

Employees Moving to or from the Judicial & Legislative Branches, Regents, or Community Based Corrections (CBC)

Refer to this document when you have an employee coming from or moving to a position at the Judicial or Legislative Branch, Community Based Corrections (CBC), and Regents. Also refer to the Managers & Supervisors Manual, [Chapter 4.80](#).

Employees coming from the Legislative or Judicial Branch, Regents, 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 an entity not on HRIS (CBC, Regents).
- 069 Reemployment P1: When the employee has an HRIS record, but is not active in the system.

Rate of Pay

- Employee should 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

- If the employee is hired into an AFSCME class, OR starts on the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment.
- If the employee is not AFSCME-covered and does not start the first day of the pay period, the step increase date will be 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.

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.
- Accrued vacation for Community Based Corrections employees shall be transferred and not paid out. You must write a 271 Leave Balance Correction P1 after the New Hire P1 processes to add the employee's balances and accruals from CBC. For others, 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.

P1 Remarks

- You **must** enter remarks in the P1 stating where the employee is from (CBC, Regents, Judicial or Legislative Branch), 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.

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

Personnel Assistants

- Legislative:
 - House: Deb Rex or Kelly Bronsink
 - Senate: Lois Brownell
 - Citizen Aide: Jeri Burdick Crane
 - Service: Matt Kruse
- Judicial: Lisa Doughan
- Community Based Corrections: contact Kathy Wolk at DOC Central for CBC PAs
- Regents: Chris Schnell

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.
- Both the Legislative and Judicial branches are on HRIS, so there is no need to terminate the employee. The personnel assistant at the receiving agency will do the P1 to transfer the employee.
- Community Based Corrections and Regents are not on HRIS, so you will need to complete a 401 Termination P1 for the employee using termination code 74 Transfer. The employee's sick and vacation balances will automatically be zeroed out when the termination P1 processes.