

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

July 30, 1988

HUMAN RESOURCES MEMORANDUM 6-88

TO: All Agency Heads and Personnel Officers

SUBJECT: Step Determination for Stipended Data Processing
(DP) Classifications

The purpose of this memorandum is to set forth the rules governing step determination for new hires/employees working in designated Data Processing (DP) classifications.

A. Trainees: Trainees shall be hired at Step A for the appropriate class. The training program must be successfully completed within one year. When the training program is completed, documentation to advance the trainee to Step B shall be prepared and forwarded to the Bureau of Human Resources in accordance with existing procedures. The date advanced to Step B shall become the anniversary date for future merit pay increases.

B. Fully Qualified Applicants:

1. Compensation for fully qualified new hires continues to be governed by Chapter 5, Section 3 (A) of the Civil Service Rules:

3A. Beginning Salary

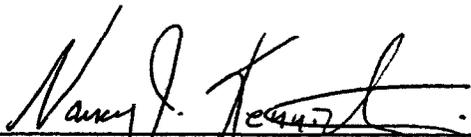
1. Original Appointment

(a) The minimum rate of pay for a class shall normally be paid upon appointment to the class; except that:

(b) Upon written certification by the appointing authority, that original appointment at one of the salary steps above the minimum rate is justified by exceptional qualifications of the eligible or by lack of available eligibles at the minimum rate, the Commissioner shall consider the pay rates of employees in the same class and agency, and may authorize such appointment provided other eligibles and employees in the class having similar qualifications are offered the same rate.

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2. Judicious application of paragraph 3A 1 b above will allow agencies to hire qualified personnel at rates reflective of the individual's past training and experience and the existing external job market. Requests under 3A 1 b above shall be forwarded to the Director, Bureau of Human Resources for approval. Prospective employees will not be informed of a specific step until such approval is obtained. Once the State's recruitment needs are established under this rule, this Bureau will consider establishing blanket authority to allow agencies to make salary offers more quickly.



Nancy J. Kenniston, Director
BUREAU OF HUMAN RESOURCES

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MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS