

**POLICY TITLE:** INTERNAL POSTING AND TRANSFERS  
**POLICY NUMBER:** 3610

**COMMITTEE APPROVAL DATE:** 09/05/2018  
**BOARD APPROVAL DATE:** 09/26/2018

**WRITTEN/REVISED BY:** HUMAN RESOURCES  
**SUPERSEDES:** 01/30/2013

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**POLICY:**

**3610** It is the policy of the Beach Cities Health District (“District”) to provide employees with the opportunity to develop and advance their careers through promotion and/or transfer opportunities within the District.

**SCOPE:**

**3610.1** This policy applies to all District employees.

**RESPONSIBILITY:**

**3610.2** It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

**CONTENTS:**

**3610.3** Employees may apply for posted internal job opportunities provided they are in good performance standing and meet the minimum educational, work experience, skills and abilities as outlined in the job posting announcement. Meeting minimum requirements does not necessarily guarantee an interview.

**3610.4** Positions will be posted internally for five (5) working days. External recruiting may take place simultaneous to the posting to expedite the process as business needs require.

**3610.5** The District may elect not to post certain positions on an exception basis.

**3610.6** The hiring manager is responsible for filling the position with the most qualified candidate without regard to actual or perceived race, color, religious creed, sex, gender identity or expression, national origin ancestry, disability, medical condition, marital status, age, sexual orientation, military and veteran status, denial of family and medical care leave or other category protected by Federal or State law.

**EXCEPTIONS;**

**3610.7** The Chief Executive Officer is the only person authorized to make exceptions to this policy.