





## Internal Job Transfer ~ Instructions and Guidelines

**\*KenCrest employees who have passed their 90-day probationary period are eligible to transfer to another type of job, service area, or work location within the Agency.**

Job openings are routinely posted on the KenCrest website at [www.kencrest.org](http://www.kencrest.org) under “Careers.” Questions can be directed to the Talent Connection Specialists in Human Resources.

Procedures for **VOLUNTARY TRANSFERS** are different than those for **ADMINISTRATIVE TRANSFERS** (see below).

**VOLUNTARY TRANSFER** – an employee may request an internal job transfer to a desired open position

1. The employee wishing to transfer shall complete the following:
  - a. Complete the Internal Job Transfer Request Form and notify current supervisor of the transfer request. Current supervisor must sign the Internal Job Transfer Request Form.
  - b. Forward the signed Internal Job Transfer Request Form and a resume to the Human Resources Department at [jobs@kencrest.org](mailto:jobs@kencrest.org)
  - c. The Human Resources Department will forward the form and resume to the Hiring Supervisor.
2. The Hiring Supervisor receiving the transfer request shall:
  - a. Arrange and conduct an interview.
  - b. Contact the Employee Relations team to review personnel file to determine that any position-specific requirements are met (example: HS Diploma/GED, physical exam with negative PPD result, etc).
  - c. Contact the Training area’s Administrative Assistant to verify that all necessary trainings have been completed.
3. Approval of Internal Job Transfer Request

Hiring Supervisor:

- a. Ensures that the most qualified applicant is matched to the particular program or service area. **A current employee is not guaranteed the transfer unless it is determined that he/she is the best applicant for the position.**
- b. Notify the employee of the approval or denial of their transfer request.
- c. Sign the Internal Job Transfer Request Form and forward to employee’s current supervisor and Human Resources Talent Connection Specialist with anticipated transfer date.
- d. Send a Payroll Change Notice form to Human Resources along with a copy of the completed Internal Job Transfer Request form to [jobs@kencrest.org](mailto:jobs@kencrest.org)

Employee whose transfer is approved:

- a. Notify current supervisor of transfer approval. Acceptance of a job transfer by the employee must also include giving the required minimum resignation notice to the current supervisor which begins AFTER the supervisor has been informed of the approved transfer. In extenuating circumstances as determined by staffing of the program, an employee may be required to stay beyond the minimum notice.

**ADMINISTRATIVE TRANSFER** – a transfer may occur due to a decision of a Director or their designee as part of the disciplinary process and/or to more effectively deliver services at a program or service area. In these circumstances involving managerial discretion, the Director or designee coordinates the transfer process with the affected employee, the appropriate supervisors, and the Director of Employee Relations.

**\*The 90-day waiting period may be waived under extenuating circumstances and will be agreed upon by the applicable Directors.**