

Erlanger Health System Policy

Origination Date: <u>04/01/92</u>		
Approval: _____		
Reviewed Date:	Revised Date:	Approval:
_____	2/17	_____
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Index Title: Job Transfers & Promotion
Originating Department: Human Resources
Number: 8327.0503

Description for EHS Intranet: It is the policy of Erlanger Health System to fill job vacancies by the transfer of qualified employees within the hospital when appropriate.

Policy statement: The purpose of this policy is to allow employees the opportunity to apply for transfer opportunities within the Health System.

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Scope: All EHS employees.

Definition: Transfer is defined as movement from one cost center to another or movement from one position to another; transfers may be promotions, lateral moves, or demotions. The starting salary for the position will be determined by Human Resources.

Policy:

- A. Employees who have been in their present position for at least twelve months of service may be eligible for transfer. On rare occasions with mutual agreement between the employee, current manager and receiving manager, an employee may be permitted to transfer during his/her initial twelve-month period; however, such transfers must be approved by the department heads over the affected departments and the Vice President of Human Resources.
- B. All internal and external applications will be submitted through the electronic application system. There is no limit to the number of jobs for which an employee can apply.
- C. All applicants should meet the requirements defined in the job description before a transfer can be considered. For applicants meeting minimum requirements, the final hiring decision will be made by the supervisor in consultation with Human Resources.
- D. Employees on disciplinary probation are not permitted to transfer. Any exception to this requires the approval of the Vice President of Human Resources.

- E. If an employee is selected for a position, the hiring supervisor should contact the employee's current supervisor and arrange a separation date (usually two weeks). A longer or shorter separation date must be mutually agreed upon by the two supervisors. The hiring supervisor must complete a Personnel Status Notice and submit it to Human Resources before the effective date of transfer.
- F. The successful applicant will be on a 90-day probation period for the new position.
- G. Transfers are accepted with the understanding that a transferring employee has no rights to his or her previous job if the employee is unable to perform the required work of the new position.
- H. If the employee is unable to perform the required work, the manager may terminate the employee's employment or transfer the employee, the employee may be given the opportunity to apply for another opening for which he/she is qualified, or the employee may apply for a leave of absence awaiting a vacancy if unable to obtain another position.
 - 1. If the employee is unable to perform the required work, the supervisor should document all instances of poor performance during the probationary period.

Committee	Approval/Date
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Medical Director	Approval/Date
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References: