

# Employees Moving To/From a Board of Regents Institution

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Refer to this document when you have an employee coming from or moving to a position at a Board of Regents institution:

- University of Iowa
- Iowa State University
- University of Northern Iowa
- Iowa School for the Deaf
- Iowa Braille and Sight Saving School
- Board of Regents

## Employees transferring to a Board of Regents Institution from the Executive Branch

### P1 Type to Use

- 401 Termination P1 with termination code 74 Transfer (include remarks stating which Regents institution the employee is transferring to).

### Sick and Vacation Balances

- Accrued sick leave and vacation shall be transferred.
- The sick and vacation balances in HRIS will automatically be zeroed out when the termination P1 processes.

### FMLA and Military Leave

- Provide the total number of hours the employee actually worked over the last 12 months and any FMLA hours used in the current fiscal year to the Human Resources contact.
- Provide any military leave hours and total days paid in the current calendar year to the Human Resources contact. The employee cannot exceed 30 days of paid military leave during the calendar year between both the sending Executive branch agency and receiving Regents institution.

## Employees coming from a Board of Regents Institution to the Executive Branch

### P1 Type to Use

- 005 New Hire P1: When the employee 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 shall be required to serve a six-month probationary period.

### Employment Dates

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

### Sick and Vacation Balances

- Accrued sick leave and vacation shall be transferred and not paid out.
  - Note: If the employee's vacation balance is above the ceiling for the job class the employee is entering, then the sending institution must pay out the vacation hours above the ceiling.

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- After the hire P1 processes, write a 271 Leave Balance Correction P1 to add the employee's sick and vacation balances.

### **FMLA**

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**

- Any military leave hours and total days paid in the current calendar year must be obtained from the Human Resources contact and noted in the hire P1 remarks. The employee cannot exceed 30 days of paid military leave during the calendar year between both the sending Regents institution and receiving appointing authorities.

### **Group Insurance Coverage**

- Coverage will be effective the first of the month following 30 days from the date of transfer. If the first day of employment is the first working day of the month, then coverage will be effective the first of the following month.

### **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.