

Tender Care Medical Services, Inc.

POLICY & PROCEDURES

Title: Job Postings/Promotions/Transfer Requests

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Originating Department: Human Resources

Approved By:



PURPOSE:

Provide employees with guidelines to seek opportunities for advancement and growth.

Provide eligibility requirements and factors to be considered for transfer and promotion.

POLICY:

The Company shall promote and transfer employees from within where consistent with the Company's objectives and the individual's career goals. Qualified internal candidates are given preference over equally qualified external candidates for promotion and transfers.

Supervisors/Administrators have a continuing responsibility for planning and developing employees' careers and for encouraging employees to apply for more responsible positions within the Company.

Transfer and promotion selections are based upon the operational needs of the Company and upon the qualifications of the individual candidates.

DEFINITIONS:

Promotion

Change from one position to another position that has a higher salary grade. Promotions may occur within the departments or to another PPEC Site.

Transfer

Change from one position to another position that has the same salary grade. Transfers may occur within the PPEC Site or to another PPEC site.

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Demotions

Change to a position at a lower salary grade. Demotions may be voluntary or required by management due to performance issues.

POSITION POSTINGS:

All approved position openings will typically be posted on designated web sites for a minimum of 30 days. Job postings will generally include; job title, a summary of position duties, and any special demands (such as working on weekends, holidays, etc., position requirements (such as experience, educational requirements), person to contact, and instructions regarding how to apply:

- An employee may be temporarily assigned to an open position before the posting period “expires”.
- Positions may be posted with the State Employment Agency, college/universities career boards, Indeed, etc.

EMPLOYEE ELIGIBILITY:

To be eligible for a posted position or to request a transfer/promotion to any position in another PPEC Site, an employee must meet the minimum requirements for the job defined in the position description, meet certain tenure requirements, and be in good standing in their present position.

- For purposes of this policy, “good standing” shall mean; the employee’s overall work record is acceptable, the employee has an average annual Performance Evaluation rating from his/her immediate Supervisor of “Meets Requirements” or a higher rating. The employee has not received a Verbal or First Written Warning level of disciplinary action or higher within 24 months or 12 months preceding the request for transfer or promotion.
- The employee should have been in his/her current position for a minimum of six (6) months.
- Permission from the Chief Executive Officer must be obtained prior to considering an employee for an available position who has been in his/her current position for less than six months.

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SELF-NOMINATION/APPLICATION PROCEDURE:

Employees interested in posted positions may obtain information (salary range, reporting relationships, more detailed position description, etc.) in confidence by contacting the Talent Acquisition Specialist in Corporate Human Resources.

Employees will be required to complete and submit the Job Posting and Transfer Request form to the Talent Acquisition Specialist to be considered for other open positions. It is not mandatory, but as a courtesy, the employee should notify his/her supervisor of the intent to apply for a position prior to applying.

SELECTION CRITERIA AND PRIORITY IN FILLING OPEN POSITIONS:

Both internal and external candidates shall be considered for open positions. In all cases, the most qualified candidate will be hired and the needs of the PPEC Site are determinative.

The Company determines the qualifications and requirements for all positions.

Generally, outside candidates are not considered unless the position cannot be filled from the current work force. Outside candidates are considered when:

- The external candidate is better qualified than internal candidates
- A unique technical or professional skill is required
- The open position is at the entry level

The promotion or transfer shall typically be based on the following factors:

- Education, training, relevant experience, demonstrated ability, skills, consistent attainment of measurable goals and efficiency.
- Validation of these skills and abilities will be based upon a review of relevant documents contained in the employee's Personnel File at the PPEC Site.

PROCEDURE FOR FILLING OPEN AND POSTED POSITIONS:

The Talent Acquisition Specialist will review the Personnel File of each employee applying for a transfer/promotion to screen for eligibility and to validate qualifications.

It is the responsibility of each employee to ensure his/her Request, Personnel File and Education records are up to date and accurately reflect skills and experiences, and that they are verifiable.

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An employee who meets the minimum qualifications for the position will be interviewed by the Talent Acquisition Specialist and by the Hiring Manager, but the number of candidates may also be reduced to the three to five most qualified to ease the recruitment process.

An employee who does not meet the requirements and/or minimum qualifications for the position shall be notified by the Talent Acquisition Specialist. The Talent Acquisition Specialist may provide guidance on steps to take in order to meet the minimum requirements when applying for future positions.

The employee who is interviewed will be advised of the selection decision and may be advised of the reason for his/her non-selection, if applicable, by either the HR Manager or the Talent Acquisition Specialist.

EFFECTIVE DATE OF TRANSFER/PROMOTION:

The two Administrators, with the assistance of the Talent Acquisition Specialist, will determine an appropriate transfer date which allows adequate transition time for both PPEC Sites, but which generally will not exceed four weeks.

- An employee should not be penalized or held back from a position because a replacement cannot be found or has not been trained.
- The effective date of the transfer/promotion should be the first day of a new pay period.

DETERMINING SALARY CHANGES AND REVIEW DATES:

Promotional Increases

Promotional increases will typically be 3.0% per salary grade or to the minimum of the new salary grade, whichever is higher, with an equity review to ensure proper placement. Increases above 10.0% must be reviewed by the HR Director.

An employee who is promoted will have his/her performance reviewed at the completion of 90 days to determine if he/she is a fit for the new position.

Transfers

Transfers do not normally result in changes to the employees' pay, unless the current pay exceeds the maximum of the salary range to which he/she is being transferred. In which case, the employees' pay may be adjusted to the maximum of the salary range.

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Demotions

Demotions do not result in establishment of a new Performance Review date, or a pro-rated merit increase. An employee being demoted (voluntary or performance related) will not be paid a salary in excess of the maximum of the range to which the employee is assigned.

Should the reduction involve a change from a lead role to a non-lead role, any lead pay salary adjustment is discontinued immediately i.e. (Example-Preceptor Pay).

The supervisor/administrator from which the employee is leaving shall complete an interim Performance Review and forward to the employee's new PPEC Site for consideration in his/her annual review. Employees who are demoted will have their performance reviewed at the completion of 90 days. Generally, the demoted employee is placed at the same point in the new lower range as they were in the old higher range. A 3.0% per grade decrease may be warranted.

Salary increases must be discussed in advance with the HR Director and Chief Executive Officer.

PPEC Transfers

As a courtesy, prior to making a job offer to another PPEC Site, the Talent Acquisition Specialist shall notify the supervisor/administrator of the current employee's PPEC Site. Transfers should be the beginning of the pay period.