



Policy: 2019021

Date in Effect: 12/9/2019

Latest Revision: 12/9/2019

JOB ROTATION POLICY

PURPOSE

The purpose of City's job rotation policy is to enable staff members to develop knowledge, new skills and a broader understanding of the operations of their departments. Job rotation is the systematic movement of employees from one job or function to another to achieve various departmental objectives. Job rotation also enhances career development and prevents job boredom or burnout.

ADVANTAGES OF JOB ROTATION:

1. **It nurtures future talent:** Provides the top talent within the organization a broader experience, which can be beneficial in future roles. For example, in terms of management skill development.
2. **It cross-trains employees:** The employees gain better perspective of the different roles and the 'big picture', which can help with the understanding of how the organization operates. The deeper understanding can improve the employee's ability to work in their regular job position.
3. **Enhances the employee's understanding of his or her personal interests and talents:** They can find out where their true passion lies and discover new skills they didn't know they had. This can improve their ability to perform different tasks and increase motivation to learn. The discovery of interests and talents can be especially beneficial among newer employees, who still lack the experience of their co-workers.
4. **Boosts knowledge and performance of the employee:** Working in different jobs is a great way to gain more knowledge and in turn, boost performance in the required jobs. The need to adapt to new situations and to acquire new skills quickly will also improve problem-solving skills.
5. **Improved productivity:** Employee satisfaction, as well as the increase in employee knowledge and skill set, can also help drive up the department's overall productivity rate.
6. **Prevents loss of information:** Job rotation helps ensure multiple employees can do the same job and helps prevent the department from losing information when employees have job knowledge, unknown to their co-workers, separate from the City. It also provides a safeguard against fraud or the mishandling of cash and financial recordkeeping as more than one employee will oversee those processes.

GUIDELINES:

1. Supervisors in departments with more than one job function within a job classification will ensure that job rotation occurs on a regular basis.
2. Supervisors in departments that handle cash transactions **must** have a job rotation process in place. Rotation will occur minimally on a quarterly basis and there will be a written departmental procedure that provides details on the process.
3. Human Resources will work with department heads and supervisors to ensure all affected departments maintain current written departmental procedures for job rotation.

Director of Law Review



Human Resources Director



Mayor

