	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR101
		Effective Date	07/01/06
	<u>Subject</u> PROMOTIONAL OPPORTUNITIES AND OTHER JOB CHANGES	Page	1 of 5
		Supersedes	07/01/04

I. PURPOSE


To define policy and procedures of Johns Hopkins Health System Corporation (JHHSC)/The Johns Hopkins Hospital (JHH) with respect to promotional opportunities, demotions and transfers.

II. POLICY STATEMENT

- A. It is the policy of JHHSC/JHH to fill vacancies when possible by internal promotions or referrals without regard to race, marital status, religion, color, creed, national origin, sex, age, veteran status, sexual preference, mental or physical disability.
- B. If equally qualified, preference for filling vacancies will be as follows:
 1. Internal Process: (Bid)
 - a. Regular JHHSC/JHH employees on Worker's Compensation or affected by Reduction in Force
 - b. All other regular JHHSC/JHH employees
 - c. Float pool, casual, JHHSC/JHH temporaries
 2. External Process: (Application)
 - a. JHH endorsed training programs
 - b. Volunteers (through the Volunteer Office)
 - c. Affiliates
 - d. External candidates
- C. External candidates will not be hired until all internal qualified candidates who have bid in a timely manner have been considered. External candidates will be considered in the order listed above.

III. DEFINITIONS

- A. **Qualifications** – knowledge, skills, experience and educational background necessary to meet the specifications of the job description (job requirements will be accurately and completely specified prior to the posting period).
- B. **Ability** – the capability to effectively perform the essential job functions as outlined in the job description.
- C. **Hospital service** – amount of uninterrupted time based on the latest date of hire.
- D. **Job performance** – an assessment of the amount, quality, and value of an individual's contribution to JHHSC/JHH based on performance of assigned responsibilities as documented by the candidate's last performance review.

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR101
		Effective Date	07/01/06
	<u>Subject</u> PROMOTIONAL OPPORTUNIES AND OTHER JOB CHANGES	Page	2 of 5
		Supersedes	07/01/04


- E. **Promotion** - movement of an employee from his/her present position to another position in a higher salary range within JHHSC/JHH.
- F. **Transfer** – movement of an employee from his/her present position to another position in the same salary range within JHHSC/JHH.
- G. **Demotion** – movement of an employee from his/her present position to another position in a lower salary range within JHHSC/JHH.

IV. **APPLICATION OF POLICY**


- A. The hiring department desiring to fill an existing or anticipated authorized regular full-time or part-time job opening will initiate an online Personnel Requisition Form by visiting www.hopkinsmedicine.org/jhhr/managers. The Personnel Requisition will automatically be canceled if placed on hold for more than six months, unless written notice to extend is received by the appropriate recruitment office.
- B. Career Services will post a notice of such openings online at www.hopkinsmedicine.org/jhhr/jobs and on the Job Opportunity Boards for a period of five consecutive working days, excluding Saturdays, Sundays, and holidays. The Boards are located in the Employee Lounge (Carnegie 1st floor) and the HR Service Center (Phipps 4th floor).

NOTE: All jobs will be posted except entry-level jobs, temporary jobs, jobs reserved for students and trainees, corporate officers and direct reports to the President.

- C. Employees may bid for an opening by:
 1. Completing a Promotional Bid Form, which is available at the HR Service Center, the Office of Career Services and online at www.hopkinsmedicine.org/jhhr/jobs and click on Internal Bidder Opportunities. Since a manager signature is no longer required, the bidding employee is encouraged to tell their current supervisor about their career plans prior to submitting the bid. The hiring supervisor will contact the current supervisor for a reference.
 2. Returning the paper Promotional Bid Form to the HR Service Center or the Office of Career Services within five working days (excluding Saturdays, Sundays and holidays) after the job is posted. Online bids will automatically be sent to Career Services as soon as you click "submit."
- D. Upon completion of the job-posting period, the appropriate recruitment office will review the bid forms and electronically forward the bids of the qualified candidates selected for consideration to the hiring department. Some positions require assessments. When an assessment is required, it will be scheduled by the recruitment office prior to sending the bid to the department.

