

**Subject: PERSONNEL POLICY #34  
TRANSFER POLICY**

**Understanding Your Position**

The first six months of any job typically serves to develop satisfactory working relationships and learn job function and role to a level of proficiency. The work and conduct of an employee during the first six months of their employment is considered an evaluation/training period.

**The Importance of Training**

Training is the key element of success in any program. In order to become proficient in your role, time needs to be invested in learning the expectations of the position. For this reason, **Transfers to other programs will not be permitted within 6 months of hire.**

\* Tenured employees requesting to change programs must also remain in their "new" program 6 months before transferring out of that particular program.

If during this period, an employee decides that he or she does not like the job duties, program, shift, etc, or is simply not suited for the position, the employee may resign from employment by submitting a written resignation of employment.

After the employee has fulfilled their 6-month obligation, the employee may then submit a request for transfer form to Human Resources.