

Policy HR-E-PR34 Employee Transfer Policy

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I. Policy

UTA is committed to providing professional development and career opportunities for university staff. UTA employees are encouraged to review job openings within the University in order to be aware of open positions.

Transfer Eligibility Requirements

Employees must have been currently employed within the same department for at least 6 months.

Employees must have received a minimum rating of satisfactory on his/her current performance evaluation and must not have been on a performance-based improvement plan as a result of unsatisfactory performance within the last twelve months.

- Exceptions can be requested by the employee in writing to the Vice President for Human Resources.
- Exceptions may apply based on the position, individual abilities, business needs, and the overall circumstances with the approval of the appropriate vice president or dean, and the Vice President for Human Resources.

Overview of Transfer Process

Current UTA employees must apply online via the UTA career website. When applying for a position employees must identify themselves as a current UTA employee when completing the application.

If an employee is selected for an interview, the hiring manager will confirm with their Human Resources business partner that the employee meets transfer eligibility requirements.

If the employee is selected as the finalist after the interview process:

- After the interview, the hiring manager or supervisor will contact their Human Resources business partner to review the employee's completed performance evaluation for the prior two years. The hiring manager/supervisor will not maintain a copy of the evaluation once the hiring decision is made.
- The hiring manager must check three references, one of which will be the employee's current supervisor, before making an offer of employment. Information provided by the employee's current supervisor via the completed reference check must include the employee's strengths and areas of improvement related to their current position and how the employee's strengths and weaknesses may relate to the new position. If the hiring manager will not make an offer to the employee as a result of the reference check, the hiring manager must notify their Human Resources business partner in writing and receive written approval to notify the employee he/she is no longer under consideration for the position.

A criminal background check will be required to validate current information for employees being considered for transfer to an area with access to highly confidential or otherwise restricted information.

Employee is Selected by the Hiring Manager

If the employee is selected by the hiring manager, the chosen start date will be determined by mutual agreement between the current supervisor and the hiring manager based on appropriate business needs. Although the standard amount of time for transition is two weeks or ten business days, extenuating circumstances related to the completion of projects may require a delay in transfer. Delays beyond four weeks or 20 working days must be agreed upon by the applicable vice presidents of the departments.

Employee Transfers to an Identical or Similar Position

If the employee transfers to a position identical or similar in title or duties, the same salary will be retained. If an employee receives an approved promotion, the hiring department must request and receive salary approval from the Human Resources compensation manager. In general, the employee will receive a salary adjustment to the first ½ of the new range or a rate of pay between 3% and 10% higher than the former salary. When an employee is promoted, a request to grant a salary increase in the second ½ of the new salary range or more than 10% above the previous salary requires prior written approval from the Vice President for Human Resources and appropriate vice president or designee.

Internal Candidate is Interviewed

If an internal candidate is interviewed but not selected, the hiring manager will inform the candidate of the decision.

Accrued Sick and Vacation Balances

Accrued sick leave and vacation balances are transferred with the employee. Employees having passed a six-month probationary period are not required to begin a new probationary period upon transfer to another department.

Transfer of Overtime/Compensatory Time

Transferring employees may have accrued overtime/compensatory time when transferring to another department. UTA's policies require that supervisors overseeing workloads and authoring overtime be responsible for organizing and scheduling activities in such a manner that allows employees to work within their established work hours except when occasional operating necessities require overtime. Supervisors are also responsible for budgeting for necessary overtime that the employee may take prior to a departmental transfer or that would be subject to payment should the employee be terminated, transferred to another department, or deceased. Compensatory time should be taken as soon as possible to minimize issues that may arise if the employee is transferred to another department.

Supervisors responsible for authorizing and compensating overtime should be familiar with Procedure HR-E-PR28, Overtime, Procedure BF-P-PR6 Overtime Requests and Payments to Employees, and Procedure HR-E-PR4 Fair Labor Standards Act. These procedures provide detailed information about eligibility for FLSA overtime and state overtime and the conditions under which overtime can be accrued and compensated.

Some general guidelines include the following:

- Employees must have prior approval before earning compensatory time. An employee cannot independently decide to work overtime without prior authorization.
- Administrative and professional employees are not eligible for overtime. They are also not eligible for state compensatory time except under special circumstances.
- FLSA overtime is computed at one and one-half times for non-exempt employees for any hours in excess of forty hours a week. Exempt employees may not accrue FLSA overtime.
- Non-exempt state compensatory time is computed at an equivalent rate (one hour off for one hour worked), when a non-exempt employee did not physically work over 40 hours but total hours in a work week exceeds 40 hours. For example, if an employee works 35 hours and has an 8 hour

holiday, then total hours equals 43 hours and the employee earns 3 hours compensatory time.

- Exempt state compensatory time is computed at an equivalent rate for any hours in excess of forty hours a week for exempt employees. Exempt employees may not be paid for any unused equivalent time from any source of university funds.
- State compensatory time must be used within 12 months following the end of the workweek in which it was earned, or it lapses.

Required Review and Approval

The Human Resources business partner and the compensation manager must review and approve all procedural aspects of employee transfers prior to offer of the job by the hiring supervisor or manager.

II. Definitions

N/A

III. Relevant Federal and State Statutes

N/A

IV. Relevant UT System and UTA Policies, Procedures, and Forms

UTA Procedure HR-E-PR1 Employment Procedures

UTA Procedure HR-E-PR28 Overtime

UTA Procedure BF-P-PR6 Overtime Requests and Payments to Employees

UTA Procedure HR-E-PR6 Fair Labor Standards Act

UT System Administration Policy INT111 Hiring, Promotion, and Transfer of Employees

V. Who Should Know

All UTA employees

VI. UTA Officer(s) Responsible for Policy

The Vice President for Human Resources

VII. Dates Approved or Amended

August 8, 2019

VIII. Contact Information

All questions regarding this policy should be directed to the Vice President for Human Resources