Job Rotation Policy



1. **PURPOSE**

The purpose of [Company Name]’s job rotation policy is to enable staff members to develop knowledge, new skills and a broader understanding of our operations/programs and to utilize staff effectively.

Job rotation is the systematic movement of employees from one job to another within the organization to achieve various human resources objectives such as orienting new employees, training employees, enhancing career development, and preventing job boredom or burnout.

2. **GUIDELINES**

[Company Name] encourages staff to take the opportunity to develop their knowledge and skills using various learning opportunities, including job rotations and developmental assignments.

The job rotation program involves the temporary assignment of an employee in a position or department for a predetermined period to perform the specific duties of another position. This is normally a voluntary assignment where the employee treats the assigned duties as part of his or her regular responsibilities.

Any supervisor or employee may initiate a request for job rotation assignment after careful evaluation of other available workforce strategies. Job rotation may be inter-departmental, within a division of [Company Name], or in a cross-functional division.

All employees who have completed six months of regular (non-temporary) employment with [Company Name] are eligible to participate in job rotation.

An employee on job rotation assignment shall remain in the same position number and compensation classification and shall retain all rights, benefits and privileges of his or her regular position.

An employee on job rotation shall retain eligibility for promotional opportunities.

3. **PROCEDURES**

- A written request for job rotation must be submitted by the employee to his or her supervisor (the “sending supervisor”). The request should indicate the desired job, the location of the job, the duration of the assignment, and the expected outcome and benefit of the assignment. If a job rotation is suggested by a supervisor, the supervisor will assist the employee in completing the written request.
- The sending supervisor and employee should determine how the employee’s current job duties will be performed before proceeding with a job rotation agreement.
- The employee, the sending supervisor and the receiving supervisor should meet to discuss the possibility of job rotation, the assigned duties, time frames, schedules, hours, etc., so that details can be negotiated and arranged. A job rotation request can be denied if it cannot be balanced with the needs of [Company Name].
- The sending supervisor, receiving supervisor and the employee shall collaborate to determine the duration of job rotation. Rotations may be full-time, half-time or one day a week. Rotations can also be based on an allocation of time where an employee works at his or her regular job for a portion of each workday and during the rest of the day rotates to another job.
- Both the sending and receiving supervisors should obtain approval for job rotation assignments through their appropriate chains of command.
- If the arrangement is acceptable by all parties, the receiving supervisor will complete the job rotation agreement and have it signed by the employee, the sending supervisor and appropriate directors. Copies of the signed agreement should be provided to all parties. The original, signed agreement should be forwarded to Human Resources where it will be recorded for workforce planning efforts and maintained in the employee’s personnel file.
- An employee on job rotation shall receive a performance evaluation at the regular time. The sending and receiving supervisors shall collaborate as appropriate on the evaluation. The sending supervisor shall retain responsibility for timely completion of the evaluation.
- If travel expenses are involved in the job rotation assignment, the receiving area will be responsible for payment of travel expenses, unless other payment arrangements are made and agreed to by the parties involved.
- A job rotation assignment may be extended by mutual agreement of the parties. Management may terminate the assignment at any time. If the rotation assignment is extended or terminated, the extension or termination should be documented in writing, signed by all individuals on the original agreement and copied to all parties, including Human Resources.

Questions or concerns regarding the job rotation assignment should be addressed with management and/or Human Resources.