Listing | List of employees laid off, including title and date of layoff. Presumably for recall purposes? | Completed |
| 16-80 | 9/16/1980 | Replacement of Chapter 8 of Personnel Rules | Repeal and replacement of Chapter 8 of Personnel Rules. | Completed |
| 15-80 | 9/4/1980 | Recruiting Advertisements | New procedures/process for advertising jobs. (Supersedes 12-80) | Completed |
| 14-80 | 8/11/1980 | Personnel Policy | Information regarding 95% ceiling - looks like a reduction in force. Provides info on how to calculate the 95%. | Completed |
| 13-80 | 8/1/1980 | Recruiting Bulletins (Career Opportunities) for Non-Competitive Classes | Offers a service of producing recruiting bulletins for non-competitive classes using the word processing machine. Costs involved. Asks for feedback. | Completed |
| 12-80 | 6/26/1980 | Recruiting Advertisements | New procedures/process for advertising jobs. (Supersedes 24-79) | Completed |
| 11-80 | 5/20/1980 | Notice of Hearing on Chapter 8 of Personnel Rules | Public Hearing notice on repeal and replacement of Chapter 8 (Certification and Appointment) of Personnel Rules | Completed |
| 10-80 | 4/14/1980 | Addendum to Classification/Salary Schedule | Amendments to the Classification/Salary Schedule | Completed |
| 9-80 | 4/2/1980 | Employee Recognition - Retirees | Information on special retirement letters for State employees with 15 and 20 years of service. (Supersedes 26-79) | Completed |
| 8-80 | 4/1/1980 | Clarification of Intern and Work-Study Programs for the Summer of 1980 | Announces that the State Government Internship Program and other work-study programs will operate this year. Includes direction that such programs should not be used in such a way as to be interpreted to circumvent the current hiring austerity/cost savings program. | Completed |
| 7-80 | 3/24/1980 | Procedures to Request New Positions | New procedure for request and approval of new positions. (replaces 2-80) | Effectively superseded by process/procedure development. |
| 6-80 | 3/14/1980 | Abolishment of Superfluous Unclassified Titles | Provides agencies with list of unused Unclassified titles and asks agencies to identify those that should NOT be abolished. | Completed |
| 5-80 | 3/10/1980 | Personnel | New process for requests to fill positions. Cancels all existing certifications and requires resubmission under new process. (New hiring austerity program.) | Completed |
| 4-80 | 2/19/1980 | Aircraft Pilots | Informs agencies of documentation required by Dept of Personnel when an agency is hiring Aircraft Pilots. | Completed |
| 3-80 | 2/11/1980 | Acceptance of Applications | Policy - Dept of Personnel will accept applications from high school and college students during their last semester, and will conditionally qualify them. Hiring authority must present proof of graduation when appointing a student certified in this manner | Essentially active |
| 2-80 | 2/1/1980 | FJA-3 - Approval of New Positions | New procedure for request and approval of new positions. (replaces 23-79) | Effectively superseded by policy/procedure development. |
| 1-80 | 1/21/1980 | Addendum to Classification/Salary Schedule | Amendments to the July 1979 Classification/Salary Schedule | Completed |
| 30-79 | 12/7/1979 | Procedure for Releasing State Employees | Implements new procedure to follow when releasing employees (presumably during storms). Includes staggered release (agencies split up into three groups) as well as list of Emergency Broadcast system stations. | Superseded by 24-80, 14-05, and 3-09 |
| 29-79 | 10/11/1979 | 1980 Holiday Schedule | List of Holidays for 1980 | Updated |
| 28-79 | 10/9/1979 | Personnel Form PER 29 AU (Rev. 9/79) | Revision of Personnel form Notice of Dismissal/Suspension From State Employment (PER 29 AU) | Effectively superseded by policy/procedure development. |
| 27-79 | 9/21/1979 | Contract Provisions vis-à-vis Personnel Rules | Informational: sometimes contract provisions are different from personnel rules. Be sure to use the appropriate manual when taking action or processing. | Completed |
| 26-79 | 9/14/1979 | Employee Recognition - Retirees | Information on special retirement letters for State employees with 10 and 20 years of service. (Supersedes 28-78) | Completed |
| 25-79 | 9/5/1979 | Performance Tests (Steno/Typing) | Announcement of workshop for the development and administration of performance tests. | Completed |
| 24-79 | 8/30/1979 | Advertisements for Classified Competitive, Classified Non-Competitive, and Unclassified Positions | New procedures/process for advertising jobs. (Supersedes 1-79 and 6-79) | Completed |
| 23-79 | 8/22/1979 | FJA-3 - Approval of New Positions | New procedure for request and approval of new positions. (replaces 10-79) | Completed |

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|--------|------------|--|---|---|
| 22-79 | 8/21/1979 | Changes in Examination Procedures | Elimination of centralized performance testing for clerical jobs (typing, steno, data entry). | Completed |
| 21-79 | 8/16/1979 | Salary Schedule and Alphabetical Listing of Class Titles and Ranges - PRP - Ia | Announcement that an updated composite salary schedule and alphabetical listing of class titles and ranges (Pay Plan) is now available. | Completed |
| 20-79 | 8/8/1979 | Strip Cards Which Do Not Meet Postal Regulations (Card No. 5) | New strip cards for applications due to new postal regulations. | Effectively superseded by policy/procedure development. |
| 19-79 | 7/19/1979 | Employee History | New computer runs of employee history for seniority computations are available. | Completed |
| 18-79 | 7/6/1979 | Strip Cards | New strip cards for applications due to new postal regulations. | Effectively superseded by policy/procedure development. |
| 17-79 | 7/3/1979 | Filling of Non-Competitive Classifications Vacancies | Procedures/processes for filling non-competitive vacancies. Includes requirements to verify materials, submit to Dept of Personnel, etc. | Effectively superseded by policy/procedure development. |
| 16-79 | 6/28/1979 | Action Codes to be Used on Turn Around Forms | Revised action codes for use on Turn Around Forms. | Effectively superseded by policy/procedure development. |
| 15-79 | 6/21/1979 | Administrative Leave - Blood Donors | Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 27-29 American Red Cross bloodmobile in Augusta. | Completed |
| 14-79 | 6/15/1979 | Acting Capacity - Administrative Services, OMS, P&T, Law Enforcement and Supervisory Services Bargaining Units | New procedures for processing payments for employees serving in an Acting Capacity under MSEA agreements. | Effectively superseded by policy/procedure development and collective bargaining. |
| 13-79 | 6/7/1979 | Special Salary Adjustments | New salary schedules for Coalition and Supervisory Services Units. | Completed |
| 12-79 | 6/7/1979 | Summer Courses - UMA | Information re: public admin/political science courses offered at UMA in summer. Encourage employees to take advantage. | Completed |
| 11-79 | 4/18/1979 | Use of Form FJA-1 Rev. (9/78) | New FJA-1 form, revised 9/78, is required. | Effectively superseded by policy/procedure development. |
| 10-79 | 4/12/1979 | FJA-3 - Approval of New Positions | New procedure for request and approval of new positions (requires Gov's approval first). | Effectively superseded by policy/procedure development. |
| 9-79 | 4/9/1979 | Approval of Turnaround Forms for Separations and Leave Balances | New procedure for separations and leave balances on Turnaround Forms | Effectively superseded by policy/procedure development. |
| 8-79 | 3/22/1979 | New Edition of Personnel Rules | Publication of new edition of Personnel Rules | Completed |
| 7-79 | 2/20/1979 | Applications | Requesting DPO's to communicate to employees that accurate work history is required on applications. | Completed |
| 6-79 | 1/17/1979 | Open Competitive Advertisements and Career Opportunity Bulletins | Change to 1-79: no longer monthly advertising. Also, Dept of Personnel will no longer pay for advertising - agencies will be billed. | Completed |
| 5-79 | 1/18/1979 | Early Release - January 18, 1979 | Early release due to weather | Completed |
| 4-79 | 1/17/1979 | Applications | Informational: strip cards not stamped will not be returned to the applicant (lack of funds). | Completed |
| 3-79 | 1/4/1979 | Notification and Interview of Applicants | Recommendation on wording for notification of interview (don't say "if you are interested" - this implies that the applicant has the option of refusing). | Completed |
| 2-79 | 1/2/1979 | Certification of Eligibles on Emergency, Temporary or Provisional Appointments | Informational: rules applied to emergency, temporary, or provisional appointments and the need to be qualified and on the register within the appropriate time frame, or termination is required. | Effectively superseded by policy/procedure development. |
| 1-79 | 1/2/1979 | Open Competitive Advertisements and Career Opportunity Bulletins | informational: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. (see 20-77) | Completed |
| 30-78 | 12/20/1978 | Advisory Ruling Clarifying the Intent of Personnel Rule 11.9 - Military Leave of Absence With Pay | Informational bulletin on subject rule. | Effectively superseded by changes in laws. |
| 29-78 | 12/13/1978 | Notice of Hearing on Personnel Rules Governing Intermittent Employment | Announcement of public hearing on rulemaking | Completed |
| 28-78 | 11/2/1978 | Employee Recognition Program - Retirees & Long-Term Employees | Reference 18-78. Informational. | Completed |
| 27-78 | 10/18/1978 | 1979 Holiday Schedule | List of Holidays for 1979 | Updated |
| 26-78 | 9/29/1978 | Apprentice/Trainee Program | Establishment and implementation of the Apprentice/Trainee Program. | Completed |
| 25-78 | 8/8/1978 | Distinguished Service Awards Program | Establishment and implementation of the Distinguished Service Award Program. | Completed |
| 24-78 | 8/8/1978 | Correspondence with the Department of Personnel | Instructions to address all official correspondence to Department of Personnel to the Commissioner of Personnel. | Completed |
| 23-78 | 8/4/1978 | Request for New Positions | Instructions on requesting new positions (use of Form FJA 3) | Effectively superseded by policy/procedure development. |
| 22-78 | 7/19/1978 | Requests for Application Informatino/Exam Scores | Eliminates providing application status and exam scores over the phone to agencies. | Completed |
| 21-78 | 7/11/1978 | Daily Attendance Report | Implements a form for agencies to report daily attendance numbers, including absences and reasons therefor, on a weekly basis. (FORM PER 22) | Completed |
| 20-78 | 6/5/1978 | Administrative Leave - Blood Donors | Authorizes 1 hour of admin leave to employee scheduled to donate blood at the June 29 and June 30 American Red Cross bloodmobile in Augusta. | Completed |
| 19-78 | 5/31/1978 | Temporary Transfers - Institutional Services Contract | Implements procedures for authorizing payment to employees for Temporary Assignments to a higher class for 10 or more consecutive work days. | Effectively superseded by policy/procedure development and collective bargaining. |
| 18-78 | 5/15/1978 | Employee Recognition Program - Retirees | Requesting agencies to submit a list of retirees each month in order to implement to requirements of the Employee Recognition Program to recognize employees upon retirement. | Completed |
| 17-78 | 5/11/1978 | FJA 2 Procedures for CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY) | Requirements to process all CETA Title III, Summer Program for Economically Disadvantaged Youth (SPEDY) positions using FJA 2 form. | Completed |

| NUMBER | ISSUED | SUBJECT | NOTES | Status |
|--------|------------|--|---|---|
| 16-78 | 5/1/1978 | FJA 2(A) Request for Extension and/or Refill of Established State CETA Funded Position | Requirement to process Extension and/or Refill of Established State CETA funded positions on FJA 2(A) form. | Completed |
