**Staff Circular No 2021/ 04**

**April 16,2021**

ROTATION OF STAFF

OBJECTIVES OF STAFF ROTATION

1. To provide opportunities to all staff members to gain on the job experience in the conduct of all business activities of the company combined with the knowledge on the applicable policies and procedures. Therefore, rotation of duties of staff members would transform them to be more suitable for promotion to higher grades, and be capable of taking over new responsibilities with confidence.
2. Inter Branch and Inter department rotation of staff will improve efficiency by dispersing management skills across the branch network and departments through change Management.
3. The Management of all business activities of the company **by well-informed and skilled employees** will in turn improve customer service and operational efficiency, leading to increase in business volumes and profitability of the company.

**PROCEDURES**

1. The Manger Human resources should obtain the prior approval of CEO/Executive Director through the Deputy General Manager (Operations and Administration) to implement the rotation / transfer of staff as required herein, **based on a time bound action plan.**

1. This would involve the transfer of a Branch Manager or any staff member to another Branch on **expiry of a maximum service period of three** years at a particular branch, subject to paragraph 4 above.
2. Heads of Departments and Branch Managers should rotate their staff members **within the Department / Branch annually,** maintaining the applicable operational level security and dual control authority, under advice to Manager Human Resources, without any acceptations.
3. Heads of Departments / Branch Managers should maintain a staff rotation register to record the positions held by individual staff member, with the related dates of rotations, which will be subject to internal audit and regulatory examinations conducted by CBSL.
4. Heads of Departments and Branch Managers are required to bring the contents of this circular to the notice of all staff member and ensure compliance with the requirements in **paragraphs 6 and 7 above.**
5. The requirements herein should be supervised and implemented by the Manager Human Resources commencing from the date of this circular.

**Signed**

**CEO/ Executive Director**