


<b>Category:</b>	Human Resource Admin	<b>INCA Community Services Personnel Policy</b> 
<b>Sub Category</b>	Services/ Recruitment & Hiring	
<b>Effective Date:</b>	84	
<b>Revised Date:</b>	2004, 4/18	
<b>References:</b>	HSPS Act 644 a 3 A	
<b>Forms:</b>	Employment Application	
Responsible: Human Resource Director, Program Directors, Supervisors		
<b>Transfers and Promotions Policy</b>		
<b>Purpose/Introduction</b>		
INCA is committed to providing job advancement opportunities, including promotions and transfers, for deserving and qualified employees the latitude to change positions and duty locations.		
<b>Promotions and Transfers</b>		
All interested employees are encouraged to apply for promotions and transfers. <ul style="list-style-type: none"> <li>Any decisions made after the interviewing process are based upon the ability, qualifications and the performance of the candidates for the open posted positions.</li> </ul>		
<b>Transfers</b>		
A transfer is the movement to another job that is previously established through an approved personnel requisition, has the same salary range or may involve a salary increase. <ul style="list-style-type: none"> <li>A transfer may result in a title change.</li> <li>When an employee is transferred from one facility to another and there is no promotion involved, the salary will remain the same.</li> <li>All transfers must complete the introductory period, any exceptions must be approved by the Executive Director. (<a href="#">See Introductory Period Policy</a>)</li> <li>Benefits affected by transfers: <ul style="list-style-type: none"> <li>If employee is transferring to a position with no or less benefits, benefits will cease accumulating on the date of transfer.</li> <li>If employee transfer results in an employee becoming benefit eligible, then benefit accruals begin effective with the change (1st or 16th of the month).</li> <li>If employee transferring has accumulated annual leave and sick leave this time will transfer with them only if benefits are available for the position the employee is moving to.</li> </ul> </li> </ul>		
<b>Promotions</b>		
INCA supports career development, employees who are focused on career growth should think about the two types of promotions available in the staff compensation program: a market-based promotion and a contribution level promotion. The following are examples of each:		

- **Market Based Promotion** means that an employee has made a meaningful job change to a new job with increased responsibilities and higher pay in the agency. While the salary range may be higher, the role of the job may not change and the contribution level of the job does not change.
  - **Example:** Erika is currently classified as a full time driver, Erika takes on data input as part of her job duties, this is not a temporary change. This position has a higher salary range because it has more responsibilities and is paid more on the market.
- **Contribution Level Promotion** reflects a significant job change. An employee who receives a contribution level promotion moves to a job with a higher contribution level and higher salary range. The employee's role may change as well.
  - **Example:** Cathy has gained skills and competencies, her performance is outstanding, and she is recognized as an expert in her job position. She has a few years of experience as a Head Start Teacher and is ready to assume a job with greater responsibilities. The next step on her career ladder for Cathy would be to become a Head Start Manager. The Head Start Manager is classified in a profession role with a higher salary range. This will be a contribution level promotion for Cathy; her role, and salary range will change and she will receive a salary increase.

#### Guidelines

- Employees interested in a posted position must fill out an application;
- Employee are placed in the desired recruitment packet and screened for interviews;
- Current employees must have successfully completed their 90 day introductory period before applying for a posted position.
- All employees who meet the required qualifications will be interviewed by the appropriate management staff,
  - All other qualifications and abilities being equal, priority consideration will be given to parents and internal candidates for available positions,
- All transfers and promotions must be set for the beginning of the following pay period.
- A new review cycle begins with the date of this change.
- Exceptions:
  - Interview may be waived for internal candidates, if there is only one in-house applicant for the posted position.
  - The introductory period time limit may be waived in certain situations. ([See Introductory Period Policy](#))
  - Each exception must be approved by the Executive Director prior to actions.

#### Definitions/Acronyms

HSPS - Head Start Performance Standards

#### Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.