



PERSONNEL RULES AND REGULATIONS

RULE 4: <i>Promotions, Transfers, Demotions, and Detail Assignments</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 4: <i>Detail Assignments</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

There are instances where employees' services are temporarily needed to perform a segment of a job or a particular task separate from their current job. This Regulation provides guidance in the determination and treatment of employees for Detail Assignments.

Section 2: Provisions

Employees (except those serving temporary, emergency, provisional, or seasonal appointments) may be appointed by their Department Head to a Detail Assignment not to exceed six (6) calendar months. The Human Resources Director must approve any extensions of Detail Assignments.

Employees have the right to decline a Detail Assignment; however, if in the event no employee agrees to accept the assignment, then the Department Head shall have the right to designate the qualified employee with the least seniority for the Detail Assignment.

If the Detail Assignment does not meet the definition of Out-of-class but is inherently an essential function of a job with a higher grade, please refer to *Rule 11: Compensation Plan, Regulation 1: Administration* for compensation details.

Section 3: Procedures

The following steps shall be followed by the Department Head when designating a Detail Assignment:

- A. Inform the Human Resources Director of the Detail Assignment, anticipated length of assignment, employee assigned, and whether this was a voluntary assignment,
- B. Complete and submit to the Human Resources Department an Employee Action Form indicating effective date, adjusted compensation, and reason for Detail Assignment, and
- C. When assignment expires, complete and submit to the Human Resources Department an Employee Action Form indicating the expiration of the Detail Assignment.