

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-008

SUBJECT: Promotion or Transfer of Employee

EFFECTIVE DATE: May 1988

Policy:

Employees are encouraged to seek promotions within the agency, and may apply for promotions or transfers whenever vacancies occur.

Procedures:

1. When a current employee of Cottonwood, Inc. wishes to apply for a vacant position, he/she must discuss his/her wish to apply with his/her immediate supervisor before applying.
2. The employee wishing to apply for a vacant position should apply from the internal posting page within Employee Self Service (ESS) in Paycom under Company Information. Human Resources will document the request and notify the hiring supervisor.
3. All other procedures will be followed in filling the vacant position as described in Policy No. 03-005 Employment Procedures.
4. Supervisors hiring within house are required to obtain information from the current supervisor/department head and the HR office prior to making a hiring decision.
5. Employees may not apply for a transfer or promotion to **another department** until they have completed 9 months in their current position. However, if it is in the best interests of all those affected, a transfer may occur sooner.
6. When the move is neither a lateral move nor a promotion then the employee will not retain their current salary/wage. Rather, the wage will be the entry-level amount for that position plus the accumulated percentage point raises for which the employee has been eligible. If the employee is returning to a position that was formerly held, then their last wage at that position would be the starting point.
7. The current manager of the employee transferring will complete the Personnel Action Form (PAF) in Paycom. If there are specific concerns or questions, the manager will contact Human Resources.