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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

**Effective Date:** April 30, 2014  
**Revised:** September 10, 2025

**Number:** B-0218

## **Senior Social Worker (SSW) Staff Rotation**

<b>Purpose</b>	To provide guidelines for assignment rotations for Children and Family Services (CFS) Senior Social Workers (SSWs).
<b>Approved</b>	This policy was approved by Loan English, Director of CFS. <i>Signature on file.</i>
<b>Most Recent Revision</b>	<p>This revision incorporates:</p> <ul style="list-style-type: none"><li>• Replacement of Senior Social Worker Assignment Preference Form (F063-25-694) with Microsoft Form <a href="#">Senior Social Worker Assignment Preference Form</a></li><li>• Utilization of the <a href="#">CFS SSW Rotational Opportunities SharePoint site</a></li><li>• SSW term limits</li><li>• Guidelines for Biannual Rotation practices</li><li>• SSW eligibility requirements for Specialized assignments</li><li>• Preferential considerations when filling vacant SSW positions via rotation</li></ul>
<b>Background</b>	In July 2024, CFS implemented new practices regarding term limits and biannual rotations intended to create greater access to rotational opportunities, provide pathways for professional development, and support succession planning. These processes were developed through extensive discussion and assessment, considering input and questions received from staff, leadership and Human Resource Services (HRS) to develop a systematic process for rotating staff.

CFS revised its SSW staff rotation process to promote staff who are equipped to serve families through the application of knowledge gained from varied experiences and broader skill development in assessing and coordinating needed services and supports.

Term limits have been established to ensure SSWs who have worked in the same assignment for a minimum of two years are eligible for an assignment rotation, based on agency needs. Biannual rotation processes have also been implemented to foster workforce development opportunities, while ensuring service continuity and retention of program expertise. The biannual rotation process is structured to avoid significant operational disruptions by implementing incremental, controlled rotations that maintain experienced staff in each program.

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## Definitions

For purposes of this Policy and Procedure (P&P), the following apply:

**Assignment:** Refers to varied assignments throughout and within CFS programs.

**Referral/Case Carrying Assignment:** An assignment in which the SSW performing the duties is considered the primary social worker and retains primary assignment of referrals/cases in Child Welfare Services/Case Management System (CWS/CMS) (except Hotline staff).

**Rotation:** Transfer of a SSW to a different assignment within their current program or another CFS program.

**Rotation Effective Date:** The calendar date in which rotations are scheduled to commence for each Biannual Rotation cycle, which typically corresponds with the beginning of a pay period.

**Service Hours Report:** A report generated by Human Resource Services (HRS) that provides employee service hours information. The Service Hours Report is used to determine a SSW's seniority in their current assignment, and SSWs who have reached, or are projected to reach, 28+ years (58,240 hours) of CFS service hours as of the rotation effective date.

**Specialized Assignment:** An assignment in which the SSW performing the duties is not considered the primary social worker and does not retain primary assignment of referrals/cases in CWS/CMS (except for Hotline staff).

**Volunteer Rotation Survey:** Completed by a SSW to indicate their preference and willingness to voluntarily rotate to another specified program assignment.

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## **POLICY**

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### **Term Limits**

A SSW must be in a Referral/Case Carrying or Specialized assignment for a minimum term of two years to be eligible for rotation.

The general expectation is that SSW staff will serve a maximum term of four years in any assignment.

SSWs who have been in their current assignment for five years or more will be prioritized for rotation.

All new/promotional SSWs are issued written notification of term limits during the employee onboarding process (via their job offer).

### **Rotational Opportunities Notification**

Vacant SSW assignments available for rotation will be regularly updated and posted on the [CFS SSW Rotational Opportunities SharePoint site](#) for staff to review.

### **Assignment Preference Form**

SSWs will complete, submit, and are expected to keep their [Senior Social Worker Assignment Preference Form](#) up-to-date on an annual basis and as needed.

