

DETAIL ASSIGNMENT REQUEST FORM (90 DAYS)

DEPARTMENT/AGENCY:

NAME OF APPOINTING AUTHORITY:

TYPE OF DETAIL -- [] Initial - Up to 90 days. Subject to Appointing Authority approval.
[] Extension - Up to another 90 days subject to CSC approval (mandatory).

NAME OF EMPLOYEE DETAILED:

Table with columns for Employee Position Title, Pay Grade/Step, Per Annum Salary, Payment Differential, From, To, and Per Annum.

REASON FOR DETAIL: [] Vacancy [] Extended Absence of Incumbent [] Other (specify):

Table with columns for NUMBER OF DETAIL DAYS, Date From, and Date To.

CERTIFIED FUNDS AVAILABLE: Certifying Officer's Signature: Date:

ACKNOWLEDGEMENT BY SUPERVISOR: Supervisor's Signature: Date: My signature certifies that the information in Boxes 1-5 are true and correct. I acknowledge that the employee cannot begin the detail or be paid without the appointing authority and CSC's authorization (if required) below.

ACKNOWLEDGEMENT BY EMPLOYEE: Employee's Signature: Date: My signature certifies that the information in Boxes 1-5 are true and correct. I acknowledge that I cannot begin the detail or expect to be paid without the appointing authority and CSC's authorization (if required) below.

OFFICIAL AUTHORIZATION: Appointing Authority's Signature: Date: I authorize the detail cited above, however, a detail extension cannot begin or paid without CSC's authorization.

FOR PERSONNEL OFFICE USE ONLY

BBMR CLEARANCE: [] Yes - Date cleared: [] Pending: [] N/A

Table for PREVIOUS DETAIL APPOINTMENTS (Same position): From To. Includes rows for PA#, No. Days, and dates.

MINIMUM QUALIFICATION REQ. [] Employee meets. REVIEW (Attach Updated Job Application & Rating Record): [] Employee does not meet. [] Not applicable for initial 90 day detail.

HR CLEARANCE FOR COMPLIANCE WITH APPLICABLE RULE: [] Approved [] Disapproved

Personnel Specialist: Date:

CSC STAFF CLEARANCE - DETAIL EXTENSION RECOMMENDED: [] Yes [] No Effective Date: Termination Date: No. of Days:

CSC Analyst: Date:

CSC EXTENSION AUTHORIZATION: [] Approved [] Disapproved CSC Executive Director: VERNON P. PEREZ, Signature Date:

DETAIL ASSIGNMENT GUIDELINES (90 DAYS)

- A. For all detail assignments in excess of 30 days or for any extension requests, a Detail Assignment Request Form must be completed in order to process a Request for Personnel Action (GG-1) for compensation purposes.

Instructions: Although management is ultimately accountable for detail assignments, both management and the employee share responsibility for compliance with detail rules and regulations for details in excess of 30 days or for extensions, especially when the employee is entitled to a payment differential. To ensure compliance with detail rules and regulations by management and to ensure that employees receive appropriate authorization and compensation, both management and employee must complete a Detail Assignment Request Form.

1. Box No. 1 – Identify the Department/Agency name, the name of the current Appointing Authority authorizing the detail assignment, and the type of detail.
2. Box No. 2 – Identify the name of the employee being detailed, the employee's official position title, and the employee's current Pay Grade/Step including per annum salary.
3. Box No. 3 – Identify the position title (or duties) the employee is being temporarily assigned to and the appropriate Pay Grade/Step, the per annum salary for the position, and the payment differential if applicable.
4. Box No. 4 – Identify the reason for the detail assignment (refer to DOA Rule 4.506(B)).
5. Box No. 5 – Identify the number of days of the detail assignment and corresponding dates.
6. Box No. 6 – Certify the availability of funds to pay the payment differential for the detail assignment.
7. Box No. 7 – Immediate Supervisor attests to the accuracy of the information entered under Box Nos. 1-5 and acknowledges that additional compensation to the employee in excess of 30 days or for an extension cannot begin or be processed without a valid Detail Assignment Request Form. A valid Detail Assignment Request Form requires authorization and appropriate signatures from the Appointing Authority, the Certifying Officer, the Immediate Supervisor, and the Employee, to include the Civil Service Commission for extensions.
8. Box No. 8 – Employee acknowledges the detail assignment outlined under Box Nos. 1-5 and that additional compensation to the employee in excess of 30 days or for an extension cannot begin or be processed without a valid Detail Assignment Request Form.
9. Box No. 9 – Appointing authority authorizes the detail assignment, with or without additional compensation, as outlined under Box Nos. 1-5. Acknowledges that a detail extension cannot begin or be paid without CSC's authorization.

Once again, a Request for Personnel Action (GG-1) on a detail assignment in excess of 30 days cannot be processed unless a Detail Assignment Request Form is completely filled out and acknowledged by the Appointing Authority, the Certifying Officer, the Immediate Supervisor, and the Employee with the appropriate signatures. A detail assignment extension cannot be legitimately performed by the employee nor can a Request for Personnel Action (GG-1) for an extension be processed unless a Detail Assignment Request Form is completely filled out and acknowledged by the Appointing Authority, the Certifying Officer, the Immediate Supervisor, the Employee, and the Civil Service Commission with the appropriate signatures.

- B. The appointing authority is reminded that detail assignments are made only for meeting temporary needs of department or agency programs (refer to DOA Rule 4.506B). An employee serving a probationary period cannot be detailed (DOA Rule 4.506D) and an unclassified status employee cannot be detailed to a position in the classified service (DOA Rule 4.506F).
- C. The merit system should be considered in detail assignments. If more than one employee is qualified for a detail, management must consider rotational details. Management should solicit volunteers from a pool of employees who are most likely to qualify for the position to be detailed to (i.e. all interested Personnel Specialist IV's for detail to the Personnel Services Administrator position). Management should allow all interested employees to be detailed to the initial 90 days on a rotational basis or allow the most qualified employee first opportunity to be detailed up to, but not to exceed 180 days in the calendar year. **Employees who are detailed for more than 90 days must be qualified for the position (DOA Rule 4.506J) and must receive approval from the Commission to extend beyond the initial 90 days not to exceed 180 days (4 GCA, §4117).**
- D. A detail assignment is not to be used for purposes of preparing an employee or to pre-select an employee for future promotions.
- E. Management has the responsibility for the timely processing of detail assignments for compensation purposes. If management knows that a detail assignment is to exceed 30 days, then the immediate supervisor of the employee to be detailed must be tasked to initiate completion of the Detail Assignment Request Form (DARF). A properly completed DARF can then be used to prepare a Request for Personnel Action (GG-1) for compensation purposes.
- F. Likewise, management has the responsibility to plan and determine in advance (no later than 30 days from the end of the initial 90 day appointment) whether an employee will be detailed for more than 90 days and to request approval from the Civil Service Commission for an extension of detail assignment up to an additional 90 days. If management knows that a detail assignment is to exceed 90 days, then the immediate supervisor of the employee to be detailed must be tasked to initiate completion of the Detail Assignment Request Form (DARF) for purposes of extension. **The DARF must be submitted to the Commission no later than 30 days from the end of the initial 90 day appointment. In no instance will the Commission process a late request if it is received by the Commission more than 30 days after the end of the initial 90 day appointment (unless extenuating or compelling circumstances can be shown by the appointing authority).**
- G. **Any claims for promised compensation not supported by a properly completed DARF must be filed by the employee directly with the Small Claims Court at the Attorney General's Office.**