

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

September 19, 1988

**HUMAN RESOURCES MEMORANDUM 7-88**

**TO:** All Agency Heads and Personnel Officers

**SUBJECT:** Starting Salary Requests for Teacher Classifications  
Covered by Memorandum of Agreement, State of Maine  
and the Maine State Employees Association

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For the subject classifications, the pay equity and beginning salary requirements of Civil Service Rule, Chapter 5, Section 3A, are to be applied as follows:

(1) Pay equity must be maintained department-wide by classification and appropriate level of educational credentials (no degree or Bachelors = level 1, Masters = level 2 and Masters + 30 = level 3).

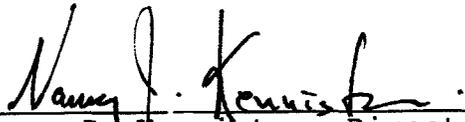
**EXAMPLE 1:**

An agency chooses to employ a newly hired Teacher Baxter School above the minimum step. This employee does not hold a Master's degree and is compensated from the level 1 pay schedule. The higher starting salary requested for this new employee must be consistent with the salaries of other incumbent Teacher Baxter School employees of the hiring agency who are compensated at level 1. This is determined by a comparative evaluation of each affected employee's complete experience and/or training credentials.

**EXAMPLE 2:**

An agency wishes to employ a Librarian Teacher employee above the minimum step. This employee has a Master's degree with less than 30 additional credit hours and is compensated from the level 2 pay schedule. The higher starting salary requested for this new employee must be consistent with the salaries of other Librarian Teacher employees of the hiring agency who are compensated at level 2. This is determined by a comparative evaluation of each affected employee's experience and/or training credentials.

(2) A written justification will continue to be required for starting salaries above the minimum and this justification must be submitted to the Director, Bureau of Human Resources for advance consideration.



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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES