

# MAINE STATE LEGISLATURE

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STATE OF MAINE  
BUREAU OF HUMAN RESOURCES

August 15, 1991

HUMAN RESOURCE MEMORANDUM 26-91

TO: Agency/Department Heads, Personnel Managers,  
Directors of Administrative Services

SUBJECT: FY 91/92 Hiring Freeze

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REFERENCE: Executive Order 9 - FY 91/92

The purpose of this memorandum is to provide instruction to agencies and departments on limitations to the filling of all positions wholly or in part funded by the General Fund.

No vacancy may be filled for positions funded wholly or in part by the General Fund regardless of type (permanent, seasonal, intermittent, project, acting capacity, etc.); unless one of the following exemptions applies:

- (a) Department of Mental Health and Mental Retardation institutional direct care positions or classifications;
- (b) State Police Trooper and Officer classifications or positions;
- (c) Classifications or positions responsible for the care and custody of inmates of the State's correctional facilities;
- (d) Teaching and direct care classifications or positions at educational facilities operated by the State;
- (e) Classifications or positions that would cause significant loss of revenue to the State if left vacant;
- (f) Other classifications or positions required to protect the well-being of the public or wards of the State;
- (g) Positions that will result in an unreasonable hardship to the operations of an agency if not immediately filled.

Exemption Requests

Positions that are not funded wholly or in part by the General Fund do not require approval from the Governor's Office. Submit a Form 15, "Requisition for Employee" to the Bureau of Human Resources. When funding is verified, agencies will receive approval to fill the position.

Agencies may request authority to fill all general fund positions within a classification that meet one of the above exception criteria by submitting the classification titles to the Bureau of Human Resources for verification of their exception status by the Governor's Office or designee. All prior classification exceptions must be resubmitted for review and approval by the Governor's Office.

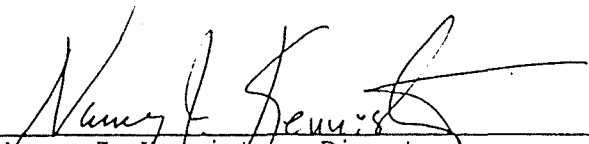
Agencies may request authorization to fill individual positions that meet any of the exception criteria by submitting a Form 15 "Requisition for Employee" and a completed "Request for Hiring Freeze Exception" form to the Bureau of Human Resources. All decisions will be made by the Governor's Office or designee.

Acting Capacity, Temporary Compensation and Project Appointments

All acting capacity and project appointments to positions funded wholly or in part by the general fund are subject to the above hiring freeze guidelines. Classification blanket exemptions may be used as authority for temporary appointments, provided that all appropriate budgetary approvals have been acquired.

Authorization to fill positions is contingent upon the receipt of all necessary budget approvals. Any approved acting capacity appointment that requires the establishment of a "T" position from the Bureau of the Budget is contingent upon that approval. Appropriate budget forms must accompany any hiring freeze exception request.

Extensions to all temporary appointments, including acting capacity and project appointments, require the same approval(s) as the original temporary appointment.

  
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Nancy J. Kenniston, Director  
BUREAU OF HUMAN RESOURCES

## CLASS BLANKET EXCEPTIONS TO HIRING FREEZE

1. Administration: Boiler Operators  
Building Control Technicians
2. Agriculture: Produce Inspector Aide  
Produce Inspector I & II
3. Baxter State Park: All seasonal positions
4. Conservation: All seasonal park positions  
All seasonal forest fire control pos.  
Environmental Specialist II - LURC  
Forest Ranger III  
Forest Ranger II  
Ranger Pilot  
Aircraft Mechanic  
Radio Operator
5. Corrections: Alcohol Rehabilitation Counselor II  
Baker I & II  
Boiler Engineer/Operator  
Chief of Security  
Correctional Caseworker  
Correctional Cook  
Correctional Cook Supervisor  
Correctional LPN  
Correctional Maintenance Mechanic  
Correctional Officer I, II & III  
Correctional Trades Instructor  
Correctional Supervisor  
Food Services Manager  
General Farmer I  
Guard  
Guard Lieutenant  
Guard Sergeant  
Guidance Counselor  
Industrial Shop Assistant Supervisor  
Industrial Shop Supervisor  
Nurse II, III & IV  
Physician Assistant  
Psychologist I, II, III & IV  
Supervisor, Recreation  
Teacher  
Teacher/Principal  
Training School Counselor I & II  
Training School Counselor Supervisor  
Vocational Trades Instructor

