

Health Services Administrative Policy and Procedure Manual  
Central Office

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**Subject:** Job Rotation

**Laws/Regulations:** None

**Policy Statement:**

**Background:**

The purpose of the Job Rotation Policy for Health Services (Central Office and the Public Health Regions) is to enable staff members to develop their knowledge, new skills and a broader understanding of Health Services operations/programs and to make more effective use of staff.

Job Rotation is the systematic movement of employees from one job to another with the organization as a way to achieve many different human resources objectives such as orienting new employees, training employees, enhancing career development and preventing job boredom or burnout.

**Rules/Procedures:**

Health Services encourages staff to take the opportunity to develop their knowledge and skills, using various learning opportunities. Job Rotations and developmental assignments allow employees to increase their knowledge and skills. Job Rotation also allows Health Services to make effective use of staff. These opportunities must be carefully evaluated with other opportunities and must be balanced with other needs of Health Services.

The Job Rotation Program involves the temporary assignment of an employee in a particular position to area or department for a specified period of time to perform specific duties of another position. This is normally a voluntary assignment where the employees treats the assigned duties as part of their 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 within an office, division, bureau or program area, or between an office, division, bureau, program area or region of Health Services or other program areas of the agency.

All employees in Health Services who have completed their probationary period and have permanent status in their current position are eligible to participate in Job Rotation.

An employee on Job Rotation assignment shall normally remain in the same position number and classification and shall retain all rights, benefits and privileges of the position.

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 sending supervisor, receiving supervisor and the employee shall collaborate to determine the duration of Job Rotation. Rotations may be "Whole Job" Rotations, Half time or One Day a Week Rotation. Rotations can also be based on an allocation of time where an employee works at their regular job for specific periods (like afternoons) and during the rest of the day they rotate to another job.

Both the sending and receiving supervisors should obtain approval for Job Rotation assignments through their appropriate chain of command.

An employee on Job Rotation shall receive a performance evaluation at the normal 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.

The employee on Job Rotation will be able to list the experience gained as a part of his/her qualifications on future employment applications.

An employee on Job Rotation shall retain eligibility for promotional opportunities.

The duration of the Job Rotation assignment shall be determined prior to the beginning of the assignment. The assignment may be extended by mutual agreement of the parties. Management may terminate the assignment at any time.

Job Rotations will not begin until a Memorandum of Agreement has been completed and signed by the employee, sending supervisor and receiving supervisor. (See Reference Section for a sample Memorandum of Agreement is attached.)

Before completing the Job Rotation Agreement, the employee, the sending supervisor and the receiving supervisor should meet briefly to discuss the possibility of Job Rotation, the assigned duties, time frames, schedules, hours, etc. so that details can be arranged and negotiated. A Job Rotation request can be denied if it cannot be balanced with the other needs of Health Services.

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.

If acceptable by all parties, the receiving supervisor completes the agreement that is signed by the employee, the sending supervisor and office, division, or bureau directors.

Copies of the signed agreement should be submitted to all parties. The original, signed agreement should be forwarded to the respective personnel coordinator in the Regions or the Human Resources Office in Health Services Central Office where it will be

recorded toward workforce planning efforts and maintained in the employee's personnel file.

If the rotation assignment is extended or terminated, the extension or termination should be documented by memorandum, signed by all individuals on the original agreement and copied to all parties, including the Region Personnel Office or Central Office Human Resources Office.

Employees participating in Job Rotation must understand that they are governed by other policies of the agency, including the Confidentiality Policy and the HIPPA Policy. Participants must understand that the information and materials they may be exposed to during the job rotation assignment may be confidential information and they agree not to disclose any of this information to anyone inside or outside of the organization unless he/she has prior approval from the Management of Health Services to do so.

Questions or concerns regarding the job rotation assignment should be addressed with the Region Personnel Coordinator and/or Health Services Human Resources Director for clarification or necessary guidance.

This policy applies to:

- Health Services Central Office
- Local Public Health Regions

Approved:

Lisa F. Waddell, M.D., M.P.H.  
Deputy Commissioner for Health Services

Date: July 26, 2006