
POLICY

The Poverello Center, Inc. (TPC) has a consistent method to recruit, hire, transfer and promote employees while ensuring compliance with governmental regulations and company policy.

PROCEDURE

TPC policies on recruiting, hiring, and transferring to other positions within the TPC community are designed to provide a fair and equitable process resulting in the appropriate match of a staff member's skills, knowledge, and experience with a given position's job requirements. This hiring and transferring process includes the following priorities:

- To identify and attract qualified and diverse applicants.
- To give preference to qualified TPC staff and volunteers (particularly to those who are affected by a reduction-in-force, layoff, or return-to-work due to worker's compensation).
- To encourage the career growth of current staff.

When planning a staff recruitment, HR should ensure the job description is up-to-date, determine if the position has an affirmative action hiring goal, and then begin the recruitment process by considering priority candidates and internal candidates. HR should consider and interview all qualified internal applicants and volunteers (especially those who are on redeployment, layoff, or return-to-work status).

Transfers/Promotions: Transfers and promotions provide staff the opportunity for career growth and advancement within TPC. Supervisors are encouraged to consider internal candidates from within their own entity or department as well as from other entities or departments throughout TPC. Those staff who have successfully completed TPC-sponsored education/professional development programs should also be given preferential consideration. Staff must inform their current supervisor of a transfer request before accepting another position at TPC so that the current supervisor and HR can discuss staff performance and work background. HR should contact at least two (2) references including the current supervisor.

Expressing an interest in a transfer or promotion within TPC will not adversely affect a staff member's current employment. There are, however, specific procedures and qualifying periods for staff applying for a transfer or promotion.

Eligibility Requirements: The following list details the requirements for staff transfer and promotion:

- Employed as "current," "regular," "temporary", or "part-time".
- Completed a minimum of six months of successful service in a position before becoming eligible to transfer or be promoted to another position at TPC (exceptions to this six-month requirement may be made by a current supervisor).
- Current performance meets job expectations.
- Meets all of the job qualifications for the position.
- Has not received formal performance or conduct counseling with a corrective action within the last six months of employment (exceptions to this stipulation may only be made with the approval of the current supervisor, the interviewing supervisor, the Human Resources Manager).

Application Processes and Guidelines: The following list details the requirements for job postings, hiring, and job applications; staff/volunteer must:

- All approved, vacant positions must be posted for a minimum of seven calendar days on the TPC careers website. HR posts new vacancies so that all eligible staff/volunteer may be informed of new job opportunities at TPC.
- Ensure that they meet the competency and experience requirements for the position.
- Develop or update their resume in preparation for the application process.
- Applications will remain active in the application system for three months.
- Will be considered for positions that appropriately match their skills and interests.
- Inform their current supervisor of a transfer request before accepting another position at TPC so that the current supervisor and HR can discuss staff performance and work background.
- Staff should use TPC's internal online application to apply for the position. If a staff member does not have access to a computer, he or she should visit TPC HR office.

Continuous Service Date and Benefits for Staff Who Transfer or are Promoted: A staff member who transfers to another department retains his or her original continuous service date – based upon his or her initial date of hire. The department to which the staff member transfers becomes responsible for accrued and unused PTO time, sick leave, and holiday time that may be due to the staff member.

Approvals:

Signature: _____ **Date:** _____

Tania Taveras, MBA HRM
Chief Administrative Officer

Signature: _____ **Date:** 6/15/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: N/A

Date Established: 06.11.2019

Date Reviewed/Revised: N/A