

Employees Moving To/From the Judicial Branch, Legislative Branch, or Community Based Corrections (CBC)

Refer to this document when you have an employee coming from or moving to a position at the Judicial Branch, Legislative Branch, or Community Based Corrections (CBC – may also be referred to as a judicial district).

Human Resources Contacts

- Legislative Branch:
 - House: Kelly Bronsink
 - Senate: Lois Brownell
 - Citizen Aide: Jeri Burdick Crane
 - Service: Matt Kruse
- Judicial Branch: Lisa Doughan
- Community Based Corrections: Susie Pritchard with DOC Central Office can provide CBC contact information

Employees transferring to the Legislative or Judicial Branch, or CBC from the Executive Branch

P1 Type to Use

- Transfer to Community Based Corrections: 401 Termination P1 with termination code 74 Transfer.
- Transfer to Legislative or Judicial branch: Do not terminate; receiving agency will write P1 to transfer employee.

Sick and Vacation Balances

- Accrued sick leave and vacation shall be transferred, unless the receiving agency requests that the vacation balance be paid out. Employees transferring to a Judge position should always have their vacation balance paid out before transferring.
- If the receiving agency requests that the employee's vacation balance be paid out, you will need to complete an 846 P1 and enter the vacation payout in the "Term Leave Pay" field. You will also need to do a 271 Leave Balance Correction P1 to zero out the vacation balance, unless the employee is transferring to Community Based Corrections – in that case the sick and vacation balances will automatically be zeroed out when the termination P1 processes.
- **For employees transferring to the Legislative Branch ONLY:** Notify FMLA Leave Coordinator to remove employee from LeavePro.

Employees coming from the Legislative or Judicial Branch, or CBC to the Executive Branch

P1 Type to Use

- 088 Transfer P1: When the employee is currently active on HRIS (working at Judicial or Legislative).
- 005 New Hire P1: When the employee is coming from CBC and does not have an HRIS record.
- 069 Reemployment P1: When the employee has an HRIS record, but is not active in the system.

Rate of Pay

- Employee shall be paid at the minimum of the pay grade for the job class. To pay the employee above the minimum, a Special Pay/Appointment Action form (M40) must be submitted and approved in accordance with DAS-HRE rules.

Step Increase Date

- Employee starts on the first day of the pay period: 26 weeks from the effective date of employment.
- Employee starts **after** the first day of the pay period: 26 weeks from the effective date of employment **plus** one additional pay period.

Employee Status

- The employee's status shall generally remain the same. If the employee has permanent status, a probationary period is not required.

Continued – Employees Moving To/From the Judicial Branch, Legislative Branch, or CBC

Employment Dates

- The employee's employment, seniority and vacation anniversary date will remain the same.

Sick and Vacation Balances

- Accrued sick leave shall be transferred.
- For employees coming from Community Based Corrections, accrued vacation shall be transferred and not paid out. You must write a 271 Leave Balance Correction P1 after the hire P1 processes to add the employee's sick and vacation balances.
- For employees coming from the Judicial or Legislative branch, the decision to transfer or pay out accrued vacation shall be made by the receiving appointing authority. At a minimum, the sending agency must pay out accrued vacation hours that are over the ceiling for the job class that the employee is entering.

FMLA (CBC only)

The following information must be obtained from the Human Resources contact and noted in the hire P1 remarks:

- Hours actually worked by the employee over the last 12 months.
- FMLA hours used in the current fiscal year. If the employee used FMLA leave, write a 274 FMLA Leave Used Correction P1 to add the hours to the employee's record.

Military Leave (CBC only)

- Any military leave hours paid in the current calendar year must be obtained from the Human Resources contact and noted in the hire P1 remarks.

Group Insurance Coverage

- Coverage will transfer to the receiving agency the first of the month following the date of transfer.

P1 Remarks

- You **must** enter remarks in the P1 stating where the employee is from, their employment dates, and whether or not there was a break in service. If there was a break in service, the employee would receive all new dates.