

Insert company Logo



| Policy Name: | **Job Rotation Policy** |
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| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Job Rotation** is the practice of moving employees between different tasks to promote experience and variety.
2. **Company/ Organization** means all the businesses which are under the umbrella of **“Company Name”** group.
3. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
4. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

To give the members an insight of the working of other departments / functions, which will make them versatile and also help them in understanding the problems being faced by their counterparts. This will also help in building a strong second line.

To provide growth opportunities to all the employees of the organization and to fulfill the career aspiration of the employees based on the year of experience on a job role

# **APPLICABILITY**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY**

Human Resource Department, Reporting Manager and Department Head.

# **POLICY**

This policy conveys the employees about the job rotation technique used by the Organization, rules and regulation associated to the job rotation and frequency of job rotation.

## **Types of Job Rotation**

1. **Task Rotation**- The employees who are working on mentally stressful job or physically demanding job are usually given a task rotation. In such cases the employees are shifted from stressful job to less demanding job to provide a break from routine work.
2. **Position Rotation**- In the case of position rotation the designation, location or department of the employee is changed by the organization. This provides an opportunity to the employee to gain different skills, knowledge and new work perspectives.

Further this has two types namely cross functional rotation and function rotation.

During **Function rotation** the responsibilities and area of operation of employee remains same. While under **cross functional rotation** the level and [job responsibilities](https://www.hrhelpboard.com/performance-management/job-desciption.htm)of the employee are changed.

## **Policy Guidelines**

* The Job Rotation can be initiated by Employee or Management.
* Members who have spent more than two years in a particular Department could only be moved to another Department.
* For smooth takeover of the department, overlapping period of minimum two months will be given to the member.
* While rotating an employee, he / she will be extended all possible help to acclimatize himself with the new department / division and necessary training inputs with respect to various key aspects like commercial, technical, legal etc. shall be arranged

# **RESTRICTIVE CLAUSE**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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