



Corporate Policies and Procedures

Human Resources

EMPLOYEE TRANSFER AND PROMOTION

Category: Employment (EE)
Policy #: HR.EE.140
Applies to: Exempt and Non-exempt Staff

PURPOSE:

To support the development and career growth of employees while ensuring consistency and the appropriate utilization of resources.

DEFINITIONS:

Not applicable

POLICY:

The Medical College of Wisconsin (the College) supports the transfer or promotion of qualified internal candidates whenever such an action will be beneficial to both the College and the employee. Employees who have completed one year of service in their current position and whose current performance is satisfactory may be considered for a transfer or promotion within the College. Employees with less than one year of College service may be considered for a transfer or promotion within the same department. All leave balances will remain intact and benefits will continue to accrue, appropriate to the employment category of the new position.

Transfer

The transfer of a full-time or part-time employee is defined as a change from one position to another within the same position grade. A transfer within the College occurs as a result of the competitive recruitment process. An employee who transfers to a new position must serve a new trial period. The rate of pay for an employee who transfers may be no greater than the last rate received prior to the transfer and must be within the approved salary range for that position.

Promotion

The promotion of a full-time or part-time employee is defined as a change from a position in a lower grade to a position in a higher grade. A promotion within the College occurs as a result of the competitive recruitment process, unless it is part of the fiscal year budget process. Employees selected for a promotion will be

required to serve a trial period. The rate of pay for an employee who is promoted must be within the approved salary range for the new position.

Employees with Temporary Employment Statuses:

The Office of Human Resources must authorize any request for transfers and/or promotions, as foreign nationals with temporary employment authorization could jeopardize their current employment status.

PROCEDURE:

All staff positions will be announced internally by the Office of Human Resources on the Career portion of the Medical College of Wisconsin Career Website (www.mcw.edu) to give qualified employees the opportunity to apply for a promotion or transfer. The Website is updated daily with new positions, and can be viewed via the Office of Human Resources web page (www.mcw.edu/hr). A position must be posted for three working days before it can be offered and filled.

Employees must complete an online application in order to be considered for a transfer or promotion.

The transfer or promotion process is coordinated by the Office of Human Resources, to ensure that the following conditions apply:

- Completion of online application form.
- Confirmation of one year of employment within current position
- Review of credentials to ensure minimum qualifications are met
- Confirmation that employee is not in active discipline. Employees in active discipline will have participated in the formal corrective action process within 12 months from their date of application for another position.
- Reference checks are conducted on the top candidate. Reference inquiries must be limited only to questions relating to the applicant's qualifications and performance on their former or present job. References should be gathered from supervisors and departments must at least speak with the internal applicant's current College supervisor prior to an offer being extended. A review of the employee file is required for any internal candidates considered. Any deviation must meet with approval from the Director of Employment. The College reserves the right to conduct a full background investigation to include a criminal background check when deemed necessary.
- All employees of the Medical College, who fit the definition of a Caregiver, are subject to the requirements of the Caregiver Background Check Law, including the requirement to complete a Background Information Disclosure (BID) form (HFS-64) upon request by the Office of Human Resources. The Office of Human Resources will retain completed background check information on all Caregivers for a minimum of four (4) years or until the next Caregiver Background check is completed.
- The State of Wisconsin defines a Caregiver as persons with regular direct contact with patients, access to patients, or access to patient data. The Caregiver Background Check Law prohibits health care entities from employing or contracting with individuals that have convictions for serious

crimes, findings of abuse or neglect of a patient or child, misappropriation of patient property, or certain credential or licensure restriction. Further other acts substantially related to client care or the job functions may bar employment at the College.

- Individuals barred from employment are allowed to seek approval from specified agencies showing that they have been rehabilitated and thus allowed to work in a capacity that has access to patients. Caregivers barred from employment under the Caregiver Background Check Law may be reconsidered after DHFS or other applicable agency provides the individual with an appropriate rehabilitation review request approval in writing.
- As part of the background check process, the College will make a good faith effort to obtain additional information, if needed or required, including:
 - a. An out-of-state criminal history search if employee or applicant had residence outside of the state of Wisconsin in the last three years, including obtaining necessary fingerprints or authorization to obtain out-of-state records;
 - b. A tribal court criminal history search when appropriate;
 - c. A check of relevant military records if discharged in the last three years; and/or
 - d. Rehabilitation review letter if the BID form indicates a rehabilitation review was conducted.
 - e. Request county, local or military record authorities for a copy of the criminal complaint and the judgment of conviction (or other information showing nature and circumstances) if:
 1. The background check indicates a charge for a serious crime but does not clearly indicate final disposition;
 2. The background check indicates conviction within the last five (5) years of misdemeanor battery, battery to an unborn child, battery (special circumstances), reckless endangerment, invasion of privacy, disorderly conduct, or harassment;
 3. The Background Information Disclosure form indicates conviction for a serious crime, but the conviction does not appear on the Department of Justice background check; or
 4. The military discharge was other than honorable.
- After selection of the best qualified candidate, the Office of Human Resources must be contacted before making an offer. In conjunction with the Department, the Office of Human Resources will determine an appropriate salary offer.
- All applicants being considered for a Caregiver role must have a completed BID form and have a complete background check in accordance with the Caregiver Background Check Law prior to the extension of an offer and beginning employment. In cases where a business necessity is determined, an offer may be extended if the applicant has submitted a “clean” BID form

and an official Office of Human Resources offer letter is sent. The internal candidate may work no more than 60 days without the results of the Caregiver check.

- All Caregivers are required to notify their Supervisor no later than the next working day when: (1) convicted of any crime; (2) being investigated by any government agency for any act, offense or omission related to abuse or neglect to a client or a child (including child abuse or neglect) or for misappropriation of client property; (3) a unit or state agency has made a finding that the individual has abused or neglected any client or misappropriated the property of any client; or (4) the individual's credentials, if any, are not current or are restricted. All supervisors must notify the Office of Human Resources immediately of any incident related to the Caregiver law reported by their employees.
- All Caregivers will be subject to sanction, up to and including termination of employment if they provide false information on a BID form, or if they fail to properly provide any notice to the Office of Human Resources as required by this Policy. All Caregivers who refuse to complete a BID form will voluntarily resign from their employment with the College.

REFERENCES:

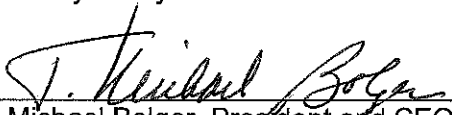
Not applicable

ATTACHMENTS:

Not applicable

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Approved By:


T. Michael Bolger, President and CEO
Medical College of Wisconsin