



October 6, 2021

GUIDELINES FOR TRANSFERRING DEPARTMENTS/SHIFTS

As Cherry Optical Lab continues to grow, the need for recruiting will continue. When we have open positions, we will do our best to communicate internally first to give our team members a chance to apply if they are interested in moving throughout the company. In most situations, internal team members will be given preference to open positions.

In order to be considered for a transfer, the following guidelines must be met:

- Team members must be employed for a minimum of 120 days
- Team members must be meeting goals and expectations in their current department and be in good standing (no open corrective action)
- A team member's attendance record will be a huge factor in the consideration of a transfer approval

If a team member is interested in transferring, the first step is to let their current manager know. If the current manager indicates that the team member is in fact, eligible to transfer, the manager of the department in which the new position is located will be looped in for discussion. Erin will be available as needed to help make sure the process goes smoothly.

Of note - Depending on the position, wage adjustments, including wage reductions may be a factor in the internal transfer. Management/Erin will be able to provide applicable information so team members understand the wage of the position in which they are interested in transferring to.

In most cases, the position of the team member who is requesting the transfer will need to be filled prior to moving out of the department. Management/Erin will work to recruit as quickly as possible with the goal of filling the position within a month's timeframe, but in some cases it could take longer.

Transfer information to keep in mind:

- Once a team member transfers departments, in most cases they will not be able to transfer back to their old position. It's important that team members job shadow, understand job duties of the new position and what it really entails prior to making their decision to ensure it's a good fit.
- Once a team member is in their new position, the expectation is that they commit to working in that role for a minimum of 120 days before being eligible to transfer again.
- The team member's current manager is responsible for letting the department manager in which the new position is located know about any pre-planned and approved vacation time the team member has scheduled.