

Transfer Policy and Procedure

1.0 Purpose:

This policy defines and outlines Plexus Worldwide's procedures for transferring positions within the company.

2.0 Policy:

- 2.1 Plexus Worldwide offers and encourages transfer opportunities for current team members. Likewise, leadership should be supportive of team members who have the desire to enhance their skills or develop new competencies by pursuing developmental opportunities internally.
- 2.2 A team member must be in his or her current position at least six (6) months and not currently on any type of written corrective action before he or she is eligible to apply for a transfer. The six-month waiting requirement may be waived if the position is being adversely affected due to a reduction in the workforce, job elimination, or if there is significant change in the terms and conditions of employment (e.g. work schedule, hours, salary, status, etc.). In certain situations, a transfer may be allowed when he or she has been in the position for less than 6 months, with human resources review and approval.
- 2.3 In all cases, the team member's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be used as valid criteria for determining suitability for a position.
- 2.4 Plexus Worldwide reserves the right to conduct outside searches for candidates without internally posting an open position or may simultaneously conduct recruiting both externally and internally.

3.0 Employee Responsibilities:

- All team members should check their tenure eligibility and current corrective action standing with Plexus Worldwide before expressing interest in another internal opening (six months in current role).
- Team members should then contact Human Resources (HR) and notify the Talent Acquisition team of interest in the available position.
- Team members will then discuss the opportunity with the Talent Acquisition team to determine if the position matches current experience and skillset needed for the role.
- If the Talent Acquisition team and team member agree that the new position is a fit, the team member should notify current manager of interest in the open position. If the team member is not recommended for the opening, the Talent Acquisition team will provide feedback to clarify why that decision was made.
- If qualified, the Talent Acquisition team will follow up with the current manager to ensure they are aware of the team member's intentions to apply for the internal opening.

4.0 Current Manager Responsibilities:

1. If HR reaches out, the current manager should provide any information regarding candidate responsibilities, previous reviews, attendance, corrective action, as well as any other feedback pertaining to Plexus Worldwide employment.

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2. The current manager is expected to give honest feedback in a timely manner during this process. Plexus Worldwide is focused on providing team members positions that are best suited to their interests and skillset.

5.0 Hiring Manager Responsibilities:

1. Once HR notifies the hiring manager of the team member's interest in transferring, the hiring manager will notify the Talent Acquisition team whether or not they will proceed with an interview.
2. If the hiring manager chooses to proceed with the internal interview, the hiring manager will work with HR to set up proper steps. If the hiring manager chooses not to interview the internal candidate, they are responsible for providing feedback to HR on their decision.
3. HR will notify the team member's current manager of their plans to interview for the role.
4. After the interview, the hiring manager should provide feedback to HR regarding the team member's interview and next steps or potential offer details (responsibilities, compensation, if necessary). The hiring manager should also follow up with the team member's current manager for additional information or notify them of their decision.
5. The hiring manager is expected to communicate and follow up in a timely manner during this process.
6. If offer is presented and accepted, the hiring manager will submit Status Change/Personnel Action Form for the transfer.

6.0 HR Responsibilities:

1. The Talent Acquisition team in HR will communicate with the candidate, current manager, and hiring manager on the status of the team member/candidate throughout the entire transfer process.

7.0 Transfer/Offer Approval Process:

1. If the hiring manager would like to move forward with the internal transfer, they must notify HR and the team member's current manager directly.
2. HR will follow up with the team member's current manager and determine appropriate and reasonable start dates for all departments involved.
3. Formal offer will be extended to the team member.
4. If offer is accepted, HR will provide new offer letter with updated title and other pertinent details (e.g. compensation change, start date, other benefits pertaining to new position).

APPROVED BY:	SIGNATURE:	DATE:
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