

# MAINE STATE LEGISLATURE

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OFFICE OF  
THE GOVERNOR

NO. 13 FY 75/76  
DATE May 6, 1976

EXECUTIVE ORDER

TASK FORCE ON EMPLOYEE PERFORMANCE APPRAISAL

WHEREAS, the State of Maine has many loyal, faithful and dedicated state employees, and

WHEREAS, the attrition rate has been detrimental to career development among state employees and expensive to the taxpayers of Maine, and

WHEREAS, this Governor has made every effort to promote from within and recognize and reward persons on the basis of their work and performance and on the basis of equal work for equal pay, regardless of sex or any other factor, and

WHEREAS, a good performance improvement program is essential to increasing employee motivation and productivity, and

WHEREAS, employee performance and morale can be improved by developing a system which allows for increased employee involvement, and

WHEREAS, the responsibility for carrying out an improved performance appraisal system requires that all supervisory personnel be thoroughly trained in the purposes and procedures of the system,

NOW, THEREFORE, I, James B. Longley, Governor of the State of Maine, do hereby order that the Task Force on Employee Performance Appraisal be created as follows:

Membership

The Chairman of the Task Force shall be the Commissioner of Educational and Cultural Services.

The membership of the Council shall include the following:

1. Commissioner of the Department of Educational and Cultural Services.
2. Commissioner of the Department of Transportation.
3. Commissioner of the Department of Human Services.

4. Director of the Office of State Employee Relations (ex officio).
5. Director of the Department of Personnel (ex officio).
6. A total of ten persons to be appointed by the Governor from the public and private sectors, such appointees to possess background and knowledge in the areas of employee supervision, evaluation and labor relations.

#### Purposes

The primary charge of the Task Force shall be to advise the Governor and all State Agencies as to the development of a comprehensive system of employee performance appraisal and to recommend a system for providing the necessary initial and on-going training of supervisory personnel.

In addition to this general charge, the Task Force shall:

1. Review the present method of employee performance evaluation.
2. Solicit information from other public and private agencies as to performance appraisal systems which include proven techniques of assuring meaningful employee involvement in evaluation processes.
3. The Task Force shall receive input from employees and employee groups regarding improved appraisal systems during the development phase.
4. Develop a recommended system of performance appraisal for use throughout Maine state government.
5. Design a system for providing initial and on-going training of supervisory personnel in the proper use of such performance appraisal systems.

#### Procedures

The Task Force shall meet immediately upon the call of the Chairperson. In addition to carrying out the specific charges outlined in the Purposes section of this order, the Task Force shall plan its work in accordance with a target date for completion of all activities of July 1, 1976. The State Department of Personnel and the Office of State Employee Relations shall provide staff support for the Task Force activities as needed. Additional support shall come from the personnel staff of the agencies represented by the membership.

  
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JAMES B. LONGLEY  
GOVERNOR