

TRANSFERS AND PROMOTIONS

Adler University encourages employees to assume higher-level positions or lateral transfers for which they qualify. Toward this end, Adler University has a job posting program that offers employees the opportunity to bid for certain positions within Adler. Not all openings are posted. Generally, employees must be in their job for at least one year before applying for a change in position. In addition, employees must have a good performance, attendance, and punctuality record. Each employee requesting a transfer will be considered for the new position along with all other applicants. Each transfer is judged on an individual basis, depending on the needs of both departments involved. All final decisions regarding transfers will be made by the Human Resources Department. Employees who wish to apply for a transfer should discuss it first with their supervisor/manager and the HR Department so that it may be determined if their skills fit the requirements of the desired job. Employees should also feel free to discuss their career aspirations with their supervisors/manager or the HR Department at any time.