



GENERAL LETTER NO. 202

DT: September 29, 1980 (retyped 8/1/2003)

RE: Intergovernmental Mobility Assignments

Public Act 79-621 provided authority to the Commissioner of Administrative Services to establish procedures for the assignment of permanent State employees of the Executive Branch to a federal agency, to a municipality of the State and to private and public institutions of higher learning.

The purpose of such intergovernmental assignments is to permit the exchange of employees between governmental jurisdictions and/or higher education in order to make the best use of available expertise to encourage career development.

The procedures for agencies to follow for intergovernmental mobility assignments are outlined as follows:

1. Purpose

Assignment from state service to a federal agency, to any municipality of the State or to institutions of higher education are intended to facilitate cooperation through the short-term assignment of skilled employees. Such assignments must be of mutual benefit to the receiving and sending organizations and the assignment must be agreed to by the employee. Work assignments which involve the gaining of experience in order to enhance the employee's effectiveness in his or her permanent assignment are within the scope of the law.

2. Length of Assignment

Intergovernmental mobility assignments may be made for a period of up to two years. These assignments are intended to be short-term in nature but an extension may be made up to an additional two years.

3. Reimbursement for Assignments

The agencies involved in the mobility assignment may agree to establish the assignment of a wholly or partially reimbursable or non-reimbursable basis including payment of travel and transportation expense.

4. Status of State Employees on Mobility Assignments

A State employee may be assigned either on detail to a regular work assignment of his or her agency or on a leave of absence basis with position held. The determination of which of these two means of assignment is more appropriate will be based on considerations such as how the two participating agencies will share assignment expenses, the duties and responsibilities of the position to which the employee is being assigned and the duties and responsibilities of the position currently being held by the employee.

5. Assignment Proposal

The assignment proposal must be submitted to the Commissioner of Administrative Services and should outline the following information:

- a. Purpose of the assignment
- b. Employee's background and qualifications

- c. Knowledge, skills and abilities required by the position
- d. Estimated length of the assignment
- e. Share of salary and other expenses the requesting organization is willing to assume

6. Assignment Agreements

All mobility assignments under this public act must be implemented by written agreement between the jurisdictions involved and such agreement shall include the effect the assignment will have on the assigned employee's rights and benefits.

7. Procedure

Agencies should submit their requests to the State Personnel Division, Attention: Administrative Section [**Human Resources Business Center**] for review and approval by the Commissioner of Administrative Services and the Secretary of the Office of Policy and Management. The same procedure should be followed when there are changes to the assignment agreement or for extensions of assignments which may be made up to an additional two years.

A copy of Public Act 79-621 has been attached for your review. Questions involving Intergovernmental Mobility Assignments should be directed to our Administrative Services Section at 566-3236 or 566-5530 [**Human Resources Business Center at (860) 713-5049**].

Sincerely,

Sandra Biloan, Director of Personnel
and Labor Relations

Attachment

PUBLIC ACT 79-621

The commissioner of administrative services may establish procedures for the assignment of permanent state employees of the executive branch, including institutions of higher education encompassing technical and junior colleges as well as four year colleges and universities, to a federal agency, to any municipality of the state or to institutions of higher education, including private as well as public institutions and technical and junior colleges as well as four year colleges and universities, provided that the assignment meets with the written approval of the appointing authorities of the agencies and institutions involved in the assignment of the employee. State employees may only be assigned to such agencies and institutions with their personal consent. Assignments may be made for a period of up to two years and renewed once for an additional two years. An employee on such assignment may be deemed to be on detail to a regular work assignment of his or her agency or institution and entitled to full salary and benefits and all rights and privileges for his class or position. Employees of a federal agency or any municipality of the state or institutions of higher education, including private as well as public institutions of higher education, including private as well as public institutions and technical and junior colleges as well as four year colleges and universities, on assignment with an agency of the executive branch of state government shall serve under appointment made without regard to provisions of the general statutes regarding appointment in the classified service. The cost of any salary and benefits may be shared by the jurisdiction or be paid entirely by one or the other and shall be subject to negotiation between the agencies or institutions cooperating on the assignment. Once the agencies or institutions have agreed upon the assignment and all terms and conditions for the assignment, it shall be put into effect by a written agreement and submitted to the secretary of policy and management for approval.