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I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation, its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital and healthcare facility in which an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

The purpose of this policy is to provide Tenet managers and supervisors with guidelines regarding the transfer or promotion of employees within or between any Tenet Facility.

III. DEFINITIONS:

- A. **“Transfer”** is the movement of an employee from one position to another position at the same level and salary range. This is sometimes referred to as a “lateral transfer.” In some cases this may involve the movement of an employee from one geographical area to another.
- B. **“Promotion”** is the movement of an employee from one position to another position in a higher level and salary range. In some cases a promotion may involve the movement of an employee from one geographical area to another. Internal candidates shall be given preference for promotion opportunities over external candidates, when training, skills, and ability for the position are otherwise equal.

IV. POLICY:


Tenet believes in transferring and promoting qualified employees to positions of increased responsibility whenever that action is most appropriate. Transfer and promotion decisions are based on long-term business goals, employee performance and the employee’s potential for success in the new position. Transfer and promotions shall be offered to employees at the sole discretion of the company.

V. PROCEDURE:

The following procedures and guidelines governing intra-company transfer and promotions have been developed in order to minimize the amount of disruption to the employee and the organization.

- A. Eligibility

To be eligible to apply for a transfer or promotion an employee should be in his/her current position for a minimum of six (6) months. This six months

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requirement may be waived with agreement of both the current and receiving supervisor, subject to Human Resources review and approval.

Employees who are currently engaged in a performance management plan are not eligible to apply for a transfer or promotion.

B. Employee Service Time

Employees who are transferred or promoted will maintain their original date of hire with Tenet.

C. Reference Checking

The Application for Transfer/Promotion form must be signed by all appropriate parties and the employee's current HR Department before the employee interviews for the position.

Hiring managers should contact the candidate's current supervisor as well as Human Resources to clarify the individual's skills and ability for the position as well as any other factors that should be considered before an offer is extended.


D. Background Checking

An employee transferring from one Tenet facility to another does not require a new background check unless:

1. The employee is being promoted from a non-management position to a Manager level or above and it has been more than 6 months since the employee's last background check.
2. There is not a copy of the original background check in the employee's file.
3. If new position requires credit check due to the nature of the position, and previous background check did not contain a credit check then a credit check needs to be obtained.

E. Drug Screen Checking

An employee transferring from one Tenet Facility to another does not require a new drug screen unless there is not a copy of the original drug screen in the employee's file.

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F. Salary

A lateral transfer does not ordinarily result in an increase or decrease in salary. In situations where the employee transfers to another facility in a different market or geographic location, the employee's current salary may be reviewed to ensure it is appropriate for the new location. In situations where the current salary is not appropriate, an increase or decrease in salary may be offered in order to maintain internal equity at the new facility.


Promotions will typically result in an offer with a salary increase.

G. Notice Period for Release to New Position

1. In general, the normal notice period for releasing an employee to a new position from the date the offer is accepted is two (2) weeks for non-management employees and four (4) weeks for management employees. The hiring manager should coordinate with the current supervisor to determine a mutually agreeable start date before the offer letter is sent.
2. Exceptions to the normal notice period may be made with the mutual agreement of the involved supervisors. Extensions may be necessary when the employee has accepted a position in a different geographic location. Corporate Human Resources is available to assist in resolving conflicts involving date of release.
3. If the transferred or promoted employee has been working at his/her current facility for less than one year and his/her original hire involved an agency fee or relocation cost, the receiving facility may be requested to share the prorated cost.

H. Transfer of Employee Benefits and Records

1. The current facility retains the employee under the insurance benefit plans through the end of the payroll closing date prior to transfer and takes appropriate deductions. The current facility also pays all wages and Paid Time Off that may have been taken up to the effective date of the transfer.
2. The receiving facility will assume the employee's accrued Paid Time Off balance.
3. The employee will be subject to the policies and practices of the receiving facility with regard to performance appraisals and future pay increases.

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I. Responsibilities:

1. Employees

- a. The Application for Transfer/Promotion form requires your supervisor's signature.
- b. Once signed, the Application for Transfer/Promotion form should be taken to current facility Human Resources department for appropriate forwarding.

2. Current Supervisors


- a. Sign Application for Transfer/Promotion form and return to employee.
- b. Notify second level supervisor of employee's request.
- c. Establish appropriate transition plan for employee transfer if offer is extended and accepted.

3. Current Facility Human Resources

- a. Accept signed Application for Transfer/Promotion form. Verify employee's eligibility to apply for a transfer. Notify receiving facility's Human Resources Department that Application has been received and is being forwarded.
- b. Assist as necessary in coordinating arrangements for interview of transfer candidate as necessary with receiving facility's Human Resources Department and/or hiring supervisor.
- c. Arrange for transfer of original personnel records and turn around documents if offer extended and accepted.
- d. Arrange for copy of background and drug screening results to be sent to facility.

4. Receiving Facility Supervisor

- a. Obtain reference information from current facility supervisor regarding candidate's skills, ability, and past performance, then conduct interview of transfer candidate.

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- b. Notify HR/Recruiter of interviewed candidates not accepted for the position of decision/outcome.
- c. Inform HR/Recruiter of selected candidate to be offered job. Contact current supervisor to set a mutually agreeable start date, then provide to HR/Recruiter.
- d. Establish plan for appropriate transition and orientation of new employee.

5. Receiving Facility Human Resources


- a. Ensure Application for Transfer/Promotion form is completed and assist in the coordination of interview.
- b. Work with hiring supervisor in determining an appropriate job offer for the selected candidate. Extend and send offer letter to selected employee referencing agreed upon start date.
- c. Work with the current facility Human Resources Department to expedite transfer of the employee's personnel records and other details as necessary.
- d. Complete a Personnel Change Notice (PCN) or equivalent and process.
- e. If transferring facility does not have a copy of background and/or drug screening results. Make arrangements to have the background and drug screen repeated.
- f. All positions requiring licenses, certifications, registrations and/or educational degrees based on the job description require primary source verification during the applicant interview process.

J. Auditing and Monitoring

Audit Services will audit compliance to this policy as part of its full scope audit process.

K. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance

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management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable laws.