

Policy 5-108: Transfer of Benefits Eligible Staff Members (non UUHC) Revision 6.

Effective date: June 14, 2022

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I. Purpose and Scope

A. Purpose.

To outline the University’s policy regarding transfer of Benefits-Eligible Staff Members.

B. Scope.

This policy applies to all University Benefits-Eligible Staff Members except University of Utah Hospitals and Clinics Staff Members.

II. Definitions

The following definitions apply for the limited purposes of this policy and any associated regulations.

A. "Receiving Unit" means an academic unit, department, or other employing unit that hires a Transfer Staff Member.

- B. "Transfer" means when a Benefits-Eligible Staff Member moves from one position with the University to another position with the University without a break in employment.
- C. "Transfer Staff Member" means a Benefits-Eligible Staff Member who Transfers. Transfer Staff Member does not include a University of Utah Hospitals and Clinics Staff Member.
- D. The definitions of Employee-related terms provided in Policy 5-001 apply for purposes of this Policy, including the following: "Benefits-Eligible Position", and "Employee".

III. Policy

- A. Permitted and Prohibited Changes in Pay for Transfer Staff Members
 - 1. A Receiving Unit may increase a Transfer Staff Member's pay upon Transfer if:
 - a. the Transfer is to a position that has a different job code in the same pay grade; or
 - b. the Transfer is to a position classified at a higher pay grade.
 - 2. A Receiving Unit that hires a Transfer Staff Member to a position that has the same job code as the Transfer Staff Member's current position may not increase the Transfer Staff Member's pay upon transfer unless approved by the Receiving Unit's cognizant vice president.
 - 3. A Receiving Unit that hires a Transfer Staff Member to a position that has a lower pay grade than the Transfer Staff Member's current position may not increase the Transfer Staff Member's pay upon transfer.
- B. Unless otherwise specified, upon Transfer, all unused sick, vacation, and personal preference leave Transfer with the Transfer Staff Member in accordance with applicable University regulations and are the financial

responsibility of the Receiving Unit. Employing units shall ensure a Transfer Staff Member does not have break in employment during a Transfer.

- C. A Receiving Unit may not hire a Transfer Staff Member before the Transfer Staff Member's successful completion of the probationary period of employment, unless agreed to by the Transfer Staff Member's current supervisor.
- D. A Receiving Unit should request approval from Human Resource Management before making an offer to hire a Transfer Staff Member.

Sections IV-VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [*reserved*]
- B. Procedures, Guidelines, and Forms. [*reserved*]
- C. Other Related Resources. [*reserved*]

V. References

- Policy 5-102: Staff Employment Policy
- Policy 5-106: Equal Opportunity and Nondiscrimination Employment
- Policy 5-109: Staff Separations
- Policy 5-116: Reinstatement of Benefits Eligible Staff Members
- Policy 5-401: Staff Compensation

VI. Contacts

The designated contact officials for this Regulation are:

A. Policy Owner (primary contact person for questions and advice): the Director of Employee Relations for Human Resources

B. Policy Officer: Chief Human Resource Officer

See University Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

A. Current version. Revision 6

1. Approved by Board of Trustees June 14, 2022 with effective date of June 14, 2022
2. Legislative History Revision 6
3. Editorial Revisions

B. Previous versions

1. Revision 5. Effective September 14, 1998.

C. Renumbering

1. Renumbered from Policy and Procedures Manual 2-7.