

MS 673 Detailing Direct Hire Employees Procedures

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Attachments

Attachment A – SAMPLE (SF-52) – Detail

Attachment B – SAMPLE (SF-52) – Temporary Promotion

Attachment C – TEMPLATE - Memorandum of Understanding Template for Interagency Detail

Attachment D – TEMPLATE (7600A) - IAA - General Terms and Conditions Section

Attachment E – TEMPLATE (7600B) - IAA - Order Requirements and Funding Information Section

Attachment F – TEMPLATE - Decision Memorandum for Details Beyond One Year

Attachment G – Interagency Detail Checklist

1.0 Definition of Detail

A detail is a temporary assignment of an employee to perform the duties of a different position for a specified period, with the employee returning to his/ her regular duties at the end of the assignment. There is no formal position change, and officially an employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position. The assignment of an employee to a position in an acting capacity is also considered a detail if there is a different position description.

The term “detail” is to be distinguished from the following:

- (a) Temporary duty, which means the performance of duty by an employee in a travel status when such duty is related to his regular position;
- (b) Assignment to perform one or more of the regular duties of the position to which the employee is appointed, in a location away from the employee's regular place of work;
- (c) Assignment of an employee to participate in a training course or developmental assignment directly related to the duties of his current official position; and
- (d) Temporary redistribution of work whereby a manager redistributes partial segments of another employee’s work duties for an amount of time while another employee is absent.

All departments should have a standardized selection process for selecting detailees and should be approved by the *A Delegates*. (See MS 114 *Delegation of Authority* for a definition of *A Delegate*.)

The requirements and procedures listed below are to be followed to ensure that an employee's time on detail receives appropriate compensation, credit for training and experience received.

2.0 Details of Peace Corps Employees to Alternate Peace Corps Positions

This section applies only to details which occur with Peace Corps employees temporarily serving in alternate Peace Corps positions. For details of Peace Corps employees to other agencies, or details of government employees from other agencies into Peace Corps, please see section 6.4 of MS 673 *Detailing Direct Hire Employees*. Details in this category fall into three major subsections:

- (a) Details for less than 2 full pay periods;
- (b) Details for 2 full pay periods or more, but less than one year; or
- (c) Details greater than one year.

Detail assignments are limited to full-time employees and employees who are serving at a satisfactory level of performance within their regular position.

2.1 Details of Less than Two-full Pay Periods

Details less than two-full pay periods are considered temporary assignments.

2.1.1 Approving Official

Details less than two-full pay periods may be arranged by mutual agreement of the operating units concerned and approved by the immediate supervisor of the employee.

2.1.2 Payroll and Timekeeping Arrangements

The time and attendance of the employee should continue to be managed by the department and manager in the position of record.

2.1.3 Compensation Rate of Pay, Type of Personnel Action and Recordkeeping

There are no changes to pay or grade for a temporary assignment of this length.

2.1.4 Within Grade Increases

Within Grade Increases (WIGIs) that are scheduled to occur while an employee is serving in a temporary assignment of less than two-full pay periods shall occur as normally scheduled assuming the employee is at a satisfactory level of performance within the position he/she encumbers his/her regular position.

2.1.5 Leave Accrual, Ceilings and Carryover

Temporary assignments of less than two-full pay periods do not affect the leave accrual rate, ceilings or carryover of the employee. If a change to leave accrual rate is regularly scheduled to occur while the employee is on detail, it will be processed normally without delay.

2.1.6 Credit Hours, Compensatory Time and Overtime

Temporary assignments of less than two-full pay periods do not change/affect the ability of the employee to accrue credit hours, compensatory time and overtime. (See MS 625 *Direct Hire Premium Pay*.)

2.1.7 Hours of Work

Details of less than two-full pay periods have no effect on the hours of work the employee is expected to perform in a pay period.

2.1.8 Performance Management

Temporary assignments of less than two-full pay periods do not change/affect the status of the permanent position's performance appraisal/performance cycle. (See MS 626 *Performance Appraisal System*.)

2.1.9 Eligibility for Performance Awards

Employees that are on a detail for less than two-full pay periods should not receive an award for a detailed position, but are eligible to receive an award for work performed in a permanent position.

2.2 Details of Two-full Pay Periods or More, but Less than One Year

2.2.1 Approving Official

Details of two-full pay periods or more must be approved by the *A Delegates* of the giving and receiving office (which may be one in the same).

