

	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Transfers</b>	<i>CODE:</i> 04.01.063 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 3
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OBJECTIVE:目的:

- To encourage high performance employees to transfers to other group hotel properties therefore retaining knowledge and skills within the company.  
鼓励高绩效的员工调动到其他际酒店经营场所，因而将知识和技能保留在公司内部。
- To provide an incentive to ambitious employees by offering opportunities to be promoted.  
为抱负不凡的员工提供晋升机会，从而提供激励。
- To fill critical positions with trained employees, particularly in new properties.  
让训练有素的员工填补关键性职位，特别是新经营场所的关键性职位。
- To demonstrates the company's commitment to career development thereby strengthening the image of the hotel in the labour market.  
表明公司对职业发展的承诺，从而增强际酒店在劳动力市场上的形象。

APPLICATION:应用:

All HR/Personnel Managers are required to send their current vacancy list to the Head Office on the 10th of each month (see Appendix 35). Following which, each hotel will receive a summary of all the current vacancies within the company (*The Vacancies List*).

所有的人力资源/人事部经理须将在每月的第10天将自己目前的空缺职位表送交给总部（见附件35）。之后，每家酒店将收到公司内部目前所有空缺职位汇总表（际酒店空缺职位表）。

The *Vacancies List* must be displayed on the staff notice board without delay and circulated to all Department Heads.

空缺职位表，必须毫不迟延地显示在员工布告栏上，并分发给各部门主管。

Eligible candidates should submit a completed transfer request form to the HR/Personnel Manager who will channel it promptly to the Department Head concerned and the General Manager for their comments and approval.

符合条件的候选人应向人力资源/人事部经理提交一份填妥的调动申请表，人力资源/人事部经理再将调动申请表及时转交给相关部门主管和总经理，征求他们的意见并进行审批。

Transfers are to be coordinated entirely by the HR/Personnel Managers of the respective properties, in communication with the concerned Department Heads and General Managers. In addition, the employee concerned must always be kept informed of the status of his/her transfer request.

职务调动完全由各经营场所的人力资源/人事部经理与有关的部门主管和总经理进行沟通协调。此外，必须让有关员工随时了解他/她的调动请求状况。

All related transfer expenses are to be borne by the receiving hotel in accordance with the Statement of Policy outlined overleaf.

所有相关的职务调动费均由接收酒店按照下页概述的政策声明予以承担。

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### STATEMENT OF POLICY

#### 政策声明

1. We firmly believe in providing career opportunities for motivated employees. Internal candidates will always be given first preference, provided that they are eligible for a company transfer and they satisfy the job requirements of the vacancy.  
 际酒店坚信，为积极进取的员工提供职业发展机会。内部候选人将永远是首选对象，但前提是，他们有资格进行公司内部职务调动，且满足空缺职位的工作要求。
2. Candidates must fulfill the following requirements in order to be considered eligible for a company transfer.  
 候选人必须满足以下要求，才能被认为有资格进行公司内部职务调动。
  - A minimum of 24 months of service in their current job.
  - Fully skilled and displaying exemplary personal qualities.
  - Evaluation ratings of '4' (Strong) or above.
  - 在目前的岗位上至少服务了24个月。
  - 技术全面，具备出色的个人素质。
  - '4' (优秀) 或以上评价等级。
3. Exceptions to the above mentioned minimum length of service might be made in very particular cases, i.e. in order to resolve genuine operational constraints, or to assist a new property in its recruitment efforts.  
 上述最低服务年限可能不适用于非常特殊的情况，即：为了解决真正的运营限制性因素，或协助新经营场所的招聘工作。
4. Every month the current updated *Vacancies List* must be displayed on the staff notice board of every group property and circulated to all Department Heads.  
 每月必须将当前更新的职位空缺表显示在各店的员工布告栏上，并分发给各部门主管。
5. The transfer procedure will be initiated when an eligible candidate completes a Inter-Hotel Transfers Request form (see Appendix 37) and submits it to his/her HR/Personnel Manager.  
 符合条件的候选人填好酒店间调动申请表（见附件37）后，将开始履行职位调动手续，并将调动申请表提交给人力资源/人事部经理。
6. The HR/Personnel Manager of the eligible candidate should forward the following documents to his/her counterpart in the receiving hotel:  
 合格候选人的人力资源/人事部经理，应将以下文件提交给以接收酒店的人力资源/人事部经理：
  - a. Up to date CV with recent photograph
  - b. Completed and approved Inter-Hotel Transfers Request form
  - c. The most recent EPDR/MPDR
  - d. Copy of current payroll status
  - a. 最新的个人简历与近照
  - b. 填妥并获得批准的酒店间调动申请表
  - c. 最近的EPDR / MPDR表
  - d. 目前工资状况的复印件
7. Transferring employees are subject to the same selection methods as external candidates and interviews should be arranged as necessary. The interested hotel must reimburse the candidate's traveling expenses (for interview).  
 调动员工的选择方法与外部候选人相同，并应根据需要安排面试。相关的酒店必须报销候选人的差旅费（面试）。

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8. In the event that the candidate is accepted, an offer letter should be prepared, as per policy HR3.7, and forwarded to the HR/Personnel Manager of the sending hotel. When and if the candidate accepts the job a transfer date is agreed by the HR Managers in coordination with the concerned department heads.  
 倘若接受了候选人，应按照HR3.7条政策意向书编制，并转发给派遣酒店的人力资源/人事部经理。如果候选人接受了工作，由人力资源部经理与相关部门主管协调商定调动日期。
9. The HR/Personnel Manager of the sending hotel will prepare the final settlement, which must include a work certificate and a descriptive certificate detailing the skills and abilities of the transferring employee. All legal documentation should be completed in coordination with the HR/Personnel Manager of the receiving hotel.  
 派遣酒店的人力资源/人事部经理将准备最终安置，其内容必须包括工作证和一份详细说明调动员工的技能和能力的描述性证书。所有的法律文件须与接收酒店的人力资源/人事部经理协调后完成。
10. The transfer of sponsorship and other related expenses of successful candidates will be charged to the receiving hotel. In addition, for employees with more than 1 year and less than 2 years of service, a one way airfare to the point of hire will also be borne by the receiving hotel.  
 成功候选人的调动赞助及其他相关费用将计入接收酒店。此外，工作满1年但不到2年的员工，其到达雇用点的单程机票也将由接收酒店承担。
11. Any indemnity entitlement should be carried forward to the receiving hotel (within the same country); however, for transfers outside the country indemnity must be fully paid-up. Accrued leave as well as other dues such as accrued vacation ticket as per entitlement must be paid to the employee upon transferring.  
 任何补偿权益均应结转至接收酒店（在同一国家内），但国外职务调动补偿必须全额支付。积存假期假以及其他应付款(如应享的累计假期机票)必须在员工调动时支付。
12. Employees who transfer within the company are entitled to continuous service, which takes into account any positions previously held within the company.  
 在公司内部调动的员工，考虑到以前在公司内部的职位，均有资格连续工作。