

ARTICLE 26
DETAILS AND TEMPORARY PROMOTIONS

Section 26.01 - Definitions.

- Detail - A detail is the temporary assignment of an employee to a different position or a different set of duties for a specified period, with the employee returning to his/her regular duties at the end of the detail, as the employee continues to be the incumbent of the position from which detailed.
- Temporary Promotion - A temporary promotion is a temporary assignment to a different position or a different set of duties for a specified period at a higher grade with higher pay than that of the employee's permanent position.

Section 26.02 - Documentation. Details in excess of thirty (30) days shall be documented and maintained as a permanent record in the employee's Official Personnel Folder (OPF). In order for an employee to be recognized for the work they perform, the employee's performance in a detail or temporary promotion should be considered in the employee's annual performance assessment in accordance with performance regulations and guidance.

Section 26.03 - Appropriate Use of Detail or Temporary Promotion. Details or temporary promotions shall be used to meet temporary needs of the Department's work program when necessary services cannot be obtained by other means. This includes, but is not limited to:

- (1) Meeting unusual workload demands;
- (2) Special projects or studies;
- (3) Change in mission or organization;
- (4) Employee absences;
- (5) Cross-training or other skill-training objectives;
- (6) Succession planning; and
- (7) Emergency response or preparedness

Management shall consider employees who indicate an interest in a detail. Where Management determines that a detail may best be accomplished by utilizing volunteers, it shall announce the detail by electronic notice and consider those who express an interest.

Section 26.04 - Details to Higher Grade Positions. A detail exceeding one hundred twenty (120) days to a higher grade position or to a position with known promotion potential shall be made under competitive placement procedures as provided by law.

Section 26.05 - Temporary Promotions. When qualified bargaining unit employees are placed temporarily in a higher grade for a period in excess of sixty (60) consecutive days, the assignment will be made via temporary promotion. Employees who are temporarily promoted must meet all qualifications for the promotion and for the position. If the detail exceeds one hundred twenty (120) days, it shall be done via competitive placement procedures.

Section 26.06 - Union Officials: Legitimate business reasons must exist for the Department to detail or temporarily promote a union official to another position when it creates a conflict with their official representational duties.