

# ILLINOIS STATE POLICE

## PER-019, TEMPORARY, INTERIM, AND SPECIALIZED ASSIGNMENTS

<b>RESCINDS:</b> PER-019, 2022-189, revised 09-02-2022.	<b>REVISED:</b> 01-03-2023 <b>2023-107</b>
<b>RELATED DOCUMENTS:</b> PER-005, PER-020, PER-037, PER-066, RC-164, code employee bargaining unit agreements	<b>RELATED CALEA STANDARDS (6<sup>th</sup> Edition):</b> 11.5.1, 22.1.1, 33.6.1

### I. POLICY

The Illinois State Police (ISP) will establish guidelines for making sworn employee assignments to temporary and/or specialized work positions, making code bargaining unit employee temporary assignments, and making interim assignments for certified, non-bargaining unit code employees.

**NOTE:** For information regarding code bargaining unit employees working temporary assignments, also refer to applicable bargaining unit agreements.

### II. AUTHORITY

80 Ill. Adm. Code 310, Pay Plan

### III. DEFINITIONS

III.A. Interim assignment (code) - an assignment to higher-level duties and responsibilities of a non-bargaining unit, salary grade, or merit compensation position.

III.B. Specialized assignment (sworn) - an assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve increased salary or additional benefits.

III.C. Temporary assignment (sworn) - an authorized change in the position to which an officer is ordered to report for duty on a substitute or replacement basis, or the position itself is not permanent.

III.D. Temporary assignment (code bargaining unit employee) – an assignment in which duties of another position classification are performed or when the employee is held accountable for responsibilities not considered a normal part of their position classification (this could include duties of higher, lower, or equal pay level).

III.E. Temporary and/or specialized assignments (sworn):

III.E.1. These assignments will include:

III.E.1.a. Relief from all or most of the officer's previous duties.

III.E.1.b. Full-time assumption of the duties and responsibilities of the newly assigned position.

III.E.2. Temporary and/or specialized assignments will usually be necessary because:

III.E.2.a. The appropriate Deputy Director documents and requests the assignment due to the level of responsibility or need for establishment of authority.

III.E.2.b. There is no incumbent in the position to be filled or the incumbent will be absent for such a time that failure to fill the position would impair operations or administration of the organization.

III.E.2.c. The position itself is temporary or the position will be filled by permanent assignment at some future date by:

III.E.2.c.1) The return of the incumbent.

III.E.2.c.2) Retaining the assignee permanently.

III.E.2.c.3) Promotion.

III.E.2.c.4) Other personnel action.

IV. PROCEDURES

IV.A. Sworn Employees

IV.A.1. Temporary Assignments

IV.A.1.a. Work unit Commanders will select an officer to fill a temporary vacancy.

IV.A.1.a.1) The officer selected to fill the temporary vacancy will be of the same rank or one rank lower than the permanent rank established for the vacant position.

IV.A.1.a.2) The officer selected to fill the vacancy must have demonstrated the skills necessary to successfully fulfill the duties required of the vacant position. Work unit Commanders may consult with the supervisor of the vacant position and the supervisor of the selected officer to ensure the officer possesses the necessary skills.

IV.A.1.a.3) Prior to filling the vacancy, the Deputy Director of the Division with the temporary vacancy must review and approve the selection. If the officer selected to temporarily fill the vacancy is from another division, that officer's Deputy Director must also approve the selection. The Director must approve acting assignments involving a higher pay rate for the selected officer.

IV.A.1.b. All temporary assignments will be initiated by completing an Officer Action Request (OAR), form ISP 2-94.

IV.A.1.b.1) Questions regarding completion of the form should be referred to the respective division. Page two of an OAR form provides guidance.

IV.A.1.b.2) For Special Agent Investigator temporary assignments, the appropriate Deputy Director will ensure, prior to submitting an OAR, that the officer has successfully completed a credibility check as set forth in ISP Directive PER-020, "Special Agent Vacancies."

IV.A.1.c. Initial temporary assignments are not authorized for longer than six months.

IV.A.1.c.1) The permanent work unit will initiate extension requests to an initial temporary assignment by completing another OAR and forwarding it to the appropriate Deputy Director. The Director must review, approve/deny, and sign extension requests that are approved by the Deputy Director.

IV.A.1.c.2) Each subsequent extension of the initial temporary assignment will be for a period of no longer than six months unless the exact length of the assignment is known.

IV.A.1.c.3) An extension of an initial six-month temporary assignment automatically extends any applicable salary compensation increase.

IV.A.1.c.4) In the absence of an authorized extension or early cancellation, the assignment and attendant compensation, if any, will terminate at the close of business on the stated last day of the assignment.

IV.A.1.c.5) The six-month period for temporary assignments will not be construed as encouragement or a requirement to rotate officers through a vacancy.

IV.A.1.d. Increased salary compensation due to temporary assignment to a higher-ranking position begins with the first day of the first full pay period.

IV.A.1.e. The appropriate Deputy Director will initiate an OAR if an early cancellation of a temporary assignment is required.

IV.A.1.e.1) Any attendant compensation changes will be specified on the OAR.

