

STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

September 21, 1988

**HUMAN RESOURCES MEMORANDUM 8-88**

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

**SUBJECT:** Procedure for Computing Salaries of Employees Who  
Transfer to Positions Eligible for the 5% Retirement  
Option Schedule for Confidential Employees

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There have been several questions raised regarding the method used to determine the proper salary step for confidential employees who choose the 5% retirement option.

If an employee is promoted, demoted or transferred into a position which is eligible for the 5% option, determine the appropriate step by applying standard compensation policies to the "base" CONFI schedule. Once the appropriate step has been determined, the employee is paid the amount shown on the corresponding step of the CONFI5 schedule. This procedure will insure that employees who elect the 5% option remain comparably compensated to employees who receive State paid retirement.

Appointing authorities must also insure that all employees who are eligible for the 5% option (this includes all unclassified employees who are designated confidential) be informed of the option immediately upon appointment. Employees choosing the option must complete Form PER 3-A.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES