



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

DEC 22 2015

PERSONNEL BULLETIN 15-08 (316)(340)

SUBJECT: Rescind Personnel Bulletin 98-04 (*Seasonal Employment*)

Personnel Bulletin 98-4 (*Seasonal Employment*) is **rescinded** effective December 8, 2015.

Seasonal, including intermittent, schedules are **no longer appropriate** with term appointments.

Employees currently serving under term appointments with seasonal work schedules, as of December 8, 2015, may complete their current appointments. However, no extensions will be granted for these appointments.

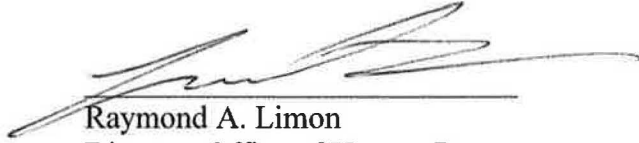
Seasonal employment allows bureaus to build a cadre of employees only under career appointments to perform work which occurs predictably year to year. 5 CFR 340.401 (a) defines seasonal employment as annually recurring periods of work of less than 12 months each year and further defines seasonal employees as permanent employees.

Managers must continue to examine their annually recurring work requirements to identify relevant seasonal work situations and consult with supporting human resource professionals to ensure appropriate use of appointing authorities and work schedules. Seasonal employment is an effective workforce tool to attract and retain a stable workforce, when used appropriately in accordance with 5 CFR 340.401(a).

Temporary employment is covered in 5 CFR 316, subpart D, and offers guidance on seeking exception to the general time limit for temporary positions involving seasonal work in 5 CFR 316.401 (d). Although this does provide some limited flexibility in using temporary appointments for seasonal work, the general rule is that temporary appointments are not the appropriate vehicle for hiring regularly employed seasonal workers. Managers and human resources professionals who routinely use this exception are reminded to ensure that each such appointment meets the requirements of 5 CFR 316.401(d).

Human resource professionals are also reminded to review the above-cited regulations and ensure all appointments and work schedules are consistent with applicable regulations, policy and rules. Bureaus must continue to meet the employment agreement requirement established in 5 CFR 340.402(c) and establish uniform release and recall procedures in accordance with 5 CFR 340(d) for employees placed on seasonal schedules. Human Resource Offices must ensure seasonal employees are appropriately processed when placed in nonduty/nonpay status and subsequently recalled to duty, see *The Guide to Data Standards*.

This Personnel Bulletin supersedes PB 98-4 and remains in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'Raymond A. Limon', is positioned above a horizontal line. The signature is stylized with a large, sweeping initial 'R' and 'L'.

Raymond A. Limon
Director, Office of Human Resource