



13.18 TRANSFERS

LADD is committed to the people we support, employees and the community. Because of this commitment we want to help employees find their place of employment within our organization that is the best fit for them.

The individuals we support are in need of trained staff who want to work for LADD but may want a different work location. It is our goal to make the change as simply and effectively as possible.

Sometimes an employee is unhappy at their place of work for any number of reasons, including personal conflicts with people supported, other staff, the environment, pets, etc. Also, an employee may have moved and would like a closer location.

There may be a need by LADD to move an employee to another location due to the people supported reporting a conflict, staff changes, shift issues etc. LADD reserves the right to transfer an employee at any time based on needs of the organization.

To obtain a transfer please make a request to the person who manages your location and fill out the Transfer Form and turn it in to your supervisor.

The manager will then contact Human Resources to review openings in other locations that are available to offer to the employee. Human Resources must approve all transfers before they are to occur to ensure the employee meets all requirements.

If the employee does not hear a response within 7 days, the employee needs to contact the Human Resource Department directly requesting the transfer.

LADD

WE MAKE THE DIFFERENCE