

## Wage & Investment

### Fresno Submission Processing Job Swap

#### JOB SWAP OPPORTUNITIES AVAILABLE

Buyouts up to **\$25,000** are being offered to IRS employees meeting specific eligibility requirements

**Job Swap applications will be accepted from 2/16/2021 through 4/16/2021**

#### What is a Job Swap?

A job swap is the exchange of positions between two employees at the same grade/band level. When used as a mitigation strategy for transition, restructuring or reorganization initiatives, it allows directly impacted employees the opportunity to continue their employment by swapping positions with non-impacted employees who want to retire or resign by way of a Voluntary Separation Incentive Payment (VSIP), commonly referred to as a buyout, and/or the Voluntary Early Retirement Authority (VERA), commonly referred to as an early out. Job swaps are solely for the benefit of the swapping employees. It is the responsibility of the employees to identify each other when interested in a job swap.

#### Who may apply?

Any qualifying non-impacted IRS employee interested in swapping their continuing position with any employee directly impacted because of the W&I Fresno Submission Processing Reduction in Force (RIF), **for the purpose of taking VERA and/or VSIP, or to be separated in the RIF process and receive severance pay (if eligible).**

#### What are the eligibility criteria?

To be eligible for a job swap:

- Employees **must** have a current performance rating of at least Fully Successful;
- Employees **must** occupy positions at the same grade/band level;
- Employees **must** be qualified for each other's position;
- Employees **must** be able to perform the duties of that position with little or no formal training and with minimal on the job instruction;
- Employees **must not** have accepted a retention incentive within the last 12 months;
- Employees **must not** require moving expenses from the IRS; and
- Non-Impacted employees swapping into a directly impacted position to take the buyout **must** retire/resign through VERA and/or VSIP on **8/31/2021 (FERS)** or **9/3/2021 (CSRS)**.

#### If I want to Job Swap, where do I start?

The electronic Job Swap Bulletin Board will be accessible for all IRS employees beginning **Monday, February 8, 2021 through 11:59 p.m. ET on Thursday, April 16, 2021.**

**Step 1 (Find a Match):** Job swaps must be initiated by two partnering employees who are interested in swapping positions. Employees may begin expressing interest by posting their contact and position information on the electronic Job Swap Bulletin Board and searching for a potential match. Or, employees may find a match on their own without using the Job Swap Bulletin Board. A match is an impacted employee and a non-impacted employee occupying positions at the same grade/band level that meet all the job swap criteria listed above. (Note: Non-Impacted employees in positions classified as “incumbency only” may not offer their positions to impacted employees and accept a buyout. Such positions are abolished when they are vacated.) When employees locate a potential match and they agree to pursue a swap with one another, they should complete one (1) job swap request form and submit to management for review/approval. To access the Job Swap Bulletin Board, click on the following link: <http://servicewidejobswap.web.irs.gov/EnterpriseJobSwap/Main.asp>.

- **Potential Impact on Pay/Benefits:** Employees interested in job swapping should fully understand the potential impact on pay and/or benefits if the employees are in different posts of duty. The job swap (reassignment) Personnel Action Request (PAR) will be processed the pay period before the employee retires/resigns with the buyout. Both swapping employees (particularly the one retiring) must understand that dependent on the locality pay area they are currently in and the one that they are swapping to, there may be an impact to:
  - salary (locality pay increase or decrease)
  - lump sum payment(s) (e.g. annual leave, credit, comp time)
  - life insurance
  - withholding tax, and
  - State tax obligations
- **It is the responsibility of the swapping employees to fully investigate and understand this impact and their obligations.**

**Step 2 (Complete Form):** If you find a match that meets the eligibility criteria outlined above, and you both agree to job swap with each other, both of you must complete, sign and date Parts I and II of the Job Swap Request form (<http://core.publish.no.irs.gov/forms/internal/pdf/f14013--2008-07-00.pdf>). After both employees complete their portion of the form, each employee must have their manager complete Part III of the form.

**Step 3 (Obtain Managerial Approval):** Both managers should work together to complete Part III of the Job Swap Request form, and sign and date. Managers are strongly encouraged to dialogue with each other prior to granting approval. The managers will determine if the employees will be able to perform the duties of the position each will be swapping into with no formal training and minimal on-the-job instruction. **Note:** If a manager is uncertain whether an employee qualifies for a position in question, she/he should indicate that in the application package and submit it to the Job Swap Coordinator for review.

- Digital signatures are acceptable. If electronically signed, the form can be emailed to [HCO.Buyout.Job.Swaps@irs.gov](mailto:HCO.Buyout.Job.Swaps@irs.gov).
- If you are not able to add a digital signature, you can email the form if your email thread contains statements from each first- and second-line manager that they approve the swap.
- If you don't have access to email, you can also fax your form to **866-436-2082**.
- Managers **must** submit all job swap applications received whether they are approved or disapproved.

Completed Job Swap forms must be emailed by the closing date of the job swap window, **4/16/2021**.

**Step 4 (Qualifications Validation):** The Job Swap Coordinator will review each employee's qualifications to determine:

- If the employees meet the qualifications for the positions they will be swapping into;
- If the employee's permanent position-of-record is the same grade/band, and work schedule; and
- If the employee will be able to perform the duties of the position they will be swapping into with no formal training and minimal on-the-job instruction.

**Step 5 (Final Approval):** The Job Swap Coordinator will notify W&I of job swap results. W&I will notify employees of their job swap status as soon as they are complete, but no later than, ten days after the closing date of the job swap window.

**Step 6 (Reassignment):** Approved job swaps will be made effective on **8/1/2021**.

#### **VERA and VSIP Resources:**

VERA/Early Out Fact Sheet -

<http://hco.web.irs.gov/worktran/workrestruct/transmgmtprog/bsc-earlyosht091102.html>

VSIP/Buyout Fact Sheet -

<http://hco.web.irs.gov/worktran/workrestruct/transmgmtprog/vsipqas061003.html>

#### **Job Swap Resources:**

Job Swap Fact Sheet -

<http://hco.web.irs.gov/pdf/JobSwapFactSheet.pdf>

Job Swap Request, Form 14013 -

<http://core.publish.no.irs.gov/forms/internal/pdf/f14013--2008-07-00.pdf>

Job Swap Bulletin Board -

<http://servicewidejobswap.web.irs.gov/EnterpriseJobSwap/Main.asp>

IRM 6.576.1, Use of Direct Buyouts (VSIP) and Job Swaps -

[http://www.irs.gov/irm/part6/irm\\_06-576-001.html](http://www.irs.gov/irm/part6/irm_06-576-001.html)

#### **General Resources:**

IRS Source –

<https://irssource.web.irs.gov/Pages/Employee%20Resources.aspx>

Government & Retirement Benefits (GRB) Platform -

<https://platform.grbinc.com/>

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For further information, please visit the Consolidation website at:

[http://win.web.irs.gov/Submission\\_Processing/Consolidation.htm](http://win.web.irs.gov/Submission_Processing/Consolidation.htm)

**Questions or comments can be sent to the SP Consolidation Inbox (\*W&I SP Employee Focus) at**

[wispemployeeefocus@irs.gov](mailto:wispemployeeefocus@irs.gov)