

PERSONNEL / CIVIL SERVICE BULLETINS

| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|--------------------------------|---|--|---|
| 7/5/1978 | 2.1 | Requirements of Chapter 667, Public Law, Effective 6-6-78 | Announcement of law requiring the development of new rules governing the terms and conditions of intermittent employment. | Superseded by Civil Service Law and Rules |
| 3/12/1979 | 2.1A | Change to Personnel Rules Governing Intermittent Employment | Changes definition from 19 hours per week or 475 hours per year to 500 hours per year. | Superseded by Civil Service Law and Rules |
| 7/23/1986 | 2.1B | Change to Personnel Law Governing Intermittent Employment | Changes definition from 500 hours per year to not more than 19 hours per week or 25 weeks per year. | Superseded by Civil Service Law and Rules |
| 6/22/1987 | 2.1C (last Personnel Bulletin) | Change to Civil Service Law Governing Intermittent Employment | Changes definition from not more than 19 hours per week or 25 weeks per year to not more than 500 hours in any consecutive 12-month period. | Superseded by Civil Service Law and Rules |
| 1/5/1996 | 2.1D | Change to Civil Service Intermittent Employment Law | Changes definition from not more than 500 hours in any consecutive 12-month period to not more than 1040 hours in any consecutive 12 month period. | Active |
| 9/30/1971 | 4.1 | Exchanges Between Job Classifications | Announcement of policy and procedures for requesting exchanges of job classifications in General Fund Accounts (reclassifications and funding). | Supersede by Personnel Bulletin 4.1A |

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|-------------|------------------------|--|--|--|
| 3/2/1972 | 4.1A | Clarification of Policies Affecting Reclassification & Other Personnel Actions | Clarification of policies affecting reclassifications, range changes, and special merit increases. Also talks about extension of project positions, changing positions from part-time to full-time, and other "non-recurring" personal services actions. | |
| 7/8/1975 | 4.2 | Layoff & Redistribution of Duties - Avoiding Unlawful Discrimination | Explanation that, when redistributing duties and reassinging functions (e.g. in layoff situations), valid distinctions between classifications must be maintained, and such redistribution of duties must not result in unlawful discrimination. | Active |
| 8/24/1983 | 4.3 | Classification Management Procedures | Announcement of policy that employees not be assigned work outside their classification, and provides procedures for affecting reorganizations when necessary. | Updated by Civil Service Bulletin 4.3A |
| 1/11/2012 | 4.3A | Classification Management Procedures | Update and reiteration of the State's rules, policy, and procedures for consistent classification management with regard to job duty and task assignment within the State's classification plan. | Active |
| 4/21/1971 | 5.1 | Approval to be Paid Above the Minimum | Requirement for appointing authorities to request approval for original appointment above the minimum from the Personnel Department. | Superseded by Personnel Bulletin 5.1A |

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|-------------|------------------------|---|--|--|
| 9/30/1980 | 5.1A | Original Appointment at Above the Minimum Rate | Explanation of Civil Service Rule governing appointment above the minimum rate (including requirement for adverse impact analysis). | Modified and updated by Civil Service rules and CS Bulletin 5.14. |
| 6/28/1971 | 5.2 | Merit & Longevity Increase Effective Dates | Procedure for determining the effective dates of merit and longevity increases. | Superseded by Personnel Bulletin 5.2A |
| 11/1/1971 | 5.2A | Merit Increase Effective Dates | New procedures for establishing anniversary dates for merit increases. | Effectively superseded by Civil Service Bulletins 5.15 and 5.15A |
| 3/6/1972 | 5.3 | Instructions for Implementing Retroactive & Longevity Increases | Instructions and procedures for implementing retroactive merit and longevity pay increases. | Effectively superseded by changes in Civil Service Laws, Rules, collective bargaining agreements, and practices. |
| 3/16/1972 | 5.3A | Probationary Pay Increases | Instructions regarding probationary pay increases for employees who began employment prior to November 13, 1971. | Effectively superseded by changes in Civil Service Laws, Rules, collective bargaining agreements, and practices. |
| 3/17/1972 | 5.3A1 | Probationary Pay Increases | Clarification of eligibility for probationary pay increases for all original or promotional appointments prior to November 13, 1971. | Effectively superseded by changes in Civil Service Laws, Rules, collective bargaining agreements, and practices. |
| 5/5/1972 | 5.3B | Probationary Pay Increases | Rescinds requirement that employees be employed prior to November 13, 1971 in order to be eligible for a merit increase after satisfactorily completing the six-month probationary period. | Effectively superseded by changes in Civil Service Laws, Rules, collective bargaining agreements, and practices. |

