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Article 27

Details

Section 1. Definitions

A detail is the temporary assignment of an employee to a different position or the same position at a different duty station for a specific period, with the employee returning to his/her regular duties or duty station at the end of the detail.

Section 2. Documentation

A detail to a different position in excess of 30 calendar days will be reported on Standard Form 52 (SF-52) and maintained as a permanent record. A detail to a position that is identical to an employee's current position for 120 days or more will be reported on the SF-52 and maintained as a permanent record.

Section 3. Duration

22 The Administration is responsible for keeping details within the shortest  
23 practicable time limits and assuring that details do not compromise the open  
24 competitive principle of the merit system.

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#### 27 Section 4. Higher Graded Duties

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29 Those details to higher positions or to positions with known promotional potential  
30 which require competition will be handled in accordance with Article 26.

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#### 33 Section 5. Lower Graded Duties

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35 Should the requirements of the Employer necessitate an employee being  
36 detailed to a lower-graded position, it will not adversely affect the employee's  
37 ability to bid for any job for which the employee would have been eligible had the  
38 employee not been detailed to the lower graded position.

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#### 41 Section 6. Union Officials

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43 Management will make a reasonable effort to avoid placing Union officials on  
44 details that would prevent Union officials from performing their representational

45 functions. The Employer agrees to notify the union prior to placing Union Officials  
46 on details away from their official duty stations.

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#### 48 Section 7. Reassignments

49

50 When an employee is non-competitively reassigned to a different position, the  
51 employee will be given a reasonable period, as determined by management, in  
52 which to become proficient. If he or she cannot attain satisfactory performance,  
53 management will consider reassigning the employee back to the previous  
54 position or a new position at the same grade level.

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#### 57 Section 8. Assignment of Duties For Medical Reasons

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59 Upon request, the Administration will make a reasonable effort to assign limited  
60 duties to an employee who is temporarily unable to perform the full range of  
61 his/her assigned duties because of medical reasons. The Administration may  
62 require sufficient medical documentation in support of the request.

63

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#### 65 Section 9. Procedures For Filling Non-Competitive Details In Excess Of 120 66 Calendar Days.

67

68 The following will apply when filling non-competitive details in excess of 120  
69 calendar days to both classified and unclassified positions:

70

71 A. The Agency will determine the qualifications necessary to perform the details.  
72 They will be objective and job related.

73

74 B. The Agency will determine the area of solicitation in which to post the detail.  
75 Postings can be done electronically or by bulletin board posting, whichever is  
76 available in the area of solicitation.

77

78 C. The employer will not set artificial qualifications or artificial areas of solicitation  
79 to avoid the provisions of F below.

80

81 D. Postings will be for a reasonable period of time to allow all eligible employees  
82 the opportunity to become aware of and apply for details.

83

84 E. After the posting period, the agency will list the qualified candidates in  
85 seniority order. Seniority will be determined by SCD.

86

87 F. The Agency will give serious consideration to selecting the most qualified  
88 senior employee who volunteered for the detail.

89

90 G. If an insufficient number of candidates apply for the detail, the agency will use  
91 inverse seniority to select equally qualified employee(s) from within the area  
92 of solicitation.

93

94 H. An employee will normally be detailed only once during any 12 month period  
95 under this provision. Such employee will be eligible for additional details in  
96 excess of 120 calendar days (based on the provisions of E and F above) or  
97 more in situations of insufficient volunteers; and the employee volunteers for  
98 the assignment.