



## PROGRAM SUPPORT HR TIPS

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### DETAIL TO SPECIAL DUTY

*At what point do I inform Civil Service of an employee on a Detail to Special Duty?*

According to [C S Rule 23.12](#), an appointing authority may detail an employee to another position for a period of one year without prior approval from Civil Service. If the detail is for one month or less, then the agency is not required to submit a Personnel Action Change form. If the detail is for more than one month, the agency **must** submit a [Personnel Action Change form](#) to their HR Analyst at Civil Service.

*How do I extend a Detail to Special Duty beyond one year?*

No detail shall exceed one year without the Civil Service Director's prior approval. You should submit the [Requesting Extensions of Details to Special Duty form to your Program Consultant for approval](#). Once the detail is approved, the Consultant will fax the approved copy of the form back to you. **A Personnel Action Change form should be submitted to your analyst for entry of the new extension date of the detail in LaGov HCM (ISIS).**

**NOTE: Written justification for all details for more than one month should be kept by the agency. For more information on Details to Special Duty, review [Policy Standards for Details to Special Duty](#).**

*We hope this **HR Tip** has been helpful to you. If you have any questions please contact Betty Davis at (225) 219-9534 or [betty.l.davis@la.gov](mailto:betty.l.davis@la.gov)*