

It is currently normal policy for a rotational employee to have a balance of assignments at headquarters and abroad. A sufficient stock of home positions is required to provide places for all rotational staff returning after their tours of duty abroad. The size of that home stock in relation to the community dictates the length of each posting and the duration of the home assignment.

#### **4.2.1.2.2 Rotational Positions**

Under a long-standing departmental policy, all Canada-based positions at posts and all FS and EX/FS positions are rotational. Each Canada-based position in Canada is rotational unless one or more of the following criteria applies to it:

1. there is an overriding need for continuity;
2. the incumbent requires specialised skills or lengthy training which would make it impractical to fill the position with rotational personnel;
3. the functions of the position cannot be directly or indirectly related to the functions performed by rotational employees.

When a new position is created or the designation of an existing position is to be changed, DFAIT may also apply operational factors that assess the effect of the proposed change on:

1. the balance of rotational positions in headquarters and at posts, and
2. career opportunities for both rotational and non-rotational employees.

In practice, the application of this policy has allowed exceptions to the default status of rotationality to be made for:

- a concentration of non-rotational positions in corporate services bureaux, where the work is largely unrelated to the functions performed by rotational employees at post;
- for a scattering of exceptional non-rotational positions across program bureaux, where continuity, special skills or lengthy training are truly required; and
- for positions at posts where the duties could truly be carried out fully by LES.

For a variety of reasons discussed below, there may be some positions that have been misclassified one way or the other over the years.

To support the category and stream-specific pool management systems for rotational staff, rotational positions are earmarked for each rotational category and stream both in Canada and abroad, to ensure that rotational staff will always have an appropriate position to fill. Thus the Management/Consular group of rotational employees, as a pool, owns a set of positions at all levels (including some executive positions to which they can be promoted) both at home and abroad.