

## HR-520.5 Vacancies and Transfers

This procedure shall apply to all employees of REACH for Tomorrow.

### 1. Vacancies

- 1.1. When a vacancy occurs in any position, qualified internal personnel shall be given first consideration.
- 1.2. Staff who are interested in an upcoming or open vacancy and are interested in information regarding the vacancy shall be directed to speak with Human Resources staff.
- 1.3. Staff are discouraged from recruiting employees from a different department to fill vacant positions until the posting has been sent out to all current staff.
- 1.4. Staff are encouraged to speak with their current supervisor about their interest in another position within the agency.
- 1.5. HR will inform supervisors of staff who have applied for open positions prior to interviews.

### 2. Resignations

- 2.1. When a staff resigns from their position, the resigning staff shall be given 24 hours post formal resignation to Human Resources to inform those they would like to know about their resignation.
- 2.2. After at least 24 hours, Human Resources will send out an all-staff communication to let the agency know about the resignation.

### 3. Promotions/Transfers

- 3.1. An employee's wages, upon transfer to a different position, shall be adjusted to comply with the current pay schedule for that position.
- 3.2. After a current staff member accepts the promotion or transfer to a vacant position, the supervisor or designed and transferring employee will be given 24 hours to inform their current team members and prepare for the announcement.
- 3.3. The current supervisor is responsible for informing the agency about the move of their current staff to a new department or to a promotion.
- 3.4. The incoming supervisor is responsible for ensuring the staff meets with IS department staff for additional training on the EHR and their new role in the system.

### References

## CARF Standards Manual, Section: Workforce Development and Management