

Procedure Title:	Job Rotation and Developmental Assignments				
Procedure Number:	DHS-060-012-01	Version:	1.0	Effective Date:	02/25/2002

DHS Chief Administrative Officer

02/25/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Step	Responsible Party	Action
1.	Supervisor	<p>Identify Job Rotation opportunities and determine the qualifications, duties and duration.</p> <p>Obtain approval from their supervisor to open the job rotation.</p> <p>Notify HR in writing of the Job Rotation and include:</p> <ul style="list-style-type: none"> • Duration • Duties • Qualifications • Contact Person • Interview Process • Selection Process • Work Out of Class Agreement <p>Negotiate and write job rotation agreement.</p>
2.	Employee	Sign agreement.
3.	Supervisor	<p>Send original of agreement to HR and copy to Employee.</p> <p>For Work Out of Class agreement, Send Personnel Action Form to HR.</p> <p>Conduct Performance Evaluation at end of job rotation and submit Performance Evaluation Form to HR within 10 days of completion of Job Rotation.</p>

Policy that applies:

[DHS-060-012, Job Rotation/Developmental Assignments Policy](#)

Form(s) that apply:

[DHS 0109, Personnel Action](#)

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Procedure History:

- **Version 1.0:**
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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

