

STATE OF MAINE

DEPARTMENT OF PERSONNEL

May 6, 1987

PERSONNEL MEMORANDUM 5-87

**TO:** Department Heads/Directors, Administrative Services  
Personnel Officers

**SUBJECT:** APPOINTMENT END DATE FOR SEASONAL EMPLOYEES

Attached is a draft of Personnel Bulletin 14.2 which requires Appointment End Dates in the record for each employee appointed to a seasonal position.

We plan to produce monthly lists of all employees within your L2 whose Appointment End Date has passed or whose end date will occur during the month. You should use this information to take appropriate action (terminate the employee or extend the Appointment End Date.)

Although the Personnel Bulletin is not scheduled to become effective until June 15th, every effort should be made to assign Appointment End Dates to any summer seasonal employees reporting to work before that date.

We plan to provide a report during the second week in June listing all seasonal appointments for which there is no end date in the record. End dates for all seasonal appointments should be submitted to this office no later than Monday, June 6th.

We will discuss Bulletin 14.2, to include any required amendments, at the Personnel meeting scheduled for June 5th.

  
DONALD A. WILLS  
ACTING COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS