

## FY 26 Job Rotation Guidelines

Channels	Job Shadowing	Acting Capacity	Short Term Assignment	Secondment
<b>Definition</b>	Employees are assigned to understudy others for a defined period with clearly defined developmental objectives	Employees are assigned to a higher responsibility for a clearly defined period with the incumbent acting as a mentor. This is best suited for potential successors	Employees are required to temporarily perform additional or different duties within the same team or function for a given period	Employees are temporarily moved to a different team, position or function within the same organization for a given period
<b>Competency Pillar</b>	Functional	<ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Functional</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leadership</li> <li>▪ Functional</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organizational</li> <li>▪ Functional</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▪ FTE + Contract</li> <li>▪ Milestone Grade and/or Successor</li> </ul>	<ul style="list-style-type: none"> <li>▪ FTE</li> <li>▪ Milestone Grade and/or Successor</li> </ul>	<ul style="list-style-type: none"> <li>▪ FTE + Contract</li> <li>▪ Milestone Grade and/or Successor</li> </ul>	<ul style="list-style-type: none"> <li>▪ FTE</li> <li>▪ Milestone Grade and/or Successor</li> </ul>
<b>Justification</b>	On the job learning/ Career Progression	On the job learning/ Career Progression	On the job learning/ Career Progression	On the job learning/ Career Progression
<b>Mobility Impact</b>	No mobility (In addition with current role)	No mobility (In addition with current role)	Temporary mobility	Temporary mobility
<b>Frequency</b>	Employees should be only able to utilize a maximum of 2 channels within an FY, with all employees on milestone grade required to do at least 1 job rotation annually			
<b>Duration</b>	3 – 6 months	3-6 months	6 – 12 months	6 – 12 months
<b>Criteria</b>	Not on PIP			
<b>Process</b>	<ul style="list-style-type: none"> <li>▪ Rotation Request</li> <li>▪ Evaluation</li> <li>▪ Job Rotation Plan</li> <li>▪ Evidence of monthly evaluation</li> <li>▪ Evidence of Rotation commencement</li> </ul>			