

## **Policy 5-108: Transfer of Benefits Eligible Staff Members**

### **I. Purpose**

To outline the university's policy regarding transfer of Benefits Eligible Staff Members.

### **II. Definitions**

- A. Transfer - Reassignment of a Benefits Eligible Staff Members from one employing unit to another employing unit with a different payroll reporting identification. Promotions or demotions may occur simultaneously with transfers.
- B. Promotion - Change in status resulting from transfer to a position assigned a higher salary grade.
- C. Lateral transfer - Change to a position having the same salary grade.
- D. Demotion - Change in status resulting from transfer to a position assigned a lower salary grade.
- E. Relevant employee definitions are defined in [Policy 5-001](#).

### **III. Policy**

- A. Normally a transfer between employing units results in the Benefits Eligible Staff Members reporting to work in the receiving unit the first work day following the separation date from the releasing unit.
- B. Salary Rates:
- C. When a Benefits Eligible Staff Member transfers from one employment unit to another, all unused sick, and vacation leave shall be transferred with the employee and shall be the responsibility of the receiving unit.

- D. Transfers are not permitted until a new Benefits Eligible Staff Member has successfully completed the probationary period of employment, unless recommended by the Benefits Eligible Staff Member's current supervisor.
- E. Offers of employment for all Benefits Eligible Staff Members are to be coordinated through Human Resources for approval before an actual offer is made.

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*[Note: Parts IV-VII of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]*

#### **IV. Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Rules
- B. Procedures
- C. Guidelines
- D. Forms
- E. Other related resource materials

#### **V. References**

[Policy 5-102](#), Staff Employment Policy

[Policy 5-106](#), Equal Opportunity and Nondiscrimination Employment

[Policy 5-401](#), Staff Compensation

#### **VI. Contacts**

The designated contact officials for this Policy 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](#)

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

*"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "*

*"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... . [and] bears the responsibility for determining -requirements of particular Policies..."* University Rule 1-001-III-B & E

## **VII. History**

Renumbering: Renumbered as Policy 5-108 effective 9/15/2008, formerly known as PPM 2-7

Revision History:

Current Version: Revision 5

Effective Dates: September 14, 1998 to present

Editorially revised March 23, 2022 to replace gender-specific pronouns.

Editorially revised October 11, 2011

Editorial changes were made to this document to reflect the changes in employee definitions as set forth in [Policy 5-100](#)

Editorially revised May 24, 2004

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