

Request for Extension of Detail to Special Duty

CSR 1.13.1: *‘Detail to Special Duty’ means the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.*

In accordance with **CSR 23.12(b)**, no detail shall exceed one (1) year without the Director’s prior approval.

Agency Name:		Personnel Area Number:	Date of Request:
Name of Employee Assigned to Detail:	Employee’s Home Position Title:	Employee’s Home Position Number:	
Beginning Date of Original Detail:	Detail Position Title:	Detail Position Number:	
Proposed Begin Date:	Proposed End Date:	Employee Status (Prob or Perm):	

1. Please indicate the reason for the detail.

The regular incumbent is on leave, or is detailed to another position, or is on leave without pay from his classified job to serve in an unclassified job.

Pending filling a position in a regular manner. This would include the time necessary to recruit and interview candidates.

To double encumber a position for training purposes due to the pending retirement of the regular incumbent.

For a trial period to determine if an employee is suited for the position, or for a trial period prior to any promotion.

Pending the reclassification of the position. The position is in the process of being reviewed for a possible job title change.

Position is one of a few job titles established by Civil Service which can be filled only by temporary appointment.

To a position for a period of time to complete a special project.

2. If detail is not for one of the above reasons, please explain the reason below.

3. Please explain why this detail is needed beyond one (1) year.

4. Does the employee meet the minimum qualifications of the position to which he is being detailed?

Y N

* If "no", please provide the month and year in which the employee will become qualified for this position.

5. Are there other employees at your agency who qualify for this position? Y N

6. Please explain below why this employee was selected for this detail. Please indicate the desired skills, qualifications and/or experience which this job requires and which the candidate possesses.

7. Is there a Department Preferred Reemployment List (DPRL) for this position at your agency? Y N

*If so, is the employee being detailed the first person on the DPRL? Y N

*If you answered "no" to the above question, provide justification for selecting this employee over the employee whose name appears at the top of the list.



Agency Contact Information:

Signature of Appointing Authority or Designee:
Title of Person Signing this Request:
Contact Information: Name, E-mail, Phone Number (including area code)

For Civil Service Use Only

Date Approved:	Consultant Comments:

Consultant's Initials:	