

Personnel Reform
Agency Implementation Guideline # 1*

Subject: Moratorium on New Mobility Assignments and New Special Details**	Issued: July 11, 2012
	Effective: July 16, 2012

**This guideline was previously issued under a different format; it is being reissued only to conform to the new format; there are no material changes to the content of the guideline from when it was originally issued.*

Summary:

In preparation of implementation of HB 2571 and transition to the State Personnel System, moratoriums on certain Human Resources/Personnel actions will be temporarily imposed.

Guidelines:

Beginning effective Monday, July 16, 2012, and until further notice, agencies shall no longer process any NEW:

- Mobility assignments
- Special detail assignments

Exceptions: If an agency has a critical need for a mobility or special detail assignment, the agency will be required to justify the need to fill the position and why the mobility or special detail assignment is necessary; and, obtain ADOA approval prior to offering or assigning an employee to a mobility or special detail assignment.

The moratorium to new mobility assignments and special details will not have any immediate impact to mobility assignments and special details that were processed prior to July 16, 2012. However, ALL employees who are on mobility or special detail assignments will need to be transitioned into appropriate positions by September 1, 2012.

****Note:** *Additional information regarding future moratoriums (e.g., classification actions, other personnel actions, etc.) will be forthcoming.*