

MAINE STATE LEGISLATURE

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EXECUTIVE DEPARTMENT

Memorandum

TO: All Executive Agency and Department Heads

FROM: Kenneth M. Curtis, Governor
/s/ Kenneth M. Curtis

DATE: March 22, 1968

I am today suggesting to the Personnel Board that it take various steps to help us in our effort to preserve a balanced relationship between Undedicated Revenue and Appropriations at June 30, 1968.

I am asking that they institute a moratorium, covering the fourth quarter of the current fiscal year, on all action relative to: filling of vacancies, new positions, range changes, special merit increases, and reclassifications, all of which have an impact on increased costs for personal services in the General Fund.

I am also asking that Overtime payments by the departments be held to an absolute minimum.

I recognize that some seasonal positions must be filled, such as, in the Park Commission and Forestry Department; however, the hiring of part-time, seasonal, etc., employees is again an area where hiring can be kept to a minimum.

KMC/kw