

3.21 Voluntary Transfers

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to provide the opportunity for employees to request a transfer to meet personal and/or contractual needs.

Procedure:

All employees are eligible to request a transfer by following the procedures below:

- Employees must satisfactorily complete their introductory period at the work site for which they were originally hired. The Director of Human Resources must approve any exceptions.
- The employee will make requests for transfer in writing to their supervisor and the Human Resources Department.
- Requests for transfer will be considered by a team of personnel including, but not limited to, the supervisors, a representative from the Human Resources Department and the Area Manager, Director of Contracts/Retail or Retail Coordinator affected by the transfer.
- Before granting a transfer, consideration must be given to issues such as, but not limited to, replacement of position being vacated by the employee, effects on benefits available according to the contract site and availability of the position being requested.
- Once a transfer is granted, the employee will be instructed as to any changes in benefits.
- Individuals who have received a disciplinary action within the past 6 months or whose last performance evaluation was substandard will not be considered for a voluntary transfer.