

Personnel Reform Agency Transition Guidelines

Special Detail Assignments

Beginning September 29, 2012, the State will no longer offer special detail assignments to covered employees.

Objective: To identify all employees who are on special detail assignments and transition employees into appropriate positions.

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

Agencies have the following options to end special detail assignments:

1. Return employees to their base positions. The salary for employees returning to their base positions will be in accordance with the current Personnel Rule, R2-5-303.F.
 - Employees who return to their base positions after a special detail of 24 months or less shall be the same salary as that paid before the special detail, plus the percentage or dollar increase of an intervening general salary adjustment or special market adjustment, and the dollar amount of a performance increase that the employee received during the special detail.
 - Employees who served in a special detail assignment for more than 24 months and who received satisfactory or better performance evaluations while on special detail shall be paid the special detail salary. If the salary would exceed the maximum for the pay grade of the employee's permanent class, the employee shall be paid the maximum salary of the pay grade for the class.

2. Offer employees the special detail assignment position as follows:
 - For competitive special detail: All job offers for covered positions will require that the employee meet the position's knowledge, skills, and abilities. Direct Hire approval is not required because the special detail was filled through a competitive process. The salary of employees promoted to the special detail positions shall be in accordance with the current Personnel Rule, R2-5-303.J. An employee who is promoted to the position to which the employee was in special detail shall be paid at a minimum the salary received while on special detail.
 - For non-competitive special detail: All job offers for covered positions will require that the employee meet the position's knowledge, skills, and abilities. The agency must also request Direct Hire approval through ADOA prior to the offer being made. The salary of employees promoted to the special detail positions shall be in accordance with the current Personnel Rule, R2-5-303.J. An employee who is promoted to the

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position to which the employee was in special detail shall be paid at a minimum the salary received while on special detail.

Action Item: Agencies should assess each employee who is on a special detail 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.