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former position must be absorbed in the new one. When an additional position is created, or when the new position is not a clear successor to the former position, non-competitive promotion is not authorized.

**904.506      Detail Assignments**

- A. A detail is the temporary assignment to meet management needs of an employee to another position or to a group of specific duties and responsibilities for a specified period with the employee returning to his regular duties at the end of the detail. A position is not filled by a detail as the employee continues to be the incumbent of the position from which he is detailed, and his salary during the detail does not change. For details to unbudgeted positions, or to a group of specific duties and responsibilities, the Director of Education/Superintendent shall establish the position description upon the 30th day of the detail appointment.
- B. Details shall be made only for meeting temporary needs of division, department or section programs such as:
  - 1. emergency details - to meet emergencies occasioned by abnormal workload, change in organization, or unanticipated absences; or
  - 2. pending description and formal classification of a new position; or
  - 3. to replace an incumbent who is undergoing training.
- C. All details in excess of 30 calendar days must be documented and approved by the Director of Education/Superintendent. No personnel action shall be transacted unless proper documentation is provided.
- D. An employee shall not be detailed while serving a probationary period.
- E. No employee shall be temporarily assigned or detailed to a

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position nor, shall the employee assume the duties and responsibilities of a position other than the one to which he has been appointed for a period in excess of 120 days within a calendar year, unless the Director of Education/Superintendent obtains an exemption upon written application to the Civil Service Commission. Such exemption shall not extend beyond an additional 120 days within that calendar year.

- F. An employee in an unclassified position, or an individual employed under a contract shall not be detailed to a position in the classified service.
- G. Nothing in this regulation is intended to infringe on management's prerogatives in day-to-day operational activities which may occasionally require that an employee be assigned, for brief periods up to 30 calendar days, work normally performed by another employee.
- H. Employees serving on a detail in excess of 30 calendar days in a position having a higher pay grade than his regular position, shall receive a payment differential in accordance with Rule 906.008 provided, the detail appointment is consistent with classification principles as determined by the Director of Education/Superintendent.
- I. Employees serving a detail in excess of 30 calendar days in a position having a lower pay grade, shall not have their pay adjusted to the lower pay.
- J. An employee may not be detailed beyond 120/360 calendar days to any classified position, unless that employee has met all of the qualification requirements for the position.
- K. Department employees temporarily assigned to the position of school administrator or assistant school administrator shall not assume the duties and responsibilities of a position other than the one to which he or she has been appointed for a period in excess of three hundred sixty (360) days, unless the appointing authority obtains an exemption upon written application to the Civil Service Commission, which exemption

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shall not extend beyond an additional three hundred sixty (360) calendar days. No exemption shall be granted to the Department on the three hundred sixty (360) day limitation except upon approval by the Civil Service Commission; provided, however, that no further temporary assignment to the same position shall be allowed beyond a total period of seven hundred twenty (720) days, unless extraordinary extenuating circumstances as found by the Civil Service Commission justify further temporary assignment to such position. In any such temporary assignments, the assignee shall suffer no loss of pay while so assigned. Pursuant to Public Law 22-39.

- L. An employee who is a Teacher and is detailed to the position of School Principal or Assistant School Principal shall be entitled to accumulate annual leave following the provisions of annual leave accumulations during the duration of the Detail Appointment. The teacher so detailed shall have all accumulated annual leave during the detail appointment banked, and use thereof shall be in accordance with leave provisions.

## **904.600 TYPES OF APPOINTMENTS**

### **904.601 Permanent Appointment**

A permanent appointment is granted an employee after successfully completing a probationary period in the permanent position.

### **904.602 Probationary Appointment**

- A. Probationary Period