



**Wesley Woods Senior Living, Inc.**

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**SUBJECT:** Transfers and Promotions

**THIS POLICY**

Policy Number: 207  
Effective Date: 11/01/02  
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**REPLACES POLICY**

Policy Number: 207  
Effective Date: 12/01/93

**POLICY:**

It is the policy of Wesley Woods Senior Living, Inc. to offer opportunities for transfer and promotion within the company to qualified individuals.

**GUIDELINES:**

1. All transfers and promotions will be based upon such factors as matching skills and the experience of the candidates to the job description.

Consideration will be given to internal candidates based on

- (a) level of skills and abilities applicable to the position;
- (b) level of documented performance;
- (c) the internal candidate's current position status (regular verse temporary with regular employees being given priority over temporary employees based on (a) and (b) above;
- (d) the length of employment service in a regular full-time or part-time position considered equally if skills and documented performance are comparable.

2. Transfer and promotion opportunities will be filled on an equal opportunity basis.

During the job posting period, Wesley Woods Senior Living, Inc. employees will have an opportunity to make application for an open position via completion of the online application on the WSL Applicant Tracking System (ATS) and with the use of the Internal Transfer Request form. The Internal Transfer Request form is available in the Human Resources Department.

3. When an Internal Transfer Request is submitted, Human Resources will:
- a. Review the online application and personnel file to determine the candidate's ability to meet the qualifications of the position as outlined in the approved job description and notify both supervisors of the application.
  - b. Refer the application of qualified candidates to the hiring supervisor for an interview under Targeted Selection as applicable.

4. Human Resources will not refer the application of candidates who do not meet the minimum qualifications for an open position or candidates who are in the corrective action process. Except in the case of intradepartmental transfers, or transfers at the request of management, candidates must have been in their current position for 6 months or longer.
4. The hiring manager will use Targeted Selection, as required, to assess all candidates for a vacancy. The Hiring Manager will notify Human Resources when a hiring decision has been made. Human Resources or the facility hiring manager will make the offer of employment to the candidate, notify the supervisor and coordinate the transfer of paperwork.
6. When an internal candidate is selected, Human Resources will negotiate the transfer date with the current and prospective supervisor.
7. The hiring (new) supervisor must initiate a Payroll Transaction form to transfer the employee to the correct position, department, etc.
8. Human Resources will notify all internal candidates of the hiring decision.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Date Reviewed: 11/01/02 Last Reviewed: 09/01/2007 Adair Maller, Director Human Resources