



Integration Update

New Baptist Health System-wide Transfer Process Taking Effect October 1, 2019

Dear Employees,

To help further foster an environment of development, growth, open communication and transparency, we are aligning transfer practices throughout the system by implementing Baptist Health's transfer process at Boca Regional. This new system-wide transfer process encourages employees to work with their leaders on growth and career development plans and provides access to career opportunities across the entire Baptist Health system.

Boca Regional and BocaCare staff will both adopt the new system-wide transfer practice, starting October 1, 2019, when the transfer moratorium lifts (which has been in place for the past 3 months), allowing all employees the opportunity to consider movement and growth across the entire system, which spans more than 100 locations in South Florida. This change will ensure all employees of Baptist Health have access to and can apply to job openings and grow their careers at Baptist Health, if interested.

The Process: How Do You Apply for a Transfer

Effective October 1, 2019, similar to our prior process at Boca Regional, the new system-wide transfer process will continue to require you to notify your current leader of your plan to transfer before the transfer application is submitted to Talent Acquisition. Once discussed with your leader, you will need to complete a new Baptist Health Transfer Acknowledgement Form, which can be accessed from HR or via our intranet, attached to the new transfer policy. Within the form, your leader will also need to acknowledge the requested transfer, as well as ensure you are currently in good standing and that you have met the transfer policy requirements. After which, you will need to submit the transfer acknowledgment form to Human Resources. You can submit it in person to HR, email it to Juan Guerrero at JGuerrero@brrh.com, or fax it to HR at 561-955-4847. You must then still also apply online to the

specific job opening of interest in order to be considered.

Eligibility

With the new Baptist Health system-wide transfer policy, employees will now be required to be in their current position for a minimum of 12 months to be eligible to transfer. The first couple months of an employee's employment is usually spent learning the standard operating procedures of the department/position and departmental culture. Increasing this requirement (from Boca Regional's prior 6 month requirement) will allow employees to have more time to obtain a higher proficiency in their current role. A higher level of proficiency in the skills you learn in any role will increase your opportunities for growth within the department and the organization. In addition, with the new system-wide transfer policy, employees can only apply to one position at a time, as you will receive communication from the Human Resource system in real time. This will help employees focus in on an internal job search by applying to an ideal position.

Transition Timeframe

The final change to the process is regarding the transfer effective date and a new feedback reference opportunity from your releasing leader. Once you have accepted a contingent transfer offer, your effective transfer date will be the beginning of the pay period four weeks after you are notified. This new timeframe helps to provide both you and your leader with a clear picture of how long it will take for you to transition to your new role, if selected. In addition, your current leader will have the opportunity to provide your new leader with feedback, which will help your new leader to assist you in your development and growth in your new role.

Additional Details

Attached you will find frequently asked questions (FAQ) document which provides more specific details on the new system-wide transfer process. As of October 1, 2019, you will find the new transfer process policy and new Baptist Health Transfer Acknowledgement Form on the intranet.

We are very excited about the opportunity for our Boca Regional and BocaCare staff to continue to develop and grow their careers by opening up many more job opportunities across the entire Baptist Health system, starting October 1, 2019.

Additional details will be communicated soon regarding the specifics of benefits and programs upon transfer. In the meantime, feel free to reach out to our Human Resources Department with any other questions.



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