

HR DEPARTMENT	REVISION 00	DATE EFFECTIVE 20 October	PROCEDURE No. HR-019
PERSONNEL MOVEMENT		WRITTEN BY	APPROVED BY

I- DEFINITION:

Personnel movement in this procedure means major changes in terms of personnel which affect employee's responsibilities, authorities, benefit, working condition/ working place. This movement includes, but not limit to, salary adjustment, allowance adjustment, promotion/ demotion, transfer, temporary job rotation, change of title, change of work place...

II- OBJECTIVE:

To ensure all the personnel movements are based on job requirement, to serve business purpose, fair and in compliance with the law.

III-PROCEDURE

- Department Manager discusses with direct boss of the employee and , in some cases, with the employee to determine the movement need.
- Department Manager discusses with HR Manager to fill in the Personnel Movement Notice (PMN) with detailed explanation on the movement.
- In case of changing the job responsibilities or creating a new job or title, a new job description must be enclosed.
- In case of temporary job rotation / temporary transfer / job rotation for training purpose, the term of such transfer / rotation must be specified clearly in the PMN.
- For staff below supervisory level, all movements without changes in salary and benefit and with the acceptance of the employee , Department Manager and HR Manager can approve together.
- For other cases (Supervisor and higher levels; lower level but with changes in salary/benefit) the PMN must be submitted to General Director for approval. The effective date of the movement and the new salary / allowance must be specified clearly in the PMN.
- Only after the PMN is approved by relevant management as mentioned above, then it can be returned to the Department Manager to announce to the staff.
- The employee must sign in the PMN for acceptance and implementation.
- In case the employee refuses to sign in the PMN i.e. he/she does not agree with the personnel movement. Department Manager and HR Manager will discuss and recommend solution to General Director.

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IV-FORMS:

-Personnel Movement Notice (English and Vietnamese forms)