



## INTERNAL TRANSFER ELIGIBILITY

All Associates who wish to be considered for a vacant position must meet the following eligibility requirements as well as the basic qualifications and required capabilities to fill the position. To be eligible for consideration for a promotion or transfer into a vacant position, an Associate must:

- a) Notify his/her Manager of his/her interest in applying for the position
- b) Have an overall performance level of "on-target" or higher as of his/her last performance appraisal;
- c) Not have received any corrective action or be on a performance improvement plan within the six (6) months prior to the posting or application;
- d) Length of Service Requirements:
  - **Salaried Associates (including Corporate and Regional Offices):** Must have been in his/her current position for at least (12) months
  - **Hourly Associates:** Must have been in his/her current position for at least (6) months
- e) Apply to a specific position and meet the basic qualifications and required capabilities to fill the position, which may include, but not be limited to: (a) experience; (b) past performance; (c) job-related educational background; and (d) ability and qualifications to perform the essential functions of the job, with or without reasonable accommodation;

**NOTE:** Two (2) levels of management (one of which must include the department Head and the appropriate P&C Business Partner) must approve any exceptions to these eligibility requirements. Additionally, exceptions to eligibility requirements will not be needed if the associate has been laid-off due to a business closure, shut down, or reduction.

If you have any questions or concerns, please contact: [people.central@compass-canada.com](mailto:people.central@compass-canada.com) .