



Job Detail Assignment (JDA) & Employee Acknowledgement Form

Office/Department: _____

Employee Name: _____ Employee ID: _____

Effective Date of JDA: _____ End Date (Not to Exceed One Year): _____

Reason for Job Detail Assignment:

Current Pay/Hourly: _____ JDA Pay*/Hourly: _____ Total Pay/Hourly: _____

Appointing Authority Attestation:

In making the Assignment I have complied with Pinal County Merit Rule 7.5, if applicable, and considered the Office's/Department's needs to determine the most qualified employee to fill this Assignment. Sufficient funding is available within my budget to support this request.

Appointing Authority Signature **Date**

County Confirmation/Acknowledgement:

Director, Human Resources Date Director, OMB Date

County Manager Approval

Signature Date

Employee Acknowledgement:

This Job Detail Assignment allows an employee to receive a temporary amount of additional pay while in an approved non-permanent assignment requiring significantly higher level duties and responsibilities associated with a lead role or position classified at a higher pay grade.

I understand this is a temporary Job Detail Assignment and the additional pay I receive for this Assignment is non-permanent and will end when my Assignment ends. I further understand this Assignment and/or the additional pay offered is at the sole discretion of the Appointing Authority and may end at any time for any reason or no reason. Removal from a Job Detail Assignment may not be appealed.

Employee Signature **Date**

* Unless otherwise authorized by the County Manager, the maximum pay for job detail is 5 % or the minimum of the pay grade if the employee is temporarily assigned to a higher level position.

This Form must be completed and submitted with a Status Change Form to County Human Resources.