

**Rotational Agreement**  
**for**  
**<rotational position title>, NB-0570-VI.2 (NBU)**  
**<employee's name>**

**EXTERNAL NEW HIRE**

This is official notification of your status as a result of accepting the position of **<rotational position title>**, NB-0570-VI.2, in the **<organization or field office>** located in **<City, State>**.

This is a rotational position not to exceed **<3 or 5>** years, effective **<date of personnel action>**. This rotation may end sooner if business needs dictate. If you voluntarily decide to vacate the **<rotational position title>**, prior to the expiration of the rotational assignment, you will only receive the saved grade/step protections if you have fulfilled two years of the agreement.

When the rotation ends, you agree to accept an immediate voluntary downgrade to a **<National Bank Examiner or Bank Examiner>** NB-V position in the same location to which you are assigned as a **<rotational position title>**, to the extent practicable. The business unit to which you will be assigned will be determined no later than the end of the rotation, based on the OCC's business needs and taking into account your preference. If it is not practicable to place you in the current location to which you are assigned, OCC management will place you in another geographic location that is mutually agreed upon. If you and OCC management cannot agree on a location, then management will assign you to a duty station where there is an available position.

- When this occurs, you will be entitled to two years of saved grade/step at the NB-VI.2 pay band. The purpose of the saved grade/step period is to provide enough time for you to find another NB-VI.2 position. While on saved grade/step you retain all rights of the NB-VI.2 pay band including being considered in the NB-VI.2 pay band for purposes of qualifying for other positions, relocation, and other benefits.
- Upon expiration of the saved grade/step period, if your salary cannot be accommodated within the NB-V pay band, it will be immediately reduced to the maximum of that pay band.

If you accept another rotational position while bound by this agreement, this agreement will terminate under the terms and conditions specified above. You will be required to sign a new rotational agreement for the successor position and will be subject to the terms and conditions outlined in the new agreement.

A copy of this agreement will be placed in your electronic Official Personnel Folder. By signing below you acknowledge your understanding of the conditions of this rotational position.

\_\_\_\_\_  
<*Employee's name*>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: <*Deputy Comptroller's name*>, Deputy Comptroller