

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
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Page:	1 of 1

I. Policy: St. Joseph Academy employees may request consideration for job transfer or promotion within the organization.

II. Procedures:

- A. Qualified candidates who request consideration are evaluated in accordance with the requirements of the job.
- B. To qualify for a transfer or promotion, an employee must have completed 6 months of employment from their hire date.
- C. To qualify for a transfer or promotion, an employee agrees to remain in the new position for 90 days before applying for another position.
- D. To qualify for a transfer or promotion, an employee must meet the minimum training and experience required for the posted position.
- E. Current disciplinary action may prohibit the employee from transfer or promotion.
- F. The organization reserves the right to grant exceptions based on business needs.
- G. If interested in applying for a new position, the employee must complete an Internal Transfer Application and return to Human Resources with current resume.
- H. Human Resources will review Internal Transfer application for eligibility and completeness, determining if employee qualifies for position. Meeting minimum requirements does not guarantee an interview.
- I. After determining most qualified personnel, internal and/or external, regardless of age, color, race, national origin, religion, gender, disability or veteran status, Human Resources and Hiring Supervisor will begin interview process.

The President/CEO reserves the right to make exceptions to the Policy outlined above.

Approved by: Tabitha Opans
President/CEO

Date: 3/4/23