



**HUMAN RESOURCES CIRCULAR NO. 01 OF 2017**

**FROM:** Director of Human Resources

**TO:** Public Officers

**PC:** Governor  
Deputy Governor

**DATE:** 1<sup>st</sup> March, 2017

**Re:** **Introduction of the Employee Mobility Programme – 1<sup>st</sup> March, 2017**

The Department of Human Resources is pleased to introduce the *Employee Mobility Programme*. This circular provides a brief overview of the Programme and guidance on how to access additional information.

**OVERVIEW**

The Employee Mobility 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, members of the Royal Virgin Islands Police Force (the 'Force') and employees of Statutory Agencies between the Public Service, Force and participating Statutory Agencies<sup>1</sup>, while maintaining their pensionable years of service.

- Public officers may transfer to the Royal Virgin Islands Police Force or a participating Statutory Agency
- Members of the Force may transfer to the Public Service or a participating Statutory Agency
- Employees may transfer to the Public Service or the Force

To be eligible to transfer under employee mobility, the following criteria must be met:

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

**HOW TO APPLY**

To apply to transfer under employee mobility, the public officer, member or employee must complete two forms: i) the employment application of the organisation to which he/she is seeking employment; and ii) the Employee Mobility Application. Both applications should be submitted to that organisation along with the required supporting documents.

<sup>1</sup> 'Participating Statutory Agencies' refers to the Statutory Agencies that have agreed to participate in the Employee Mobility Programme by signing a Reciprocity Agreement with the Public Service in accordance with regulation 3 of the Employee Mobility (Pension) Regulations, 2015.

**PROGRAMME BENEFITS**

The Programme allows persons who transfer through employee mobility to retain their pensionable years of service and to be eligible to receive a pension from the Public Service or the Force. The requirements to retire and receive pension benefits from the Public Service or the Force remain the same in accordance with the Pensions Act (Cap. 161) or the Retirement Age Act, 2016 – one would have to serve 25 years, attain the retirement age or qualify based on any other permissible reason for retirement (e.g. medical grounds). Persons who transfer through Employee Mobility to a Statutory Agency may be eligible to receive a pension based on the terms of that organisation's pension scheme. This will differ from Agency to Agency.

**ADDITIONAL INFORMATION**

You may access full details of the Programme including, a list participating Statutory Agencies, how to qualify for transfer, guidelines for transfer, how to become eligible for a pension and other frequently asked questions in the following resources: *Employee Mobility Programme Guide and Frequently Asked Questions*; and *Employee Mobility Application*. These resources are available on the Government's website: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)

Sincerely,



Michelle Donovan Stevens  
Director of Human Resources

**For support or to address any questions/concerns about the Programme contact:**

**HR PARTNERS:**

DEPARTMENT OF HUMAN  
RESOURCES SUPPORT:

Contact extensions 2105 or  
3079 or your Desk Manager:  
ext. 2178

MINISTERIAL SUPPORT:

Contact your Ministerial Human  
Resources Manager

**RELATED RESOURCES AVAILABLE ON GOVERNMENT'S WEBSITE:**

- Guide and Frequently Asked Questions
- Frequently Asked Questions Sheet
- Employee Mobility Application