

Personnel Reform Agency Transition Guidelines

Mobility Assignments

Beginning September 29, 2012, the State will only offer mobility assignments to covered employees for very limited purposes (such as temporarily while recruiting).

Objective: To identify employees who are on mobility assignments and transition employees into appropriate positions.

ADOA has prepared a list of employees in your agency who are on a mobility assignment.

Agencies have the following options to end mobility assignments:

1. Return employees back to their base positions.
 - The salary of employees returned to their base positions after a mobility assignment shall be in accordance with the current Personnel Rule, R2-5-303.G. The salary of employees returning to their permanent position after a mobility assignment shall be the same salary as that paid before the mobility assignment, plus the percentage or dollar amount of increase of an intervening general salary adjustment or special market adjustment for which the employee is eligible, and the dollar amount of a performance increase that the employee received during the mobility assignment.
2. Offer employees the mobility assignment position as an at-will uncovered employee. However, if you are offering the employee a position which is a grade 25 or above, approval must be received from the Governor's Office prior to the offer being made.
 - The salary of an employee who accepts the position as an at-will uncovered employee shall be the same as that salary while on mobility assignment.

Action Item: Agencies should assess each employee who is on a mobility assignment and determine an appropriate course of action from the options presented above. Agencies should contact their Human Resources Office and plan to transition employees into appropriate positions by September 1, 2012.