6. Defense & Veteran's Services: Military Firefighter  
Security Guard
7. Education: Director, Education (Baxter School)  
Education Specialist II (Baxter School only)  
Education Specialist III (Baxter School & Unorganized Territories)  
Librarian/Teacher (Baxter School)  
Nurse I & III (Baxter School)  
Nursing Assistant II (Baxter School)  
Occupational Therapist I (Baxter School)  
Physical Therapist I (Baxter School)  
Principal (Baxter School)  
Program Director Deaf (Baxter School)  
Program Manager Deaf (Baxter School)  
Program Specialist Deaf (Baxter School)  
Program Supervisor (Baxter School)  
Psychologist II & III (Baxter School)  
Residential Advisor Deaf (Baxter School)  
Speech Pathologist I & II (Baxter School)  
Superintendent (Baxter School)  
Teacher Aide Ed & Cult (Baxter School & Unorganized Territories)  
Teacher (Baxter School)  
Teacher of the Deaf (Baxter School)  
Teacher SCUT (Unorganized Territories)  
Teacher Principal Large SCUT
8. Finance: Retail Store Manager I  
Lottery Field Representative  
Revenue Agent  
Senior Revenue Agent  
Senior Tax Analyst  
Tax Analyst  
Taxpayer Assistant Specialist
9. Human Services: Human Services Caseworker  
Human Services Caseworker Trainee  
Human Services Caseworker Supervisor  
Human Services Enforcement Agent  
Public Health Nurse II  
Public Health Nurse I
10. Inland Fisheries & Wildlife: Game Warden  
Game Warden Investigator  
Game Warden Lieutenant  
Game Warden Pilot  
Game Warden Sergeant  
Game Warden Specialist  
Recreational Safety Coordinator

11. Labor: All Unemployment Insurance Division (UI) positions (note: these are all federally funded with the possible exception of a few clerical positions)
12. Marine Resources: Marine Patrol Lieutenant  
Marine Patrol Major  
Marine Patrol Officer  
Marine Patrol Pilot  
Marine Patrol Sergeant  
Marine Patrol Specialist
13. Mental Health & Mental Retardation: Assistant Team Leader  
BCSN Regional Supervisor  
Clinical Dietician  
Cook I & II  
Custodial Worker II  
Diet Coordinator  
Domestic Worker I  
Food Service Worker  
Houseparent I & II  
Institutional Custodial Worker  
Institutional Firefighter  
LPN  
MH & MR Caseworker Supervisor  
MH & MR Caseworker  
MH Program Coordinator  
MR Program Supervisor  
MR Regional Manager  
MR Resource Coordinator  
MR Services Coordinator  
MR Trainer  
Mental Health Worker I, II & III  
Nurse Assistant  
Nurse I, II & III  
Nurse Manager  
Occupational Aide & Assistant  
Occupational I & II  
Physical Therapist Aide  
Physical Therapist I & II  
Physician Assistant  
Physician I, II & III  
Psychiatric Social Worker  
Psychologist I, II, III & IV  
Recreation Therapist  
Recreation Therapy Aide  
Speech Therapy Aide  
Teacher  
Teacher Aide  
Team Leader  
Therapy Aide  
Switchboard Operator (Institutions)

- 14. Public Safety: Police Communications Operator  
Police Communications Technician
  
- 15. Retirement System: All positions
  
- 16. Across the Board  
Exceptions: Recall of Layoffs  
Supported Employment/Special Appointment  
Program hires  
Workers' Compensation Light Duty  
positions