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|-------------|------------------------|--|---|--|
| 7/31/1972 | 5.4 | Overtime Compensation - Compensatory Time Off | Establishes range 17 as the new "cut-off" range for eligibility for overtime payments or compensatory time off. | Superseded by rule changes, collective bargaining, and FLSA. |
| 8/25/1972 | 5.5 | Clarification of Personnel Memorandum 8-71, Issued November 17, 1971 | Provides for additional vacation/sick leave compensation for employees who work a set amount of overtime in addition to the standard 40-hour workweek. | Superseded by rule changes and collective bargaining. |
| 1/2/1973 | 5.5A | Overtime Credits for Vacation/Sick Leaves | Revises and clarifies provision for additional vacation/sick leave accrual and compensation for employees who are regularly required to work a set amount of overtime in addition to the standard 40-hour workweek. | Superseded by rule changes and collective bargaining. |
| 3/7/1973 | 5.5A1 | Overtime Compensation - Compensatory Time Off | Clarification of policy providing additional accrual and compensation of vacation/sick leave for employees regularly required to work a set amount of overtime in addition to the standard 40-hour workweek. | Superseded by rule changes and collective bargaining. |
| 4/9/1974 | 5.6 | Compensation for Overtime Work Performed on Legal Holidays | Updates and clarifies policy on compensation of overtime work performed on a legal holiday. | Superseded by Personnel Bulletin 5.6A |
| 12/22/1976 | 5.6A | Compensation for Overtime Work Performed on Legal Holidays | Revises policy on compensation for employee required to work on a holiday. | Superseded by Civil Service Rules and collective bargaining. |

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|-------------|------------------------|---|---|--|
| 3/9/1976 | 5.7 | Revised Procedure for Requesting/Maintaining Classified & Unclassified Position Information | Implements new procedures for automated processing of new position requests, reclassifications, class exchanges, and other miscellaneous position status changes. | Superseded by new systems and processing changes. |
| 10/14/1976 | 5.8 | Non-Standard Workweek Classifications & Compensation Procedures | Announces process and criteria for designating classifications as non-standard. | Superseded by Personnel Bulletin 5.8A |
| 11/23/1976 | 5.8A | Non-standard Workweek Classifications & Compensation Procedures | Revises classifications designated as non-standard. | Superseded by Civil Service Rules and collective bargaining. |
| 10/25/1976 | 5.9 | Transfer, Promotion & Demotion Procedures | Announces interim procedures for processing transfers, promotions, and demotions pending completion of rule changes and public hearings. | Superseded by Civil Service Rule changes. |
| 7/1/1986 | 5.10 | Pay Grade/Step Determination Upon Reclassification | Announcement of policy requiring submission by the appointing authority to the Personnel Department of justification for original appointment above the minimum. | Active |
| 2/25/1988 | 5.11 | Application of Longevity Pay to Redlined Employees | Announcement that longevity is based solely on length of State service, regardless of redline status. | Active |
| 9/17/1992 | 5.12 | Application of 5% Rule to Dual Positions | Announcement that 5% rule (demotion and promotion) would apply to part-time employees taking a second part-time position (in accordance with applicable arbitration award). | Some specifics are superseded by rules and collective bargaining, but overall concept is still active. |

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|-------------|------------------------|---|--|-----------------------------------|
| 9/18/1998 | 5.13 | Project Employment | Revises Civil Service Rule, Ch. 5, Sec. 2, sub-sec. A, 6. Revision adds date only. | Active |
| 12/3/1998 | 5.14 | Delegation of Authority for <u>Original Appointment</u> Above the Minimum Rate | Establishes a procedure to delegate authorization for original appointment above the minimum rate to an appointing authority. | Active |
| 12/3/1998 | 5.15 | Merit and Special Merit Increases | Announces procedures governing the use and administration of Merit Increases and Special Merit Increases. Includes processes for determining salary review date, merit increase effective date, and criteria for requesting Special Merit Increases. | Superseded by CS Bulletin 5.15A. |
| 11/2/1999 | 5.15A | Merit and Special Merit Increases | Implements technical revisions to procedures governing Merit Increases and Special Merit Increases. | Active |
| 6/8/1971 | 6.1 | Career Announcement in Non-Competitive/Labor Classes of the Classified Service | Informational bulletin regarding competitive, non-competitive, and labor divisions of classified service. | Superseded by new rules. |
| 11/1/1971 | 6.2 | Policy Regarding Placement of Newspaper Advertisements & Filing of Applications for Filling Vacant Positions in State Svc | Establishes policy of centralized advertising and application for filling all positions in State service. | Superseded by rules and practice. |
| 5/5/1972 | 6.3 | Equal Employment Opportunity | Informational bulletin regarding the State's commitment to equal opportunities in employment. | Active |

