

**STATE OF MAINE  
DEPARTMENT OF PERSONNEL**

June 16, 1987

**PERSONNEL MEMORANDUM 8-87**

**TO:** Personnel Managers

**SUBJECT:** IMMIGRATION LAW - EMPLOYEES HIRED BETWEEN NOVEMBER AND  
APRIL

**REFERENCE:** PERSONNEL BULLETIN 8.18

Attached is a list of individuals we have identified as currently employed by your department who were hired between November 7, 1986 and April 13, 1987. This list is for your use in complying with the requirements of the Immigration Act of 1986.

To comply with the Act you must validate the employment eligibility of every person hired between November 7, 1986 and April 13, 1987. Include any other person hired during this timeframe who is still employed by your department and who does not appear on the list.

Validate employment by having the employee complete Form I-9 as if the employee is being initially employed. Forward the I-9 and proofs of identity to the Records Division in the Department of Personnel before September 1, 1987. The material will be made part of the permanent record for the employee. In the event an employee is unable to provide evidence that he/she is eligible to work in the United States provide this office with a written summary of:

- (1) The employee's name and address;
- (2) Where the employee is employed;
- (3) The date the employee entered the United States;
- (4) The date the employee became employed in the United States, and;
- (5) The circumstances under which the employee became employed by the State and the date of employment.

The Immigration Law allows for the employment of aliens who are not authorized to work under certain circumstances. This office will review any such case and make a determination as to eligibility for employment with State Government.

If an employee on your list has already filed the I-9 with the Department of Personnel you can verify if necessary by calling the Records Division in the Department of Personnel at 289-4409. The employee does not need to submit new material providing they have remained continuously employed by the State of Maine Executive Branch Government.

If you have any questions, please contact Richard Paradis at 289-4410 or Freeman Wood at 289-4432.

Thank you for your cooperation.



DONALD A WILLS  
ACTING COMMISSIONER

Attachment