	HUMAN RESOURCES POLICIES AND PROCEDURES	
	SUBJECT: INTERNAL JOB MOBILITY POLICY (JOB POSTINGS)	EFFECTIVE DATE: May 1, 1992
		REVISION DATE: November 1, 2024
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**I. \*SUMMARY**


The Perdue Internal Job Mobility Policy is designed to facilitate opportunities for our internal talent to explore new roles and career paths within the organization, while promoting an equitable and transparent process. It is also intended to provide a means for giving feedback to associates and generating a broad base from which to select qualified associates for position openings.

**II. \*POSTING POLICY**

A. It is the policy of Perdue to post all exempt and non-exempt position openings via the Perdue Careers website.

1. Length of Postings – Generally, job openings will be posted for a minimum of five working days. Associate’s request must be received by the deadline date on the posting to guarantee consideration.
2. External Recruiting - In instances where the probability of filling the position from within the Company is low and time is a factor, an external search for candidates may be initiated. If a qualified internal applicant is identified prior to the final selection, the internal candidate should be given maximum consideration.
3. Exceptions to Posting - The following are exceptions to the posting policy:
  - a. Senior Director level and higher positions.
  - b. Positions created to retain the services of associates displaced by an organizational change.
  - c. Certain positions which would be filled by regular full-time associates within the same department that has the opening.
  - d. Positions where candidates are clearly identified on the Corporate Management, and other, Succession and/or Development Plans.
  - e. Changes in title or organization with only minor changes in duties that are not considered a new position.

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B. Any additional exceptions to job postings must be approved by the appropriate Vice President of Human Resources and based on a legitimate non-discriminatory business reason.

**III. \*ELIGIBILITY FOR JOB POSTING**

A. Any regular full-time exempt or non-exempt associate may apply for a Perdue posted job if they would meet the below qualifications.


1. Hourly non-exempt associates must have worked in their present position a minimum of six months.
2. Salaried exempt associates must have worked in their present position a minimum of twelve months.
3. Any exceptions must be approved by the associate's respective Vice President of Human Resources.


B. When two or more associates possess relatively equal qualifications, selection will be based on performance record, length of service, related experience, and length of time in present position.

C. Job Family Progressions - Movement to another position within an established job family (example, accountant to senior accountant) does not require a minimum time in the present position; however, the associate must meet the stated qualifications for the new position.

D. Lateral Transfers - A request for a transfer from one department to another, involving jobs of the same level, will usually be approved only if the associate demonstrates that a substantial reason for the transfer exists or the transfer is made at the request of management. This move should be approved by the managers in both departments and the respective Vice President of Human Resources.

E. Background Screening – Background screening is required for a current hourly non-exempt associate who is the successful candidate for a salaried exempt position if the hourly associate did not undergo a background screen at hire. Background screening will be conducted in accordance with Background Screening Policy, No. 505.

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**IV. \*RELEASE TO NEW POSITON**

- A. Notice Period - The normal notice period for releasing an associate to a new position is two weeks from the date the offer is accepted. This period may be extended one additional week for non-exempts and two additional weeks for exempts to allow for completion of specific assignments. Further extensions may be made only with the mutual agreement of the managers concerned. Human Resources Managers are responsible for assuring this requirement is met, and for resolving any exceptions that may arise.
- B. Temporary Assignments – The temporary reassignment of an individual’s duties, temporary split service of the transferred employee, and the use of temporary contract personnel are suggested ways of affecting a timely reassignment.

**V. \*RESPONSIBILITY**

The Vice President of Talent Acquisition retains the authority and responsibility for this Policy. Questions concerning the meaning or interpretation of this Policy should be referred to the appropriate Human Resources Manager. Any circumstances that require a waiver from the Policy must be coordinated through the Vice President of Talent Acquisition and Vice President of Human Resources for the respective business unit.

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