



1. Written justification must be maintained at the agency which explains why the assignment is temporary in nature, rather than permanent. If the detail is needed for more than one year, approval must be obtained from the Civil Service Director before the appointment extends beyond one year. (See Item 5 below)

Examples of temporary need are as follows:

- a. The regular incumbent is on leave, or is detailed to another position, or is on leave without pay from his classified job to serve in an unclassified job.
  - b. Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.
  - c. To double encumber a position for training purposes due to the pending retirement of the regular incumbent.
  - d. For a trial period to determine if an employee is suited for the position, or for a trial period prior to any promotion.
  - e. Pending the reclassification of the position. It would not be wise to permanently appoint an employee to a position that is in the process of being reviewed for a possible job title change.
  - f. The detail is made to one of the few job titles established by Civil Service that can be filled only by temporary appointment.
  - g. To a position for a period of time to complete a special project.
2. The duration of the detail should fit the reason for the detail and not exceed the period of actual need. Example: A detail pending the filling of a position in a regular manner should not be longer than 2-3 months.
  3. Avoid detailing an employee who does not meet the Civil Service minimum qualifications. If this cannot be avoided, be sure to explain why the detail of such an employee is necessary in the written justification. Include whether other current employees are qualified, if there is an inadequate applicant pool, and why this employee is the most logical and best person for the detail.
  4. Avoid detailing probational employees, especially if the detail would be a circumvention of the hiring rules. Example: A probational employee is hired in one job and then detailed into a job for which he/she could not make a competitive grade. Such a circumvention of regular hiring rules will be viewed as serious and will be monitored in audit practices by Civil Service.
  5. Detail for longer than one year:
    - a. No employee may stay on detail for more than 12 months without the Director's approval. If an employee will be on detail for more than one year, prior approval of the Director must be obtained before the duration of the employee's detail exceeds one year. SCS approval must be obtained each time there is an extension past the original one year

detail. Agencies must wait at least 12 months following the end of any detail initiated under its own authority before detailing the same employee without first obtaining the Director's approval, regardless of the length of time served on the initial detail.

- b. Avoid manipulating the time limits of details to get around the Director's approval. For example, avoid the practice of detailing a person for less than a year and then re-detailing him after a short break so that the detail does not continuously last longer than a year. This practice will be viewed as a serious circumvention of the rules and will be monitored in audit practices by State Civil Service.
  - c. Once the Director has given approval for a detail extension, the agency may not detail the employee to a different job without obtaining approval from the Director. Detail extensions are granted based upon the business reasons which the agency provided at the time of the initial request for extension, and any change in job title during the extension should present a different set of business reasons which must be reviewed by the Director for approval. Detailing the employee to a different job during an extension period without the Director's approval will be considered a circumvention of the rules and will be monitored in audit practices by State Civil Service.
6. Agencies must follow the hiring requirements for a DPRL when offering a detail to special duty. SCS Rule 17.25 addresses temporary appointments from the DPRL, specifically classified WAE and job appointments, but the rule is silent in regards to details to special duty. If the vacancy is not considered a "true vacancy," i.e. the position is encumbered by another employee who is on a leave of absence into a different position or detailed into a different position, an exception to SCS Rule 17.23 is NOT required. However, if the vacancy is considered a "true vacancy," DPRL rules must be followed. If the agency wishes to appoint someone other than the first person on the DPRL, SCS Commission approval is required.