



City of Waukesha HR Policy

B15 Internal Job Transfers for New Employees

I. Purpose

This policy outlines the eligibility criteria and procedures for internal job transfers and promotional opportunities for new employees. It is intended to ensure adequate onboarding and performance evaluation prior to any change in role or department.

II. Summary

New employees must meet a minimum period of employment with the organization before being considered for internal job transfers or promotions. This waiting period gives the organization an opportunity to assess the employee's skills and abilities, and ensures a fair, transparent process while supporting organizational needs and individual career development.

III. Eligibility Criteria

A. To be considered for a job transfer or promotion, employees must meet the following criteria:

1. **Minimum Service Duration:** At least six months in current role (unless an exception is approved by current and receiving department directors, HR and City Administrator).
2. **Performance Standards:** A performance review rating of "Meets Expectations" or higher.
3. **Attendance Record:** No significant attendance or punctuality issues.
4. **Managerial Recommendation:** Written endorsement from the current supervisor or manager.
5. **Open Position Eligibility:** The employee must meet the minimum job qualifications listed in the job posting.

IV. Exceptions

A. Exceptions to the six-month minimum employment requirement may be made under the following circumstances.

1. **Business Necessity:** The transfer is required to meet a critical business or operational need.
2. **Mutual Department Agreement:** Both the current and receiving department heads agree to an early transfer and provide business-related justification.
3. **Developmental Rotations:** Pre-approved developmental or cross-training program that involves early movement between roles.
4. **Departmental Restructure or Elimination of Position:** Department makes changes to the structure or operations to improve efficiency or align with strategic goals resulting in redistribution of responsibilities, eliminating or adding positions.
5. **Medical Accommodation Requests.**

B. All exceptions must be approved by the Human Resources Director and City Administrator in coordination with relevant department heads.



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V. Considerations

1. Employees are required to apply online for any transfer or promotion for which they are interested. (Process may vary for union employees interested in promoting to non-union positions).
2. If the new position is in a different department, employee should discuss their interest with their current supervisor.
3. HR will evaluate eligibility against this policy and the job description.
4. If eligible, the employee may be interviewed by the hiring department.
5. HR will provide final communication regarding the outcome of the transfer request.

Approved by Council this X day of MONTH, 2025.

Mayor

ATTEST:

City Clerk