

**I. POLICY: INTERNAL EMPLOYMENT TRANSFERS**

**II. PURPOSE:**

To provide guidelines for employees who request transfers to new positions within ACHIEVE Human Services, Inc. (the "Agency").

**III. PROCEDURE:**

A. An employee must work at a position for a minimum of twelve (12) months prior to being transferred within the Agency. A transfer before the one (1) year anniversary date may be approved if it is determined by the President/CEO that it is for the betterment of the Agency.

B. Voluntary Transfers

Employees must write a letter to the Human Resources Manager and their current supervisor/manager stating that they wish to transfer to a new position and the reason why. The Human Resources Manager will date stamp the request and:

1. Review the request to verify the information provided by the employee in an objective manner (where possible).
2. Review the request to verify that the employee meets the minimum qualifications for the position.
3. Determine whether the employee is under investigation and/or disciplinary action. If the employee is under investigation, the request will be held until the investigation is completed.
4. Identify whether the employee is currently serving a position or department that is experiencing a staffing shortage.
5. Employees are exhibiting poor work performance as evidenced by corrective action in their personnel file.

C. Interview process

1. Employees will interview for the open position as established in HR-102.
2. Following written approval by the President/CEO, employees will be placed on a ninety (90) day trial period and will require a progress review

at the end of the ninety (90) trial period. Paid Time Off (PTO) may not be utilized by employees during this period.

**C. Non-Voluntary Transfers**

Non-voluntary transfers will be requested by the respective supervisor/manager and approval by President /CEO. Non-voluntary transfers cannot be appealed by employees. Non-voluntary transfers will not be considered if the employee is the subject of an investigation and /or disciplinary action, or poor work performance.

**D. Conditions of Transfer**

1. Employees may not be transferred to positions for which they do not possess the minimum qualifications.
2. Final transfer decisions are made by the immediate supervisor and/or approval of President/CEO and with input from the Human Resources Manager based on information acquired during screening and interviewing procedures and in accordance with approved policies and procedures. Supervisors/Managers may not prevent eligible employees to transfer to another position, unless the transfer would compromise the integrity of the Agency to fulfill a critical deliverable of a contract.

**E. Clearances/Testing**

Depending on the position, certain clearances and/or testing must be completed within thirty (30) days of being transferred into the new position. Required clearances and/or testing not completed within this time frame may lead to disciplinary action, up to and including termination. Applicable clearances/testing required may include but are not limited to:

- a) Food Handling Card/Health Certification
- b) Fingerprint Clearance Cards/ Security Clearance
- c) Drug Testing
- d) Cardio Pulmonary Resuscitation (CPR) and First Aid Training
- e) Prevention and Support/ProACT/Article IX

- f) Valid Driver's License
- g) Pass background check inclusive of General Services Administration's System for Award Management (SAM)
- h) Hepatitis B/TB Test

FORM: Internal Employment Transfer Request

Date Last Reviewed: 12/96, 2/97, 5/97, 10/99, 7/01, 9/01, 1/02, 4/02, 8/02, 10/04, 04/05, 04/06, 09/11, 4/17, 5/17  
Date Last Revised: 5/17

APPROVED BY:

Rebecca Brooks 9/12/17  
Rebecca Brooks, Board of Directors, Chair Date

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Carol A. Carr, President/Chief Executive Officer Date

William Stewart 6-28-2017  
William Stewart, Human Resources Manager Date

**ACHIEVE HUMAN SERVICES**  
**POSITION TRANSFER REQUEST**

**EMPLOYEE**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PRESENT POSITION**

Job Title: \_\_\_\_\_

Date of original hire: \_\_\_\_\_

Length of time in this position: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Department Supervisor / Manager: \_\_\_\_\_

**DESIRED POSITION**

Job Title: \_\_\_\_\_

Can you perform the essential functions of the job for which you are applying? Y \_\_\_ N \_\_\_

**REASON FOR POSITION TRANSFER REQUEST:**

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\_\_\_\_\_  
Employee Signature / Date

\_\_\_\_\_  
Human Resources / Date

\*An employee's current supervisor will be contacted for references only if/when the employee is considered a finalist for the position. Human Resources will notify the employee prior to contacting their supervisor. Return this form, with cover letter and resume or updated employment application to Human Resources.