



As defined in SCS Rule 1.13.1, Detail to Special Duty is the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.

Per Civil Service Rule 23.12(c), these policy standards are designed to clarify and accompany Civil Service Rule 23.12(b) which reads, *“No detail shall exceed one year without the Director’s prior approval. Written justification for all details for more than one month shall be kept by the agency. Justification shall be submitted with all details requiring the Director’s approval. This rule is subject to Rules 17.20(b)4 and 17.25 concerning layoff related details.”*

### **REASONS TO DETAIL**

1. A temporary need may include:
  - a. The regular incumbent is on leave, or is detailed to another classified position, or is on leave without pay from his classified position to serve in an unclassified position.
  - b. Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.
  - c. For a trial period to determine if an employee is suited for the position, for a trial period prior to any promotion, or for training purposes due to a pending retirement.
  - d. Pending the reclassification of the position.
  - e. The detail is to a job title that can be filled only by temporary appointment.
  - f. The detail is to a position for a period of time to complete a special project.

Written justification must be maintained at the agency which explains why the assignment is temporary in nature, rather than permanent. The duration of the detail shall fit the reason for the detail and shall not exceed the period of actual need.

If the detail is needed for more than one year, prior approval must be obtained from the State Civil Service (SCS) Director.

### **WHO CAN BE DETAILED**

2. Under an agency’s own authority:

A permanent classified employee who meets the SCS minimum qualifications and testing requirements for the job title of the detail position may be placed on detail without prior SCS Director Approval for a period not to exceed 12 months.
3. Prior SCS Director approval shall be required:

- a. When detailing a permanent classified employee who does not meet the SCS minimum qualifications and testing requirements (if applicable) for the job title of the detail position.
- b. When detailing a probational classified employee.

In these instances, documentation of why the detail of such an employee is necessary shall be maintained. Written justification shall include if there are other qualified employees, if there is an inadequate applicant pool, and why this employee is being selected for the detail.

#### **WHAT HAPPENS AFTER 12 MONTHS**

4. Details needed for more than one year:
  - a. If an employee is needed to remain in detail status for more than 12 consecutive months, in any one position, prior approval of the SCS Director must be obtained before the duration of the employee's detail(s) exceeds one year.
  - b. If SCS Director Approval is not granted prior to the expiration of the detail, at the time the detail ends the employee shall be returned to his home position until approval from the SCS Director is received.

**NOTE: If an employee has received prior approval for a detail for any reason, additional prior approval must be obtained before the employee can be moved to a different detail position during their original approval period.**

#### **VIOLATION OF RULE 23.12(c)**

5. Violation of these policy standards may result in the removal of the agency's authority to detail any employee without prior approval of the SCS Director. State Civil Service will continue to monitor these actions and will report to the SCS Director and/or the SCS Commission situations in which:
  - a. An employee remains in detail status for more than 12 consecutive months without a SCS Director-approved extension.
  - b. An employee specified in Section #3 of these policy standards is placed on detail without prior SCS Director approval.

Any occurrence of the above is not in adherence to the Policy Standards for Details to Special Duty established by the SCS Director and is viewed as a direct violation of SCS Rule 23.12(c).

#### **DPRL**

6. If the agency has an active Department Preferred Reemployment List, a "true vacancy," (i.e. a position that is not encumbered by an employee) cannot be filled by detail. Detailing an employee to the vacant position would require an exception to SCS Rule 17.23.