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/Work Out of Class form
### DEPARTMENT OF FISH & WILDLIFE

**Job Rotation Agreement**

**DEVELOPMENTAL or WORK OUT OF CLASS**

#### PERMANENT POSITION

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Identification Number (EIN)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Classification #</th>
<th>Classification Title</th>
<th>Position #</th>
<th>Region/Division</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Funding/Reimbursement Arrangements</th>
<th>Other special conditions</th>
<th>Workers’ Compensation Covered By:</th>
</tr>
</thead>
</table>

**JOB ROTATION: DEVELOPMENTAL or WORK OUT OF CLASS**

<table>
<thead>
<tr>
<th>Classification #</th>
<th>Classification Title</th>
<th>Position #</th>
<th>Region/Division</th>
</tr>
</thead>
</table>

**Funding/Reimbursement Arrangements**

<table>
<thead>
<tr>
<th>Supervisor Name and Title:</th>
<th>Phone #</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

**Job Rotation: Developmental / Work-Out-Of Class Extension: Yes: [ ]**

Describe in detail the reason(s) for this developmental or work-out-class job rotation:

**FOR WOC, PLEASE SUBMIT CURRENT E-RECRUIT OR ODFW APPLICATION & APPLICABLE WOC POSITION DESCRIPTION. 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.
- 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.*

*This job rotation is consistent with ODFW’s commitment to promote career development and leadership opportunities for employees. If the employee meets the MQs and is performing the full duties of the rotational assignment, the employee will receive WOC compensation during the period of the assignment. 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
2. Sending Supervisor Date
3. Human Resources Analyst Date
4. Sending HR Administrator Date
5. Receiving Supervisor Date
6. Receiving HR Administrator Date

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**HR Use Only**

- Eligible for OT [ ] Not Eligible for OT [ ] (Verify position and check appropriate box)

- Does not meet MQ’s – 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:** Human Resources (Employee Official Personnel File), Employee (with copy of applicable position description), Sending Supervisor, Receiving Supervisor

(Form revised 1/12)