

**Policy:**

**If an employee of Palmer's Home Care wishes to transfer into a new location within Palmer's for their employment, an internal application must be completed. This includes when an employee would like to apply for a promotion. An employee will submit their internal application to the Human Resources office and all internal applications will be reviewed for the position being applied for. All applicants will be notified with further instructions or decisions in the hiring process.**

**Approved by: \_\_\_\_\_**

**Heath Clark, Executive Director, PHC**