

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-008

**SUBJECT:** Promotion or Transfer of Employee

**PAGE(S):** 1 of 1

**EFFECTIVE DATE:** May 1988

**Policy:**

Employees are encouraged to seek promotions within the agency, and may apply for promotions or transfers whenever vacancies occur. Special attention must be given if a promotion involves going from a direct care position to a supervisory position. An outstanding record in direct care does not automatically mean that the employee has the qualities and skills to be an effective supervisor.

**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 complete an Internal Posting Request form and submit to the Human Resources Department. 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. The evaluation date will not change in these scenarios.