




OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Job Rotation	HR_450_13
Supersedes:	HR_450_13, dated July 16, 2007	
Applicability:	Management service employees. Refer to labor agreement for classified represented employees.	
Reference:	State Policy 50.015.01	
Effective Date:	November 16, 2009	Approved: 

I. PURPOSE

To provide employees the opportunity, at the discretion of the Human Resources Division Administrator, 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.

II. POLICY

A. Job rotation shall incorporate the following provisions:

1. Job rotation may be within the department, between the department and another state agency, or between the department and a federal, local, or private entity.
2. Job rotation can be for development or for career enrichment. The type of rotation shall be designated on the rotation agreement.
 - a. Developmental 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 rotation provides the opportunity for an employee to use existing skills in a different setting. The employee is expected to satisfactorily perform essentially the full range of duties from the beginning of the rotation.
3. 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.
4. 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 memo of agreement.
5. Salary, employee benefits and state contributions shall be provided by the agency which pays the employee on rotation.

6. An employee on job rotation shall receive a performance evaluation at the 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.
 7. An employee on job rotation shall retain eligibility for promotional opportunities in the sending agency.
 8. An employee on job rotation shall only be subject to and affected by layoff processes of the sending agency.
 9. The duration of the job rotation assignment shall be determined prior to the beginning of the assignments. The assignment may be extended by mutual agreement of the parties. Management may terminate the assignment at any time.
- B. Job rotations shall be documented on the Job Rotation Agreement form. A copy of the form shall be retained in the employee's personnel and payroll files.

III. POLICY CLARIFICATION

- A. **Work-Out-of-Class Compensation.** To be eligible for work-out-of-class compensation on a job rotation assignment, the employee must meet the minimum and special qualifications for the job being performed. The Human Resources Analyst, in conjunction with the supervisor, shall determine if the duties are at a higher level than the employee's current class and whether work-out-of-class compensation is appropriate.
- B. Generally, employees are not eligible for per diem or travel reimbursement for travel from their regular duty station to a job rotation assignment.
- C. Generally, an FLSA non-exempt management service employee rotating into an exempt position shall not be eligible for overtime compensation.
- D. Permanent employees who have completed initial trial service are eligible for job rotation assignments. Limited duration employees who have completed trial service may be considered for job rotation assignments on a case-by-case basis.

Attachment A Job Rotation Agreement



DEPARTMENT OF FISH & WILDLIFE

Job Rotation Agreement

DEVELOPMENTAL, LATERAL CLASSIFICATION ASSIGNMENT (LDA)
or WORK OUT OF CLASS (WOC)

PERMANENT POSITION INFORMATION:

Employee Name		Region/Division
Classification #	Classification Title	Position #

JOB ROTATION INFORMATION:

Classification #	Classification Title	Position #	Region/Division
Funding/Reimbursement Arrangements:		Special conditions to include comp time use:	Workers' Comp Covered By:
Supervisor Name and Title:		Phone #	Start Date: End or Extension Date:
Is this job rotation pending a reclassification? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Rotation Extension: <input type="checkbox"/> Yes	
Describe in detail the reason(s) for this developmental or work-out-class job rotation: .			

**FOR WOC, PLEASE SUBMIT CURRENT RESUME OR E-RECRUIT APPLICATION.
HR WILL DETERMINE WOC ELIGIBILITY**

While on this assignment, the employee will:

- Not change status and remain in his/her classification and position number.
- Be granted any salary adjustment or, based on performance, any merit increases for which he/she is eligible.
- Remain eligible for promotional opportunities.
- Resume his/her original responsibilities at the end of the rotational assignment.
- Be able to list the experience gained as part of his/her qualifications on future applications.
- Assume the FLSA designation/exemption of the position being rotated into during the period of the rotation.
- Receive a work out of class differential **only** if performing higher level duties **and** meeting the minimum qualifications (MQs) of the higher classification **OR** receive a lateral classification assignment differential (LDA) in lieu of WOC if the position is within the same salary range and the salary of the rotation position has a higher compensation schedule **and** position MQ's are met by the employee (for SEIU represented staff only).

This job rotation is consistent with ODFW's commitment to promote career development and leadership opportunities for employees. If the employee does not meet the MQs or is not performing the full duties of this rotational position, the employee is offered the opportunity as a developmental rotation, during which there shall be no extra pay for the work. Note: Even though an employee participates in this developmental rotation, to qualify for future promotional opportunities in this same classification the employee must still fully meet the MQs for those positions.

The employee understands that if this is a Management Service classification, he/she agrees that all management and/or supervisory responsibilities will be completed in a confidential manner. Upon termination of this agreement, the employee further agrees to maintain confidential all information of a confidential nature gained during this assignment.

Provisions of this contract may be mutually terminated, renegotiated and/or revised at any time during the contract term upon written notification. Termination by the Appointing Authority may not be grieved or appealed by the employee.

By my signature, I agree to the objectives, terms and conditions of the assignment as stated above:

1. Employee on Job Rotation/WOC	Date	3. Human Resources Analyst	Date
2. Sending Supervisor	Date	5. Receiving Supervisor	Date
4. Sending HR Administrator	Date	6. Receiving HR Administrator	Date

HR USE ONLY

- Minimum Qualifications Reviewed By:** _____ **COMMENTS:** _____
- Eligible for OT** **Not Eligible for OT** (Verify position and check appropriate box) **Pending Reclassification**
- Meets MQ's-Work-Out-of-Class (WOC) Assignment: % or Amount: \$**_____ (Amount subject to adjustments per policy & CBA).
- Meets MQ's-Lateral Differential (LDA) Assignment (SEIU only): AMOUNT: \$**_____ (Amount subject to adjustments per policy & CBA).
- Does not meet MQ's and/or Training or Developmental Rotation:** Provides the employee with the opportunity to acquire new skills and/or in a different work setting. 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, and shall normally retain the same salary rate.

Distribution: Personnel File, Employee, Sending and Receiving Supervisors

(Revised 06/22/15)