Manager-Initiated Processes:

WHO HAS TO APPROVE?



Action

Approval Process

CREATE A POSITION

(in your supervisory organization)

Your Manager¹ Additional Leaders²

Your HRBP

Additional Leaders²

START CONTINGENT WORKER CONTRACT

Your Manager¹

Your HRBP

END CONTINGENT WORKER CONTRACT

No approval needed

CREATE JOB REQUISITION

(for a position you created)

Your Manager¹

Your HRBP

CHANGE JOB

(promotion/demotion; transfer to manager at same location)

Your Manager¹ (for a promotion/demotion) or Proposed Manager (for a transfer)

Your HRBP

CHANGE COMPENSATION³

Your Manager¹ Additional Leaders²

Your HRBP Additional Leaders²

REQUEST A
ONE-TIME PAYMENT
(Sign On Bonus)

Your Manager¹ Additional Leaders²

Your HRBP Additional Leaders²

TERMINATE AN ASSOCIATE

Your Manager¹ (if termination is involuntary)

Your HRBP

¹ This chart assumes you are the first-level manager. If you are higher up (e.g., initiating an action two levels below you), the approval goes to the first-level manager instead of your manager when creating positions and requesting one-time payments. For all other actions, it goes directly to the HRBP.

² Upon direction from your OpCo or team's leadership or at your HRBP's discretion, additional approvers (other members of your management chain) may be added on this action.

³ Compensation changes outside of the range specified for that position will require additional approval.

EXAMPLE SCENARIOS

A Night Supervisor creates a new Selector position¹ to report to him.

The approval process looks like this:



A VP of Operations creates a new Selector position¹ to report to a Night Supervisor three levels below her.

The approval process looks like this:



Actions with Additional Approvers

Additional approvers can only be added on certain actions: creating new positions, making changes to an associate's compensation, and requesting one-time payments.



¹ This scenario assumes the new position has been discussed and budgeted for.

² Actual additional approvers will vary by location, based on the preferences of senior leadership at that location.