

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

Revision 7. Effective date: January 1, 2026

I. Purpose and Scope	1
II. Definitions	1
III. Policy	2
IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources	3
V. References	3
VI. Contacts	3
VII. History	4

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 transfer of University Benefits-Eligible Staff Members into non-UUHC positions.

II. Definitions

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

- A. "Higher Grade" is when the grade midpoint salary of the position being transferred to is higher than the Transfer Staff Member's current salary.

- B. "Receiving Unit" means an academic unit, department, or other employing unit that hires a Transfer Staff Member.
- C. "Transfer" means when a Benefits-Eligible Staff Member moves from one position with the University to a non-UUHC position with the University without a break in employment.
- D. "Transfer Staff Member" means a Benefits-Eligible Staff Member who Transfers.
- E. 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 the Transfer is to a position classified at a Higher Grade.
 - 2. A Receiving Unit that hires a Transfer Staff Member to a position that has the same or lower grade as the Transfer Staff Member's current position may not increase the Transfer Staff Member's pay upon transfer.
 - 3. Exceptions to Section III. A. 2. may be granted under extraordinary circumstances as determined and approved by the Chief Human Resource Officer.
- 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.

- D. A Staff Member whose Transfer is a result of a competitive recruitment shall serve a new probationary period of up to 12 months if specified in the Staff Members offer letter.

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 7

1. Approved by the Board of Trustees November 13, 2025 with effective date of January 1, 2026
2. Legislative History Revision 7
3. Editorial Revisions

B. Previous versions

1. Revision 6. Effective Date June 14, 2022
2. Revision 5. Effective September 14, 1998.

C. Renumbering

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