

Personnel Reform Agency Transition Guidelines

Clerical Pool

Beginning September 29, 2012, the State will no longer administer a Clerical Pool.

Objective: To identify employees who are in clerical pool assignments and prepare to end those assignments.

ADOA has prepared a list of Clerical Pool employees in your agency.

If agencies have a need for temporary clerical pool services after September 29, 2012, agencies may utilize temporary services on state contract, or discuss other options with the agency's assigned ADOA Human Resources Lead.

Action Item: Agencies should notify Clerical Pool employees of the end of their assignment as of September 29, 2012.