

## **GREEN BOOK: ARTICLE 43.    DETAILS, SPECIAL ASSIGNMENTS AND TEMPORARY PROMOTIONS**

### **Section 1.    Introduction**

- A. The purpose of this Article is to address vacancies and special assignments but does not include domestic TDY assignments covered under Article 32 Domestic TDY. The Parties recognize that details, special assignments and/or temporary promotions to other positions and activities may be conducive to mission accomplishment.
- B. Assignments designed to improve employee performance deficiencies and assignments that address employee learning contracts are exempt from the provisions of this Article because they are employee-specific.
- C. Normally, the Employer will avoid continually assigning the same individuals to details and special assignments.
- D. Details, special assignments and temporary promotions of five (5) business days or less are exempt from the procedures of this Article.

### **Section 2.    Definitions**

- A. *Detail* is a temporary assignment to a different Position Description for a specified period, when the employee is expected to return to his/her regular duties at the end of the assignment. An employee who is on detail is considered for pay purposes to be occupying his/her permanent position.
- B. *Special assignment* is a set of tasks or projects given as learning and development experiences. The assignments can be specifically designed to offer opportunities to explore new areas and learn new skills. Special assignments may be used to complete special projects conducive to the Employer completing its mission.
- C. *Temporary promotion* is the assignment of an employee to a higher graded position.

### **Section 3.    Vacancy Announcements**

Upon request, the Employer will provide vacancy announcements to employees unable to access them electronically.

#### **Section 4. Details Within the Bargaining Unit**

- A. Normally, selections for details will be made from qualified volunteers within the work unit where the detail opportunity exists. Opportunities for these locally controlled details will be rotated equitably among all qualified volunteers in the work unit with the opportunity. The Employer may also choose to exercise its discretion to assign a qualified employee from outside the work unit to the detail assignment.
- B. At the conclusion of a detail assignment, the employee will be returned to his/her permanent position and original duty station.
- C. The Employer will give the appropriate consideration for employees with approved annual leave prior to a mandatory detail assignment.
- D. Additional information concerning details and performance appraisal may be referenced in Article 38 Performance Appraisal.

#### **Section 5. Special Assignments Within the Bargaining Unit**

- A. Normally, selections for special assignments will be made from eligible volunteers at the work unit where the special assignment opportunity exists. These locally controlled special assignment opportunities will be rotated equitably among all qualified volunteers in the work unit with the opportunity. The Employer may also choose to exercise its discretion to assign a qualified employee from outside the work unit to the special assignment.
- B. The terms of any special assignment will be made known in advance with as much notification to the employees as possible.
- C. In the event the Employer determines the area of consideration must be larger (state, regional or national), the Union will be informed and provided an explanation at the time the announcement is made.
- D. Additional information concerning special assignments may be found in Article 31 Temporary Light Duty.

#### **Section 6. Temporary Promotions Within the Bargaining Unit**

The Parties recognize that temporary promotions are of mutual benefit and will be handled accordingly.

- A. Use of Temporary Promotions. A temporary promotion may be used when a situation requires the service of an employee in a higher grade position

expected to last for more than two pay periods but not more than five (5) years.

1. A temporary promotion may be appropriate:
  - a. When an employee has to perform the duties of a position during the extended absence of the incumbent.
  - b. To fill a position which has become vacant until a permanent appointment is made.

For such purposes, a temporary promotion gives better recognition to management's needs and the employee's new responsibilities. It also compensates the employee for the higher grade work he/she is performing.

2. A temporary promotion is not appropriate:
  - a. To give an employee a trial period before a permanent promotion.
  - b. To decide among candidates for a permanent promotion.
  - c. To train or evaluate an employee in higher grade duties.
3. The following general regulations also apply:
  - a. Temporary promotions expected not to exceed 120 days may be made noncompetitively.
  - b. Temporary promotions of a specific employee lasting more than 120 days in a 12-month period must be made competitively. Prior service under all temporary promotions and details to higher grade positions during the previous 12 months count toward this limitation.
  - c. Temporary assignments to higher grades that are expected to last two pay periods or less should be filled by detail.
  - d. Competitive procedures must be used in making a temporary promotion permanent, unless:
    - i. The temporary promotion was made initially under competitive procedures; and
    - ii. The fact that it might lead to a permanent promotion was indicated on the vacancy announcement.

4. All requests for temporary promotions must be submitted on an SF-52, Request for Personnel Action, and accompanied with a signed AD-332, Position Description Cover Sheet, and/or position description. Requesting officials will document on the SF-52 the amount of time the employee is expected to be assigned to the higher grade position, and the basis on which the temporary promotion should be granted. All requests will be reviewed and approved by the appropriate higher level manager with approval authority.
- B. At the conclusion of a temporary promotion not exceeding 120 days, the employee will be returned to his/her permanent position and original duty station. At the conclusion of a temporary promotion lasting more than 120 days, the employee will be returned to the same or equivalent position in accordance with Governmentwide rules or regulations.
  - C. Before a temporary promotion may result in a pay increase, the individual must be assigned to a position that has been classified at a higher grade.
  - D. Additional information concerning temporary promotions and performance appraisal may be referenced in Article 38 Performance Appraisal. \
  - E. Normally, selections for temporary promotions will be made from qualified volunteers within the work unit where the temporary promotion opportunity exists. These locally controlled temporary promotions will be rotated equitably among qualified volunteers in the work unit with the opportunity. The Employer may also choose to exercise its discretion to assign a qualified employee from outside the work unit to the temporary promotion.