



TITLE: TRANSFER MOVEMENT BETWEEN BUSINESS UNITS	
APPROVED BY: TBD	EFFECTIVE DATE: JUNE 1, 2020

1. **Purpose:** Provides guidelines and procedures for the transfer of employees between the Reyes Family of Business companies.
2. **Scope:** The guidelines apply to all US based Reyes Family of Business employees. If an employee has a union contract with contradictory language, the union contract will supersede the guidelines.
3. **Definitions**

Job Postings:

- All positions must be posted internally on business unit career web site for 7 calendar days before an offer can be made, unless otherwise approved by VP of HR.
- Employees must apply as an internal applicant using the Internal Career Portal available on ReyesConnect and/or use internal applicant access point available on external career web site pages.

Exceptions to Postings:

- Department reorganization
- Lateral development move that does not result in a vacancy
- Some positions may not be posted based upon specific exceptions identified by Human Resources team

Employee Applicant Requirements:

- Employee is responsible for notifying their current manager prior to submitting an internal application. As an alternative, inform local Human Resources, if necessary.
- Employee must meet minimum job requirements as outlined in position job description.
- Employee must complete application as an internal applicant through ReyesConnect and/or internal applicant access point available on external career web site. As part of application, employee will be asked to verify the following information:
 - Current Business Unit
 - Current Business Unit location
 - Current Position Title
 - Have you been in your current role for at least 6 months?
 - Manager's First and Last Name
 - Have you informed your manager or HR that you will be applying to this position?
- Employee must supplement Internal Application with verification of their eligibility by



completing the *Employee Eligibility Verification for Transfer Movement Between Business Units form*. Human Resources at the current Business Unit must verify eligibility and send a signed copy to Hiring Human Resources department.

Employee Eligibility & Performance Requirements:

For application consideration, an employee must meet the criteria below, subject to exceptions is the discretion of the hiring business unit's VP of HR:

- Employee must be in current position for a minimum of 6 months.
- Employee must meet minimum qualifications of position.
- Employees with documented corrective action within the last 6 months are not eligible.
- An employee must have a "Partially Meets" rating or above on their most recent performance review.

4. **Process Flow for Employee Applications/Transfer Movement between Business Units**

Employee Eligibility Verification:

- Human Resources will assess all employee applicants and verify eligibility. An employee must submit completed *Employee Eligibility Verification form* as part of their application.
 - Local Human Resources and managers may not share employee performance, compensation or corrective action documentation to another business unit.
- Employee applications meeting eligibility requirements and minimum qualifications of position will be presented to Hiring Manager.
- All guidelines for interviewing applicants should be adhered to such as interview questions, current compensation and offer process.

Offer/Transfer Guidelines:

- Hiring Manager will present offer to an employee after successfully completing interview process.
 - Interviewed employees who do not receive an offer will receive verbal feedback from Human Resources or Hiring Manager within 10 business days of an offer being extended to a candidate.
- If an employee accepts an offer, additional background check, drug and/or physical testing may be required based on the nature of the position.
- Offers will be contingent upon successful completion of position required background checks.
 - Example: A DOT employee transferring into a DOT position in a different business unit, must complete a full background, drug and physical check as required by DOT regulations.
- Hiring manager will align with current manager on transition date. Start date must fall at the beginning of a pay period.
 - **Non-exempt position:** Start date will be within 30 calendar days from accepted offer, unless otherwise approved by hiring business unit's VP of HR.
 - **Exempt position:** Start date will be within 45 calendar days from accepted offer, unless otherwise approved by hiring business unit's VP of HR.



- Managers who are unable to agree upon appropriate transfer date will engage Human Resources at their respective business units to determine a mutually beneficial transfer effective date.
- If employee requires relocation, the Hiring Manager and hiring location's HR must align on relocation package and obtain proper approvals.
 - Hiring location's HR is responsible for submitting relocation paperwork.

Employee Benefit/PTO Information:

- Benefits may vary between business units. Contact Human Resources to learn more about benefit and/or paid time off differences.
- Employee seniority will be maintained.

Employees who do not following established transfer guidelines will be disqualified from consideration. Any questions regarding the transfer movement between business units can be addressed with local Human Resources.