



MANAGEMENT DETAIL APPOINTMENT (MDA) FORM

Non-Permanent Term of Employment and Special Pay Category

DEPT. NO.		OFFICE/DEPARTMENT NAME	
I. ACTION REQUESTED			
<input type="checkbox"/> New MDA	<input type="checkbox"/> Modify MDA Comment:	<input type="checkbox"/> End MDA	Effective Date:
II. EMPLOYEE INFORMATION			
Name (Last, First):		Classification/Position:	
Position Number:		Current Pay:	
III. MDA APPOINTMENT AND COMPENSATION			
Position/Working Title, if applicable:		MDA(Additional) Pay:	Check One:
		<input type="checkbox"/> Per Hour _____ <input type="checkbox"/> Per Pay Period <input type="checkbox"/> Other _____	
		Additional Compensation:	
MDA Description: A <i>professional or management</i> role requiring higher level duties and responsibilities to be performed beyond those expected of the incumbent in their budgeted position. Please describe:			



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IV. MDA OVERVIEW AND REQUIREMENTS

This Management Detail Appointment (MDA) is a *non-permanent* assignment to a higher level professional or management role. While serving in a MDA role, the employee is eligible to receive special (additional) pay and other compensation as noted on this form and approved by the appointing authority and County Manager. Once an employee is removed from an MDA, the additional pay and compensation ends. The MDA is not intended for use for temporary duty assignments for employees and/or roles and responsibilities covered under Pinal County Merit System or Law Enforcement Officer Merit System Rules.

The duration for appointment is subject to the discretion of the appointing authority and concurrence of the County Manager. While serving in a MDA the employee retains their budgeted position and whatever privileges are associated with its terms of employment. For placement into a MDA, the employee must meet all applicable minimum qualifications required of the management and/or professional assignment.

V. SIGNATURES & APPROVALS

I certify that I have considered the justification for the MDA and affirm the need. I have evaluated available resources to determine the most qualified employee to fill this appointment. Sufficient funding is available to support this request.

Appointing Authority Signature

Date

Reviewed by:

Human Resources Signature/Date

Budget and Finance Signature/Date

Approved by:

County Manager

Date

V. EMPLOYEE ACKNOWLEDGEMENT

I understand this is a MDA and that the additional compensation I receive for this temporary appointment is non-permanent and will end with my assignment. I further understand this MDA may end at any time. Accordingly, I understand any changes to my FLSA status as a result of this MDA will be reversed when my appointment ends. A change in the MDA does not constitute a demotion and is not subject to appeal, to include appeal to the Merit Commission.

Employee Signature

Date

Employee Records-Entered

Date