



**DEPARTMENT OF CORRECTIONS
Human Resources**



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| Title: | Job Rotation | DOC Policy: 20.5.5 |
| Supersedes: | DOC Procedure #42, "Job Rotation," dated 02/01/96 | |
| Applicability: | All employees. Refer to applicable labor agreements for represented employees. | |
| Directives/Cross - Reference: | State Policy 50.015.01 | |

I. PURPOSE

To establish a job rotation process within and between units of the Department of Corrections, between the department and other state agencies and between the department and private entries.

II. DEFINITIONS

Job rotation, unlike a management assignment, is a work change by mutual agreement wherein the employee takes on a new role for some period of time agreed to in advance by both parties. Such arrangements are intended to be for the benefit of all the parties involved.

III. POLICY

To provide employees the opportunity, at appointing authority discretion, to explore new assignments or jobs, and to provide the department and other agencies the opportunity to enhance employee development or make more effective use of staff.

A. Job rotation shall incorporate the following provisions:

1. Job rotation may be within the department, between the department and other state agencies, or between the department and a federal, local, or private entity.
 - a. Job rotation within the department may be within a single functional unit or between functional units.
 - b. Job rotations of bargaining unit members shall be subject to applicable provisions of their collective bargaining agreements. If crossing of collective bargaining units occurs, the provisions of the respective collective bargaining units will be applicable.
2. Job rotation can be for development or for career enrichment. The type of rotation shall be designated on the rotation agreement.
 - a. Developmental job rotation provides an employee with the opportunity to acquire new skills. The employee is not expected to initially perform the full range of duties but is expected to develop the skills necessary to perform them during the term of the rotation.

An employee on developmental job rotation shall normally retain the same salary rate.

- b. Career enrichment job rotation provides the opportunity for an employee to use existing skills in a different setting. In this instance the employee is expected to satisfactorily perform essentially the full range of duties from the beginning of the rotation.
3. The duration of the rotation assignment shall be determined prior to the beginning of the assignment. The assignment may be extended by the mutual agreement of the parties. The agreement may be terminated by any party with a 30-day notice or as mutually agreed by the parties.
4. In order to prevent potential disruptions, an employee on job rotation shall normally remain in the same position number and classification and shall retain all rights, benefits and privileges of the position.
5. FLSA (Federal Labor Standards Act) coverage is determined by the work performed. Therefore, FLSA status, whether eligible or exempt, shall be determined by the work in the job rotation.
6. Police and Fire retirement status in accordance with DOC Policy 20.3.4:
 - a. An employee on temporary job rotation from a police designated position to a general service designated position shall retain the retirement classification of his/her permanent position.
 - b. An employee on a temporary job rotation from a general service designated position to a police designated position shall be classified as police for the duration of the rotation.
7. When the rotation is outside of state agencies, the parties involved shall determine, in advance, who will be responsible for workers' compensation premiums and claims. Such special conditions shall be reflected in the rotation agreement.
8. Salary, employee benefits and state contributions shall be provided by the agency, which pays the employee on rotation.
9. An employee rotating to a new workstation shall not generally be eligible for per diem or mileage reimbursement for purpose of traveling to and from the rotation assignment. Exceptions may be authorized by the involved appointing authorities.
10. An employee on job rotation shall receive a performance evaluation at normal time. Sending and receiving supervisors shall collaborate as appropriate on the evaluation. The sending supervisor, however, shall retain responsibility for timely completion of the evaluation.
11. An employee on job rotation shall retain eligibility for promotional opportunities in the sending agency.
12. An employee on job rotation shall only be subject to and affected by layoff processes of the sending agency.

13. When establishing job rotations that involve bargaining unit positions or employees, applicable labor agreement language shall be applied.
 14. When a proposed job rotation involves a posted position, the circumstances of the bidding shall be agreed to prior to the rotation being approved. The parties involved shall include, but not be limited to the receiving functional unit manager, the sending functional unit manager, the designated representative of the receiving and sending bargaining units, and the rotating employee(s).
- B. Supervisors shall be required to document the provisions of the job rotation using the attached form CD 1370. Supervisors shall send a copy of the form to the Personnel Records office for retention in the employee's personnel and payroll files.

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

DEPARTMENT OF CORRECTIONS
Job Rotation Agreement

Employee: _____ Current Class: _____

Sending Agency/Functional Unit: _____

Receiving Agency/Functional Unit: _____

Location: _____ Duration: _____ Through: _____

Nature of Assignment: _____

Conditions of Agreement Include the Following:

- The receiving supervisor shall prepare an evaluation of performance at the completion of the assignment.
- The employee will be able to list the experience as part of his/her qualifications on future job applications.
- The employee will not change status and remains in his/her permanent classification. The employee will be granted any salary adjustment or, based upon performance, any increases for which he/she is eligible.
- The employee will remain eligible for promotional opportunities (in the sending agency).
- Other applicable special conditions (i.e., P&F, FLSA, etc.): _____

Funding/reimbursement arrangements (if applicable): _____

Workers compensation coverage provided by: _____

We agree to the terms and conditions of the assignment as stated above.

Employee on Job Rotation Date

Sending Supervisor Date

Receiving Supervisor Date

If Job Rotation crosses state agency lines:

Appointing Authority (Sending Agency) Date

Appointing Authority (Receiving Agency) Date

Cc: Employee
Personnel File
Human Resources Consultant
Supervisor (sending and receiving agency)