

**ARIZONA STATE PERSONNEL SYSTEM
STATEWIDE POLICIES AND PROCEDURES**

Policy Number: ASPS/HRD-PA3.05	Issued: November 30, 2012
Subject: Special Assignment	Effective: November 30, 2012
Policy Section: Recruitment, Selection and Appointment	Revised: April 13, 2013
Policy Owner: ADOA Human Resources Division	

This policy does not create a contract for employment between any employee and the State. Nothing in this policy changes the fact that all uncovered employees of the State are at will employees and serve at the pleasure of the appointing authority.

Scope:

This policy applies to all agencies, boards, offices, authorities, commissions, or other governmental budget units of the State that are part of the State Personnel System.

Authority:

R2-5A-307, Appointment
R2-5A-403, Supplemental Pay

Definitions:

“Agency head” means the chief executive officer of a state agency, or designee.

“Director” means the Director of the Arizona Department of Administration, or the Director’s designee, who is responsible for administering the state personnel system pursuant to applicable state and federal laws.

“Special assignment” means the temporary assignment, for up to six months, of the duties and responsibilities of another position to an employee in the same agency.

Policy:

An employee shall perform the duties of the position or classification to which the employee is appointed.

Subject to the approval of the ADOA Director, or designee, an agency head may utilize a special assignment to temporarily assign an employee the duties and responsibilities of another position if the position is vacant and the agency is in the process of recruiting for the position. A special assignment may also be initiated to temporarily perform the duties and responsibilities of a position when the incumbent is absent from work under the provisions of the Family Medical Leave Act (FMLA) or military leave.

In accordance with State Personnel Rule R2-5A-307(B)(3), a special assignment may be made non-competitively for up to six months with the concurrence of the agency head of the employing agency and the ADOA Director. A special assignment shall not exceed six

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months unless an extension is approved by the Director. An agency head shall not make successive special assignments of the same person to the same class.

In accordance with State Personnel Rule R2-5A-403(C), an employee on a special assignment shall remain in the employee's current position with no change to base salary. If the classification to which the employee is on a special assignment is a higher grade, the employee shall be provided a conditional pay supplement in the amount that, when added to the employee's base salary, would be within the range of the higher classification and in accordance with the procedures and guidelines for supplemental pay established by the ADOA Director. If the classification to which the employee is on special assignment is the same grade or a lower grade, the employee will not be eligible for a conditional pay supplement. Any conditional pay supplement received by an employee on special assignment shall be discontinued at the end of the special assignment.

Procedure:

Prior to initiating a special assignment, the agency head or designee shall consult with the ADOA Chief Human Resources Officer assigned to a satellite agency or the ADOA Shared Services Office for non-satellite agencies. If a special assignment is not utilized, no further action is necessary.

If it is determined that a special assignment would be appropriate:

1. Prior to beginning an employee's special assignment, the appointing authority shall submit a personnel action form through the approval process established by the agency head. The personnel action form shall include:
 - Agency Code
 - Employee's name
 - Employee's EIN
 - In the "Effective Date" field, enter the proposed start date of the special assignment
 - In the "Action to be Taken" section, check applicable "Special Assignment" boxes
 - In the "Position Information" section, there will be no change to the employee's job code, position number, position title, grade or base rate; however, if the employee is eligible to receive a conditional pay supplement, enter the amount of the supplement in the "Special Assignment Pay" (the amount of the conditional pay supplement shall be determined in accordance with the State Personnel Rules and the procedures and guidelines for supplemental pay established by the ADOA Director)
 - In the "Comments" section, include: the specific reason for the special assignment, the classification and grade to which the employee is on special assignment, the start and end dates of the special assignment, and whether or not the employee will be eligible to receive the conditional pay supplement (attach additional pages if necessary)
 - The name and signature of the agency contact person, the signature of the agency head and the date of submittal
2. At least five business days prior to the proposed start date of the special assignment, the agency head, or designee, shall submit the completed personnel action form to the ADOA Human Resources Director for review and approval.

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3. The ADOA Human Resources Director, or designee, shall approve, modify or deny the request:
 - Within 5 business days if the special assignment is to the same grade or a lower grade or, if the special assignment is to a higher grade, the conditional pay supplement is in accordance with the compensation guidelines
 - Within 10 business days if the special assignment is to a higher grade and the amount of the conditional pay supplement exceeds the compensation guidelines
4. If the request is denied, it shall be returned to the agency.
5. Upon receipt of ADOA's approval of the special assignment, the appointing authority or designee shall provide the employee written notification of the special assignment to include the effective dates of the assignment and whether or not the employee is eligible to receive the conditional pay supplement and enter the personnel action in HRIS as follows:
 - Enter the start date of the special assignment in the "Effective Date" field
 - Change the employee's status code to "S5"
 - Enter the anticipated end date of the special assignment in the "Status Term Date" field (must be six months or less from the effective date)
6. If the employee is eligible to receive a conditional pay supplement for the special assignment, for each week the employee is on special assignment, the agency Payroll office must be notified regarding what additional amount is due. The agency Payroll office will need to enter a lump sum amount (no hours) for each applicable week for the additional pay using pay code 720.
7. Upon conclusion of the special assignment, the appointing authority or designee will provide the employee written notification advising the employee of the special assignment end date and the effective date the employee is to resume the employee's regular duties. If the employee received a conditional pay supplement due to the special assignment, the notification shall advise the employee that the conditional pay supplement will be discontinued. The agency shall also complete a personnel action form to document the conclusion of the special assignment and enter the personnel action in HRIS as follows:
 - Enter the conclusion of the special assignment in the "Effective Date" field
 - Change the employee's status code from "S5" to the employee's status prior to the special assignment
 - Remove the end date of the special assignment from the "Status Term Date" field

Related Forms/Templates:

ASPS/HRD-FA1.01, Personnel Action Form

ASPS/HRD-TA3.11, Special Assignment Notification to Same or Lower Grade

ASPS/HRD-TA3.12, Special Assignment Notification to Higher Grade-Conditional Pay

ASPS/HRD-TA3.13, End of Special Assignment Notification from Same or Lower Grade

ASPS/HRD-TA3.14, End of Special Assignment Notification from Higher Grade-Conditional Pay Discontinued

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Corresponding Policies:

None

Contact:

If you have any questions related to Human Resources policy, please contact your agency Human Resources Office/representative.

Policy History (supersedes):

ASPS/HRD-PA3.05, Special Assignment (November 30, 2012)