

Procedure Title:**Employment Status & Records****PROCEDURE NUMBER: 2-8-1****Policy Title:**

Transfers/Promotions

Effective Date:

2/1/2003

Revision Date:

10/1/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Career development and advancement is exciting and rewarding for the employee and Keystone. We support “promotion from within” by providing opportunities for qualified employees to fill new or vacated positions.
2. Occasional transfers are considered a necessary job function of any position at Keystone. The welfare and safety of the residents must come first. Because we are a large organization with multiple locations, there are times when it may be necessary to assign staff temporarily, or on a more permanent basis, to another work location.
3. Employees who have not yet completed their introductory period are not eligible for either a transfer or promotion.
4. “Lateral” transfers (a transfer from one department to another in the same position or capacity) will not generally be considered. Keystone may consider exceptions in certain circumstances.

NOTES: