

STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF THE STATE CONTROLLER
14 STATE HOUSE STATION AUGUSTA, ME 04333-0014

TO: Directors of Administrative Services, Personnel Managers, Payroll Officers
FROM: Betty Everatt, Manager, Payroll System
SUBJECT: General Salary Increase Effective October 1, 2015

Purpose – The purpose of this memorandum is to provide agencies with instructions for processing the general increase for employees who are eligible to receive this increase.

Eligibility for Increase – Employees are eligible to receive this general salary increase unless a fixed salary is set by statute or otherwise negotiated. Some employees' salaries are set by or subject to the approval of the Governor or a Board or Commission. Specific approval from the salary setting authority must be obtained for all such employees as prescribed by Law before a general increase can be authorized.

Employees Eligible for Automatic Processing – The general increase will be applied automatically to employees for whom eligibility and amount of increase can be determined through electronic means. All of the following conditions must be met:

- (a) Employee must be on active pay status (employment status 1).
- (b) The employee **cannot** be redlined.
- (c) The position must be active as of 10/01/2015.
- (d) The employee must be assigned to an eligible administrative unit and salary specification.

Eligible Salary Specifications:

03 = Education Administrative Unit B
04 = Professional & Technical
05 = Nurse Management (with Stipend)
07 = Nurses with Stipend
08 = Education Admin Unit D
09 = Supervisory
11 = Military Firefighter
17 = DOT Hwy Supervisory Workweek Rollback
18 = Non-Supervisory Workweek Rollback
31 = Law Enforcement Supervisory Special Retirement
48 = Medical Personnel
54 = Teachers
55 = Military firefighters non-supervisory
80 = Administrative Services

Eligible Administrative Units: (NOTE: units M, O, Y, and Z will be processed manually)

A = Administrative Services Bargaining Unit
B = Professional & Technical Services Bargaining Unit
D = Supervisory Services Bargaining Unit

Employees for Whom Manual Processing is Required

1. All redlined employees who are eligible for an increase must be processed by submitting a Human Resource Profile to the Office of the Controller, ATTN.: Jeannie Johnson by the following deadlines:
 - ◆ **Cycle B – No Later than Friday, October 9, 2015**
 - ◆ **Cycle A – No Later than Friday, October 16, 2015**
2. Employees who are on unpaid leave of absence will not be processed for the general increase until they return from leave. Agencies are responsible to process this salary change when returning employees to active status.
3. **TEMP COMP** pay will be recalculated automatically using the “5% promotion rule”. The grade and step in the acting assignment that satisfies this rule will be identified and the appropriate differential will be set as the TEMP COMP rate. However, the “5% promotion rule” does not always apply to acting assignments. Agencies must review all TEMP COMP rates and correct any that must be adjusted due to misapplication of the 5% promotion rule”.

Processing Procedures and Key Dates

The following key dates and notes will assist you in your ongoing work on MFASIS HR and Payroll, and with the processing of the general increase:

Saturday, October 3rd - New salary tables will be loaded into the production system. *Refreshing the salary step for any employee after Oct. 3rd will update the employee record with the new rate of pay.*

Saturday, October 3rd – Cycle B employee records automatically updated – increase applied.

Saturday, October 10th – Cycle A employee records automatically updated – increase applied.

Please contact Jeannie Johnson with questions regarding the General Salary Increase Personnel record update or Jeremy Davis with questions regarding Time and Attendance.