2.2.2 Payroll and Timekeeping Arrangements

When details occur between two different departments (or offices with different accounting codes) for two full pay periods or greater, there must be a mutual agreement between parties as to which department will be responsible for the salary expense of the employee during the term of the detail. Unless otherwise arranged, the employee detailed will continue to be carried on the payroll of the operating unit from the position of record. If it is decided that the payroll expense of the employee will be paid from the department to which the employee is being detailed, the timekeeper/Human Resources Liaison must ensure the alternate accounting code is activated for the employee's time and attendance account.

The department to which the employee is detailed shall keep the time and attendance report for

the employee. This can be coordinated mutually by the timekeeper/Human Resources Liaison of the giving and receiving offices applying delegation settings within the time and attendance system.

2.2.3 Compensation, Rate of Pay, Type of Personnel Action and Recordkeeping

Please use the table below to make a determination on rate of pay and type of action to process.

2.2.3.1 SF-52 “Temporary Promotion” type actions are processed as official SF-50s and recorded in an employee’s Official Personnel Folder as a permanent record. The Human Resources Liaison/Administrative Officer will initiate the action and collect the signatures of the following officials: the approving officials, the relevant personnel in their office(s) according to their internal office protocol, and their corresponding Budget Analyst. Once all signatures are obtained, the SF-52 is then submitted to HRM for processing.

2.2.3.2 A SF-52 “Detail” type action is considered a temporary action, and therefore the SF-52 will have no official SF-50 conversion action processed, and no official record will be recorded in the employee’s Official Personnel Folder. The Human Resources Liaison/Administrative Officer will initiate the action and collect the signatures of the approving officials and the relevant personnel in their office according to their internal office protocol. Once all signatures are obtained, the SF-52 is then submitted to HRM for processing. Approval by the Budget Analyst is not required as this type of action has no pay implications.

2.2.3.3 To extend a detail, an “Extension of Detail” SF-52 must be submitted at least one week prior to the expiration of the 120 day period. The administration and routing of the extension SF-52 will follow the same process as initial action indicated above. If an extension is applied which brings the employee to 120 days or greater serving in the detail, the performance management paperwork as outlined in section 2.2.8 should accompany the action.

2.2.3.4 Terminations of details must be documented by issuing an “End of Detail” type SF-52 to HRM. The administration and routing of the “End of Detail” SF-52 will follow the same process as initial action indicated above. When an “End of Detail” SF-52 is submitted for an employee that was detailed for 120 days or greater serving in the detail, the official performance management paperwork as outlined in section 2.2.8 should accompany the action.

2.2.3.5 If the position to which an employee is detailed results in a new pay rate for the employee, the new pay rate will be applied from the first day of the 3rd pay period. The previous two pay periods are not compensable.

- (a) ***Details to a Lower Grade.*** Details to a lower grade will result in no change of pay or grade. Details that meet this criterion will be processed with a SF-52 “Detail” type action.
- (b) ***Details to a Lateral Grade.*** Details to lateral grades will result in no change of pay or grade. Details that meet this criterion will be processed with a SF-52 “Detail” type action.
- (c) ***Details to a Career Ladder Position.*** Details to a career ladder position in which one of the grade ladders is the same grade as the employee’s current grade will not result in any

change in pay or grade. Details that meet this criterion will be processed with a SF-52 “Detail” type action.

- (d) ***Details to a Position of a Higher Grade on the FP Pay Scale.*** Employees may be detailed via temporary promotion to a position of no more than two grades above their current grade. Promotions will be set via normal promotion pay setting guidelines as found in MS 622 *Direct Hire within Grade Salary Increase*. Details that meet this criterion will be processed with a SF-52 “Temporary Promotion” type action. Temporary promotions will be done in accordance with E below.
- (e) ***Details to a Position on the FE Pay Scale.*** Employees may be detailed via temporary promotion to a position of no more than two grades above their current grade, which may result in a detail to a FE position. In this circumstance, pay will be set within the FE pay scale with a 6% percent increase applied to the employee’s current grade and step. If when applying the 6% increase, the calculated amount falls below the minimum of the FE pay scale, the minimum pay of the FE pay scale will be applied. When applying the 6% increase, pay can be set at no more than the maximum of EXIII on the FE pay scale. Details that meet this criterion will be processed with a SF-52 “Temporary Promotion” type action. For the duration of a detail to a FE position, different leave accrual rates and ceilings will be applied. Please see section MS 630 *Direct Hire Hours of Duty* for a further explanation.

2.2.4 Within Grade Increases

Within grade increases (WIGIs) that are scheduled to occur while a detail assignment is in effect shall be processed in the following way, assuming the performance of the employee is at a satisfactory level of performance in the employee’s regular position.

