3.22 Right to Transfer an Employee

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to reserve the right to transfer an employee from one work site or location to another in order to meet an immediate need.

Procedure:

No employee will be transferred without the notification of the employee, the employee's immediate supervisor, and the employee's new supervisor.

Employees may be transferred on a temporary basis following the above guidelines.

Reasons for a company initiated transfer may include, but are not limited to, a change in a contract specific staffing level, a customer request, loss of a contract or, reorganization of a contract or job site.

Requests for transfer of an employee will be considered by a team of personnel including, but not limited to, the supervisors, a representative from the Human Resource Department and an Area Manager, Director of Contracts/Retail or Retail Coordinator. It will be the responsibility of the Human Resource Department to coordinate the flow of information, such as benefits, hours, pay, etc. regarding this request.

Before finalizing a transfer, consideration must be given to issues including, but not limited to, replacement of the position being vacated as well as the effects on benefits available at the new position.

Effects on benefits must be communicated to an employee before a transfer is finalized. Start dates are the responsibility of the supervisors affected by the transfer. A "Status Routing Slip" must be completed by the new site supervisor and forwarded to the Payroll Department as soon as the transfer is completed.

The date listed on the Status Routing Slip will serve as the official starting date for the new position.

If the transferred employee has worked at the current site for 6 months or longer, an "interim evaluation" must be completed by the current supervisor and forwarded to the new supervisor. Subsequent evaluations will follow procedures as outlined in Policy 3.17, *Performance Evaluation*.