

## POLICY/PROCEDURE

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Author <b>UofL Physicians Human Resources</b> <b>Approved by: John Elliott, VP of Human Resources</b>	Effective Date 5/1/2013	Revised Date Reviewed Date
Departments Affected <b>All</b>	Effective Date 5/1/2013	Revised Date Reviewed Date

### **PURPOSE:**

UofL Physicians is committed to providing career opportunities for all Team Members to improve both individual career opportunities and business capacity. To support this objective, it is essential that Team Members have the opportunity to transfer internally within UofL Physicians.

### **Benefits:**

- A. To offer Team Members opportunity and career advancement through transfer/promotion within the company
- B. To provide managers with qualified internal applicants
- C. Facilitate a smooth transition -ensuring a minimally negative impact on the business while remaining cognizant of the Team Member's needs

### **POLICY STATEMENT:**

UofL Physicians is committed to employee development and career progression; supporting internal transfer. As an Equal Opportunity Employer, we are committed to hiring the most qualified individuals for all positions.

### **Eligibility:**

- Team Members have worked in their current position for at least six (6) months.
- Team Members have acceptable performance records (have not received Progressive Discipline write-ups, or are not on a Performance Improvement Plan).
- Team Members meet the minimum qualifications outlined in the job posting.

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**Team Member Responsibility:** If the Team Members meets the minimum qualifications outlined in the job posting, they will follow the standard recruiting / hiring process by completing an online application through the intranet. Team Members will also complete an “Internal Transfer” form which will include their supervisors’ signature as a notification courtesy, and a copy of their latest performance evaluation.

**Hiring Manager Responsibility:** Hiring Managers will determine the most qualified candidates, regardless of their current employment with UofL Physicians, and select those individuals to be interviewed. Should the applicant selected be an internal candidate, the Hiring Manager will contact the internal candidate’s Releasing Manager, requesting information about the Team Member’s past performance. The Hiring Manager will negotiate a transfer date for the Team Member with the Releasing Manager. The notice period is two weeks for non-exempt Team Members and four weeks for exempt Team Members. All hires should start at the beginning of a pay cycle.

**Releasing Manager Responsibility:** In extreme business conditions, if the Releasing Manager feels the transfer/promotion will be detrimental to the business, they can express their concern to the Human Resources department. In extreme business conditions, the length of the transition period may extend beyond four weeks.

**PROCEDURE:**

HR will send the Internal Transfer Form to Team Members designated as the preferred candidate. They will complete the Team Member portion of the form and return to [HRFYI@ULP.org](mailto:HRFYI@ULP.org). HR will then send the Internal Transfer Form to the Hiring Manager and then to the Releasing Mangers who will complete their portions and return it to [HRFYI@ULP.org](mailto:HRFYI@ULP.org), prior to presentation of offer.

***Any deviations from this policy and procedure will need to be addressed and approved by the Executive Director of the department and the Vice President of Human Resources.***