

EMPLOYEE Mobility Programme



Frequently Asked Questions



Q. What is the Employee Mobility Programme?

A. The Employee Mobility Programme (the 'Programme') offers an alternative employment option for persons interested in transferring within the public sector. It allows for the *one-time transfer* of public officers of the Public Service, members of the Royal Virgin Islands Police Force (the 'Force') and employees of participating Statutory Agencies between the Public Service, the Force and participating Statutory Agencies, without losing pensionable years of service. The legislative framework that governs the Programme is the Employee Mobility Act, 2012, Employee Mobility (Amendment) Act, 2015 and Employee Mobility (Pension) Regulations, 2017.

Q. Am I eligible to transfer under the Employee Mobility Programme?

A. To participate in the Employee Mobility Programme you must meet the following requirements:

Criteria	Public Officers	Members	Employees
Permanent and Pensionable	✓	✓	n/a
Satisfactory performance rating within two preceding years	✓	✓	✗
Satisfactory performance rating within same year	✗	✗	✓
No outstanding legal obligation ¹	✓	✓	✓
No disciplinary charges contemplated or pending	✓	✓	✓
Employed for minimum of 5 years	✓	✓	✓

¹ If legal obligations exist, they must be settled prior to transfer.

Q. Is the Employee Mobility Programme right for me?

A. You might consider the Employee Mobility Programme if you are:

- Seeking career enhancing opportunities
- Interested in working in another industry
- Seeking promotional opportunities

If these apply and you wish to make a *one-time transfer* to one of the participating organisations without losing your pensionable years of service, the Employee Mobility Programme may be right for you.

Q. I have a legal obligation to my current organisation, what should I do?

A. If you have an outstanding legal obligation (e.g. vehicle loan) you must make arrangements with your current employer to settle the obligations prior to your transfer.

Q. Is there a possibility of me losing my pensions benefits?

A. As a public officer, if you are terminated with good cause from a Statutory Agency or the Force during the period of transfer, you will not be eligible to receive a pension and any other related benefits.

You may also lose your pensions benefits if you have resigned from the organisation prior to meeting the retirement requirements (25 years of service, attaining the retirement age, or qualifying based on other permissible grounds for retirement).

Q. Which Statutory Agencies are participating in the Programme?

A. Statutory Agencies are required to enter into an agreement to facilitate the transfer of officers, members of the Force and employees under the Employee Mobility Act and Regulations. There is a process of confirming agreements and such a decision rests with the Agency. Contact the Department of Human Resources, Government of the Virgin Islands to identify which agencies are participating.

Q. I applied for a transfer through the Employee Mobility Programme, but have not heard from the organisation?

A. Each organisation will carry out the recruitment process based on their established standards. Generally, the selection process is competitive and appointments are made based on merit. If you are short-listed by the organisation you will be contacted for an interview. Contact the HR team at the relevant organisation to which you applied to follow up on the status of your application.

Q. What will my pension entitlement be upon retirement?

A. The pension from the Public Service and Royal Virgin Islands Police Force is calculated based on the last salary earned, years of service and other applicable benefits in accordance with the relevant pensions laws.

The pension from a Statutory Agency will vary by organisation. It is therefore very important that you verify details of the respective organisation's pension scheme.

Q. I am not sure if Employee Mobility is right for me, is there an alternative development opportunity for me to consider?

A. The Secondment Programme will continue to be an option for persons seeking a temporary development-focused opportunity in another organisation. The purpose of a secondment is to offer a way to gain a broader perspective of one's industry and develop particular knowledge and skills that could be used to advance one's substantive organisation. You may consider the following:

Areas to consider	Secondment	Employee Mobility
Appointment has a fixed timeframe	✓	✗ (one-time transfer)
Pensionable benefits reserved	✓	✓
Retention of substantive appointment	✓	✗
Primarily for developmental purposes	✓	✗

Alternatively, public officers may consider job rotations within the Public Service or contact the Department of Human Resources to discuss other learning and development opportunities.

Q. How do I gain access to my pension under the Employee Mobility Programme?

A. The pension from the Public Service and Royal Virgin Islands Police Force will be made available upon reaching the retirement requirements (25 combined pensionable years of service, attaining the retirement age or qualifying based on the other permissible grounds for retirement) and submitting a formal written notice to the Department of Human Resources one year prior to the date you intend to retire. Please refer to page 3 – *Accessing Your Pension of the Employee Mobility Programme: Guide and Frequently Asked Questions* for additional guidance on how to qualify.

The pension from a Statutory Agency will vary by organisation. It is therefore very important that you consult with the HR team to verify details of the respective organisation's pension scheme.

Q. Once I transfer, can I return to my previous position in my former organisation?

A. Transfers through the Employee Mobility Programme are permanent. Therefore, once you have transferred to the other organisation, you will no longer retain your previous position. You will have to apply for a vacant position should you desire to return to your previous place of employment.

Q. I am currently on secondment, what are my options?

A. Persons who are currently on secondment may have received notice about transferring permanently under the Employee Mobility Programme or to remain on secondment. Each case will be addressed on a one-on-one basis and will require the mutual agreement of all parties. If you have not received notice, contact the Department of Human Resources for more information.

Q. Can I transfer between two Statutory Agencies under the Programme?

A. No, the Programme does not allow for transfers between Statutory Agencies. See page 2 – *What is the Employee Mobility Programme?* of the *Employee Mobility Programme: Guide and Frequently Asked Questions* for transfer options.