

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Section # HR		Subject # 520.5
Subject Title Promotion/Transfers	Adopted 3/13/23	Last Revised 3/13/2023	Reviewed 7/10/24

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

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.

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- 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

Kerry Possehn, CEO	Date		