

STATE OF MAINE
DEPARTMENT OF PERSONNEL

August 30, 1983

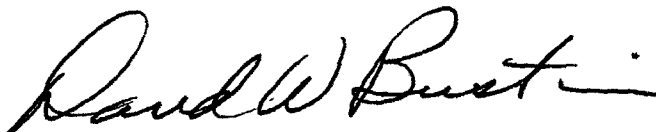
PERSONNEL BULLETIN 8.17

TO: All Department/Agency Heads and Personnel Officers
SUBJECT: NOTIFICATION OF LAYOFF AND RECALL PROVISIONS

Personnel Memorandum 2-81 established the procedures for notification of layoff. This is to clarify that once an agency has formally notified an employee of layoff, a copy of that notice must be issued simultaneously to the appropriate bargaining agent and the Department of Personnel.

Additionally, when direct hire and unclassified positions are being filled, agencies should be reminded to review the layoff listing as published by this office. Periodically, this office issues an updated layoff listing which cites the classifications for which a layoff register has been established. (The most recent layoff listing was issued March 16, 1983).

Agencies should recognize that layoff registers are established for all classified direct hire and unclassified classes. Agencies must canvass those registers to ensure that employees on layoff status are not by-passed. Current contracts require that any employee on layoff is entitled to recall rights to the class or classes from which the employee was laid-off.



DAVID W. BUSTIN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS