

**STATE OF MAINE  
DEPARTMENT OF PERSONNEL**

June 15, 1987

**PERSONNEL BULLETIN 14.2**

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

**SUBJECT:** APPOINTMENT END DATES

Effective July 13, 1987, appointment ends dates as recorded on an authorized Human Resource Profile will be used by the State Controller to determine continued authorization for payroll status. This policy will extend to seasonal employees as well as other employees whose appointment types are **A** - Acting capacity appointment for more than 90 days, **B** - Acting capacity appointment for less than 90 days, **E** - Project appointment, **F** - State employee trainee appointment and **G** - Non-state trainee appointment. All appointment types should have current and correct data.

Appointment end dates for seasonal employees need to be established prior to July 13th. The appropriate date will be established by the appointing authority and recorded on the Human Resource Profile in the Appointment End Date Section. The computation of the end date will be based on the following criteria:

- A. Starting date of employment.
- B. Authorized weeks per year for the position.

In typical cases the Appointment End Date will be computed as the seasonal or appointment begin date (starting month) plus the number of weeks the position is authorized during a 12-month period.

In the event a department adjusts the season by either bringing the employee on early or keeping the employee on beyond the normal seasonal end, the length of the season shall not exceed the number of authorized weeks per year without approval from the State Budget Officer. If a position is held by more than one incumbent during a season, each succeeding incumbent shall have the same Appointment End Date unless adjusted by written authorization of the State Budget Officer.

If the appointment end date for the appointment types listed above is adjusted it cannot exceed the budgeted end date for the position or the total number of weeks authorized for the position in a year. If a position is held by more than one incumbent during the duration of appointment types **A**, **B**, **E** or **G** the appointment end date cannot exceed the budget position end date.

The State Controller will record an end date for each employee as employment commences and will not authorize payment for work performed beyond this date.

The Appointment End Date may be adjusted by the Controller upon receiving a properly authorized Human Resource Profile authorizing a change to the Appointment End Date.

  
DONALD A. WILLS  
ACTING COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS