

<b>Title:</b>	<b>Promotion or Change of Job Title</b>	<b>Effective Date:</b>	<b>05/10/2018</b>
<b>Author:</b>	<b>Camille Tanner</b>	<b>Last Review Date:</b>	<b>03/23/2022</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>03/23/2022</b>
<b>Functional Area:</b>	<b>Human Resources</b>		

### POLICY

When a supervisor anticipates promoting or moving an employee from one position to another, it is important that an employee’s qualifications meet the minimum requirements for the new position. All changes in job title/description will require a competency review by the corporate office to approve the change in position. A Change of Status form can only be completed after the Competency process has been completed.

### PROCEDURE

1. When a decision has been made to promote or change an employee’s current position, a *Request for Credentialing to Promotion/or Change of Title* form must be completed by the supervisor/hiring manager. This form, and the new job description, will be sent to the Vice President of Quality and Contract Manager.
2. The Credentialing Competency Evaluator will review the job description and employee’s credentials, experience, and all other job requirements to ensure the employee meets the skills and job requirements required. If the employee does not meet the skills and requirements, those reasons will be detailed within the Request for Credentialing to Promote/Change Title form and sent back to the supervisor/hiring manager and Contract Manager.
3. If the Operations team would like to proceed with promotion/title change, the Contract Manager will check off the box stating that the employee is approved and include the rationale as to the approval OR select the box that the employee is denied as they do not currently have all the skills and knowledge required for the new position. The Contract Manager will sign the form next to the line “Contract Manager Approval”.
4. Once appropriate approvals are obtained, the supervisor will have the employee sign the new job description and send a Change of Status and the signed job description to [HR@libertyhealth.com](mailto:HR@libertyhealth.com) and [Payroll@libertyhealth.com](mailto:Payroll@libertyhealth.com). The date of the employee’s new role must be made effective at the start of a new pay period. Receipt of both documents will enable HR and Finance to make the necessary changes to the employee’s title and compensation and save the new signed job description in the HR system.

**Approved By:** \_\_\_\_\_

### Revision History

Version	Date	Author	Summary of Changes
#1	05/10/2018	Camille Tanner	Policy Created
#2	10/29/2020	Camille Tanner	Policy reviewed with the following changes: replaced VPO with Contract Manager
#3	06/23/2021	Camille Tanner	Reviewed; no changes

#4	03/23/2022	Camille Tanner	Revised language and process to include approval from Contract Manager if employee does not meet skills/requirements. Accompanying form has been revised to reflect new changes.
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