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## Policy Information

**Effective Date:**

September 1, 1988

**Policy Number:**

CSM 315.0

**Responsible Unit:**

Division of Human Resources

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## Policy

Assignment to special duty is the temporary reassignment of an employee from one position to another position in a different classification. Employees may be placed on assignment to special duty to temporarily replace an employee on leave of absence, to meet the needs of a special project of limited duration, or to staff a vacancy on an interim basis while recruitment occurs to fill the vacant position. Assignments to special duty shall not be of less than 30 calendar days duration nor shall such assignment exceed one year.

An employee approved for a special duty assignment to a position who assumes the majority of duties of such position shall be temporarily placed in that job classification and receive a salary commensurate with that which would be established under the Pay Rates policy.

In instances where an employee assigned to special duty assumes some but not the majority of duties of a position in a higher pay grade, Human Resources shall review the duties and determine the appropriate classification.

An employee who is assigned to special duty at a lower pay grade position shall retain her or his present salary.

When assignment to special duty has been completed, the employee shall return to the former position, pay grade, and salary. The employee shall receive any performance increase for which she or he became eligible and was recommended during the assignment, as well as any other salary

adjustment which may have been granted to all employees in that classification.

## **Related Information\***

306.0 Pay Rates-Hire, Promotion, Reclassification, Regrade [2]

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**Source URL:** <http://tobaccofree.arizona.edu/employmenthuman-resources/assignment-special-duty>

### **Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://policy.arizona.edu/human-resources/pay-rates>