

Name of Policy	Job Rotation for General Staff Policy	
Description of Policy	This policy covers the provision of Job Rotation arrangements for general staff within Australian Catholic University.	
<input type="checkbox"/> √ New Policy		<input type="checkbox"/> Revision
Description of Revision		

Human Resources Directorate

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1. Background Information

The rotation of general staff member(s) through one or more positions may occur from time to time, subject to the operational needs or requirements of the University. Job rotation is a process where a general staff member is moved through one or more positions designed to give her/him a breadth of exposure to the entire operation of an activity. At the conclusion of the job rotation program the staff member will return to her/his substantive position.

2. Policy Statement

The University recognises the value of providing general staff members with opportunities for job enrichment and career development which also acts to broaden a staff member's knowledge and understanding of a work unit and its processes. In this regard, the University from time to time may provide general staff with the opportunity to participate in job rotation.

A job rotation is not contingent on a vacancy or vacancies occurring. Job rotation for staff of a particular level or levels may be developed by the staff member in conjunction with the nominated supervisor or manager of the organisational/functional unit or vice versa by the nominated supervisor or manager in conjunction with the staff member.

While most job rotation will occur within a functional unit, a staff member participating in job rotation may in some cases move to a position which is not located within her/his current organisational/functional unit. For example, a Faculty may develop job rotation for administrative staff (HEW Levels 4 – 6) which involves moving one or more such staff through a range of positions by agreement with other organisational/functional units of the University (e.g. 3 months in Student Services, 3 months in Finance, 3 months in IT, followed by 3 months in the Library).

3. Policy Purpose

The purpose of this policy is to inform staff about job rotation arrangements for general Staff of the University. This policy sets out the administrative arrangements that will apply in such circumstances.

4. Application of Policy

- 4.1 This policy applies to all continuing and fixed-term general staff.
- 4.2 Job rotation will normally apply to positions classified at the same HEW level and a job rotation will normally run for up to 6 months.
- 4.3 Job rotation may also include a staff member from one Sydney campus location being directed to participate at the other or at another campus where the staff member requests or agrees to the relocation on a temporary basis.
- 4.4 Nothing in this policy prevents a staff member from requesting to undertake a job rotation program which involves relocation from one campus location to another.

5. Procedures

- 5.1 A nominated supervisor may propose to a staff member that she/he consider job rotation, including as part of her/his individual performance development program.
- 5.2 A staff member wishing to propose her/his participation in job rotation should do so by undertaking the following steps.

- 5.2.1** A written request to participate in job rotation must be submitted by the staff member to her/his nominated supervisor. The request should outline the proposed location/role(s) for job rotation, the expected outcomes of the program, the time frame, and campus location(s).
- 5.2.2** If the nominated supervisor supports the request, the supervisor should then hold discussions with the potential receiving work unit, including clarifying the skills and expertise to be acquired by the staff member, the timeframes involved, and the budgetary and supervisory arrangements.
- 5.2.3** Following an agreement being reached with the potential receiving work unit, the nominated supervisor will make a recommendation to the relevant Executive Staff member. The Executive Staff member will consider the request on the basis that there is no disadvantage to the staff member and/or the University.
- 5.2.4** The Executive Staff member will confirm in writing to the staff member the outcome of her/his request (utilising the attached Job Rotation approval advice). A copy of the Job Rotation approval advice will be provided to the Human Resources which will confirm the arrangements with the staff member as a variation to her/his contract of employment.
- 5.2.5** Where a staff member requests to undertake a job rotation program, the University is not obligated to pay for any relocation costs.

6. Approvals

Approval of job rotation arrangements must be in accordance with the University's Register of Staffing Delegations.

7. Policy Review

The University may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward her/his suggestions to the Director, Human Resources.

8. Further Assistance

Staff wishing to obtain further information on this policy should first seek clarification from her/his nominated supervisor who is responsible for the implementation and operational of arrangements in her/his work area. Should further information be required, questions should then be directed to the Human Resources Consultant who is responsible for the campus on which the staff member works.