



POLICY: Internal Transfers

<i>Original Implementation Date:</i>	03/2020	<i>Date Reviewed/ Revised:</i>	03/2020	<i>Area of Responsibility:</i>		<i>Version:</i>	2
--------------------------------------	---------	--------------------------------	---------	--------------------------------	--	-----------------	---

Sun Health recognizes that staff motivation, productivity, and retention are dependent upon people working in jobs that are well suited to their interests, and therefore offers and encourages transfer opportunities for current employees. Likewise, supervisors should be supportive of staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

PURPOSE: The purpose of this policy is to provide employees the opportunity to apply for open positions that may enhance career growth opportunities, before offers of employment are extended to external applicants. It is also the objective of the Company to assign each employee to a position that effectively utilizes the employee's skills consistent with the overall company requirements.

POLICY: Employees may apply for a transfer opportunity provided they meet the following eligibility requirements:

- Minimum of 6 months continuous service in present position, or the approval of the manager.
- Job performance at a satisfactory level and not the subject of a formal disciplinary action.
- Meet the minimum experience, skill, and education qualifications for the open position.

Employees interested in applying for an open position can contact Human Resources or the hiring manager for additional job information. If the employee so requests, Human Resources will keep their inquiries regarding a posted position confidential.

Employees must complete the Internal Transfer Application form and return it to Human Resources before a formal interview is scheduled.

Before submitting the Internal Transfer Application form, employees must discuss with their manager their intention of applying for an internal position. Managers shall not retaliate against an employee who requests consideration for a transfer.

Eligible and qualified employees who formally apply within the first 5 days after an open position has been posted will be interviewed. Employees who formally apply after the 5 days are not guaranteed an interview. A job offer will not be extended within the first 5 day period from the posting date of the requisition. Managers should not actively recruit within the company.

POLICY: Internal Transfers

Transfers shall typically take effect within 2 weeks, but no later than 4 weeks, after an employee's acceptance. Factors such as the urgency to fill the position, status of the employee's present workload, and difficulty in filling the employee's present position are to be considered in determining a transfer date. The Company will typically not post positions to be filled within a department, or by employees returning from a medical, family, military, or personal leave of absence, or by employees whose position is being eliminated (due to reorganization or reduction in headcount), or based on other special circumstances.

The releasing manager and the transferring employee will complete the Final Review section of the employee's Performance Management Form within 2 weeks of the transfer date. The hiring manager will receive a copy of the Performance Management Form, and consider that input in determining the employee's salary increase during the next scheduled salary review.

Typically, the employee's salary will not change due to a transfer, unless the position is considered a promotional transfer, in which case a promotional salary increase will be considered.

The Company may require employees to transfer to specific positions based on business needs and conditions.

RELATED AGREEMENT OR FORMS: *Internal Transfer Application.*