



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject*

**Job Rotations, Transfers, and Promotions**

*Section – Policy Number:*

**D: Personnel Management – 3.3**

*Supersedes:*

**I-D-2.5 (4/4/02)**  
**I-D-2.4 (8/6/96)**

*Effective Date:*

**12/2002**

*Date of Last*

*Review:*

**07/25/2008**

**Related Standards and References:**

- [OAR 105-40-020](#) (Filling Positions)
- [American Correctional Association](#); *Standards for Juvenile Correctional Facilities*; 3-JTS-1C-08 and 3-JTS-1C-09 (Selection and Promotion)
- State of Oregon Website [www.oregon.gov](http://www.oregon.gov)
- Department of Administrative Services, Human Resource Services Division (DAS-HRSD): [50.015.01](#) (Job Rotation) [40.045.01](#) (Transfers)
- Applicable Collective Bargaining Agreements: [SEIU](#), [AFSCME](#)
- OYA Form: [YA 8006](#) (Job Rotation Assignment Agreement)

**Related Procedures:**

None

**Interpretation:**

Employee Services

**Approved:**

  
 Robert S. Jester, Director

**I. PURPOSE:**

This policy provides OYA staff information regarding job rotations, transfers, and promotions.

**II. POLICY DEFINITIONS:**

None.

**III. POLICY:**

The OYA recognizes that it is a benefit to staff, the OYA, and other state agencies to encourage new job assignments through the use of job rotations, transfer, or promotion of staff.

#### IV. GENERAL STANDARDS:

##### A. Notification

Central Employee Services will distribute announcements of OYA job opportunities on a weekly basis.

1. The announcements will include the classification and location of each position to be filled.
2. Each facility or local office will place these announcements on a general-interest bulletin board.
3. It is the responsibility of interested staff to pay attention to announcements and to make proper and timely application.
4. Staff may access the State of Oregon website for general state employment opportunities.

##### B. Job rotation assignments

There are two types of rotational assignments - developmental rotations, and career enhancement rotations.

1. Developmental rotations - provide staff with the opportunity to acquire new skills that may qualify them for other positions. Staff is normally not expected to initially perform the full range of duties, but will be expected to develop the skills necessary to perform them during the term of the rotation.
2. Career enhancement rotations - provide staff the opportunity to use existing knowledge and skills in a new setting. Staff is expected to satisfactorily perform the full range of duties from the onset of the assignment.

##### C. General specifications

1. Staff requesting consideration for a job rotation assignment must have supervisory approval.
2. Each job rotation must be documented using OYA form YA 8006 (Job Rotation Assignment Agreement).
3. A signed copy of the YA 8006 will be sent to central Employee Services to be filed in the staff's personnel file.
4. Job rotations should not last more than two years.

Exceptions to this time limit must be approved by the agency's appointing authority.

5. A staff on job rotation will normally retain his/her same salary.

If the duties and responsibilities of the job rotation assignment are of a higher level than the staff's permanent position, the supervisor/manager may, at any time during the assignment, request work-out-of-class pay on behalf of the staff. It must first be determined the staff is satisfactorily performing the full range of duties and responsibilities of the assignment.

6. Miscellaneous expenses (i.e., travel, per diem, etc.) involved in a job rotation assignment will be borne by the receiving unit.
7. Vacancies resulting from a staff participating in a job rotation assignment may be double-filled.
8. Intra-agency job rotation agreements require review by each agency's Contracts Unit.

#### D. Transfers

The OYA recognizes that it is to the benefit of the staff and the agency to consider internal transfer candidates for positions.

1. Qualifications for transfers are listed in the DAS-HRSD policy referenced above and applicable Collective Bargaining Agreements.
2. The OYA will allow staff a reasonable amount of time away from the job without charge to vacation, compensatory time, or leave without pay for the purpose of interviewing for positions in state service.
  - a) For interviews in the local area, two hours is generally considered "reasonable."
  - b) For interviews where travel is necessary, the agency will allow up to one day agency time, but will not allow per diem reimbursement or use of a state vehicle for these purposes.

If more than one day is needed, staff must use his/her own time or schedule around his/her days off.

#### E. Promotion

The OYA encourages promotion of its staff.

1. The OYA will allow staff a reasonable amount of time away from the job without charge to vacation, compensatory time, or leave without pay for the purpose of interviewing for positions in state service.
2. For interviews in the local area, two hours is generally considered "reasonable."

3. For interviews where travel is necessary, the agency will allow up to one day agency time, but will not allow per diem reimbursement or use of a state vehicle for these purposes.
4. If more than one day is needed, staff must use his/her own time or schedule around his/her days off.

**V. LOCAL OPERATING PROCEDURE or PROTOCOL REQUIRED: NO**