

## **Details**

**Section 1:** The provisions of this article apply solely to the assignment of bargaining unit employees within the unit. A detail is the temporary assignment of an employee to a different position or set of duties for a specified period of time. There is no formal position change, officially, the employee continues to hold the position from which detailed and keeps the same status and pay; with the employee normally returning *to* his/her regular duties at the end of the detail.

**Section 2:** Details shall be rotated equitably among those employees who have been determined by management to have the capacity and requisite skills for assuming the responsibilities of the assignment unless competitive procedures are used.

**Section 3:** The Agency will provide a memorandum to the employee documenting official details to higher level classified positions of more than ten (10) consecutive workdays. Official details in excess of thirty (30) calendar days will be recorded on an SF-52 "Request for Personnel Action."

**Section 4:** An employee temporarily assigned to a classified position at a higher level for more than thirty (30) calendar days will receive a temporary promotion as soon as practicable, but no later than the 31<sup>st</sup> day of the assignment. The employee must meet any qualification and eligibility requirements to be promoted.

Temporary promotions in excess of 120 calendar days shall be filled through competitive procedures. Temporary promotions of less than 120 calendar days may be rotated equitably among those employees who have been determined by management to have the capacity and requisite skills for assuming the responsibilities of the assignment unless competitive procedures are used.

**Section 5:** Details to a lower classified position shall not affect the employee's classification or salary.

**Section 6:** Details to less physical, stressful or other demanding positions may be used for employees undergoing or completing medical treatment.

**Section 7:** Length of details will be in accordance with OPM regulations.

**Section 8:** Management will keep details within the shortest practicable time so that they will not promote any compromise of the open competitive principles of the Merit Promotion System.

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