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|-------------|------------------------|---|---|--|
| 5/19/1972 | 6.4 | Posting of Bulletins | Informational bulletin regarding prompt dispatch and posting of employment opportunity bulletins. | |
| 6/1/1972 | 6.5 | Procedures Relating to Veterans Preference in the Classified Service | Announces new Veterans Preference law and provides interpretation and procedures for administering and implementing Veterans Preference points. | Superseded by laws and rules. |
| 6/1/1972 | 6.6 | Agency Promotional Examinations - Clerical Series | Announcement of consistent minimum qualifications for designated clerical classes. | Supersede by changes in classification plan. |
| 6/16/1972 | 6.7 | <i>Missing Bulletin</i> | <i>Bulletin missing.</i> | Superseded by Personnel Bulletin 6.7A. |
| 7/14/1972 | 6.7A | Recision of Bulletin 6.7, Issued June 16, 1972 | Rescinds bulletin regarding "Examination for Agency Promotions" but keeps intact the Service Rating Form (Personnel Form 32B 5/72). | Superseded by systems and practices. |
| 8/22/1974 | 6.8 | Citizenship and Residency Requirements | Change in law regarding citizenship and residency requirements for employment in the State's classified service. | Superseded by law changes. |
| 3/30/1976 | 6.9 | Evaluation of Volunteer Work for State Employment | Provides guidance for evaluating volunteer experience toward meeting minimum qualifications. | Superseded by practices. |
| 3/17/1983 | 6.10 | Examination and Selection Requirements for Direct Hire Employment Classes | Provides procedures and practices required for advertising, examining, and selecting for direct hire classifications. | Superseded by Personnel Bulletin 6.10A. |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|---|---|--|
| 4/16/1985 | 6.10A | Screening, Evaluation and Selection Requirements for Direct Hire Employment Classes | Provides revised procedures and practices required for advertising, examining, and selecting for direct hire classifications. | Superseded by Personnel Bulletin 6.10B. |
| 3/16/1990 | 6.10B | Screening, Evaluation and Selection Requirements for Direct Hire Employment Classes | Provides revised procedures and practices required for advertising, examining, and selecting for direct hire classifications. | Generally still active, but certain parts have been superseded by rule changes, collective bargaining, and practice. |
| 2/7/1991 | 6.10C | Submission of the Direct Hire Application Tear Off Sheet (PER 3/8/82) and the Activity Report for Direct Hire Employment Classifications (PER 45 8/83). | Provides requirements for submission of Direct Hire Application Tear Off Sheet and Activity Report. | Superseded by HR Memorandum 1-99. |
| 1/2/1973 | 7.1 | Re-employment of Retired State Employees | Modifies Personnel Rule regarding length of time a retiree may be employed by the State. | Superseded by law, rule, Personnel Bulletin 8.15, CS Bulletin 8.21, 8.21A, and 8.21B. |
| 12/22/1976 | 7.2 | Registers - Removal Therefrom | Provides list of conditions under which a name will be removed from a register. | Superseded by laws and rules. |
| 12/17/1980 | 7.3 | Reemployment in the Classified Competitive Service | Provides procedure for placement on the Reemployment Register. | Active |
| 10/11/1977 | 8.1 | Guidelines and Procedures for Establishing and Maintaining Intermittent and Project Positions and Employees. | Guidelines and procedures for establishing and maintaining intermittent and project positions. | Superseded by laws and rules. |
| 6/7/1971 | 8.2 | Provisional Appointments | Revision of practices pertaining to "provisional appointment" to bring them back in line with Personnel Law and Rules. | Superseded by rules and practice. |

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|-------------|------------------------|---|--|--|
| 11/1/1971 | 8.3 | Certification of Vacancies from Layoff | Reminds agencies of requirements and procedures in Personnel Law and Rules regarding reinstatement of persons on layoff registers. | Effectively superseded by collective bargaining and rules. |
| 3/2/1972 | 8.4 | Procedures for Implementing Executive Order #5 | Provides guidance, process, and procedures for implementing the subject Executive Order for the purpose of assisting Vietnam-era veterans in securing suitable employment. | Effectively superseded by changes in organization, laws, rules, and practices. |
| 11/12/1975 | 8.4A | Amendment to Personnel Bulletin 8.4 | Revises one section of the process and procedure for assisting Vietnam-era veterans in securing suitable employment. | Effectively superseded by changes in organization, laws, rules, and practices. |
| 7/31/1972 | 8.5 | Use of Eligible Registers for Certification to "Project" and "Intermittent" Positions | Clarification and reemphasis of the need to use existing registers in filling project and intermittent positions. | Superseded by rule changes. |
| 7/7/1975 | 8.6 | Employment Procedure for Non-Competitive Classifications | Implements new requirement to submit Personnel Form 15 for non-competitive positions for purposes of referral of employees in layoff status. | Superseded by Personnel Bulletin 8.12. |
| 7/23/1975 | 8.7 | Nepotism in State Hiring and Promotional Practices | Provides guidance regarding new nepotism law. | Superseded by Revised Nepotism Policy |
| 9/18/1980 | 8.8 | Certification and Appointment Procedure Supplemental to the Replacement of Chapter 8 of Personnel Rules | Provides guidance on practices to be continued following revision of Chapter 8 of Personnel Rules. | Effectively superseded by new rules, procedures, systems, and practices. |

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|-------------|------------------------|--|--|--|
| 12/16/1980 | 8.9 | Certification of Eligibles | Revises required coding for "declination of appointment" when returning Personnel Form 17 (certificate of eligibles). | Effectively superseded by new rules, procedures, systems, and practices. |
| 12/16/1980 | 8.10 | Apprentice/Trainee Program Ref: Personnel Memorandum 26-78 Apprentice/Trainee Program Policy & Procedures Dated 12-7-79 | Modifies the guidelines for administering the Apprenticeship/Trainee Program within the Department of Personnel. | Superseded by Personnel Bulletin 8.10A. |
| 8/2/1982 | 8.10A | Apprentice/Trainee Program Ref: Personnel Memorandum 26-78 Apprentice/Trainee Program Policy & Procedures Dated 12-7-79 | Modifies the guidelines for administering the Apprenticeship/Trainee Program within the Department of Personnel. | Active. |
| 12/17/1980 | 8.11 | Revision of Requisition for Employee Form (Per 15 12/80) | Revision of PER 15, Requisition for Employee | Obsolete. Form has been revised several times since this bulletin. |
| 4/15/1981 | 8.12 | Use of Form 15 | Provides revised guidance on the use of the PER 15, Requisition for Employee | Active |
| 6/29/1981 | 8.13 | Revision of Acting Capacity Form (Per 16 6/80) | Implementation of new for for processing of Acting Capacity | Obsolete. Form no longer used. |
| 1/8/1982 | 8.14 | Affirmative Action Certification | Implements amendment to Chapter 8 of Personnel Rules to permit the expansion of certification lists for affirmative action purposes. | Changed through policies, practices, and procedures. |
| 12/22/1982 | 8.15 | Reemployment of Retired Persons | Eliminates restrictions on hiring persons receiving retired pay benefits from MSRS. | Superseded by law changes. |

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|-------------|------------------------|--|---|--|
| 8/30/1983 | 8.16 | Placement on the State Layoff Register for Classified Competitive Classes | Implement procedures for notifying Department of Personnel of layoffs for purposes of placmenet on appropriate registers (Form PER 14). | Generally still active, but certain parts have been superseded by rule changes, collective bargaining, and practice. |
| 8/30/1983 | 8.17 | Notification of Layoff and Recall Provisions | Reference Personnel Memorandum 2-81. Clarifies who gets notice of layoff and reiterates that central layoff registers must be reviewed when filling direct hire and unclassified positions. | Generally still active, but certain parts have been superseded by rule changes, collective bargaining, and practice. |
| 3/18/1987 | 8.18 | National Immigration Reform and Control Act of 1986 | Announcement of federal requirement to ensure employees are U.S. Citizens or are authorized to work in the U.S. (Form I-9 draft). | Amended by CS Bulletin 8.18A |
| 6/29/2004 | 8.18A | Form I-9 Employment Eligibility Verification | Modifies previous bulletin by removing requirement to attach photocopies of documents and adding I-9 Form instead. | Generally still active, but certain parts have been superseded by rule changes, collective bargaining, and practice. |
| 8/25/1993 | 8.19 | Policy for Reassignment of Employees as a Reasonable Accommodation Under the Americans with Disabilities Act | Announcement of final policy on reassignment of employees under the ADA. | Superseded by CS Bulletin 8.19A |
| 8/16/2006 | 8.19A | Reissue of Policy and Procedure for Processing Requests from Employees and Applicants for Reasonable Accommodation | Reissue of revised Policy and Procedure for Processing Requests from Employees and Applicants for Reasonable Accommodation (ADA). | Superseded by CS Bulletin 8.19B |
| 6/16/2008 | 8.19B | Reissue of Policy and Procedure for Processing Requests from Employees and Applicants for Reasonable Accommodation | Update and reissue of Policy and Procedure for Processing Requests from Employees and Applicants for Reasonable Accommodation (ADA). | Active, but revised July 2012 (see HR Policy & Practices Manual) |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|--|--|--|
| 10/11/1994 | 8.20 | Workers' Compensation Return-To-Work Program | Defines new Workers' Compensation Return-to-Work Program and sets forth procedures and requirements for the administration of this program. | Superseded by CS Bulletin 8.20A. |
| 8/28/1997 | 8.20A | Workers' Compensation Return-To-Work Program | Clarification and update of Workers' Compensation Return-to-Work Program. | Superseded by CS Bulletin 8.20B. |
| 8/6/2002 | 8.20B | Workers' Compensation Return-To-Work Program | Clarification and update of Workers' Compensation Return-to-Work Program. | Active |
| 1/6/2003 | 8.21 | Re-employment of Retired Persons | Announcement of the removal of the "earnings limitation" on retired state employees who return to state service. | Superseded by CS Bulletin 8.21A. |
| 6/5/2003 | 8.21A | Re-employment of Retired Persons | Announcement of the removal of the "earnings limitation" on retired state employees who return to state service. | Superseded by CS Bulletin 8.21B. |
| 6/29/2004 | 8.21B | Re-Employment of Retirement Persons | Announcement of the removal of the "earnings limitation" on retired state employees who return to state service. | Superseded by law changes and HR Memorandum 6-11 (and 2-13). |
| 7/11/2016 | 8.22 | Veteran Preference - New Law and Policy | Announcement of the changes to the Veteran Preference law (no points, guaranteed interview) and new policy (to provide guidance to non-selected veterans on job openings). | Active |

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|-------------|------------------------|--|---|---|
| 6/7/1971 | 9.1 | Extension of Probationary Period | Announces requirement to submit Work Performance Evaluation (Form 32A) with any request to extend probation. | Superseded by changes in rules, policies, and practices. |
| 5/9/2003 | 9.2 | Three-Month Performance Evaluation | Establishment of the 3-month evaluation form and requirements/procedures for completing it. | Active, but Form PER 130 has been revised. |
| 6/28/1971 | 10.1 | Service Rating | Revises the Work Performance Evaluation form (Personnel Form 32A) to include the ratee's signature. | Superseded and revised (see CS Bulletin 10.4C) |
| 2/8/1977 | 10.2 | Change 4 to Personnel Bulletin 10.2 (10.2 and Changes 1 – 3 missing) | Modification to Appeals Procedures for denial of merit increases. (Original procedure and changes 1 through 3 are missing.) | Superseded and revised (see CS Bulletin 10.4C) |
| 8/30/1977 | 10.2A | Section 8, Chapter 579, Public Law | Provides procedures for restoring, retroactive to the original anniversary date, those merit increases denied solely because of the 60% limitation. | Superseded by changes in laws, rules, collective bargaining, and practices. |
| | 10.3 | Number appears to have been skipped | Number appears to have been skipped | N/A |
| 6/23/1978 | 10.4 | Personnel Bulletin 10.2, 9-9-76 and all Changes are Rescinded | Establishes guidelines, procedures, and training program governing the Maine State Performance Appraisal System. | Superseded by CS Bulletin 10.4C. |

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|-------------|------------------------|---|---|--|
| 3/25/1987 | 10.4A | Amendment to Personnel Bulletin 10.4 to Discontinue Numerical Rating Requirements | Modification of the State Performance Appraisal System (removes numerical scoring requirements). | Superseded by CS Bulletin 10.4C. |
| 6/13/1990 | 10.4B | Processing Annual Performance Evaluations | Procedural changes to the processing of annual performance evaluations and associated merit increases. | Superseded by CS Bulletin 10.4C. |
| 7/1/1997 | 10.4C | State Performance Management System | Update to the Maine State Performance Management System. | Active, but forms have been updated. |
| 10/16/1980 | 10.5 | Development and Use of Performance Standards Specific to the <u>A</u> ffirmative <u>A</u> ction (AA) and <u>E</u> qual <u>E</u> mployment <u>O</u> pportunity (EEO) Aspects of Management & Supervision | Provides general guidelines for use by heads of departments and their Affirmative Action Officers to ensure compliance with departmental AA and EEO objectives. | Effectively superseded by changes in laws, rules, policies, and practices. |
| 5/30/1991 | 10.6 | Managerial and Supervisory Performance Standards | Implements requirement for appointing authorities to inform all supervisory and managerial employees of their human resources responsibilities. Adds the supervisory task statement to all appropriate class specs. | Modified and updated by CS Bulletin 10.6A. |
| 6/25/1991 | 10.6A | Managerial and Supervisory Performance Standards | Clarification of the use of the supervisory task statement in job descriptions. | Active, but task statement has been modified. |
| 6/3/1971 | 11.1 | Revision of Rule 11.16 - Maternity Leave | Revision of Maternity Leave rule: requires expectant mothers to take leave of absence, with or without pay. | Superseded by laws, rules, policies, practices, and CS Bulletin 11.6. |

