



Internal Transfers

Supersedes: NA

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Purpose:

To set forth the company's policy and procedures regarding internal employee transfers within the company.

Scope:

This policy applies to all Abt subsidiaries and organizations.

Policy:

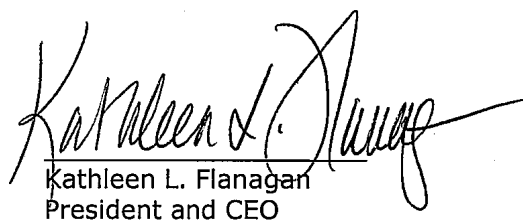
Abt Associates encourages employee promotion from within the organization and is committed to providing mobility opportunities for employees. Internal transfers are essential to maintain an environment of employee growth, and are also often the best way to fill critical roles within the Company. To encourage internal opportunities, all US based jobs are posted for a minimum of five (5) days before an offer can be made to an external candidate.

Guidance for Employees:

1. An employee interested in applying for an open position in another Division or Department should apply online using the same interface as an external candidate. To be eligible for transfer, the employee must be in good standing with regard to performance in his/her current position, and not been on a Performance Improvement Plan in the past six (6) months. In addition, the employee should have completed a minimum of time in their current position before applying to an internal opening as follows: 12 months in the current position for jobs associated with Levels 3, 4, and 5, or 18 months for jobs associated with Levels 1 and 2.
2. If an employee intends to transfer between Divisions/Departments sooner than the above timeframes, he/she must obtain explicit written approval from his/her current and future Division / Department management before applying for the open position.
3. Upon applying to the open position, the employee may elect to notify his/her current supervisor and/or Division or Department management, or choose to wait to see if there is interest in his/her candidacy. However, if the employee is successful in gaining an interview for the open position, he/she must then notify his/her current supervisor of the situation. Your HR Generalist can help you navigate the situation, if desired.

Guidance for Managers:

1. Internal candidates from another Division or Department should only be considered if they formally apply for the open position via our online applicant tracking system. We encourage employees to monitor and apply for internal opportunities that they believe may be more in line with their individual interests and career goals. However, we do not encourage managers to seek out and solicit employees in other organizations to fill open roles. A culture that allows employees to transfer roles is productive; a culture that allows managers to “poach” employees from other groups is not.
2. To be considered for the job, the employee must meet the minimum education and experience requirements of the open job, and must be as qualified, or more qualified, than external candidates who have applied for the position.
3. If interviewing an internal candidate for your open job, please encourage the employee to notify their current supervisor of the situation. Also, it is your obligation to notify your Division / Department management of the situation.
4. In no case should an employee who communicates his/her intention to pursue a position within Abt face any form of retaliation from the current supervisor / organization.
5. If and when an employee is transferred, it is up to the employee, the current supervisor, and the future supervisor to agree upon a specific transition plan and internal communication strategy. The current supervisor has the right to request a transition period of no less than 30 days, in which the transferring employee continues to work—in whole or in part—for the current organization to transfer and close-out tasks. HR will not be involved in the transition plan unless specifically requested by the employee or one or both of the affected Divisions to help facilitate.
6. Generally, lateral transitions are not accompanied by salary increases. We want to allow movement within the organization to promote professional development, but we do not want to incent employees to actively seek internal transfers based on financial gain. The only exception to this protocol is when the open job is posted at a higher level than that of the transferred employee, in which case a salary increase may be merited. For example, an Associate applies for—and qualifies—for an open Senior Associate position, HR would insist upon paying the employee at least the minimum salary associated with the new position.
7. Dual Offers: From time-to-time, a situation may arise in which a single candidate has applied to open jobs in two (or more) organizations within Abt, and more than one organization is interested in making the candidate an offer. In such a case, HR will work with the relevant organizations to establish a mutually agreed upon salary that will be offered to the candidate, who will then be given the opportunity to choose the offer that is most in line with his/her interests and aspirations. In the case where one organization is fully prepared to make an offer, but the other organization(s) have not yet committed, the other organization(s) will be given a grace period of three (3) business days to organize a formal offer before any offer is made to the candidate. If the other organizations do not submit the formal offer to HR within this period, HR will extend a single offer to the candidate.



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