



SCS Rule 1.31.1 states that "Detail to Special Duty" means the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.

In accordance with SCS Rules and/or *Policy Standards for Details to Special Duty*, prior State Civil Service Director approval shall be required for the following reasons:

(Check All that Apply)

- ☐ 1. When detailing a permanent/probational classified employee who does not meet the State Civil Service minimum qualifications and/or testing requirements.  
(SCS Policy Standards for Details to Special Duty)
- ☐ 2. When detailing a probational classified employee.  
(SCS Policy Standards for Details to Special Duty)
- ☐ 3. When there is a need to detail an employee in excess of one (1) year.  
(SCS Rule 23.12(b))

**ALL INFORMATION REQUESTED BELOW MUST BE ANSWERED *THOROUGHLY*  
FOR PROCESSING TO BE COMPLETED**

REQUEST DATE	AGENCY NAME		PERSONNEL AREA
EMPLOYEE NAME		EMPLOYEE PERSONNEL NUMBER	
ORIGINAL POSITION NUMBER	POSITION PAY LEVEL	ORIGINAL POSITION JOB TITLE	
DETAIL POSITION NUMBER	POSITION PAY LEVEL	DETAIL POSITION JOB TITLE	
EMPLOYEE STATUS <input type="checkbox"/> PROBATIONAL <input type="checkbox"/> PERMANENT		IF PROBATIONAL, PERMANENT STATUS ELIGIBILITY DATE	

**FOR INITIAL (PRIOR APPROVAL) DETAILS ONLY**

REQUESTED DETAIL BEGIN DATE	REQUESTED DETAIL END DATE
-----------------------------	---------------------------

**FOR DETAIL EXTENSIONS ONLY**

ORIGINAL BEGIN DATE	PROPOSED EXTENSION START DATE	PROPOSED EXTENSION END DATE
---------------------	-------------------------------	-----------------------------

**Required Information from the Agency**

**EMPLOYEE INFORMATION**

Does the employee meet the SCS minimum qualifications for the detail job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "No", provide the date on which the employee will qualify:	
Does the employee meet the testing requirements (if applicable) for the detail job?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
If "No", which test exemption under SCS Rule 22.8 is being used?	
Is there an active DPRL for positions with this job title?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is the employee's current performance rating <i>Needs Improvement or Unsuccessful</i> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the position been posted by the agency?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes", please provide job posting information below:				
Job Posting/Exam Plan #	Date of Posting	# of Applicants on Eligible List	# of Applicants Interviewed	# of Job Offers Made

  

1	<b>Indicate the reason for the detail. The regular incumbent is:</b>					
	<input type="checkbox"/>	<b>On extended leave</b> <i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>				
		Employee Name	Personnel Number	Type of Leave <i>(Medical, Military, FMLA, etc.)</i>	Length of Extended Leave	
	<input type="checkbox"/>	<b>Detailed to another classified position</b> <i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>				
		Employee Name	Personnel Number	Detail Job Title	Detail Position #	Detail End Date
	<input type="checkbox"/>	<b>On a leave of absence to serve in an unclassified position</b> <i>To assist with processing, ALL fields below are required to be filled out for the regular incumbent:</i>				
		Employee Name	Personnel Number	Temporary Job Title	Temporary Position #	Length of Temporary Appointment
<input type="checkbox"/>	<b>Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.</b>					
<input type="checkbox"/>	<b>For a trial period to determine if an employee is suited for the position, for a trial period prior to any promotion, or for training purposes due to a pending retirement.</b>					
<input type="checkbox"/>	<b>Pending the reclassification of the position.</b>					
<input type="checkbox"/>	<b>The detail is to a job title that can be filled only by a temporary appointment.</b>					
<input type="checkbox"/>	<b>The detail is to a position for a period of time to complete a special project.</b>					
<b>If the detail is not for one of the above reasons, explain the reason below.</b>						

  

2	<b>Explain why this employee is being selected for this detail. (Desired skills, qualifications, experience, etc.)</b>

3	Are there other permanent classified employees at your agency who meet the SCS minimum qualifications? If "Yes", provide justification below.			
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If "Yes", please provide justification as to why this employee is being selected over permanent classified employees.			
4	Provide related details that impact this position:			
Employee Name:	Personnel #:	B-Own Position Title & Position #:	Detailed Position Title & Position #:	Current Detail Begin & End Date:

Agency Contact Information	
Signature of Appointing Authority or Designee	Date
Name of Appointing Authority or Designee	Title of Signee
Human Resources Contact Information: Name, E-mail, Phone Number (including area code)	

FOR CIVIL SERVICE USE ONLY	
Signature of State Civil Service Director or Director's Designee	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
	Detail to Special Duty Appointment Dates:
	FROM                      TO
Date Received by SCS:	