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|-------------|------------------------|--|--|---|
| 11/1/1971 | 11.2 | Leave Procedures in Cases of Industrial Accident | Outlines a simplified procedure of Leave Administration in the cases of employees involved in an industrial accident. | Superseded by changes in laws, rules, collective bargaining, and practices. |
| 3/16/1972 | 11.3 | Policy and Procedures Governing Military Leaves of Absence (Superseded by 11.16) | Prescribes standard procedures governing the granting and processing of military leaves of absence for classified State employees. | Superseded by laws, rules, and CS Bulletin 11.16. |
| 4/13/1973 | 11.4 | Religious Holiday Observance | Provides guidelines in the granting of authorized leave for the observance of <u>significant</u> religious holidays. | Effectively superseded by changes in laws, rules, policies, and practices. |
| 11/24/1975 | 11.4A | Administrative Leave for Religious Holidays | Clarification of guidelines concerning the granting of administrative leave for the observance of significant religious holidays. | Effectively superseded by changes in laws, rules, policies, and practices. |
| 6/23/1980 | 11.4B | Religious Holiday Observances | Clarification of guidelines concerning the granting of leave (NOT administrative leave) for the observance of significant religious holidays. | Effectively superseded by changes in laws, rules, policies, and practices. |
| 11/26/1973 | 11.5 | Hours of Work | Announcement that state offices will normally not open prior to 7:00 am (EST) and will closed at 4:00 pm (EST) in response to fuel and energy conservation measures. | Superseded by CS Bulletin 11.5A. |
| 12/28/1973 | 11.5A | Hours of Work | Announcement that state offices will resume normal hours of 8-5. | Superseded by changes in laws, rules, collective bargaining, and practices. |

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|-------------|------------------------|--|---|---|
| 6/25/1974 | 11.6 | Maternity Leave, Personnel Rule 11.16 | Update to maternity leave policy. | Superseded by changes in laws, rules, collective bargaining, and practices. |
| 6/21/1977 | 11.7 | Personnel Rule 11.13 - Sick Leave Without Pay | Outlines a simplified procedure for processing leaves of absence due to illness. | Obsolete. Forms and processes updated. |
| 5/29/1980 | 11.8 | Vacation Accrual Rate - Former Public Service Employment Participants (CETA, Public Works) | Announcement of date on which vacation accrual rate is based. | Superseded by CS Bulletin 11.8A. |
| 4/3/1981 | 11.8A | Personnel Bulletin 11.8, May 29, 1980 | Reissue and slight modification of previous bulletin regarding the date on which vacation accrual rate is based. | Active but probably obsolete. |
| 7/16/1981 | 11.9 | Vacation Accrual Rate / Transfer of Vacation Time / Transfer of Sick Leave Time | Announcement of policy that former unclassified employees of Legislative and Judicial Branches may use previous service for computation of vacation accrual rate in the Executive Branch. | Active, but modified by collective bargaining for applicable positions. |
| 12/14/1982 | 11.10 | Emergency Release | Issuance of updated emergency release policy. | Superseded by CS Bulletin 11.10B. |
| 2/8/1983 | 11.10A | Addendum to Emergency Release Policy | Addendum to Emergency Release Policy | Superseded by CS Bulletin 11.10B. |
| 12/8/1987 | 11.10B | Emergency Work Cancellation or Delay or Early Release | Updated policy on emergency release. | Superseded by CS Bulletin 11.10C. |
| 2/27/1991 | 11.10C | Emergency Work Cancellation or Delay or Early Release (Amended 3/5/91, with policies) | Modification to emergency release policy. | Superseded by CS Bulletin 11.10D. |