| 15-78 | 5/1/1978 | FJA 2 Procedures for CETA Title III, Youth Employment and Training Program Positions | Requirement to process CETA Title III, Youth Employment and Training Program positions using FJA 2 form. | Completed |
| 14-78 | 4/26/1978 | Addendum #3 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| 13-78 | 4/12/1978 | Agency Appeals Procedures | Direction to review and modify Agency Appeals Procedures for Performance Appraisal System (reference Personnel Bulletin 10.4 and Personnel Memo 10-78). | Completed |
| 12-78 | 4/12/1978 | FJA 2 Procedures for CETA Title I, Work Experience Program Positions | Requirement to process CETA Title I, Work Experience Program positions using FJA 2 form. | Completed |
| 11-78 | 3/28/1978 | 5 MRSA Section 556. Residency and Citizenship | Information regarding "residence" versus "domicile" for purposes of meeting the requirements in statute to be a resident of the State of Maine in order to be employed in the classified service. | Effectively superseded by changes in Civil Service Law. |
| 10-78 | 3/9/1978 | Personnel Bulletin 10.4, August 30, 1977 | Explanation of EAP and its use in the Performance Management System | Completed |
| 9-78 | 3/9/1978 | Agency Appeals Procedures | Direction on establishment of Agency Appeals Procedures for Performance Appraisal System (reference Personnel Bulletin 10.4). | Completed |
| 8-78 | 2/27/1978 | Conversion to the Automated Employee File | Information regarding the new Automated Employee File. System expected to be fully operational by July, 1978. Memo expires on August 1, 1978 or sooner. | Completed |
| 7-78 | 2/27/1978 | Addendum #2 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| 6-78 | 2/15/1978 | Position/Project Description & Authorization for Public Service Employment | Revised FJA 2 issued (form for Public Service Employment positions (CETA, GVIN, PUBLIC WORKS, etc.)) - see 15-77. | Effectively superseded by policy/procedure development. |
| 5-78 | 2/14/1978 | Storm Day Policy | Announcement of storm day policy | Superseded by 30-79, 24-80, 14-05, and 3-09 |
| 4-78 | 2/14/1978 | Early Release - January 20, 1978 | Early release due to weather | Completed |
| 3-78 | 2/9/1978 | Medical Examination Requirement | Implements pre-employment medical examination requirement for government appointments, Title 2, §6 personnel | Effectively superseded by changes in law, policy, and procedures. |
| 2-78 | 2/8/1978 | Certification | Informs agencies that Dept of Personnel will discontinue practice of furnishing additional names on certifications unless the number of eligibles is fewer than three ("rule of six"). | Effectively superseded by policy/procedure development. |
| 1-78 | 2/7/1978 | Early Release - 2/7/78 | Early release due to weather | Completed |
| 26-77 | 12/15/1977 | December 14, 1977 | Announcement of early release of Portland Office of Human Services at the request of the City of Portland. | Completed |
| 25-77 | 12/9/1977 | Office Closing | Early release due to weather | Completed |
| 24-77 | 12/8/1977 | Changes in the Performance Appraisal Training Schedule Outlined in Personnel Memorandum 23-77 of November 28, 1977 | Changes to the training schedule announced in 23-77 | Completed |
| 23-77 | 11/28/1977 | Performance Appraisal Training | Announcement of training in the Performance Appraisal System. | Completed |
| 22-77 | 11/21/1977 | Addendum #1 to Classification/Salary Schedule | Addendum to Classification/Salary Schedule | Completed |
| 21-77 | 11/22/1977 | 1978 Holiday Schedule | List of Holidays for 1978 (include 21-77A - correction) | Updated |
| 20-77 | 11/15/1977 | Open Competitive Advertisements and Career Opportunity Bulletins | Change: advertising classes and publishing Career Bulletins only once monthly. AP's will continue to be published as received. | Completed |
