



Division of
EMPLOYMENT & TRAINING

Career Services

The Division of Employment and Training (DET) provides services enabling employers and job seekers to make

informed employment and training choices leading to employment. The Division administers various federal and state workforce programs that assist individuals in obtaining their next job or career change. One does not need to be unemployed to utilize our services.

Looking for a job or career change?

Visit Delaware JobLink at <https://joblink.delaware.gov>. Individuals can create a job seeker account to build a resume, evaluate their skills, and search for work anywhere there is access to the Internet. The Division offers in-person services at our local American Job Centers (AJC) located throughout the state. Each AJC office has computers that provide customers with access to the internet through a resource room and an array of programs and services including:

- Tuition assistance (limited funding and eligibility criteria apply)
- Resume creation and job search
- Workshops, job search and interviewing skills
- Career Assessment
- Basic computer training
- Veterans' Services
- Apprenticeship opportunities
- Summer Youth Employment

Business Services

Are you looking to hire?

When businesses create an employer account in Delaware JobLink at <https://joblink.delaware.gov>, they can post their job openings, search the resume bank and screen candidates for the skills needed. Other employer services include:

- Bonding
- Federal Work Opportunity Tax Credit
- Build your workforce through Registered Apprenticeship
- Assistance with posting Foreign Labor Certification job opportunities
- Assistance with placement services when laying off employees

We have dedicated Business Service Representatives at each location to provide one-on-one assistance with your hiring needs. Some common services include:

- Posting job openings in Delaware JobLink
- Advertising your openings on our website and to our network of partners
- Providing referrals to candidates for your open positions
- Assistance with screening, job fairs and offices for interviewing

Call us and ask to speak to the Business Services Representative in your area for more information.

<https://labor.delaware.gov/divisions/employment-training>

Division of
PAID LEAVE

Delaware Paid Leave is a statewide paid family and medical leave insurance program created by the Healthy Delaware Families Act. Employees who work in Delaware can access up to 12 weeks of paid leave to bond and care for a new child; or 6 weeks of paid leave to address their own serious health condition, care for a family member with a serious health condition or address issues that arise from a family member's military deployment.

The Division of Paid Leave will oversee the program, assist employers and employees throughout the claims process, and administer the public Delaware Paid Leave plan, which is available to employers to provide paid leave to their employees.

<https://labor.delaware.gov/delaware-paid-leave-is-coming/>

**Delaware Department of Labor
Hours & Locations**

Hours of Operation: Monday - Friday 8:00 a.m. to 4:30 p.m.

**Statewide and County Headquarters - Fox Valley
(One Stop Office)**

4425 North Market Street ■ Wilmington, DE 19802

Employment and Training (302) 761-8085
 Industrial Affairs (302) 761-8200
 Occupational and Labor Market Information... (302) 761-8055
 Office of Contractor Registration (302) 430-7739
 Unemployment Insurance
 Claimant Services (302) 761-8446
 Employer Services (302) 761-8482
 Vocational Rehabilitation (302) 761-8275

Creekwood Office Complex

920 W. Basin Road, Suite 300 ■ New Castle, DE 19720

Disability Determination Service (ONLY) (302) 324-7600

**University Office Plaza
(One Stop Office)**

252 Chapman Road, 2nd Floor ■ Newark, DE 19702

Employment and Training..... (302) 368-6622
 Industrial Affairs (302) 761-8200
 Office of Contractor Registration (302) 430-7739
 Unemployment Insurance
 Claimant Services (302) 761-8446
 Employer Services (302) 761-8482
 Vocational Rehabilitation (302) 368-6980

Appoquinimink State Service Center

122 Silver Lake Road ■ Middletown, DE 19709

Vocational Rehabilitation (302) 696-3180

**Blue Hen Corporate Center
(One Stop Office)**

655 S. Bay Road, Suite 2H ■ Dover, DE 19901

Employment and Training (302) 739-5473
 Industrial Affairs (302) 422-1134
 Office of Contractor Registration (302) 430-7739
 Unemployment Insurance
 Claimant Services (302) 761-8446
 Employer Services (302) 761-8482
 Vocational Rehabilitation (302) 739-5478

**Georgetown Plaza
(One Stop Office)**

8 Georgetown Plaza, Suite 2 ■ Georgetown, DE 19947

Employment and Training (302) 856-5230
 Industrial Affairs (302) 422-1134
 Office of Contractor Registration (302) 430-7739
 Unemployment Insurance
 Claimant Services (302) 761-8446
 Employer Services (302) 761-8482
 Vocational Rehabilitation (302) 856-5730



Five divisions working together to connect people to jobs, resources, monetary benefits, workplace protections, and labor market information to promote financial independence, workplace justice and a strong economy.



How Can We Help You?

A GUIDE TO OUR SERVICES

<https://labor.delaware.gov/>



Division of
UNEMPLOYMENT INSURANCE

Claimant Services

The Division of Unemployment Insurance (UI) provides unemployment benefits to eligible workers who become unemployed through no fault of their own. They must meet certain eligibility requirements, such as:

- Earned a minimum amount of wages in Delaware
- Be able, available & looking for work each week
- Register with the Division of Employment & Training

An individual can apply for benefits online using any computer with internet access.

Employer Services

Unemployment Insurance Tax Liability

All employers who have employees performing work within the State of Delaware must complete a form UC-1 (Report to Determine Liability). Once liability is determined, an employer UI Tax account will be established.

Unemployment Insurance Tax Reporting

Liable employers are required to file tax forms UC8 & UC8A and pay tax assessments quarterly. The reports are due 30 days after each quarter ends.

Unemployment Insurance Tax Rate

New employers will receive the new employer tax rate established for the year in which they became liable. Experienced employers will receive tax rates based on their employment history.

<https://labor.delaware.gov/divisions/unemployment-insurance/>

Office of
OCCUPATIONAL & LABOR MARKET INFORMATION

The Office of Occupational and Labor Market Information (OOLMI) is the key source for information about labor market conditions throughout the state. The office partners with the U.S. Bureau of Labor Statistics to produce and disseminate a variety of economic statistics and reports.

Major Publications

Monthly Labor Review - Quick facts about labor market trends, the civilian labor force, area unemployment rates, nonfarm employment, the consumer price index, and hours & earnings.

The **Delaware Career Compass** is a step-by-step guide to career planning for students. Students assess their likes and abilities, then learn which occupations may suit them. It also provides requirements and future projections for jobs in those occupations.

Delaware Wages - Annual employment and wage estimates for about 500 different occupations, produced at the state and county levels.

Annual Economic Report - a comprehensive look at the state's economy and workforce during the previous year.

Delaware Occupation and Industry Projections Projections of Delaware industry and occupation employment levels ten years into the future. It is published every other year.

<https://labor.delaware.gov/divisions/oolmi/>

Advancement Through
PARDONS & EXPUNGEMENTS

The Advancement through Pardons and Expungements (APEX) program is dedicated to opening opportunities to individuals with criminal histories by helping them through the pardon or expungement process. If you are eligible, we can provide one-on-one counseling through each step to help you apply.

<https://labor.delaware.gov/apex/>

(302) 333-7605 New Castle County
(302) 233-6462 Kent & Sussex Counties

Division of
VOCATIONAL REHABILITATION

The Division of Vocational Rehabilitation (DVR) is an eligibility-based program designed to assist Delawareans with disabilities develop career pathways and achieve employment and vocational goals. For business customers, DVR provides customized services, expertise, and specialized strategies to meet the business' workforce goals.

Services are tailored to each participant's needs. Pre-Employment Transition Services (Ages 14-22), Career Counseling, Training, On-the-Job Supports, and Accommodations are examples of services available. Economic self-sufficiency, greater personal independence, and an inclusive workplace is the goal of the agency'S broad base programming geared for customers beginning at age 14.

The Delaware Office for the Deaf and Hard of Hearing (DelODHH) is committed to the independence and equity of people who are Deaf or Hard of Hearing by providing information, education, services, training, and advocacy. Please call 302-504-4741 (Video Phone & Voice) for assistance.

The Disability Determination Services Unit (DDS) is a state administered federal program that serves Delawareans who are unable to work due to disability. DDS develops, adjudicates, and processes disability claims of residents for Social Security Disability benefits regarding Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI). For more information about Social Security Disability benefits, please visit www.ssa.gov

Servicios en español disponible en la oficina.

<https://labor.delaware.gov/DVR>



Division of
INDUSTRIAL AFFAIRS

The Division of Industrial Affairs (DIA) promotes fairness and safety in the workplace through enforcement of laws that protect workers and businesses. We provide services through six programs.

The Office of Workers' Compensation administers and enforces state laws, rules and regulations regarding industrial accidents and illnesses.

The Office of Safety & Health Consultation Statistics provides free comprehensive on-site consultations for small high-risk businesses to identify potential hazards, improve safety management systems and assist in voluntary compliance with OSHA regulations.

The Office of Labor Law Enforcement (Wage and Hour Unit) enforces wage payment laws, minimum wage laws, child labor laws, and other labor laws related to pay and working conditions.

The Office of Anti-Discrimination enforces workplace civil rights laws by investigating, mediating and conciliating employment discrimination and sexual harassment complaints in partnership with the U.S. Equal Employment Opportunity Commission.

The Office of Construction Industry Enforcement & Contractor Registration enforces prevailing wages on all state-funded construction projects, misclassification of workers on all construction projects throughout the State and ensures compliance with all state, federal and other related laws through a contractor registration process on all construction services projects throughout the State.

Labor Trafficking staff enforce the State's trafficking awareness signage mandate. Staff work in collaboration with internal DOL offices, the Delaware Anti-Trafficking Action Council (DATAC), and the Department of Justice's Anti-Trafficking Taskforce to enforce, raise awareness and make referrals. If you are a victim of labor trafficking, contact LaborTrafficking@delaware.gov or by phone at (302) 688-4550.

<https://labor.delaware.gov/divisions/industrial-affairs/>