

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: STAFF INFORMATION**

SUBMITTED BY: Executive Director	DATE SUBMITTED: 09/82	SECTION: Human Resources	
BOARD APPROVED ON: 9/22/82	DATE REVISED: 10/18/2023, 12/19/2023, 1/19/2024, 09/02/2026	SUBJECT: Promotions/Transfers	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 07/18/17, 05/16/18, 07/17/19, 7/14/21, 7/15/23, 10/18/2023, 12/19/2023, 1/19/2024, 09/02/2026		POLICY #: ED-030	PAGE #: 1 of 4

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to establish procedures for promotion and transferring. Transfers and promotions will occur at the sole discretion of management and will not discriminate without regard to race, sex, gender identity or sexual orientation, religion, national origin, marital status, age, weight, height, color, disability, genetic information, veteran or other legally protected areas in the hiring, promotion, compensation, or discipline of employees.

III. NOTIFICATION/PROCEDURE

PROMOTION

WHO

DOES WHAT

Program Supervisor

1. Follows Job Posting Policy

Human Resource Manager

2. Follows Hiring Policy

Program Supervisor

3. If an internal employee is selected for the position and is transferring from another program the program supervisors will work with one another to develop a transition date that will be on a Friday (when applicable 2 weeks from date of job offer).

Human Resource
Manager/Designee

4. If promotion results in moving to a licensed setting different from current location schedule employee for fingerprinting.

5. Once fingerprinting results have been returned notify program supervisor and residential division director of approval to schedule start date. Send

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transfer request form to administrative services
division director and executive director

Program Supervisor

6. Will notify human resource manager of official start date.

Human Resource
Manager/Designee

7. Will send the employee a new job description through the Human Resource Information System (HRIS) and ensure signatures are obtained.
8. Within 48 business hours completes payroll status change in payroll system and saves supporting documentation (i.e., job description) to personnel file.

III. NOTIFICATION/PROCEDURE CONTINUED

TRANSFER BY MANAGEMENT

WHO

Program Supervisor

DOES WHAT

1. Makes recommendation for employee transfer to division director by completing the Transfer Request Form.

Division Director

2. Affirms or denies in writing the recommendation for transfer on the Transfer Request Form.
3. Send human resource manager and program supervisor copy of Transfer Request Form.

Human Resource
Manager/Designee

4. If transfer results in moving to a licensed setting different from current location schedule employee for fingerprinting.
5. Once fingerprinting results have been returned notify program supervisor and residential division director of approval to schedule

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effective date. Send transfer request form to administrative services division director and executive director

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|------------------------|--|
| Division Director | 6. Effective date of transfer must be communicated to Human Resource Manager a minimum of 48 business hours prior to effective date. |
| Program Supervisor | 4. If denied, will develop an action plan for the success of the employee at the current location.

5. If approved, will set up a meeting with the employee, division director, human resource manager and new supervisor. |
| Human Resource Manager | 6. Within 48 business hours put in writing transfer details and completes payroll status change in payroll system and saves supporting documentation (i.e., job description) to personnel file. |

TRANSFER BY EMPLOYEE REQUEST

WHO

DOES WHAT

- | | |
|------------------------|--|
| Employee | 1. Submits written request for transfer to human resource manager by completing the Transfer Request Form. |
| Human Resource Manager | 2. Sends Division Director Transfer Request Form. |
| Division Director | 3. Tentatively identifies a new program location.

4. Consults with program supervisors of identified program locations. |

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5. Confirms a transfer plan with timetable.

Human Resource
Manager/Designee

6. If transfer results in moving to a licensed setting different from current location schedule employee for fingerprinting.

7. Once fingerprinting results have been returned notify program supervisor and residential division director of approval to schedule start date.

Division Director/Program
Supervisor

8. Effective date of transfer must be communicated to Human Resource Manager a minimum of 48 business hours prior to effective date. Sends completed Transfer Request Form to Human Resource Manager.

Human Resource
Manager/Designee

9. If transfer is approved, notifies employee in writing of decision of new location and start date and completes payroll status change in payroll system and saves supporting documentation (i.e., job description) to personnel file within 48 business hours. Start date will be on a Friday.

10. If transfer is not approved, notify employee of decision in writing.