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|-------------|------------------------|--|---|--|
| 11/8/2011 | 11.10D | Emergency Work Cancellation, Delay, or Early Release | Updated emergency release policy (includes reference to online Citizen ALERT System). | Superseded by CS Bulletin 11.10E. |
| 11/29/2011 | 11.10E | Emergency Work Cancellation, Delay, or Early Release | Updated emergency release policy. | Active. |
| 6/24/1985 | 11.11 | Application of the Veterans Reemployment Rights Act (VRRRA), Chapter 43, Part III, Title 38, U.S. Code Section 2021-2026 to Established Procedures and practices for Unpaid Leaves | Announcement of the VRRRA (precursor to the USERRA) and the requirements provided by it to employees who leave to enter military training or service. | Superseded by CS. Bulletin 11.16. |
| 5/5/1987 | 11.12 | Personal Leave Days for Confidential Employees | Bulletin describing history and policy of personal leave days for confidential employees. | Updated by policies and Confidential Benefits Package provisions approved by the Governor. |
| 4/16/1991 | 11.13 | Regulations Governing the Vacation Benefit for Confidential Employees | Announcement of new legislation which provides that advanced vacation credits be treated as if "earned" on a montly basis when an employee separates from state service. | Generally still active, but certain parts have been modified by Confidential Benefits Package and practices. |
| 6/24/1991 | 11.14 | Treatment of Employees Returning from Desert Shield/Desert Storm | Defines how returning veterans are to be treated with respect to benefits, status, etc. | Active but probably obsolete. |
| 6/25/1991 | 11.15 | Educational Leave Law | Amendment to education leave law. Requires that only educational leave requests that require position leave for 30 days or more need to be approved in advance by the Educational Leave Advisory Board. | Superseded by law changes (which eliminated the Educational Leave Advisory Board). |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|---|---|--|
| 10/13/1999 | 11.16 | Policy & Procedures Governing Military Leave | Describes procedures governing military leaves of absence and reemployment rights of state employees who are on military leave. Supersedes 11.3 and 11.11. | Superseded by CS Bulletin 11.16A. |
| 8/26/2002 | 11.16A | Policy & Procedures Governing Military Leave | Update and clarification of policy governing military leaves of absence. | Superseded by CS Bulletin 11.16B. |
| 7/7/2004 | 11.16B | Policy & Procedures Governing Military Leave | Revise policy governing military leaves of absence. | Superseded by CS Bulletin 11.16C. |
| 6/12/2006 | 11.16C | Policy & Procedures Governing Military Leave | Revise policy governing military leaves of absence. | Active. |
| 5/11/1973 | 12.1 | Lay Off Policy - Limited Period Positions | Restate and clarify layoff procedures as they may apply to employees in limited period positions. | Superseded by CS Bulletin 12.1A. |
| 3/4/1974 | 12.1A | Layoff Policy for Classified Employees Filling Limited Period Positions | Established policy that employees in permanent and limited period positions be treated similarly with respect to filling positions as well as layoff procedures. Supersedes 12.1. | Generally still active, but certain parts have been modified by rule changes, collective bargaining, and practice. |
| 5/12/1975 | 12.2 | Employment, Seniority and Layoff | Clarifies terms and procedures governing employment, seniority and layoff in the classified service. Includes statement of nondiscrimination. | Superseded by changes in laws, rules, collective bargaining, and practices. |

