



**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO. 200.007 ECCD/Class	NO. of PAGES 5
EFF. DATE 10/27/03	REV.NO./Date

TITLE: **TEMPORARY REALLOCATION OF CIVIL SERVICE POSITIONS**

APPROVED: 
Kathleen N. A. Watarabe, Director

I. POLICY

Management may change the duties of a position, and the position may be reallocated to a higher level class, on a temporary basis.

II. RATIONALE

In the event of emergent, unusual, or other special circumstances, management must have the flexibility to direct employees to perform services that are necessary to meet such needs. Temporary reallocations permit management to temporarily assign higher level work to employees, and pay them accordingly, for the duration of the assignment without the obligation of a permanent pay adjustment.

III. SCOPE

This procedure applies to all civil service positions in the executive branch.

IV. RESPONSIBILITIES

A. DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT ("HRD")

HRD shall be responsible for approving temporary reallocations of positions to and/or from a class in the Excluded Managerial Compensation Plan ("EMCP").

B. EXECUTIVE DEPARTMENTS/AGENCIES

Except as noted above, departmental personnel offices, on behalf of their appointing authorities, shall have the delegated authority to approve and process temporary reallocations.

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V. GENERAL PROVISIONS

A. PROPER USAGE OF TEMPORARY REALLOCATIONS

Temporary reallocations may be used in situations when other arrangements, e.g., temporary assignment pay, creation of additional temporary positions, etc., are not feasible or practical. Appropriate uses of temporary reallocations include, but are not limited to the:

1. Performance of significant segments of administrative duties, e.g., budget, fiscal, personnel administration, work scheduling, operational management, reporting, and related functions, when the incumbent of that position is temporarily unavailable;
2. Addition of significant and substantive duties to an employee's regular duties for the duration of a special project; or
3. Provision of new services pending the establishment and/or filling of a new position.

B. IMPROPER USAGE OF TEMPORARY REALLOCATIONS

Temporary reallocations shall not be used to:

1. Reflect work assignments that conflict with approved organizational structures; or
2. Temporarily move a position to a *lower* level class for reasons such as the failure of the employee to meet minimum qualification requirements; a suspension of the employee's required driver's license, the employee's inability to perform the duties of his/her position due to medical or other performance reasons, or when the employee is disciplined.

C. DURATION AND EFFECTIVE DATES OF TEMPORARY REALLOCATIONS

1. Temporary reallocations may be approved for periods not to exceed one year. Extensions may be granted, provided, management monitors the situation to ensure that continuation of the temporary reallocation is appropriate.

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2. Effective dates for the beginning and ending of temporary reallocations shall conform with the dates the temporary duties are actually assigned, assumed, and subsequently removed; provided that the beginning effective date shall be no earlier than 90 calendar days prior to the receipt of the redescription in the departmental personnel office.

D. MINIMUM QUALIFICATION REQUIREMENTS

Employees who are in positions that are temporarily reallocated must meet the minimum qualification requirements of the class to which the position is temporarily reallocated.

E. BARGAINING UNIT DESIGNATION

1. Positions that are included in a bargaining unit shall remain in their original "permanent" bargaining unit throughout the period of temporary allocation.
2. If a position warrants exclusion from the bargaining unit due to the nature of the temporary duties, HRD shall seek agreement from the employee's union to exclude the position; provided that the not-to-exceed ("NTE") date of the temporary reallocation is more than ten days after its effective date. The position shall remain in its original "permanent" bargaining unit until such time as the union agrees to its exclusion from the bargaining unit.

VI. PROCEDURE

A. REQUIRED INFORMATION

All requests for temporary reallocations shall consist of the following:

1. Completed Form HRD 1, *Position Action Form*. (Note: Do not change the authorized level of the position);
2. Position description which includes the new duties assigned to the position;

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3. Justification report prepared by the departmental personnel office that identifies the circumstances and reasons supporting the temporary reallocation action; and
 4. Completed Form HRD 256, *Request for Bargaining Unit Exclusion*, if appropriate.
- B. RECORDATION - HUMAN RESOURCE MANAGEMENT SYSTEM ("HRMS")
1. Upon the completion of all required forms/reports, processing, and approval, the temporary reallocation action shall be recorded in the Human Resource Management System ("HRMS"), in accordance with established procedures for position classification actions. Recordation in HRMS shall be done at the beginning when the temporary reallocation is initially approved, when any extensions are approved, and when the temporary reallocation is terminated.
 2. Do not change the authorized level of the position in HRMS.
- C. EXTENSIONS AND TERMINATIONS
1. Extensions and terminations of temporary reallocations shall be processed through Form HRD 1, *Position Action Form*.
 2. Any request for an extension of a temporary reallocation beyond the NTE date shall be submitted and approved prior to the expiration of the NTE date and shall contain the reasons that the extension is required.
- D. TERMINATION OF TEMPORARY REALLOCATIONS
- Whenever a temporary reallocation is terminated for any reason, the position shall return to its former class and the previous position description shall be reinstated as the official position description.
- When the temporary reallocation is terminated, the employee's compensation shall be set as though the temporary reallocation had not occurred.

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VII. BACKGROUND

This policy replaces the Temporary Reallocation Manual issued on October 31, 1983.

VIII. AUTHORITIES AND REFERENCES

§ 76-13, Hawai'i Revised Statutes, *Specific powers and duties of director*

§ 76-13.5, Hawai'i Revised Statutes, *Classification*

§ 14-1-3 (3) (A), Hawai'i Administrative Rules, *General responsibilities of director*

§ 14-1-4, Hawai'i Administrative Rules, *General responsibilities of departments*

§ 14-1-9, Hawai'i Administrative Rules, *Delegation of authority*

Policy No. 200.003, HRD Policies and Procedures, *Effective Dates of Classification Actions*