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**TITLE PROMOTION AND TRANSFER**

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Approval: \_\_\_\_\_  
Executive Director

Date 7/95  
Revised 9/13  
Dept HR  
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This policy details the process for placement of qualified internal applicants in positions as they become available within the ASC. This policy applies to all open positions.

**I. POLICY:**

When a position becomes available, the ASC will announce the position and interview all qualified applicants for the position. Selection for the position will be based on the applicant's job knowledge, experience, skills and qualifications in accordance with the requirements of the position.

**II. ELIGIBILITY:**

Employee will be eligible to apply for promotional opportunities after six (6) months of continuous employment or six (6) months in a promotional or transferal position.

**III. PROCEDURE:**

- a) When an open position becomes available, the human resources department with input from the hiring manager will prepare an announcement giving the specific requirements of the position.
- b) For all open positions at a manager level or above, ASC will first post the announcement internally for three (3) days (see promotion/transfer policy/handbook).
- c) Employees interested in applying for any position should complete ASC's employment application.
- d) Employment applications from employees who have the minimum qualification as specified in the job announcement will be considered.
- e) After the closing date of the announcement, all employees who apply for the position and met the minimum qualifications will be given an appointment for interviewing.
- f) A determination regarding the selection of an employee for the open position will be made within seven (7) days after the interviews have been completed.
- g) The interview will be conducted in accordance with the procedure for interviewing in the policy for the Recruitment and Selection.
- h) Once an employee has been selected for the position, the two (2) departments involved will confer and agree on a suitable transfer date. The transfer date for an employee should normally occur within two (2) weeks after the department is notified of the selection.

- i) An employee promotion must move the employee from one level to a higher level or the position must give the employee greater duties and responsibilities that will provide a line of progression for the employee to move to a higher position.
- j) For non-managerial positions, an employee may be selected for a promotional position without having the position announcement if the open position is in a normal progression of the individual selected and that individual has the qualifications as stated in the job description to perform the required job duties.

#### **IV. PROMOTIONAL INCREASE**

- a) Employees who are promoted will be given an increase based on the salary range and budget.
- b) Any changes to be made in salary will be effective the date of the promotion.