POLICY ON EMPLOYEE TRANSFER/BENEFIT CARRY OVER

Dated: April 30, 2015
Supersedes: HR.330 Employee Transfer/Benefit Carry Over dated July 13, 2005

I. PURPOSE

To establish guidelines for benefits when employees transfer between departments or Affiliation accounts.

II. POLICY

It is the policy of New York Medical College to protect the employee’s benefits and at the same time minimize the benefit accrual impact of the receiving department account at the time of transfer.

III. SCOPE

This policy applies to all College regular full-time and part-time faculty, staff and CBU employees.

IV. DEFINITIONS

A. Benefits – includes all components of the employee’s benefit package.

B. CBU – Union represented employees (Collective Bargaining Unit).

V. PROCEDURE

A. The date of hire will reflect the College member’s original date of hire, not the date of the transfer to the new department. All benefits based on a service date will reflect this original date of hire. These benefits include as applicable:

1. Health plan
2. Tax-deferred annuity
3. Short-term disability
4. Long-term disability
5. Vacation accruals

B. Unused vacation at the time of transfer will be handled in one (1) of the following options:
1. Pay out all unused vacation, to a maximum of one and one-half (1½) times the annual benefit, at the time of transfer. If this option is selected, the College member would start at the receiving location with a zero vacation balance.

2. Pay out of unused vacation to a maximum of one (1) times the annual benefit, at the time of transfer and carry over a maximum of one half (1/2) times the annual benefit to the receiving location.

3. Carry over unused vacation balance to a maximum of one and one-half (1½) times the annual benefit to the receiving location.

4. Negative vacation balance – if employee has a negative vacation balance, it should be decided prior to transfer how negative balance will be handled (pay back from regular earnings or full or partial transfer of balance)

Note: Options two (2), three (3) and four (4) will require agreement with the receiving department or Affiliation.

C. The vacation option must be indicated on the transferring Personnel Action Form (PAF) (HR-101) form. If the payout option of either all or part of the vacation accrual is agreed upon, it should be noted on the transfer PAF with an attached letter or on a Payroll Check Request (PR-2) form attached to the transferring PAF form indication the vacation days due and the payout amount.

D. Carryover of short-term disability time must also be indicated on the transferring PAF form.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY MANAGEMENT

Responsible Officer: Vice President of Operations
Responsible Executive: Director of Human Resources
Responsible Offices: Human Resources Department

APPROVED:

Edward C. Halpern, M.D., M.A.
Chancellor for Health Affairs and
Chief Executive Officer

5/4/15