

## COMMON STAFFING TERMS - Definitions

*The following terms illustrate types of Staffing actions representing potential ways to meet manpower needs by internal movement of current employees:*

<u>TERM</u>	<u>DEFINITION</u>
<u>Appointments</u>	<p>Appointments result in bringing new workers into the work place. They are advertised and accomplished on the basis of time; both in anticipated length of service (permanent or temporary), and duty schedule (Full-time or Part-time).</p> <p>Because of the requirement within PL 104-106 for dual status in order to be appointed into the Guard technician workforce, future competitive appointments have been eliminated. Therefore, Excepted Service technicians are typically appointed as permanent and/or indefinite employees for an indefinite period (through competitive procedures), or as temporary employees for limited periods through non-competitive procedures as permitted by state plans and/or labor contracts.</p> <p>Candidates for Excepted Service appointments must meet military membership and compatibility requirements. Compatibility criteria do not apply to TEMPORARY placement actions (i.e., appointments, promotions, and/or details. They may only be hired at grades for which they meet technician service qualifications, and such placement actions should not be used as training periods.</p> <p>Temporary appointees DO NOT serve trial periods, and those periods of service should not be used as trial periods prior to making a permanent appointment.</p> <p>Full-time appointments are typically 40 hours per week or 80 hours per two week period.</p> <p>Part-time appointments are from 16 to 32 hours per week, and can be either permanent or temporary. These appointments provide a novel staffing approach and provide a staffing enhancement.</p> <p>Using two part-time workers at 20-hours per week each, with each qualified to perform slightly different types of work (requiring different qualifications), could add a dimension that could never be matched by a single worker -- and would be at the same funding level.</p>

## **COMMON STAFFING TERMS - Definitions (Cont'd)**

### **Details**

A detail is a purely TEMPORARY action, intended to meet short-term needs, when other personnel actions, such as reassignment or promotion, would not satisfy those needs.

Details can be to positions of a higher grade, lower grade, the same grade, and/or just to a statement of duties. As long as they are temporary in nature, they can be for differing periods of time, as determined by management. However, as the responsible supervisor, you are responsible for keeping details as short as possible.

Details are for the purpose of emergency workload, absence of incumbents, changes in mission, or filling positions that are pending classification and authorization. Details can, also be used as training assignments when they are part of an Upward Mobility developmental assignment.

**Note:** A position is NOT FILLED by a detailed Technician. The Technician remains an incumbent of the position from which s/he was detailed. The worker does NOT have to meet qualifications requirements or military compatibility requirements for the position to which s/he is detailed, unless the position has a positive educational requirement.

In all cases, a SF 52 must be completed for details of 30 days or more, while state guidance for less than 30-day details varies. Some require a SF-52; others require only an annotation by the supervisor on the employee's NGB Form 904-1. Remember, documenting a detail provides the employee with formal credit for experience and/or training as a result of this detail assignment.

### **Reassignments**

Reassignment is the movement of a Technician to a different position at the same or equivalent grade, with the same rate of pay, and with no known promotion potential.

Reassignments may be permanent or temporary.

- Temporary reassignments are used to provide staffing in order to accomplish

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essential work while another employee is absent due to:

- approved extended leave;
- management's request (e.g., on TDY for training, etc.); or
- military service (and then later is expected to exercise his/her restoration rights)

- Permanent reassignments of current workers are a management option exercised to realign the workforce when:

- the section, shop, or unit goes through a command-directed reorganization;
- unit management reviews staffing levels, and decides to revise or reorganize shops and to reallocate manpower authorizations; or
- certain jobs are hard to fill, and it's efficient to move present staff members into those positions, and then hire new employees in the positions for which there is more interest and/or where there are more qualified candidates available.

Employees being considered for reassignment, - whether temporary or permanent - **MUST** meet all qualification and compatibility requirements for the position to which being reassigned.

Reassignment to positions with known promotion potential require competition in accordance with merit principles.

### **Promotions**

Promotion is the movement of an employee to a position of higher grade – which may also include a higher degree of responsibility and/or authority, as well.

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Promotions may be permanent or temporary.

All promotion actions are subject to merit provisions.

However, some promotions don't require use of competition. Some employees, in other words, do not have to compete to be "promoted" to higher-graded jobs. A good general rule to observe is...unless there is a valid exception that you have cleared through your HR Office, competition will be required.

- One example of a situation where competition is not required is where an employee was hired through previous competitive procedures to a position that was programmed to progress from one level to a higher targeted grade level.

- A second example is where the grade of an occupied job goes up in grade because of a change in a classification standard or because of a classification error.

- A third possible type of "non-competitive" promotion is where an employee is repromoted to a grade from which s/he was demoted without personal cause (e.g., during a RIF, etc.)

### **Change to Lower Grade**

Another potential way to meet manpower needs by internal movement of current employees is a voluntary change to lower grade. This occurs only infrequently, of course. The "demoted" employee would NOT be entitled to any regulatory provisions of grade and/or pay retention.