



Policy: Transfers and Promotion

ChildNet Number: CN 009.078
Original Approved Date: June 16, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): HR 5.02

Statement of Policy:

ChildNet encourages employees to consider higher-level positions or lateral transfers within the organization for which they qualify. Toward this end, ChildNet uses a job posting program that offers employees the opportunity to consider certain positions within ChildNet.

Board Chair's Signature: _____

Date: _____

11/15/10



Procedure: Transfers and Promotion

ChildNet Number: CN 009.078

Original Approved Date: June 16, 2010

Procedure Revised Date(s): August 22, 2014, July 8, 2015

Procedure Sunset Date:

COA Standard(s): HR 5.02

Statement of Procedures:

Employees are to have performed in their current position with ChildNet for at least 13 months in order for the organization to evaluate their job performance and suitability for promotion or transfer. ChildNet's Chief Executive Officer (CEO) or designee must approve exceptions to this requirement. In addition, employees must have a good performance, attendance, and punctuality record.

Each employee requesting a transfer or promotion will be considered for the new position along with all other applicants from both inside and outside the organization. Each transfer or promotion is judged on an individual basis, depending on the needs of the departments involved and ChildNet's overall operations. While it is not possible to list all criteria and factors considered by ChildNet in evaluating any particular transfer or promotion, ChildNet's considerations with respect to transfers and promotions may include the time, difficulty or hardship ChildNet may experience in filling an employee's existing position. In addition, business considerations may on occasion dictate that ChildNet make certain positions available only to outside applicants or only to inside applicants.

Employees who wish to apply for a transfer or promotion should discuss it first with their supervisor and/or Talent Management so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their supervisor/manager or Talent Management at any time.

If an employee fits the basic criteria for the position, Talent Management will make arrangements to set up an exploratory interview.

President's Signature: _____

Date: 07-10-15