SSWs will select and rank one preferred assignment in three of the four areas from the list below:

- Front End
- Front End – Court
- Continuing
- Specialized Assignments

To learn more about various program assignments and scheduling considerations that may be applicable, refer to the [CFS Program Descriptions](#) which can be accessed via the [CFS SSW Rotational Opportunities SharePoint site](#).

### **Memos of Interest**

SSWs may submit a Memo of Interest for a position not currently reflected as a preference on their Assignment Preference Form.

SSWs who have worked a minimum of two years in their current assignment are eligible to request a voluntary rotation to a new program assignment at any time in the year by submitting a Memo of Interest.

Memos of Interest will only be considered outside the biannual rotation cycles. Refer to “Biannual Rotation Process” section in this policy for further information.

During biannual rotations, only Assignment Preference Forms and Volunteer surveys will be considered when determining assignment matches.

Memos of Interest are to be submitted to the Program Manager (PM) filling the vacancy and shall include:

- Current Supervisor
- Current Program Manager (PM)

## **SSW Biannual Rotation**

### **A. Biannual Data Review**

On a biannual basis, seniority levels within each program will be reviewed by the CFS Leadership Team. Referral/Case Carrying assignments and Specialized assignments within each program will be reviewed independently.

Programs that have 30% or more SSWs who have been in their current Referral/Case Carrying assignment and/or Specialized assignment for 5+ years may identify up to 20% of such staff to be rotated for each biannual rotation cycle. To preserve subject matter expertise and maintain consistent service levels within a program, no more than six (6) SSWs will rotate from any program assignment during each biannual rotation cycle.

Program vacancies and other operational needs may be considered when determining the number of staff in each program that will be rotated.

**Note:** The Biannual Rotation process does not prohibit SSW rotations from occurring between programs, outside of biannual rotation cycles. Refer to “Rotations and Reassignments Outside the Biannual Rotation Cycle” for further information.

### **B. Identifying Staff to Rotate**

When a program is identified to rotate staff based on the biannual data review, staff will be selected for rotation with consideration to the following order:

- Volunteers who meet the term limit requirements will be prioritized to move first, if a match can be made to one of their preferred program assignments.
- If volunteer rotations cannot be accommodated, selection of staff will be based on seniority in current assignment (**Exception:** See “Service Hours Exemption” below).
- Management considerations. See policy section, “Other Considerations of Rotation.”

Position Control will provide written notification of a pending rotation to staff whenever practicable at least **14 calendar days** in advance of their rotation date.

Any exceptions to this process require CFS Director approval.

**C. Service Hours Exemption**

SSWs who have twenty-eight years of CFS experience (at least 58,240 service hours) before the Rotation Effective Date for the current biannual rotation cycle will qualify for a CFS Biannual Rotation Service Hours Exemption.

SSWs eligible for this exemption will not be required to rotate as part of any upcoming biannual rotation cycle, however they are permitted to rotate voluntarily.

To determine eligibility for this exemption, Position Control will review a Service Hours Report that is generated in the early stages of each biannual rotation cycle (as part of the biannual data review). Service hours accrued:

- In another SSA Division or County department will not be considered.
- Outside the SSW classification will be considered, but only if those hours were accrued within CFS.

SSWs who are projected to qualify for an exemption during the rotation cycle will only receive an exemption if they accrue the required number of CFS service hours prior to the Rotation Effective Date. Position Control will request

updated service hours information from HRS to confirm eligibility.

**Note:** This refers to SSWs who are projected to meet eligibility requirements after the Service Hours Report is generated, but before the Rotation Effective Date for the current biannual rotation cycle.

Position Control will notify SSWs who meet eligibility for a CFS Biannual Rotation Service Hours Exemption at the first biannual rotation cycle in which they reach 58,240 CFS service hours.

SSWs granted a CFS Biannual Rotation Service Hours Exemption may be rotated or reassigned outside of the biannual rotation process due to other business needs.

**D. Volunteer Rotation Survey**

The Volunteer Rotation Survey may be completed by a SSW to indicate their interest in rotation to another specified program assignment. Participation in the voluntary rotational survey does not guarantee a rotation. SSWs may select any number of programs, provided they are willing to rotate into those assignments should a rotational opportunity become available.