- IV.A.1.e.2) Any attendant compensation will terminate with the termination of the temporary assignment.
- IV.A.1.f. The Office of Human Resources (OHR) will process, distribute, and file the appropriate correspondence necessary to implement temporary assignments and any attendant compensation changes.
- IV.A.1.g. Examples of temporary assignments include:
  - IV.A.1.g.1) A Troop Commander retires and a Lieutenant assumes temporary command of the Troop until a new promotion list is established in four months.
  - IV.A.1.g.2) A Lieutenant serves as a temporary Zone Commander for nine months.
  - IV.A.1.g.3) A Captain serves as a temporary Region Commander for six months during the medical absence of the incumbent.
- IV.A.1.h. An officer is not considered to be on a temporary assignment while:
  - IV.A.1.h.1) Attending the Federal Bureau of Investigation Academy, Southern Police Institute, Northwestern University Center for Public Safety (NUCPS), or other similar educational programs.
  - IV.A.1.h.2) Working state fair or other similar temporary operational details.
- IV.A.1.i. Rules for evaluation of employees serving in a temporary assignment are located in ISP Directive PER-005, "Integrated Strategic Performance."
- IV.A.2. Specialized Assignments
  - IV.A.2.a. All specialized assignments will be initiated by completing an OAR form. Questions regarding completion of the form should be referred to the respective division.
  - IV.A.2.b. The OHR will maintain a list of all specialized assignments.
  - IV.A.2.c. The OHR will ensure Commanders annually review any specialized assignment under their command to determine if it should be continued. The annual review will be submitted to the appropriate Deputy Director, with a copy forwarded to the OHR, on intra-departmental correspondence **by April 1**, to facilitate possible budgetary considerations and will include:
    - IV.A.2.c.1) An evaluation of the initial problem or condition that required the program or assignment to be implemented.
    - IV.A.2.c.2) A statement of the purpose of the program or assignment.
  - IV.A.2.d. After a specialized program or assignment has been in existence for at least two years and the annual reviews indicate the program or assignment should be permanent, the Commander submitting the review may recommend, in writing, to their Deputy Director the assignment be removed from the list of specialized assignments requiring an annual review. If approved by the Deputy Director, a copy of the approval memorandum will be forwarded to the OHR.
  - IV.A.2.e. Upon the creation of any new, full-time, specialized assignment, one that requires an assigned member to have special training or qualifications, the Deputy Director of the Division will receive approval from the Director to add the position to the current list of specialized assignments and will notify the OHR of such change by intra-departmental correspondence.
  - IV.A.2.f. Specialized assignment announcements
    - IV.A.2.f.1) Unless prohibited by a collective bargaining agreement, all specialized assignments will be announced on an agency-wide basis.
    - IV.A.2.f.2) This announcement will describe fully the selection criteria for the position(s) to be filled.

- IV.A.2.f.3) An interview of each candidate will be based on the candidate's education, knowledge, experience, skills, and abilities required for the specialized assignment, including any specialized skills.
- IV.A.2.f.4) All vacant specialized assignment positions will be filled through a selection process. This process may be informal but shall consider all applicants.
- IV.A.2.f.5) For Special Agent specialized assignments, the appropriate Deputy Director will ensure, prior to submission of an OAR, that the officer has successfully completed a credibility check as set forth in ISP Directive PER-020, "Special Agent Vacancies."
- IV.A.2.g. If increased salary is paid to sworn personnel due to a specialized assignment, the increased compensation ends when the assignment ends.
- IV.A.2.h. For all specialized assignments, specific training will be required and includes the following:
  - IV.A.2.h.1) Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
  - IV.A.2.h.2) Management, administration, supervision, personnel policies, and support services of the function or component.
  - IV.A.2.h.3) Supervised on-the-job training.
- IV.B. Code Employee Temporary Assignments (collective bargaining positions)
  - IV.B.1. All temporary assignments (higher, equal, and lower level) will be initiated by completing form ISP 2-5, "Illinois State Police Temporary Assignment (TA) Report (for Code Employees)."
    - IV.B.1.a. Instructions on completing form ISP 2-5 can be found on the reverse side of the form.
    - IV.B.1.b. Questions regarding completion of the form should be referred to the ISP Office of Labor Relations and Special Projects.
  - IV.B.2. Temporary assignments of employees in American Federation of State, County, and Municipal Employees (AFSCME) bargaining units are authorized for up to 60 days.
    - IV.B.2.a. When a temporary assignment must exceed 60 days due to operational need, the permanent work unit will initiate a request for extension, in writing, to the Office of Labor Relations and Special Projects at least two weeks prior to the end of the 60-day period. The appropriate Deputy Director must approve the extension request prior to submission.
    - IV.B.2.b. In the absence of an authorized extension, the assignment and compensation, if any, will terminate at the close of business on the last day of the 60-day temporary assignment.
  - IV.B.3. Temporary assignments of employees in the Illinois Federation of Public Employees (IFPE) or Illinois State Employees Association (ISEA) bargaining units are authorized for up to six months.
    - IV.B.3.a. When a temporary assignment must extend beyond six months due to operational need, the permanent work unit will initiate a request for extension, in writing, to the Office of Labor Relations and Special Projects at least two weeks prior to the end of the six-month period. The appropriate Deputy Director must approve the extension request prior to submission.
    - IV.B.3.b. In the absence of an authorized extension, the assignment and compensation, if any, will terminate at the close of business on the last day of the six-month temporary assignment.

V. Code Employee Interim Assignments

- V.A. Only certified non-bargaining unit employees in salary grade or merit compensation positions (including broad-band) are eligible.
- V.B. Employees must be assigned to the interim position on a full-time basis.
- V.C. The position shall have higher-level duties and responsibilities within the same broad-band position classification or a position classification with a higher pay grade or range.
- V.D. The initial interim assignment shall not exceed six months but may be extended in six-month increments.
  - V.D.1. All interim assignments will be initiated by completing a Personnel Action Request (PAR) form, ISP 2-39.
  - V.D.2. Employees must request a leave of absence from their current position to accept an interim assignment.
  - V.D.3. Questions regarding completion of the form should be referred to the respective division.
- V.E. On the effective date of the interim assignment, employees shall receive an adjustment as if the employee received a promotion into the higher pay grade.

| Indicates new or revised items.

**-End of Directive-**