

	Section: Human Resources	Title: Internal Transfers	Policy Number: AH 0500	
	Approved By: Corporate Policy and Procedure Committee	Effective Date: June 2013	Reviewed July 2014 October 2014	Revised October 2015

PURPOSE:

To ensure that all employee internal transfer requests are handled in a fair and consistent manner.

DEFINITION:

All Pro Vita employees have the opportunity to apply for positions at other Pro Vita facilities.

POLICY:

Pro Vita encourages employee promotion from within the organization and is committed to providing the means for upward and lateral mobility among employees. Transfers within the Company are essential to maintain an environment of employee growth. Whenever possible, job openings are filled from within the Company to encourage development consistent with employee career desires.

Any interested employee must complete one (1) year at their current facility prior to transferring to another facility.

If an employee is granted a transfer the employee, if applicable, will acquire the benefits and pay of the new facility.

Hours worked will begin from the start date at the new facility and hours from the previous facility will not carry over, but the hire date with Pro Vita (for purposes of years of service) will remain as the original hire date with Pro Vita.

PROCEDURE:

An employee requesting a transfer to an open position within another department or location must satisfy the following criteria in order to be eligible for consideration:

- Completion of a minimum of one (1) year in the current position/location.
- Currently be in good standing with regard to performance and attendance in the current position/location.
- Employees must qualify for consideration of the job opening through appropriate work experience and/or completion of educational courses pertinent to position requirements.

Pro Vita Care Management Inc.'s (Pro Vita) policies and procedures are for internal use only. The policies and procedures are the property of Pro Vita and all soft copies are not to be shared without prior approval of the Corporate Policy and Procedure Committee. Similar policies which contradict Pro Vita's policies may not be created and/or disseminated.

- An Internal Transfer Form must be completed and signed by the current Manager prior to expressing interest to the Hiring Manager. The Internal Transfer Form containing appropriate signatures should be sent to Human Resources and the Hiring Manager for consideration.
- If the employee requesting transfer is selected for the position, then a mutually agreeable transfer date will be determined by the current and new supervisor. Generally, the employee is expected to transfer within four weeks.
- If an employee signs an offer letter to accept a position at a new facility they are not able to then decline the offer and return to their previous facility.
- Employees who transfer to a new facility will retain their hire date. Seniority from their previous facility will not be transferred and a new seniority date will be given based on their start date at the new facility.

AUDIT INDICATORS:

- Performance Evaluations
- Progressive Corrective Discipline

FORMS:

- Employee Transfer Form

REFERENCES:**CROSS REFERENCE:**

- AH 3400 Work Schedules & Vacancies