

Prepared by the Personnel Management Office.
This is a new Administrative Procedure.

July 1982

CLASSIFICATION AND COMPENSATION

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A9.310 TEMPORARY ASSIGNMENTS FOR CIVIL SERVICE EMPLOYEES

1. Purpose. To promulgate procedures governing temporary assignments of civil service employees in accordance with Title 14, Administrative Rules, Department of Personnel Services Section 6-4 and collective bargaining agreements.
2. Applicability/Responsibility. These guidelines and procedures apply to all University civil service employees covered by collective bargaining agreements and to all excluded employees who may be entitled to temporary assignment pay by Title 14, Administrative Rules, Department of Personnel Services Section 6-4 and Executive Order. Supervisors are responsible for completing the necessary forms for temporary assignments and submitting such forms to the University Personnel Office, Civil Service Section.
3. Guidelines.
 - a. A temporary assignment is the assignment by a competent authority and the assumption of the significant duties and responsibilities of another position (generally at a higher level) without a formal change in position assignments.
 - b. Reference is to be made to the individual bargaining agreements and/or Title 14, Administrative Rules, Department of Personnel Services and Administrative Procedure A9.090 as applicable for conditions, methods of selection, time limitations and determination of compensation for temporary assignments.
 - c. Temporary Assignments may also be made to exempt positions; however, such assignments should be checked with the University Personnel Office. The following guides are applicable.
 1. Temporary assignments of civil service employees to BOR positions are not prohibited. However, a temporary assignment takes place only when a person assumes the "significant duties and

responsibilities of another position".

2. If the employee does not assume the "significant duties and responsibilities" of the BOR position but is required to assume additional higher level duties, a temporary reallocation may be applicable.
4. Procedures for Effectuating Temporary Assignment.
 - a. Complete and submit one copy of notification of Temporary Assignment, UH Form 54 (PERS) to the University Personnel Office, Civil Service Section at the end of the temporary assignment or submit two working days before the last day of each month if temporary assignment continues for several months.
 - b. Exceptions to 4.a. above are Facilities Management, Campus Security and College of Tropical Agriculture and Human Resources - HITAHR - Branch Stations and Animal Science shall submit completed SF-10's.
 - c. If overtime is earned during the period of temporary assignment, the time sheet (D-55) must be submitted together with UH Form 54 (PERS) or SF-10 to the University Personnel Office, Civil Service Section.
 5. Availability of Forms. Using agencies should reproduce the UH Form 54 as required.

UNIVERSITY OF HAWAII

UH FORM 54 (PERS)

RECOMMENDATION FOR TEMPORARY ASSIGNMENT

1. EMPLOYMENT CENTER	2. EMPLOYEE'S NAME (LAST, FIRST, MIDDLE INITIAL)		3. POSITION NUMBER	4. POSITION TITLE		5. WD OR IR	6. DEPARTMENT	7. DIVISION OF SCHOOL	8. DATE		
PART I. FOR REPORTING OF THE PERSONNEL ACTION						PART II. FOR COMPUTING PAYMENT DUE					
9. DATE(S) OF TEMPORARY ASSIGNMENT	10. REASON FOR TEMPORARY ASSIGNMENT	11. POSITION TO WHICH TEMPORARY ASSIGNMENT IS MADE			12. TEMPORARY ASSIGNMENT PAY ADJUSTMENT		13. RATE OF PAY	14. ACTUAL HOURS WORKED			15. AMOUNT
		NAME OF INCUMBENT	POSITION NUMBER	POSITION TITLE AND GRADE BOARD OR SALARY RANGE	12. TEMPORARY ASSIGNMENT PAY ADJUSTMENT WD OR IR STEP / MONTHLY RATE OF PAY FROM TO			REGULAR HOURS	OVERTIME REGULAR OVERTIME		
16. EMPLOYING DEPARTMENT I certify that the above named employee was assigned and assumed all or a major portion of the significant duties and responsibilities of the position(s) shown above and that the need for the services is immediate, essential and in the best interest of the public.						16. TOTAL AMOUNT DUE					
RECOMMENDED BY: SIGNATURE OF SUPERVISOR						17. UNIFORM ACCOUNTING CODE					
						APPROP. (UNIV. STATE) FUND. L PROJ.					
APPROVED: BY FISCAL OFFICER / PRINCIPAL INVESTIGATOR / DEAN											

TO BE COMPLETED BY PERSONNEL OFFICE

Items 1 through 8: Self explanatory

Item 9: Indicate the actual dates of Temporary Assignment

i. e., March 1, 2, 3
6, 7 (single days)

March 1 - 5
6 - 10 (week or more)
13 - 17

March 1 - 31, 1978 (one full month)

- Item 10:
- a. Vacant
 - b. Regular incumbent on sick leave with pay
 - c. Regular incumbent on vacation leave with pay
 - d. Regular incumbent on temporary assignment to another position
 - e. Regular incumbent on leave without pay
 - f. Other - explain