

Home Health Foundation, Inc.

SUBJECT: JOB POSTING PROGRAM/INTERNAL TRANSFERS

PURPOSE: To establish a policy and procedure which provides Home Health Foundation employees the opportunity to be considered for position changes, upgrades and promotions.

Policy

Human Resources will post all open positions for a minimum of three (3) working days, providing qualified employees with the opportunity to apply for transfer or promotion.

Procedure

Job Posting

Upon final approval of an employee requisition, all position openings will be posted for a minimum of three working days. The position will continue to be posted until an offer has been accepted by an applicant.

External candidates may be interviewed during the posting period, but an offer may not be extended until after the three working day minimum has been met and all qualified internal candidates, who have completed a Job Bid Form (attachment), are given full consideration.

Eligibility

Employees are eligible to bid on any position after having completed six (6) months in their current position. Employees on a Performance Improvement Program (PIP) are not eligible to bid on any position until the PIP has been satisfactorily completed. Any time spent on warning does not count towards the 6 month eligibility requirement.

In some instances, employees with less than six months in their current position may be given permission to bid on another graded positions. Such a waiver requires the approval of their present manager/supervisor and the Vice President of Human Resources.

Bidding

Employees who wish to respond to a position posting are required to complete a “*Job Bid Form*” – *Attachment #1*. The “*Job Bid Form*” is then sent to the Human Resources representative for review, to ensure that the employee meets eligibility requirements and the minimum qualifications for the position.

Selection

All qualified employees are interviewed by the hiring manager/supervisor. Final selection of a qualified employee will be made by the hiring manager/supervisor, with the process being overseen by the Human Resources representative.

A qualified employee is one who satisfactorily meets the requirements of the position in terms of education, experience and skills.

Disposition of the Bid

Applicants who do not meet the minimal requirements for the position will be notified immediately by the Human Resources representative.

Applicants who interviewed for the open position will be notified verbally by the Human Resources representative as to the status of their bid within one (1) week of the interview with the hiring manager. It is the responsibility of the hiring manager to notify Human Resources of the employee’s status. In the case of a hiring rejection, the employee should contact Human Resources for further information if necessary.

Successful bidders will be notified of their selection, the salary offer and transfer date by the Human Resources representative. Those employees not selected will also be notified by Human Resources.

Once an employee is selected for the position, the transfer will occur no later than thirty (30) calendar days following selection. Under extenuating circumstances this thirty day period may be waived with concurrence of the current and future manager. If the employee has not received a performance evaluation within 3 months of the transfer date, the losing manager is required to write an evaluation for the exiting employee. This will not effect the next review date of the employee.

Responsibility: Leadership, Human Resources

Distribution: Leadership

Nature of Change	Updated policy and included eligiblity requirements on “Job Bid Form”
Approved EMC	11/03/15
President/CEO Signature	_____ / ____ / ____ Date

Home Health Foundation
“Job Bid Form”

I am interested in applying for the following position:

Posted Position Title: _____

(Please print)

Employee Name: _____

Current Job Title: _____

Date of Hire: _____

Current Supervisor: _____

Employee's Signature: _____ Date ____/____/____

- Employees are eligible to bid on any position after having completed six (6) months in their current position. Employees on a Performance Improvement Plan (PIP) are not eligible to bid on any position until the PIP has been satisfactorily completed. Any time spent on warning does not count towards the 6 month eligibility requirement.

PLEASE SEND THIS FORM TO HUMAN RESOURCES AFTER COMPLETION

This section to be completed by Human Resources

Date Received: ____/____/____ Hiring Manager Notification Date: ____/____/____

Follow-up: _____

Attachment #1