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR101
		Effective Date	07/01/06
	<u>Subject</u> PROMOTIONAL OPPORTUNITIES AND OTHER JOB CHANGES	Page	3 of 5
		Supersedes	07/01/04

- E. The hiring department is encouraged to get a reference from each candidate's current department.
- F. The hiring department will conduct interviews with qualified prescreened candidates (preferably at least the top three).
1. In determining the successful candidate, the hiring department will comply with the procedures outlined herein and will consider each of the following factors:
 - a. related job experience
 - b. JHHSC/JHH job performance
 - c. special skills and training
 - d. related education
 - e. JHHSC/JHH service
 - f. a review of the candidate's personnel record
 - g. employee's attendance/disciplinary record
 - h. supervisor's reference
 2. Upon completion of the interviews, the hiring supervisor will verbally and/or through completion of the disposition portion of the Online Bid Disposition Form, communicate its decision and reason for selection or non-selection to all interviewed candidates. The hiring manager will either E-mail or use interdepartmental mail to send each bidder a copy of the disposition.
- G. Non-bargaining unit employees who transfer and/or receive a promotion within six months of their next annual performance review are to receive a pro-rated merit increase and a completed performance evaluation at the time of the promotion/transfer. After consultation with the appropriate recruitment offices, supervisors and managers are authorized to offer starting salaries as outlined in the current Salary Planning Guidelines.
- H. The hiring manager will send a Paperlite to the HR Service Center and copy the appropriate recruiter with the transfer information (name, transfer date, position title, job class code, department number, cost center number, new supervisor's name, requisition number, salary, work location and work phone number). The HR Service Center will close the position in Position Manager by completing the hire information.
1. The effective date of transfer or promotion will be that date mutually agreed upon by the current and new supervisor, normally no longer than two weeks from the employee's receipt of notification.
 2. Any extension beyond the two-week period should be agreed to by the employee's current and new supervisor. Should agreement not be reached the Manager of Career Services will become involved.
 3. This policy also covers movement to a job in a lower classification through bidding process.

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR101
		Effective Date	07/01/06
	<u>Subject</u> PROMOTIONAL OPPORTUNITIES AND OTHER JOB CHANGES	Page	4 of 5
		Supersedes	07/01/04

V. ASSESSMENT PERIOD

- A. An Assessment period is a 90-day period established as a result of an organizational transition. It should be used when a non-bargaining unit employee is promoted, demoted, transferred, returns from a leave of absence of three months or more (excluding FMLA). The period should also be used for retention or selection. If there is an established departmental orientation period, then the assessment period will be the length of the orientation period or 90 days, whichever is greater. An employee may be laid off during the assessment period if the performance standards established by the department are not being met. The assessment period can be extended with consultation from the Office of HR Consulting and Employee & Labor Relations.

PROCEDURE FOR ASSESSMENT PERIOD

If an employee is not meeting the performance standards established by the department, the following criteria apply:


1. The employee will be laid off at the end of the assessment period or earlier with a two-week notice or pay in lieu of notice. An employee laid off during the assessment period will be eligible for rehire.
2. During any assessment period an employee may bid on other jobs and be considered for promotion or transfer. Consideration will be based on the employee's credentials for the position for which they are bidding. If the employee is selected, that employee will begin a new assessment period upon transfer.
3. If an employee is terminated, he/she is eligible to bid on posted job vacancies for up to one year.

V. SHIFT CHANGE

- A. Employees shall give written indication of their preference for a regular shift assignment on a form provided by the JHHSC/JHH.
- B. As an opening occurs, employees will be assigned by qualifications and JHHSC/JHH seniority.
- C. A Paperlite should be sent to the HR Service Center by the supervisor after the shift change(s) have been made.
- D. Supervisors should remind employees every six months of the procedures for requesting shift change.

VII. EXTERNAL RECRUITMENT

- A. In the event suitable candidates cannot be obtained from among employees within JHHSC/JHH, qualified candidates will be recruited externally.
- B. External candidates will not be hired prior to the consideration of all internal

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR101
		Effective Date	07/01/06
	<u>Subject</u> PROMOTIONAL OPPORTUNITIES AND OTHER JOB CHANGES	Page	5 of 5
		Supersedes	07/01/04

qualified candidates who bid during the "internal only" posting period.

- C. Both the department supervisor and appropriate recruitment office interview external candidates.
- D. Once a selection is made, the appropriate recruitment office makes an offer within the "Salary Planning Guidelines."
- E. The appropriate recruitment office sends an offer letter and coordinates the pre-employment/occupational health appointments.

VIII. RESPONSIBILITY

- A. Supervisors/Managers are responsible for implementing the program in a consistent and equitable manner.

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



Vice President, Human Resources

Date