18 DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

389 BUREAU OF HUMAN RESOURCES

Chapter 14 EMPLOYEE WORK RECORDS AND PAYROLL CERTIFICATION PROCEDURE

SUMMARY: This chapter deals with employment history records maintained by the appointing authority and the Bureau of Human Resources. It gives requirements for information regarding changes to employee status for purposes of payroll authorization and permanent record thereof. It provides access to public records, with restriction.

1. AGENCY PERSONNEL RECORDS

Each department or division shall maintain an adequate set of employee records for the purpose of recording attendance and leave actions. These records shall include the following information: attendance on official duty; vacation leave earned, used and accrued; sick leave earned, used and accrued; and any other leave with or without pay. These records shall be available for inspection of the Director of Human Resources, and individual employees shall be permitted to inspect their own records with respect to their attendance and leave. At the request of any appointing authority, the Director shall provide such assistance as is necessary in establishing or revising appropriate personnel records for the agency.

2. REPORTS TO THE DIRECTOR OF HUMAN RESOURCES

Every appointment, transfer, promotion, demotion, dismissal, change of salary rates, leaves of absence without pay and other temporary or permanent changes in the status of employees in both the classified and unclassified service shall be reported to the Director of Human Resources in writing. Reports required by the Director for unclassified positions shall contain only such information as is necessary for the Director to meet responsibility in certifying to the accuracy of payrolls and in regard to the classification plan. The Director is authorized to prescribe the time, manner, form, and method of making any written report to the Board or Director as may be stipulated in any of the rules.

3. STATEWIDE PERSONNEL ROSTER

The Director of Human Resources shall establish and maintain a roster of all employees in the classified and unclassified service, showing for each employee the class title, the departmental assignment, salary rate, date of employment, employment history, and other pertinent or required employment data.

4. CERTIFICATION OF PAYROLLS

A. Certification: Agency Level

Written certification of an appointing authority, or properly authorized substitute, accompanying any payroll shall constitute official notice that services for which payment is to be made have been performed and that funds are available and allocated for the purpose.

B. Certification: Director of Human Resources

The Director of Human Resources shall provide for an examination of such payrolls and shall certify that the names appearing on the payroll appear there in accordance with appointment and classification provisions of the Civil Service Law and these rules, and that salary rates for classified positions are those authorized by the official compensation plan and by these rules.

C. Unauthorized Items

Any exception taken to unauthorized payroll items shall be noted in writing and such exception shall constitute the Director of Human Resources's official notification to fiscal disbursing officials that such items are in violation of the Civil Service Law and Rules.

No state disbursing or auditing officer shall make or approve, or take any part in making or approving, any payment for personal service to any person holding a position in the classified service unless the payroll voucher or account of such pay bears the certification of the Director or authorized agent of the Director that the persons named therein have been appointed and employed in accordance with the provisions of the Civil Service Law and these rules.

5. AVAILABILITY OF RECORDS

NOTE: In general, records maintained by the Director of Human Resources or State Civil Service Appeals Board shall be available at the Maine State Bureau of Human Resources for inspection by any person during normal business hours, and any portion or portions of these records which are confidential under state or federal statute and/or these rules, will be withheld from public inspection in the least restrictive manner.

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