

MAINE STATE LEGISLATURE

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SEVENTY-SEVENTH LEGISLATURE

SENATE

NO. 153

In Senate, Feb. 19, 1915.

Reported by Sen. Boynton from Committee on Salaries and Fees, and ordered printed under joint rules.

W. E. LAWRY, Secretary.

STATE OF MAINE

IN THE YEAR OF OUR LORD ONE THOUSAND NINE
HUNDRED AND FIFTEEN

AN ACT to provide for the classification and compensation
of clerical employees in state and county offices.

Be it enacted by the People of the State of Maine, as follows:

Section 1. All persons in the employ of the state of Maine
2 or any department thereof whose salaries or wages are paid
3 out of the treasury of the state of Maine, except officials,
4 technical and professional employees of any state depart-
5 ment or commission, persons, whose salaries are now fixed
6 by law, employees working under the superintendent of
7 public buildings and persons employed in schools, hospitals
8 or state institutions located outside the capital, shall for
9 the purposes of their employment and for the determina-

tion of their salaries or wages, be grouped into four classes
to be known as chief clerks, clerks, stenographers and copy-
ists.

Sect. 2. Chief clerks shall possess such qualifications for
performing the work of the department in which they may
be employed as shall be required by the head of the depart-
ment.

Sect. 3. Clerks shall possess such qualifications for per-
forming the work of the department in which they may be
employed as shall be required by the head of the depart-
ment.

Sect. 4. Stenographers shall be skilled in stenography and
typewriting, provided that persons skilled in book-keeping
may be employed as clerks.

Sect. 5. Copyists shall possess a good English education,
be able to write a fair hand, and shall possess such other
qualifications for the work of the department in which they
may be employed as may be required by the head of the
department, provided that they may not be skilled in stenog-
raphy or book-keeping and that their work shall be per-
formed under the immediate supervision of a superior.

Sect. 6. The governor and council shall determine the
number of employees of each class to which each depart-
ment shall be entitled and shall have power as the demands
in the several departments may vary, either to increase or
decrease the number.

Sect. 7. The several heads of the departments shall have
authority to select their respective employees, and whenever,

3 by order of the governor and council, the number of em-
4 ployees in any department is to be diminished, the head of
5 the department shall determine the particular employees
6 whose services shall be dispensed with.

Sect. 8. The compensation of employees of the several
2 classes shall be as follows:

For chief clerks, one thousand dollars per year for the first
4 year of employment, this sum to be increased in the sum of
5 one hundred dollars each consecutive year of employment,
6 up to the sum of fifteen hundred dollars per year, the same
7 to be paid in monthly installments equal to one-twelfth part
8 of the annual salary.

For clerks a sum equal to fifteen dollars per week during
10 the first year of their employment, which sum shall be in-
11 creased by one dollar per week at the commencement of
12 each consecutive year of their employment up to the sum
13 of twenty dollars per week, the same to be paid every four
14 weeks.

For stenographers a sum equal to ten dollars per week dur-
16 ing the first year of their employment, which sum shall be
17 increased by one dollar per week at the commencement of
18 each consecutive year of their employment up to the sum
19 of fifteen dollars per week, the same to be paid every four
20 weeks.

For copyists a sum equal to nine dollars per week during
22 the first year of their employment, which sum shall be in-
23 creased by one dollar per week at the commencement of each

24 consecutive year of their employment up to the sum of twelve
25 dollars per week, the same to be paid every four weeks.

Sect. 9. Persons obtaining employment in any class who
2 have previously been employed in a lower class shall be
3 entitled to a salary or wage not less than was paid them in
4 such lower class.

Sect. 10. At the time of the going into effect of this act
2 any person already employed in the service of the state and
3 continuing such employment in one of the classes herein-
4 before provided for shall receive a salary or wage no less
5 than that previously received, provided the same shall not
6 be in excess of the maximum salary or wage provided for
7 the class in which he may be so employed.

Sect. 11. In all departments, state institutions and com-
2 missions requiring expert, professional or technical assist-
3 ance, the chief official or officials shall select such persons
4 as are necessary and fix their salaries or compensation, sub-
5 ject to the approval of the Governor and Council.

Sect. 12. All employees working under the superintend-
2 ent of public buildings, and all public officers, state officials
3 and employees whose salaries are not fixed by law, and not
4 classified as experts, technical or professional men nor as
5 chief clerks, clerks, stenographers or copyists, shall have
6 their salaries or compensation fixed by the Governor and
7 Council. The number of such officials or employees neces-
8 sary shall also be fixed by the Governor and Council and
9 may be changed from time to time.

Sect. 13. The Governor and Council may make rules relating to the employment and compensation of clerical help in the state departments not inconsistent with the provisions of this act.

Sect. 14. All persons in the employ of the several counties doing clerical work in any county office, and all persons doing clerical work in the office of the county attorney or doing clerical work for any municipal court, the expense of which is paid by the county, shall be grouped into classes, in each county and their qualifications shall be determined as provided in sections one to five hereof.

Sect. 15. The county commissioners shall determine the number of employees of each class to which each office in their respective counties shall be entitled and shall have power as the demands in the several offices may vary, either to increase or decrease the number.

Sect. 16. The several county officials shall each have authority to select the employees for their respective offices and whenever by order of the county commissioners the number of employees in any office is to be diminished, the official in charge thereof shall determine the particular employees whose services shall be dispensed with.

Sect. 17. The county commissioners in the several counties shall by general order which may be revised from time to time, as in their judgment shall seem best, fix the compensation for the several classes of employees which shall be uniform throughout the several offices in any county and

6 may by such order provide for such increase in wages de-
7 pendent upon the term of service as they may see fit, such
8 increases to apply uniformly to all the employees of any
9 class in any county.

Sect. 18. Any county official aggrieved by the order of
2 the county commissioners, fixing the number of employees
3 in his office, or fixing the compensation of any class of em-
4 ployees, or denial of the county commissioners to allow cler-
5 ical help, or refusal of county commissioners, to determine
6 the number of employees as provided by section 15, or re-
7 fusal to fix the compensation of the several classes as pro-
8 vided in section 17, may appeal therefrom, to the Supreme
9 Judicial Court next to be held in the county, if he claims an
10 appeal within twenty days from the date of the proceedings
11 appealed from. The appellant shall file notice of his appeal
12 with the county commissioners within the time above lim-
13 ited and at the first term of said supreme judicial court
14 shall file a complaint setting forth the facts, upon which the
15 case shall be tried before the justice presiding.

Sect. 19. The county commissioners shall furnish to the
2 county treasurer, a pay roll containing the names of all em-
3 ployees serving under the provisions of this act with a state-
4 ment of the weekly wage of each and such wages shall be
5 paid by the county treasurer to such employees weekly in
6 accordance therewith.