| 19-77 | 10/26/1977 | Salary Schedule and Alphabetical Listing of Class title and Ranges - PRP-1 | Announcement that a composite salary schedule and an alphabetical listing of class titles and ranges (Pay Plan) is now available. | Completed |
| 18-77 | 8/24/1977 | Reduction of Backlogs | Implements moratorium on calls and visits to Records Section and Data Process Section on Thursday afternoons. | Completed |
| 17-77 | 8/24/1977 | Phone Calls and Visits to the Department of Personnel | Reference Personnel Memo 17-76 (and others) requesting minimizing of calls and visits to the Department of Personnel. | Completed |
| 16-77 | 7/1/1977 | Approval of New Positions | Implements requirement that requests for new positions in the Classified or Unclassified service be approved by the Office of the Governor prior to any other personnel action. | Completed |
| 15-77 | 7/1/1977 | Position Description and Authorization for Public Service Employment | Implements requirement that requests for new positions in Public Service Employment (CETA, GVIN, PUBLIC WORKS, etc.) be approved by Office of the Governor prior to any other personnel action. | Completed |
| 14-77 | 6/10/1977 | Educational Component - Maine State Government Summer Internship Program (1977) | Information on educational program for MSG Summer Interns. | Completed |
| 13-77 | 3/30/1977 | Hiring Procedures - Public Works Employment Act of 1976 | Implements hiring procedures for Public Works Employment | Completed |
| 12-77 | 3/9/1977 | Returning Applications Received for Classes closed to Recruitment | Changes policy of retaining applications for closed classes until the classes open to returning applications for closed classes to the applicant. | Effectively superseded by policy/procedure development. |
| 11-77 | 3/9/1977 | Procedure for Obtaining Functional Job Analysis Forms Replacing Personnel Form 15A | Discontinues use of Personnel Form 15A and implements Administrative Report of Work Content (Form FJA-1). | Completed |
| 10-77 | 2/23/1977 | Telephone Requests for Register Standings/Exam Scores | Eliminates providing register standings and exam scores over the phone to agencies. | Completed |
| 9-77 | 2/17/1977 | NO SUBJECT | Implements requirements to complete and submit documentation with any request to open for recruitment or reclassify a position. Rescinds and replaces Personnel Memo 23-76. | Explanation of FJA, definition, process, etc. |
| 8-77 | 2/3/1977 | Visits to the Department of Personnel | Implements mail pick-up service (mail slots at the front). Reference Personnel Memo 17-76. | Completed |

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| 7-77 | 2/2/1977 | Supervisory Training for Maine State Supervisors | Announcement of course in supervision for supervisors. | Completed |
| 6-77 | 2/7/1977 | Cancellation of Certifications | Changes certification cancellation from 15 days to 20 days. | Effectively superseded by policy/procedure development. |
| 5-77 | 1/20/1977 | Overtime Compensation | Changes overtime compensation cutoff from range 17 to range 20 (see Personnel Bulletin 5.4) | Superseded by subsequent changes in policy and collective bargaining. |
| 4-77 | 1/18/1977 | Performance Appraisal Appeals | Changes Performance Appraisal appeals procedures (see Personnel Bulletin 10.2) | Completed |
| 3-77 | 1/17/1977 | Personnel Memorandum 2-77 - Essential Services | Defines "essential services" as used in previous Memo (2-77) | Completed |
| 2-77 | 1/10/1977 | Office Closing | Early release due to weather | Completed |
| 1-77 | 1/4/1977 | Clerical Training Program | Announcement of a clerical training program | Completed |
| 24-76 | 12/21/1976 | Monthly Report of Classified and Unclassified Employees | New form (monthly report) required. Information on new hires, promotion, separations, layoffs, transfers in and out, and projected new positions (including reasons). | Completed |
| 23-76 | 12/17/1976 | Updated Position Descriptions | Requests updated position descriptions and minimum qualifications (when recruiting) if changes have occurred since position as last announced. | Superseded by 9-77 |
