

## Career Growth Opportunities

At St. Joseph's Health we encourage employees to explore various career opportunities that align with their background, experience and interest. Career opportunities posted at St. Joseph's Health will have pay transparency and display pay ranges for the position.

Effective June 1<sup>st</sup> 2025, new legislation has required employers in New Jersey to share pay ranges for jobs, promotions or transfers opportunities advertised to include salary, hourly rate or range of pay. St. Joseph's job posting will include pay ranges.

Employee's actual pay will be determined based on a variety of factors including the candidate's relevant experience, qualifications, skills, etc. The salary range does not include incentives, differential pay or other forms of compensation.

The process for employees to search and apply for internal job opportunities at St. Joseph's Health online are via [jobs.stjosephshealth.org](https://jobs.stjosephshealth.org) (select current employees), or the Internal Career Site "quick link" under Human Resources for easy access to the Opportunity Marketplace via Oracle.

Thank you, please see the Policy below...



## Career Growth, Job Posting & Pay Transparency

Formerly known as Transfer Policy

Policies and Procedures

**Department:** Human Resources

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### **Purpose Statement:**

St. Joseph's Health encourages team members to grow professionally in their careers. There are many opportunities in which team members may do this. One way this may happen is for a team member to seek promotions. Transfers within St. Joseph's Health may also provide further growth opportunity by expanding a team member's knowledge and skill set. Sometimes a move to a lesser paying position for a period may give a team member skills and knowledge that provide a base for higher growth in the team member's future. St. Joseph's Health posts open job positions. Team members are encouraged to seek information for any position of interest.

**Who This Affects:** All  
team members.

### **References & Related Materials:**

[Internal Online Application](#)

[Tuition Reimbursement Benefit](#)

### **General Guidelines**

Effective June 1st, 2025, Governor Murphy signed into law pay transparency legislation, which will require employers to include a pay range in job postings and provide a notice of promotional opportunities to current employees.

This revised policy applies to all current employees seeking career advancement within St. Joseph's Health to include pay transparency.

All promotional opportunities will be communicated to employees via multiple channels, including but not limited to: SJH Inside Internal Career Site, Opportunity Marketplace via ORACLE and Internal Career Site.

The new Pay Transparency refers to the practice of openly sharing information about compensation, including pay ranges (minimum and maximum), incentives and other benefits with employees to promote fairness in the workplace.

- Team members are encouraged to seek career growth. Team members will be considered for a job position based on past performance in their current job, skills, education, and experience related to the job position.
- Team members may find a listing of all available jobs within St. Joseph's Health via [jobs.stjosephshealth.org](http://jobs.stjosephshealth.org). A list of those jobs that have been extended to external applicants is on the St. Joseph's Health website. The job list is updated weekly as positions are approved. The job posting will provide the job title, job identification (ID) number, minimum requirements, and brief position description. Job positions remain on the list for at least five (5) calendar days. In rare cases, staffing emergencies or facility/division reorganization may require a position(s) to be filled without a full five (5) calendar day posting requirement.
- To be eligible for a transfer, a team member must have:
  - Worked for at least one-year (12) months in his/her current job position following initial hire or transfer (if transfer at team member's request). Time worked as a temporary or contract worker is not included. An exception to this one (1) year minimum can be made only for special circumstances and with the approval of the employee's Department Director. Temporary, and Per Diem, may apply for a transfer to a regular position at any time.
  - Not received any disciplinary actions within the last six (6) months.
- In instances, an exception to one or more of the above guidelines may be made. Human Resources Business Partners will review and approve these cases. Team members are encouraged to express interest in any job they have interest in, regardless of whether they meet the above criteria or not.
- In rare instances, a job may be filled without posting. Human Resources will review and approve these cases. Examples: work with a team member returning from military duty, a medical disability, restructuring, or whose job has been eliminated.
- St. Joseph's Health promotes an environment of courtesy and respect. In this spirit, St. Joseph's Health will communicate with all team members applying for transfer upon receipt of their application and when a final decision has been made.

