



STATE OF CONNECTICUT

PERSONNEL DIVISION

DEPARTMENT OF ADMINISTRATIVE SERVICES

STATE OFFICE BUILDING HARTFORD, CONNECTICUT 06115

January 20, 1981

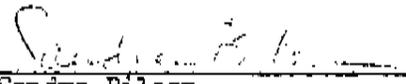
Management Personnel Policy No. 81-1
(Supersedes Section 5-209 of the General Statutes)

TO: ALL AGENCY HEADS

SUBJECT: Temporary Service in a Higher Class

In accordance with Connecticut General Statute 5-200(r) the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management has approved the following policy for all Managerial and Confidential employees in the MP Pay Plan effective January 1, 1981:

- a) The assignment of a managerial employee to perform service in a higher classification must be made by the Agency Head and only to positions which are expected to be vacant for at least thirty (30) days.
- b) The employees assigned to temporary service in a higher class must meet the minimum qualifications for the higher position.
- c) A managerial employee who is assigned to perform temporary service in a higher class shall, beginning with the thirty-first consecutive calendar day, be paid for such actual work, retroactive to the first day of such service, at the higher rate as if promoted to the higher class.
- d) The managerial employee being assigned to temporary service in a higher class shall be notified in writing by the Agency Head.
- e) A copy of the assignment with the appointment date and anticipated expiration date, and a resume or application outlining the qualifications of the appointee for the higher position must be forwarded to the Director of Personnel and Labor Relations at the time of assignment to verify appropriateness of the assignment and qualifications of the appointee for the higher position.
- f) The Director of Personnel and Labor Relations shall notify the Agency Head of approval or disapproval of the assignment.


Sandra Biloon,
Director of Personnel and
Labor Relations