



CASUAL/SEASONAL EMPLOYMENT STATEMENT	
Application: Executive Branch Agencies	Authority: 29 Del. C. § 5903(17)a.
Effective Date: March 28, 2023	Supersedes: September 19, 2022

Employing agency to complete the form on behalf of employee and have employee review the statute, sign and date the form at time of hire.

I, _____, have accepted a position as a casual/seasonal employee with _____ (identify employing agency), State of Delaware. My duties will include, but are not limited, to _____. My assignment commences on _____.

I have read and understand the limits on such employment status and the limits of the State of Delaware’s ability to retain me as a casual/seasonal employee as set forth at 29 Del. C. § 5903(17)a. (see attached Exhibit A).

I understand that casual/seasonal employment is offered to assist agencies on a temporary basis only.

I understand that I will work in my capacity as a casual/seasonal employee less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year (July 1 to June 30).

I understand that the duration of casual/seasonal employment will be determined by the needs of the agency, available funds, and my performance.

Nothing in this document is intended to, nor shall it be interpreted to create, any right or entitlement to employment with the State of Delaware or any State of Delaware agency.

This Statement and my signature below demonstrate that I have been offered an opportunity to discuss my casual/seasonal employment status and that I understand that status.

I have read and fully understand each of the statements regarding my employment status as a casual/seasonal employee with the State of Delaware _____ (identify employing agency). I have signed this certification freely and voluntarily. I understand that a copy of this form will be retained by my employing agency.

By using this form, the parties acknowledge their agreement to conduct transactions by electronic means. A party’s electronic signature for purpose of the Uniform Electronic Transactions Act, 6 Del. C. Ch. 12A may be provided by checking a box as indicated, electronic initials or name, or email confirmation.

Print Casual Seasonal Employee Name Casual Seasonal Employee Signature Date

Print Employing Agency Designee Employing Agency Signature Date

Print Witness Name Witness Signature Date

Exhibit A

29 Del. C. §5903(17)a.- Classified Service and Exemptions

(17) a. Casual seasonal employees may be employed by the State on a temporary basis in order to assist agencies in the following situations:

1. Casual assistance — employee is needed on a sporadic or on-call basis where hours cannot be predetermined and vary greatly from week to week. Such employees may be used as needed.
 2. Seasonal assistance — employee is needed for peak operating seasons not to exceed 9 months.
 3. Institutional assistance — employee is needed to provide optimum staffing levels for clients or to maintain security in an institution. Such employees may be used as needed.
 4. Part-time assistance — employee works less than 30 hours per week on a consistent basis. Such employees may be used as needed.
 5. Project assistance — employee performs duties related to a specific project that has defined objectives and an established time period of completion that does not exceed 1 year.
 6. Primary incumbent replacement — employee is needed to fulfill the job responsibilities of the primary incumbent who is unable to perform such responsibilities for an extended period of time. Such employees may be used for a maximum of 9 months or the length of time the incumbent is unable to perform the job responsibility, whichever is less.
 7. Intern — employee is a college student enrolled in an academic program and working to gain job related experience. Such employees may be used for a maximum of 9 months.
 8. Co-op student — employee is a high school or college student enrolled in an academic program who is working to gain job related experience. Such employees may work part time during the school year and full time during times when school is not in session and may be used as needed.
 9. Summer/School break assistance — employee is hired for a specific time period and uses this employment as an introduction to government and its services. Such employees may be used for a maximum of 9 months.
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