When assessing and identifying candidates for volunteer rotation, factors considered include, but are not limited to:

- Seniority in current assignment (e.g., if two or more SSWs voluntarily select the same program, priority consideration will first be given to rotating the SSW with highest seniority in current assignment).
- Whether the candidate meets qualifications:
  - A minimum of two years in current assignment is required to voluntarily rotate.
  - A combined total of four years or more of Referral/Case Carrying assignment(s) is required to rotate into a Specialized assignment.
- See “Other Considerations for Rotation”

**Specialized  
Assignments  
Eligibility**

To be eligible for rotation into a Specialized assignment:

- SSWs must have been in a Referral/Case Carrying assignment(s) for a total of four years or more.

**-And-**

- Priority consideration will be given to those **currently** in a Referral/Case Carrying assignment.

When filling a Specialized assignment, if there are no viable candidates with 4 years or more who are currently in a Referral/Case Carrying assignment:

- Consideration may be given to a candidate who is currently in a Specialized assignment provided they have already been in a Referral/Case Carrying assignment(s) for a total of four years or more.
- New/promotional hires will only be considered for a Specialized assignment when all other options have been exhausted.

In general, staff exiting a Specialized assignment will be expected to rotate into a Referral/Case Carrying assignment.

**Rotations and Reassignments Outside the Biannual Rotation Cycle**

To meet business needs, rotations and reassignments may occur outside the biannual rotation cycles, such as to fill existing vacancies.

In general, the following steps will be completed, as needed, to identify a viable candidate for rotation or reassignment into a vacant position:

1. CFS Management will review Memos of Interest already on file.
2. CFS Management will coordinate with Position Control to request a list of candidates identified based on Assignment Preference Form selections.
3. CFS Management will coordinate with Position Control to request a list of candidates identified based on Volunteer Rotation Survey selections.
4. With Deputy Director approval, CFS Management will issue a solicitation notifying SSWs of the rotational opportunity to seek Memos of Interest.
5. With Deputy Director approval, CFS Management may select candidates with consideration of SSWs with highest seniority in current assignment.

**Note:** Refer to policy sections 'Eligibility for Specialized Assignments' and 'Other Considerations for Rotation' for additional guidance.

6. With Deputy Director approval, CFS Management may select a new/promotional hire.

**Restrictions to Rotation**

SSWs with performance deficiencies are not precluded from rotation, but may require further consideration by current and receiving Program Managers (PM) to determine readiness or steps necessary prior to rotation eligibility.

**Accommodation of Work Schedules and Flex Days**

Work schedules and flex days will be considered and accommodated, if operationally feasible, by the receiving Senior Social Services Supervisor (SSSS) and/or PM prior to the employee's rotation.

**Other Considerations for Rotation**

CFS Management may rotate a SSW to a different assignment based on any or all of the following:

- Agency operational needs (e.g., bilingual needs and/or educational/degree requirements of the position)
- Staff performance
- Medical restrictions and related work accommodations

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## REFERENCES

**Attachments and CWS/CMS Data Entry Standards**

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.

- [CFS Program Descriptions](#)

**Hyperlinks**

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- [CFS Program Descriptions](#)

**Other Sources**

Other printed references include the following:

None.



## FORMS

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### Online Forms

Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<a href="#">Senior Social Worker Assignment Preference Form</a>	

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### Hard Copy Forms

Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. ***For reference purposes only***, links are provided to view these hard copy forms, where available.

Form Name	Form Number
None.	

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### CWS/CMS Forms

Forms that may ***only*** be obtained in CWS/CMS are listed below. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

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### Brochures

Brochures to distribute in conjunction with this policy may include:

Brochure Name	Brochure Number
None.	

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## LEGAL MANDATES

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None.

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## **REVISION HISTORY**

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Since the Effective Date of this P&P, and prior to the Current Revision Date, the following revisions of this P&P were published:

None.