| 22-76 | 12/10/1976 | Salary Increases for Title 2, Section 6 officers | Requests submission of appropriate form to implement legislatively authorized salary increase (5%) for Title 2, Section 6 officers | Completed |
| 21-76 | 12/8/1976 | Personnel Department Staff Development Training | Initiation of Staff Development Program for Department of Personnel employees. Required attendance for all Department of Personnel employees. | Completed |
| 20-76 | 12/6/1976 | 1977 Holiday Schedule | List of Holidays for 1977 | Updated |
| 19-76 | 11/9/1976 | Personnel Reporting | Requests information on hiring (from 1972-1976), including numbers of employees (class/unclass/temp), whether increased or decreased, and reasons | Completed |
| 18-76 | 11/5/1976 | Eligibility for Transitional Allowance | Describes eligibility requirements for payment of the Transitional Allowance | Completed |
| 17-76 | 10/29/1976 | Visits to the Department of Personnel | Request certain "courtesies" when visiting Department of Personnel | Completed |
| 16-76 | 10/27/1976 | Requests for Position Action | Adds requirement for department head signature (Commissioner/Director) on position action requests | Completed |
| 15-76 | 10/21/1976 | Amend Personnel Bulletin 5.8 relative to Non-Standard workweek classifications and compensation procedures | Adds Forest Watchperson and Forest Rangers I, II, III to list | Completed |
| 14-76 | 10/15/1976 | Preparation of "Exception Requests" | Information: No longer necessary to prepare "Exception Requests" to fill vacant positions | Completed |
| 13-76 | 10/1/1976 | Supervisory Training for First-line Supervisors | Announcement of course in supervision for first-line supervisors. | Completed |
| 12-76 | 10/1/1976 | Clerical Training Program | Announcement of a clerical training program | Completed |
| 11-76 | 9/28/1976 | Identification of Non-Standard Classifications | Information on criteria for non-standard workweek; requests agencies to identify appropriate classifications which meet criteria. | Effectively superseded by policy/procedure development and collective bargaining. |
| 10-76 | 9/21/1976 | Eligibility for Appeal Period Allowance | Amends eligibility requirements for payment of the Appeal Period Allowance (reference joint Personnel/Controller Memorandum dated 6/28/1976) | Completed |
| 9-76 | 9/14/1976 | Personnel Department Telephone Listing | Informational: new telephone listing for Department of Personnel | Completed |
| 8-76 | 8/9/1976 | Attendance at Temporary Compensation Review Board Hearings | Guidance memo on admin leave and vacation leave use for TCRB Hearings. | Completed |
| 7-76 | 6/17/1976 | Supervisory Training for First-line Supervisors | Announcement of course in basic supervision for first-line supervisors. | Completed |
| 6-76 | 6/8/1976 | Clerical Training Program for Current State Employees | Announcement of a clerical training program | Completed |
| 5-76 | 6/7/1976 | Designation of Automotive Mechanic Foreman as non-competitive | Makes Auto Mechanic non-competitive (direct hire) | Completed |
| 4-76 | 3/22/1976 | Alleged Violations of the State Policy Regarding Union Activity on State Time | Information: No union organizing activities allowed in State facilities on State time. If alleged, investigation should be done and legal advice sought to determine discipline. | Essentially active |
| 3-76 | 3/11/1976 | Supervisory Training for First-line Supervisors | Announcement of course in basic supervision for first-line supervisors. | Completed |
| 2-76 | 3/11/1976 | Clerical Training Program for Current State Employees | Announcement of a clerical training program (steno, typing, business math, business english, etc.) | Completed |
| 1-76 | 2/20/1976 | Attendance at Legislative Public Hearings | General information on right to express oneself at legislative hearings. "State time" only if authorized; otherwise, on own time. | See 1-86 |