

New Article 19

Old Article 24

Details and Rotational Assignments

24.1 Definition Details

A detail is the authorized temporary assignment of an employee to another position, normally at the same grade, or to other duties for a specified time period, with the employee scheduled to return to his or her regular duties at the end of the detail.

24.21.1 Temporary Promotions

The NRC agrees that an employee who is detailed or assigned to a bargaining unit position of higher grade for more than two consecutive complete pay periods, and meets the minimum qualifications for that position, will be temporarily promoted to that position and receive the rate of pay for that position to which he/she is temporarily promoted, to the extent permitted by applicable Government-wide regulations and decisions of the Comptroller General. The effective date of this temporary promotion will be the beginning of the first full pay period of the detail.

Rotational assignments are intended to be primarily developmental. Work that is performed under closer than normal supervision, or assigned solely for the purpose of training an employee for higher level work, cannot be considered paramount for grade level purposes. In these circumstances, employees on developmental rotational assignments would not qualify be eligible for a temporary promotion.

~~24.2~~ Assignment Rotation

~~NRC agrees to refrain from rotating assignments solely to avoid compensation at the higher level.~~

24.3 Return from Detail or Rotational Assignment

The NRC will inform the employee returning from a detail or rotational assignment of any changes in work requirements of the position from which the person was detailed or assigned.

Employees will receive an evaluation of their performance on a detail or rotational assignment in accordance with Article 27.16.

24.4 Work Assignments During a Detail or Rotational Assignment

Employees ~~on who are a~~ detailed or rotational assignment to or from a bargaining unit position will be relieved of responsibility for work of the position from which they were detailed or assigned to the extent practicable and consistent with the extent of the duties of the detail. The

employee will prepare a written description of the work on which he/she has been engaged in prior to the detail or rotational assignment, specifically identifying actions which require attention if responsibilities for such work will be assigned to another employee. ~~The NRC agrees to give timely notice to an employee in advance of his/her detail.~~

24.5 Notice

If a unit employee is detailed for any reason, or participates in a rotational assignment, he/she must be provided notice as soon as practicable of the detail or rotational assignment which, at a minimum, informs the employee of the new organization, supervisor, and ~~anticipated~~ length of ~~any the~~ detail or rotational assignment. An employee will be informed of any determination to extend a detail or rotational assignment as soon as possible, with the revised ending date. Upon request by the employee, the notice shall be in writing. In addition, ~~if the~~ for a detail which extends beyond 30 calendar days, an official personnel action will be prepared by the Office of Human Resources and given to the employee as soon as practicable.

24.6 Applicability Workstation Changes

For details or rotational assignments of less than 90 calendar days, an employee will not normally be required to give up his or her assigned workspace, although the employee may be required to work at a different location or workspace. The procedures delineated in Article 24 are the comprehensive and exclusive procedures regarding details when move(s) are not involved. When an employee is required to work at a new location, move(s) are involved, Article 5 (Reorganization and Moves) will be followed as applicable.

24.7 Rotational Assignment Program

24.7.1. Introduction

It is the policy of NRC to broaden staff capabilities through the use of rotational assignments. Rotational assignments are generally short term lateral assignments of employees to other functions and components within the Agency. The purpose of rotational assignments is to develop greater overall capability and versatility within the staff in order to better accomplish the mission of the agency. Such assignments are designed to develop employee skills, foster a greater understanding of NRC programs, develop greater cohesion and cooperation among the staff, and provide employees with broader experiences and new challenges.

Although rotational assignments directly benefit participating employees, it should be emphasized that the operating needs of NRC and its organizational components are of paramount concern when effecting rotational assignments. For this reason, final approval of a rotational assignment requires the concurrence of appropriate managers in the office to which the employee is permanently assigned. Although no NRC employee is entitled to a rotational assignment, managers and supervisors should fully utilize the rotational assignment process in order to develop staff knowledge, skills, and abilities.

All NRC Offices and Regions can participate in the rotational process. All NRC employees can participate in rotational assignments, ~~except for employees serving under temporary appointments. Employees already participating in a developmental program which includes rotational assignments (e.g., Women's Executive Leadership Program, the Executive Potential Program for Mid-level Employees and the Intern Program) will not be considered for additional rotational assignments.~~

An employee may be rotated to a vacant position or to an unclassified set of duties. No vacancy announcement or vacant position is required for a rotational assignment to be developed. The normal duration of a rotational assignment is 3 to 6 months.

24.7.2. Participating in the Rotational Process

Consideration for a rotational assignment can develop in several ways:

24.7.2.1 Employees may indicate their interest by contacting their ~~Regional Personnel Office or servicing~~ Human Resources ~~Specialist Service Center representative~~ and providing a completed Rotational Assignment Application (NRC Form 711). Employees should discuss their interest with their supervisors and, as appropriate, include such interests in their Individual Development Plans.

24.7.2.2 With the current supervisor's approval, an employee may also identify and discuss a potential rotational assignment directly with a management official of another organization.

24.7.2.3 Supervisors may identify employees believed well suited for rotational assignments to or from their organizations.

Appropriate supervisory approval is needed for consideration for all rotational assignments.

24.7.3. Identifying Rotational Assignments

24.7.3.1 Supervisors or managers having rotational opportunities may submit a Rotational Assignment Opportunity Notice to the appropriate Human Resources or Regional personnel Office representatives. The notice should describe the assignment, qualifications desired, length of rotation, etc.

24.7.3.2 The Office of Human Resources and the Chief, Human Resources Services and Operations, along with Human Resources Service Center and Regional Personnel Office representatives, will compare rotational opportunities with employees' Rotational Assignment Applications. The Applications which potentially match rotational opportunities will be forwarded to the Office(s) or Region(s) in which the opportunities are available. Offices and Regions will follow up with supervisors and employees as appropriate. An agreement between

the losing and gaining organizations must be reached before the employee is notified that a rotational assignment will be effected.

24.7.3.3 At their discretion, supervisors may interview employees interested in a rotational assignment when ready to fill the rotational opportunity. Telephone interviews are acceptable. There is no requirement for any or all interested employees to be interviewed.

24.7.3.4 The Office of Human Resources, Chief, Human Resources Service and Operations, will routinely provide copies of Rotational Assignment Applications to Offices and Regions for their consideration in developing rotational opportunities.

24.7.4. Implementing Rotational Assignments

~~24.7.4.1 Normally, the office to which the employee is permanently assigned is responsible for the resource costs (e.g. FTE) associated with a rotational assignment. However, travel and other resource costs may be negotiated between the losing and gaining organizations.~~

~~24.7.4.2 Agency performance appraisal regulations and bargaining agreement provisions apply to rotational assignments. Employees on rotational assignments for more than 120 days should be provided performance elements and standards and be given a summary rating by the rotational assignment supervisor. This rating should be considered by the supervisor of record in the annual performance appraisal. Employees on rotational assignments for more than eight months during the rating period should be given their annual performance appraisals and ratings of record by the rotational assignment supervisor.~~

24.7.4.3 Agency travel and per diem regulations apply to employees participating in rotational assignments away from their regular duty station.

24.7.4.4 Employees who have any questions or want further information concerning rotational assignments should contact their Human Resources Service Center or Regional Personnel Office representatives.

~~24.7.4.5 An E~~employees seeking will be provided, on a current rotational assignment web page, an opportunity to specify their need for may request that his or her supervisor post an opportunity for a replacement while they participate on a rotational assignment elsewhere.