

MAINE STATE LEGISLATURE

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PART 2
CIVIL SERVICE

Chap.	Sec.
51. General Provisions	551
53. State Personnel Board	591
55. Director of Personnel	631
57. Classified Service	671
59. Unclassified Service	711
61. Violations	741

CHAPTER 51
GENERAL PROVISIONS

Sec.
551. Title.
552. Definitions.
553. Discrimination.
554. Personnel records.
555. Employees in military or naval service; substitutes.
556. Employees must be citizens.

§ 551. Title

Chapters 51 to 61 and all acts amendatory thereof shall be known and may be cited as the "Personnel Law."

R.S.1954, c. 63, § 2.

§ 552. Definitions

Certain words and phrases shall have, for the purposes of chapters 51 to 61, the following meaning:

1. Appointing authority. "Appointing authority" means the officer, board, commission, person or group of persons having the power by virtue of the Constitution, a statute or lawfully delegated authority to make appointments.

2. Board. "Board" means the "State Personnel Board."

3. Classified service. "Classified service" means all offices and positions of trust and employment in the State service except those placed in the unclassified service by chapters 51 to 61.

4. **Director.** "Director" means the "State Personnel Director."

5. **Eligible register.** "Eligible register" means whatever type of book, binder or other record which may be used having thereon the names of persons qualified by examinations to fill positions in the classified service.

6. **Employee.** "Employee" means any person holding a position subject to appointment by an appointing authority.

R.S.1954, c. 63, § 1.

§ 553. Discrimination

In carrying out chapters 51 to 61, no discrimination shall be made on account of political or religious opinions or affiliations or because of race or national origin, sex or marital status.

R.S.1954, c. 63, § 18; 1963, c. 6.

§ 554. Personnel records

Every appointment, transfer, promotion, demotion, dismissal, vacancy, change of salary rate, leave of absence, absence from duty and other temporary or permanent change in status of employees in both the classified service and the unclassified service shall be reported to the director at such time, in such form and together with such supporting or pertinent information as the board shall by rule prescribe.

The director shall maintain a perpetual roster of all officers and employees in the classified and unclassified services, showing for each person such data as the board deems pertinent.

R.S.1954, c. 63, § 22.

§ 555. Employees in military or naval service; substitutes

Whenever any employee, regularly employed for a period of at least 6 months by the State or by any department, bureau, commission or office thereof, or by any county, municipality, township or school district within the State, and who has attained permanent status in such employment, shall in time of war, contemplated war, emergency or limited emergency enlist, enroll, be called or ordered, or be drafted in the Armed Forces of the United States or any branch or unit thereof, or shall be regularly drafted under federal man power regulations, he shall not be deemed or held to have thereby resigned from or abandoned his said em-

ployment, nor shall he be removable therefrom during the period of his service.

Such employee while in the Armed Forces of the United States or still employed after draft under federal man power regulations shall be considered as on leave of absence without pay and, for the purpose of computing time in regard to pension rights and seniority, shall be considered during the period of his federal service as in the service of the governmental agency by which he was employed at the time of his entry into such federal service. Such employee shall be entitled to reemployment if he reports for duty within a 90-day period from the date of his separation under conditions other than dishonorable from the Armed Forces of the United States. In case such employee is receiving treatment in a hospital at the time of his separation as aforesaid, he shall report for duty within 90 days from his discharge from the hospital.

This section shall apply to any such employee entering the Armed Forces of the United States under Public Law 759, 80th Congress (Selective Service Act of 1948) or while said Public Law 759 or any amendment thereto or extension thereof shall be in effect.

Rights to reemployment, credits toward retirement under the State Retirement System, and vacation or sick leave accumulation, shall not be allowed beyond the period of first enlistment or induction, but in no event beyond 4 years from the date of his original call to active duty in said Armed Forces of the United States except if his return to active duty in said armed forces or the extension of his period of service beyond 4 years is required by some mandatory provision and he shall present proof thereto satisfactory to the agency concerned.

R.S.1954, c. 63, § 28; 1957, c. 25; 1963, c. 329, § 1.

§ 556. Employees must be citizens

All state employees shall be citizens of the United States of America.

R.S.1954, c. 11, § 5.