- When a team member transfers, his/her pay may change. Internal equity of team member pay rates in the new unit or department is always considered. Here are the additional guidelines for what happens to pay in a transfer:
  - Promotions: Team members transferring into a position with a higher pay range will be offered a rate of pay within the new range based on their work experience and education. The team member's new rate will be no less than the minimum of the new pay range.
  - Lateral transfer: Team members transferring into a position with the same pay range remain at their current rate. In some instances and at the discretion of the Human Resources Department adjustments in pay may be necessary.
  - Demotions/Transfers to a lower grade position: Team members transferring into a position with a lower pay range will be offered a rate of pay within the new range, based on credit for experience and education. The new rate cannot be more than the top of the new pay range.

### **Team Member Responsibilities**

- Team members are encouraged to think about personal and professional goals before applying for another position. Likewise, team members are encouraged to think about their growth, career development, and qualifications for the position for which they wish to be considered. Team members are required to meet the minimum qualifications of a position to be considered for transfer.
- If a team member wants to be considered for a position, the team member is to complete an [Internal Online Application](#). If a team member is found to be one of the most qualified applicants for the position, Human Resources will forward the transfer request. Upon leader request, the team member's most recent performance evaluation will be forwarded to the hiring leader. Human Resources may review other parts of a team member's file relevant to performance with the leader.
- Team members are to be aware that St. Joseph's Health promotes an environment of openness and honesty. Team members interested in growth through transfer are highly encouraged to discuss this directly with their unit or department leader but not required. All interviews scheduled during work time are to be approved by the team member's unit or department leader.
- If a team member is selected for transfer, the current leader and the new leader will partner to determine a transfer date. Typically, a notice period of two weeks is to be completed by the team member unless a professional level position which would require four weeks. The effective date of the transfer will be the beginning of the pay period following the notice period. A transfer date that differs from notice time must be agreeable to the employee and the releasing and receiving

supervisors. In extenuating cases, the transfer may be delayed when agreed to by the appropriate Vice Presidents.

## **Leadership Responsibilities**

- Leaders are expected to recognize that team member engagement is dependent on their ability to grow professionally. Leaders are encouraged to discuss their team members' interest in career growth at least yearly and or communicate promotional opportunities within their departments. The performance review tool may be used to assist with keeping track of each team member's goals and progress. It is expected that when a team member seeks a transfer that the leader is supportive of the team member's desire and job growth.
- When a leader has a position to post, the encouraged steps of consideration (if all other qualifications are equal) are:
  - Team members whose jobs are scheduled for or have been eliminated
  - Team members from within the department where the opening exists
  - Team members from all St. Joseph's Health
  - Referrals and external persons seeking employment
- If an internal team member is selected for transfer, the current leader and the new leader will partner to determine a transfer date. Typically, the team member will complete a notice period of two weeks unless a professional level which would require four weeks. The effective date of the transfer will be the beginning of the pay period following the notice period. A transfer date that differs from notice time must be agreeable to the employee and the releasing and receiving supervisors. In extenuating cases, the transfer may be delayed when agreed to by the appropriate Vice Presidents.
- Human Resources will determine the transferring team member's pay rate and will make the final offer to the team member.

## **Additional Considerations:**

If employees that transfer internally and are within the introductory Position Review Period:

- If the supervisor determines that the employee does not meet the requirements of the job or
- If the employee is not satisfied with the new position and the reason(s) for dissatisfaction cannot be resolved, the employee may apply for a

transfer to his/her former position, if vacant, or another vacant position for which he/she is qualified, in accordance with this policy.

- At the supervisor's discretion the Position Review Period may be extended in accordance with the Introductory Period/Position Review Period Policy. Should the employee be unable to secure a transfer before the end of the Position Review Period, he/she's employment will end.
- If an employee successfully completes the introductory Position Review Period, the supervisor will complete and forward the employee's Introductory Period/Position Review Form promptly to place the employee on regular status.
- Worker's Compensation and the Transfer Process - If an employee is released from Worker's Compensation but is unable to return to the full scope of duties of his/her job and does not request or is not approved for a reasonable accommodation, under the terms of the American with Disabilities Act the employee will have thirty (30) days to seek a transfer in accordance with this policy. If no job is available, or if the employee is not selected for a job, or if the employee fails to apply for a regular job within the 30-day time frame, his/her employment will be terminated as a voluntary resignation.

### **Helpful Definitions**

- Pay Transparency - involves sharing information about compensation, which can include salary ranges, bonuses, and compensation increases associated with promotion.