PERSONNEL / CIVIL SERVICE BULLETINS

| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|--|--|--|
| 10/15/1976 | 12.3 | Effective Dates of Separations Under Disability Retirement | Establishes policy for determining separation date for employees who terminate and are eligible for disability retirement by MSRS statute. | |
| 6/7/1977 | 12.4 | Service Beyond the Age of 70 | Procedure for requesting an extension of service beyond age 70. | Superseded by changes in law (law repealed in 1985). |
| 2/23/1996 | 12.5 | Retirement Plan Choices for State Police Officers, Inland Fisheries and Wildlife and Marine Resources Law Enforcement Employees, and Baxter Park Rangers Who Are/Were First Employed After August 31, 1984 | Identifies retirement plan choices for certain law enforcement employees. | Obsolete. Options changed and/or repealed legislatively. |
| 10/9/1973 | 13.1 [sic] | Dress Code (Incorrectly numbered) | Official pronouncement that dress codes are beyond the purview of the State Personnel Board and the guidelines should be at the discretion of the individual Department Heads. | Effectively superseded when the State Personnel Board ceased to exist. |
| 6/5/1972 | 13.1 | Political Activity | Reiterates the extent and/or limitations to which a state employee may participate in political activities. | Superseded by CS Bulletin 13.1A. |
| 7/8/1975 | 13.1A | Political Activity of State Employees | Redefines the extent and/or limitations to which a State Employee may participate in political activities. | Superseded by CS Bulletin 13.1B. |
| 2/25/1976 | 13.1B | Summary Statement Regarding Political Activity of State Employees | Updated Political Activity policy. | Superseded by CS Bulletin 13.1C. |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|--|---|----------------------------------|
| 10/23/1978 | 13.1C | Political Activity of State Employees | Presents a general checklist of political activities allowed and disallowed for state employees. | Superseded by CS Bulletin 13.1D. |
| 2/8/1984 | 13.1D | Political Activity of State Employees | Updated and clarified checklist of political activities allowed and disallowed for state employees. | Superseded by CS Bulletin 13.1F. |
| 12/20/1993 | 13.1E | Political Activity Guidelines (with 3/25/96 correction) | Statement of policy regarding political activities of state employees. | Superseded by CS Bulletin 13.1F. |
| 10/10/1997 | 13.1F | New Political Activity Guidelines for Executive Branch Employees (with 8/14/00 re-issue) | Amendment of political activity law and reissue/update of guidelines memo. | Superseded by CS Bulletin 13.1G. |
| 9/13/2002 | 13.1G | Political Activity Guidelines for Executive Branch Employees | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1H. |
| 9/15/2004 | 13.1H | Political Activity Guidelines for Executive Branch Employees (with 9/29/04 addendum) | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1I. |
| 8/28/2006 | 13.1I | Political Activity Guidelines for Executive Branch Employees (Original and Corrected) | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1J. |
| 8/28/2006 | 13.1J | Political Activity Guidelines for Executive Branch Employees | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1K. |
| 9/16/2010 | 13.1K | Re-issue of Political Activity Guidelines for Executive Branch Employees | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1L. |
| 9/28/2012 | 13.1L | Re-issue of Political Activity Guidelines for Executive Branch Employees | Update and reissue of political activity memo. | Superseded by CS Bulletin 13.1M. |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|--|--|--|
| 10/2/2014 | 13.1M | Re-issue of Political Activity Guidelines for Executive Branch Employees | Update and reissue of political activity memo. | Active. |
| | 13.2 | Number appears to have been skipped | Number appears to have been skipped | N/A |
| 2/14/1978 | 13.3 | Establish Guidelines and Procedures for Processing Discrimination Complaints. This will clarify the present procedure (Personnel Law - Chapter 65, Section 788) and help to resolve numerous complaints before the formal stage. | Establishes guidelines and procedures for processing discrimination complaints. | |
| 10/21/1992 | 13.3A | Corrected Copy of Civil Service Bulletin 13.3A | Updated guidelines and procedures for processing discrimination complaints. | Superseded and replaced by EEO Complaint Policy Procedures (Policy & Practices Manual Section 4.2) |
| 11/24/1980 | 13.4 | Policy Prohibiting Employee Harassment | Policy Prohibiting Employee Harassment | Superseded by CS Bulletin 13.4B. |
| 3/8/1990 | 13.4A | Policy Prohibiting Employee Harassment (and 11/6/91 Re-issue) | Updated policy prohibiting employee harassment. Includes Policy Statement Against Sexual Harassment. | Superseded by CS Bulletin 13.4B. |
| 5/1/2001 | 13.4B | 1. Equal Employment Opportunity/Affirmative Action Policy Statement; 2. Policy Statement Against Harassment | Publish and distribute the revised Equal Employment Opportunity/Affirmative Action Policy Statement and the Policy Statement Against Harassment. | Policy Updated. Current policy dated July 2011. |
| 11/1/1971 | 14.1 | Revised Personnel Directives System | Describes a revised system for issuing personnel procedural and policy directives (Personnel Memoranda and Personnel Bulletins). | Generally still active. |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|--|--|---|--|
| 6/15/1987 | 14.2 | Appointment End Dates | Policy on the use of Appointment End Dates. | Active |
| 10/9/1991 | 14.3 | Agency Time and Attendance Records | Requires that time and attendance records (time slips) required to be kept by each appointing authority must contain the signatures of both the employee and the employee's supervisor. | Modified by system changes and policies and practices. |
| 11/10/1999 | 14.4 | Agency Time & Attendance Records | Emphasizes the long-standing requirement that agency time and attendance records must reflect the correct number of hours actually worked and the correct number of hours of leave taken. | Active. |
| 9/21/1976 | 15.1 | Accrual Rate of Vacation/Sick Leave Credits for Unclassified Employees | Announces legislation which establishes the same accrual rate of vacation and sick leave credits for unclassified employees as for classified employees. | Updated by policies and Confidential Benefits Package provisions approved by the Governor. |
| 3/21/2005 | 15.1 [sic] | Layoff Within MMS (Incorrectly numbered) | Describes procedures for processing layoffs within the Maine Management Service. | Active. |
| 11/25/1980 | 15.2 | Unclassified Employees | Statement of policy that unclassified employees are treated the same as non-state employees for classified competitive register purposes. | Superseded by law and rule changes. |
| 9/1/1987 | 16.1 (first Civil Service Bulletin) | New Employee Orientation | Establishes guidelines and registration procedures for the orientation of new employees as required by statute. | Generally still active, but procedures have changed. |

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| DATE | BULLETIN NUMBER | SUBJECT | NOTES | STATUS |
|-------------|------------------------|-------------------------------|--|---------------|
| 9/1/1987 | 16.2 | Required Supervisory Training | Civil Service Bulletin 16.2, dated 9/1/87, is missing. | |