

## **2E. Redeployment**

### **2E.3 Staff rotation**

1. Staff rotation may be undertaken to exchange staff among the divisions or units in a Ministry or among Ministries to perform similar or related responsibilities on a temporary basis to:
  - i. Provide the appropriate capability where it is needed to improve efficiency and effectiveness in the operation of a division or unit
  - ii. Enable the learning of new skills, work practices or methods
  - iii. Explore where the skills, qualifications and expertise of a staff will be best utilized
  - iv. Eliminate boredom and encouraging creativity and productivity by moving workers into a new work environment
  - v. Enable the division or unit to better perform responsibilities on a timely basis
2. Rotations are to be undertaken within the same band or from one band to another (one band below or one band above).
3. Staff rotation is undertaken in the interest of a Ministry or the Public Service to deliver its outputs and outcomes in an effective, efficient and productive manner.
4. The Chief Executive Officer with the approval of the Minister may rotate staff among the divisions and units within the Ministry
5. Where staff are rotated among Ministries, the Chief Executive Officers concerned shall agree to the duration of the staff rotation and responsibilities to be performed during the period, and the proposed staff rotation shall be endorsed by the Minister concerned.
6. Staff may be rotated for a period of up to 12 months.
7. The purpose of the staff rotation and responsibilities to be performed is to be clearly defined and fully discussed with the staff concerned
8. The entitlements of the staff are not affected while they are on staff rotation
9. At the end of the staff rotation, the staff may return to their substantive positions
10. Where it is appropriate that the staff on rotation may be permanently transferred to the new division or unit within a Ministry, the approval of the Minister is to be obtained
11. Where it is agreed among the Chief Executive Officers of the Ministries and endorsed by the respective Ministers that the staff on rotation may be permanent retained, instruction 2E.1 (5) shall apply.