Policy: Transfers and Promotion

ChildNet Number: CN 009.078
Original Approved Date: June 16, 2010
Policy Revised Date(s):
Policy Sunset Date:
COA Standard(s): HR 5.02

Statement of Policy:

ChildNet encourages employees to consider higher-level positions or lateral transfers within the organization for which they qualify. Toward this end, ChildNet uses a job posting program that offers employees the opportunity to consider certain positions within ChildNet.

Board Chair's Signature: _____ **Date:** 11/15/10

Procedure: Transfers and Promotion

ChildNet Number: CN 009.078
Original Approved Date: June 16, 2010
Procedure Revised Date(s): August 22, 2014; July 8, 2015; October 14, 2026
Procedure Sunset Date:
COA Standard(s): HR 5.02

Definitions:

Promotion: Movement from one position to higher position and pay grade due to an increase in scope and responsibilities.

Lateral Transfer: Move to a new position in a different area or department where the new position is the same pay grade as the previous position.

Statement of Procedure:

I. Promotion and Lateral Transfer Eligibility

To qualify for a promotion or lateral transfer under this policy, an employee must be in good standing as demonstrated by a "meets expectations" or above on their most current performance appraisal, not be on an active progressive discipline at the current time or within the past twelve (12) month period, have no documented attendance or punctuality concerns in the past twelve (12) months, and at least thirteen (13) months of continuous service in the employee's current position. In certain cases, a period of six (6) months of continuous service may be acceptable, based on legitimate business reasons and subject to review and approval by the employee's direct supervisor, department leader, area Chief, and Human Resources Officer. ChildNet's President must approve exceptions to the service requirement.

II. Promotion Pay

A. The employee receiving a promotion should be placed at the minimum of their new pay grade in terms of their adjusted annual or hourly base pay rate or a 5% to 10% pay increase per pay grade whichever is higher.

B. Human Resources reviews the following factors to determine the percentage increase:

1. Employee's background, experience, and performance.
2. The rate of base pay for others already in the same role.
3. The current performance rating of the employee in their existing job prior to the promotion.

4. The presence of skill sets, previous experience and education that *exceeds the requirements* of the new job.
5. If the employee is being promoted from an FLSA non-exempt role into an FLSA exempt role and thus will be losing overtime pay potential, the overtime amount that was typically worked within the *last two (2) years* should be considered when determining the new base pay amount.
6. Market conditions and the difficulty filling the position.

C. The amount of a promotional increase shall not be communicated to the employee until it has been approved by the Human Resources Department.

D. The timing of a promotion will not negatively affect an employee's performance appraisal review date. Regardless of when a promotion occurs, the employee should be eligible to receive the full appropriate promotional increase. The employee should also be eligible to receive an appropriate performance-based increase at the time of their next performance appraisal review in accordance with ChildNet's Performance Appraisal Policy and Procedure CN 009.037.

III. The Promotion Process

A. Employees who wish to apply for a promotion should discuss the matter with their direct supervisor.

B. After speaking with the direct supervisor, if the employee remains interested an application is submitted.

C. Human Resources will review the employee's personnel file to verify eligibility, including contacting the employee's current manager directly.

D. Once confirmed, Human Resources will notify the employee and the hiring leader of the interested employee's eligibility for consideration.

E. The hiring leader will keep detailed records of the process to support their decisions and provide Human Resources with a copy.

F. The employee is expected to continue to perform the duties of their current position until formal promotion to their new job assignment has occurred.

G. Whenever an individual is promoted, a Personnel Action Form must be completed and processed through the Human Resources Department. The effective date of the promotion is determined by the below schedule or as agreed upon by both managers:

Employee Level	Pre-Transfer Period
Staff, Non-Exempt and Exempt	2 weeks
Supervisor, Manager/Asst. Director	3 weeks
Director and Above	4 weeks

IV. Lateral Transfer Pay

Lateral transfers, within the same paygrade, are not eligible for salary adjustments.

V. Acting/Interim Assignments

The department Chief or designee may appoint an employee, who meets the minimum qualifications for the job, to fill a position on a temporary/interim basis. The percentage of the temporary increase may be up to 15%. Increases above 15% must be approved by the President and CFO. The salary increase shall be effective for the period in which the staff member serves in the acting/interim capacity.

President's Signature: Neilo Shea **Date:** 11/13/26