- (a) For details with no change in pay (processed on “detail” type SF-52), WIGIs shall occur as regularly scheduled.
- (b) For details that are being processed as temporary promotions, the promotion overrides the within grade increase while the detail is in effect, and the employee will continue to be paid at the rate of the temporary promotion. Once the detail has been concluded, the WIGI action will be processed and applied as if it occurred on the date it was originally scheduled to occur, therefore, no amount of time contributed towards the next WIGI shall be forfeited.

2.2.5 Leave Accrual, Ceilings, Carryover

- (a) ***Details to FP Positions*** – do not change/affect the leave accrual rate, ceiling, or carryover of the employee. If a change to leave accrual rate is regularly scheduled to occur while the employee is on detail, it will be processed normally without delay.
- (b) ***Details to FE Positions*** – While in the detail, employees will temporarily have an 8 hour leave accrual rate applied and the leave ceiling will be raised to 720 hours. If a change to leave accrual rate is scheduled to occur while the employee is on detail, it will be processed normally without delay.

2.2.6 Credit Hours, Compensatory Time and Overtime

- (a) *Details to FP Positions* – There are no changes applied ability of the employee to accrue credit hours, compensatory time and overtime. (See MS 625 *Direct Hire Premium Pay*)
- (b) *Details to FE Positions* – Employees detailed to FE positions are prohibited from accruing credit hours, compensatory time and overtime for the duration of the detail.

2.2.7 Hours of Work

- (a) *Details to FP Positions* – Limited to 80 hours per pay period, if more, credit hours, compensatory time and overtime are accrued and/or paid.
- (b) *Details to FE Positions* – Employees detailed to FE positions have unlimited/undefined hours of work, and no additional compensation in the form of credit hours, compensatory time and overtime can be accrued and/or paid.

2.2.8 Performance Management

- (a) *Details of two-full pay periods or more, but less than 120 days* – Formal plans and appraisals are not required for detailed position. However, at the beginning of the detail, the supervisor of the detail position shall state his/her expectations clearly in writing to the detailed employee. At the conclusion of the detail, the supervisor of the detail position must write a memo to the rating official describing the employee's performance, including any accomplishments. The rating official shall consider this information when conducting the employee's appraisal at the end of the appraisal period, and share the memo with the detailee.
- (b) *Details of 120 days or more* – For details of this length the detail supervisor must formally establish an interim performance plan at the beginning of the detail. The plan must be communicated to the employee. The performance plan must be provided to HRM as an attachment to the SF-52, establishing the detail, extending the detail beyond 120 days. Within 30 days of the end of the detail, the detail supervisor must formally evaluate the employee's performance using the established performance plan for the detail, and then communicate that evaluation with the employee and his/her supervisor of record, i.e. the employee's rating official). The appraisal must be attached to the SF-52 given to HRM which documents the end of the detail.

2.2.9 Eligibility for Performance Awards

Employees that are on a detail for less than two-full pay periods should not receive an award for a detailed position, but are eligible to receive an award for work performed in a permanent position.

2.3 Details of More than One Year

2.3.1 Approving Official

No position shall initially be detailed for more than one year. Details may only enter into this category as an extension to a detail that occurred for less than one year as discussed in section 2.2 above. Details of this length should be rare and should be avoided if the position is a non-politically appointed position. Details that fit into this category must be approved by the A Delegates of the giving and receiving office (which may be one in the same) and the Chief of Staff, and must be coordinated in consultation with the HRM Director. This is accomplished via a decision memorandum, a routing memo, and a SF-52 Request for Personnel Action. Please use the templates provided as an attachment to this procedure. (See MS 114 *Delegation of Authority* for a definition of A Delegate.)

2.3.2 Payroll and Timekeeping Arrangements

The payroll expense of the employee will be paid from the department (accounting code) to which the employee is being detailed. The timekeeper/Human Resources Liaison must coordinate with HRM payroll department to ensure the alternative accounting code is activated for the employee's WebTA account.

The department to which the employee is detailed shall keep the time and attendance report for the employee. This can be coordinated mutually by the timekeeper/Human Resource Liaison of the giving and receiving offices applying delegation settings within WebTA.

2.3.3 Compensation, Rate of Pay, Type of Personnel Action and Recordkeeping

Please use the table below to make a determination on rate of pay and type of action to process.

2.3.3.1 SF-52 "Temporary Promotion" type actions are processed as official SF-50s and recorded in an employee's Official Personnel Folder as a permanent record. The Human Resources Liaison/Administrative Officer will initiate the action and collect the signatures of the following officials: the approving officials, the relevant personnel in their office(s) according to their internal office protocol, and their corresponding Budget Analyst. Once all signatures are obtained, the SF-52 is then submitted to HRM for processing.

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brings the employee to 120 days or greater serving in the detail, the performance management paperwork as outlined in section 2.3.8 should accompany the action.

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