Baptist Health South Florida

POLICY NO.: BHSF-1250
TYPE: Administrative

POLICY TITLE: Transfers and Promotions

Responsible Department: Human Resources

Creation Date: 02/15/96
Review Date:
Revision Date: 2014/04/25

SUBMITTED BY (AUTHOR): Manuela G. Vicente
Title: Corporate Director, Recruitment

APPROVED BY: David J. Schubert
Title: Assistant Vice President, Talent Acquisition/Employee Development

APPROVED BY: Adriene McCoy
Title: Corporate Vice President and Chief HR Officer

PUBLISHED (Released): 2014/04/29

SUMMARY & PURPOSE:
The purpose of this policy is to describe the eligibility criteria and procedure to be followed by Baptist Health employees who wish to apply for an inter-department and intra-entity transfer or promotion to a posted position. This policy does not apply to Baptist Health-initiated transfers.

For the purpose of this policy, the term "transfer" is defined as follows: 1) change in department and/or entity in the same job or different position; 2) change in position within the same entity and department.

For the purpose of this policy, the term "promotion" is defined as an employee transfer to a new job within a higher pay range than the job from which the employee is transferring, or a transfer from a non-supervisory to a supervisory role.

POLICY:
Eligible and qualified Baptist Health employees who properly apply will be considered for open/posted positions at Baptist Health. Employees will be considered for a transfer or promotion based upon their qualifications, work record, attendance record (not including FMLA leave or any legally-protected leave of absence), previous training or experience, references, background investigation, interviews, and any other relevant job-related criteria. Positions will be filled with the most qualified candidates.
Eligibility and Qualifications:

1. Full-time, modified full-time, part-time, and per diem employees who have satisfactorily performed their current job duties throughout the preceding six (6) months may apply for a transfer or promotion to a posted/open position.

2. Employees who receive a written corrective action or a "minimally meets" on their performance evaluation at any time during the preceding six (6) months or during the transfer process are not eligible for a transfer or promotion to a posted position.

3. Employees participating in a formal training program will be eligible to apply for a transfer or promotion to a posted/open position six (6) months after completion of the training program, if they have satisfactorily completed the training program during the preceding six (6) months, have satisfactorily performed their current job duties throughout the preceding six (6) months, and have not received a written corrective action or a "minimally meets" on their performance evaluation at any time during the preceding six (6) months.

4. Employees who have been recently promoted must work in their new position for six (6) months before they are eligible to apply for a transfer or promotion to a posted position.

5. Employees in the Secretarial Float Pool (only) may be considered for a transfer to an open posted position after completion of 30 days of employment.

6. Transfer Eligibility for Employees on a Leave of Absence: Employees on a leave of absence will not be permitted to apply for transfer during their leave of absence unless there is a mutual agreement between the current department leader, the HR Site Consultant and the employee or the employee is participating in the BHSF Return to Work Program.

SCOPE/APPLICABILITY:
This policy applies to all Baptist Health employees.

PROCEDURES TO ENSURE COMPLIANCE:

1. The Recruitment Department will post open positions on the Baptist Health South Florida career web site careers.baptisthealth.net as specified in BHSF Administrative HR Policy 1200 Hiring Process and Procedure for a minimum of seven (7) days.

2. Changes to status, shift, or weekend contract within the same department will be processed using a Personnel Action Form (PAF). The current manager must complete the PAF to include the employee signature and next level leader signature approval. The current manager will forward the completed PAF to the Recruitment Department. Recruitment will work collaboratively with Compensation for processing.

3. Requisitions for promotions and lateral job code changes within the same department will not be posted provided the manager obtains written approval from the department's Vice President and HR Site Director.

4. Employees who are interested in applying for a transfer or promotion to a posted position must complete an online Application for Transfer via the Baptist Health Career website available at careers.baptisthealth.net.

5. Upon receipt of the application for Transfer or Promotion, the Recruitment Department will review the employee's personnel file to determine the eligibility of the employee for transfer or promotion, and whether the employee has the minimum qualifications for the position applied for. If upon review, the Recruitment Department determines that employee is ineligible for transfer or promotion, and/or lacks the minimum qualifications for the position applied for, the Recruitment Department will notify the employee via email that their application for transfer or promotion has been denied.

6. The Applications for Transfer or Promotion of all eligible employees who meet the minimum qualifications for the position, along with a copy of the employee's most current performance evaluation, transfer application and assessment results (as applicable), will be forwarded to the hiring manager for review.

7. The hiring manager will review the applications for transfer or promotion of all eligible qualified internal candidates and will interview those internal candidates who, based upon the application, most current performance evaluation, and assessment results (as applicable), the hiring manager determines are most

qualified for the position. The hiring manager will select a final candidate and notify the Recruitment Department, in writing, of their selection.

8. All candidates not selected for the position will be notified by the Recruitment Department via email.

9. The final candidate will be notified by the Recruitment Department that he/she has been identified as a final candidate. Following this notification, the employee's current manager will be contacted to review the employee's current performance and obtain an internal reference.

10. The Recruitment Department will notify the employee's current manager of the application for transfer or promotion, and will request current performance information which will be shared with the hiring manager. If current performance is satisfactory, unless otherwise mutually agreed between the recruiter and the hiring manager, Recruitment Department will offer the applied-for position to the employee.

11. If the employee accepts the offered position, Recruitment will inform the employee's current manager. An employee selected for transfer or promotion will be released within 2 to 4 weeks of written notice to the current manager, unless otherwise mutually agreed among the current and hiring department managers. Transfers are to be effective at the beginning of a pay period.

12. The current manager will complete an Internal Mobility Development Form and forward it to the new manager prior to the employee transfer date.

13. The current manager will forward the employee's departmental file and any other relevant information to the hiring manager.

14. The Recruitment Department will initiate the transfer process via Lawson Offers Page (PA45). The current and hiring managers receive via Lawson MSS a notification that transfer action has taking place.

15. Recruitment will launch the transfer event in Red Carpet to initiate the on-boarding process for leaders and employees (as applicable).

16. The hiring manager will furnish the transferring employee with a copy of the new job description. It is also the responsibility of the hiring manager to document any competency assessments required of the transferring employee and to provide appropriate department orientation in accordance with BHSF Administrative HR Policy 1400 New Employee Orientation. (Note: A non-clinical employee who is transferring into a clinical position must be cleared by the Employee Health Office prior to beginning work in their new position. Employees will attend specialty training and/or orientation as required by the position. In addition, employees changing entities may be required to attend the New Employee Orientation at their new Entity).

SUPPORTING/REFERENCE DOCUMENTATION:
N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

- BHSF Administrative Policy 1200 Employment Procedure – Human Resources
- BHSF Administrative Policy 1400 New Employee Orientation – Human Resources
- Online Application for Transfer. Available at careers.baptisthealth.net

ENFORCEMENT & SANCTIONS:
Violation of this policy may lead to disciplinary action including termination of employment.