



SCS Rule 1.31.1 states that "Detail to Special Duty" means 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.

In accordance with SCS Rules and/or Policy Standards for Details to Special Duty, prior State Civil Service Director approval shall be required for the following reasons:

(Check All that Apply)

- 1. When detailing a permanent/probational classified employee who does not meet the State Civil Service minimum qualifications and/or testing requirements. (SCS Policy Standards for Details to Special Duty)
2. When detailing a probational classified employee. (SCS Policy Standards for Details to Special Duty)
3. When there is a need to detail an employee in excess of one (1) year. (SCS Rule 23.12(b))

ALL INFORMATION REQUESTED BELOW MUST BE ANSWERED THOROUGHLY FOR PROCESSING TO BE COMPLETED

Form with fields: REQUEST DATE, AGENCY NAME, PERSONNEL AREA, EMPLOYEE NAME, EMPLOYEE PERSONNEL NUMBER, ORIGINAL POSITION NUMBER, POSITION PAY LEVEL, ORIGINAL POSITION JOB TITLE, DETAIL POSITION NUMBER, POSITION PAY LEVEL, DETAIL POSITION JOB TITLE, EMPLOYEE STATUS (PROBATIONAL, PERMANENT), IF PROBATIONAL, PERMANENT STATUS ELIGIBILITY DATE

FOR INITIAL (PRIOR APPROVAL) DETAILS ONLY

Form with fields: REQUESTED DETAIL BEGIN DATE, REQUESTED DETAIL END DATE

FOR DETAIL EXTENSIONS ONLY

Form with fields: ORIGINAL BEGIN DATE, PROPOSED EXTENSION START DATE, PROPOSED EXTENSION END DATE

Required Information from the Agency

EMPLOYEE INFORMATION

Form with questions: Does the employee meet the SCS minimum qualifications for the detail job?, Does the employee meet the testing requirements (if applicable) for the detail job?, If "No", which test exemption under SCS Rule 22.8 is being used?, Is there an active DPRL for positions with this job title?

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| Is the employee's current performance rating <i>Needs Improvement or Unsuccessful?</i> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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|   |  |
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| Has the position been posted by the agency? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|

**If "Yes", please provide job posting information below:**

| Job Posting/Exam Plan # | Date of Posting | # of Applicants on Eligible List | # of Applicants Interviewed | # of Job Offers Made |
|-------------------------|-----------------|----------------------------------|-----------------------------|----------------------|
|                         |                 |                                  |                             |                      |
|                         |                 |                                  |                             |                      |
|                         |                 |                                  |                             |                      |

**Indicate the reason for the detail. The regular incumbent is:**

|          |                          |  |   |   |                          |
|----------|--------------------------|--|---|---|--------------------------|
| <b>1</b> | <input type="checkbox"/> | <b>On extended leave</b><br><i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>  |   |   |                          |
|          |                          | Employee Name  | Personnel Number  | Type of Leave<br><i>(Medical, Military, FMLA, etc.)</i> | Length of Extended Leave |
|          |                          |  |   |   |                          |
|          | <input type="checkbox"/> | <b>Detailed to another classified position</b><br><i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>                      |   |   |                          |
|          |                          | Employee Name  | Personnel Number  | Detail Job Title  | Detail Position #        |
|          |                          |  |   |   |                          |
|          | <input type="checkbox"/> | <b>On a leave of absence to serve in an unclassified position</b><br><i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>   |   |   |                          |
|          |                          | Employee Name  | Personnel Number  | Temporary Job Title                                     | Temporary Position #     |
|          |                          |  |   |   |                          |
|          |                          | <input type="checkbox"/>   | <b>Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.</b> |   |                          |
|          | <input type="checkbox"/> | <b>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.</b> |   |   |                          |
|          | <input type="checkbox"/> | <b>Pending the reclassification of the position.</b>   |   |   |                          |
|          | <input type="checkbox"/> | <b>The detail is to a job title that can be filled only by a temporary appointment.</b>  |   |   |                          |
|          | <input type="checkbox"/> | <b>The detail is to a position for a period of time to complete a special project.</b>   |   |   |                          |

**If the detail is not for one of the above reasons, explain the reason below.**

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**Explain why this employee is being selected for this detail. (Desired skills, qualifications, experience, etc.)**

|          |  |
|----------|--|
| <b>2</b> |  |
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