

## RECREATION CENTERS OF SUN CITY WEST, INC.

### POLICY STATEMENT - P3

#### Hiring/Promotion/Transfer Policy

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It is the policy of the Recreation Centers of Sun City West, Inc. to fill all vacancies with the best-qualified candidates. Vacancies will be filled by:

- Reassignment of a qualified employee; or
- Promotion of a qualified employee; or
- Outside recruitment, either by reinstatement of a qualified former employee or a new hire.

It is the Policy of the Recreation Centers of Sun City West, Inc., to encourage residents of the community to participate in employment opportunities offered by the Association. Residents will be considered on an equal basis with other new hire applicants provided they meet the qualifications stated in the vacancy announcement.

#### A. Promotion/Transfer Eligibility:

Promotion and transfer opportunities are not restricted to any particular grade level. If the qualifications stated in the vacancy announcement are met, and the employee has a history of successful performance, then the employee is eligible to compete for the position. Employees are required to be in their positions for six months before applying for promotion/transfer. However, an employee with less than six months in a position may request a waiver of time in position from the General Manager.

#### B. Vacancy Announcements:

When possible, vacancies will be filled from within the organization either through promotion or transfer of the best-qualified employee(s), unless exceptions have been specifically approved by the General Manager. More extensive advertising may be necessary in some cases and may be used when approved by the General Manager. Vacancy announcements will state as clearly as possible the qualification which are required for successful performance in the position. Employees and other applicants must submit their applications in writing to the Associations Human Resource Department.

The Recreation Centers of Sun City West, Inc. reserves the right to stop action to fill any vacant position, which has already been advertised.

The Recreation Centers of Sun City West, Inc. is an Equal Opportunity Employer (EOE).