



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:

- 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;
- Have an overall performance level of “on-target” or higher as of his/her last performance appraisal;
- Not have received any progressive counseling or corrective action within the six (6) months prior to the posting or application;
- Notify his/her Manager of his/her interest in applying for the position;
- Length of Service Requirements:
 - **Full-time Exempt Associates:** Must have been in his/her position for at least eighteen (18) months. If during the eighteen-month period management restructures the job accepted by an Associate, the Associate may be eligible to apply for a different vacant position
 - **Associates working in the Compass Group Corporate Headquarters** must have been in his/her position for at least twelve (12) months
 - **Full-time non-exempt and part-time Associates:** Must have been in his/her current position for at least (12) months
 - **Full-time Salaried Management exempt Associates:** Must have been in his/her current position for at least (18) months
 - **Support Services Associates:** Must have been in his/her current position for at least (12) months
 - **Hourly paid field Associates:** Do not have to complete a length of service requirement.

NOTE: Two (2) levels of management (one of which must include the department Head and the appropriate Senior HR leadership) must approve any exceptions to these eligibility requirements.