



Policy 4.110 Organizational Transfer of Employees between EU and EHC

Responsible Official: VP for Human Resources
Administering Division/Department: Human Resources
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Overview

The following guidelines will apply when employees are transferred through reorganization from Emory University to Emory HealthCare or vice versa. These guidelines do not pertain to individuals who voluntarily accept employment with Emory University and Emory HealthCare. Voluntary acceptance of employment is not covered by this policy and is subject to a separate policy, *Voluntary Employment at Emory University or Emory HealthCare*.

Policy Details

JOB CLASSIFICATION & COMPENSATION

Employees transferred between organizations will assume the classification, pay level, and benefits participation requirement of the new position as deemed appropriate by the new employer. However, it is intended that an employee's base rate of pay will generally not be reduced as a result of organizational transfer.

SERVICE DATES

The employee's date of employment with the new employer will be their service date except for paid leave accrual, reduction in force, retirement plan eligibility and except as may be required by applicable law.

PAID LEAVE

The employee may participate in the new employer's paid leave program using the date of employment from the previous employer to determine all future leave accrual rates and waiting periods. University sick leave will transfer as extended illness leave and vice versa. EHC comprehensive leave will transfer to the University as vacation leave and vice versa.

HEALTH CARE COVERAGE

Health Care coverage will be transferred based on the health plan participation with the previous employer if the employee is transferring to an eligible position. If eligible, participation will begin immediately. Premium/contribution rates of the new employer will apply.

DENTAL COVERAGE

Dental care coverage will be transferred based on the dental participation with the previous employer if the employee is transferring to an eligible position. If eligible, participation will begin immediately. Premium/contribution rates of the new employer will apply.

PREMIUM CONVERSION FOR HEALTH & DENTAL

The employee will have the option to pay for the health and dental contributions on a pre-tax or after-tax basis with either employer. If eligible, participation will begin immediately.

FLEXIBLE SPENDING ACCOUNT (FSA)

The employee must enroll in the flexible spending account(s) (FSAs) as a new election. Funds accumulated in the previous employer's FSA(s) cannot be transferred to the new employer's FSA(s). If the employee has unused funds from the previous employer, he/she must elect COBRA or forfeit the funds. The previous employer will absorb any deficits in the FSA(s).

LIFE INSURANCE

The employee will be eligible to immediately enroll in the supplemental, personal accident and dependent term life insurance program if the employee is transferring to an eligible position. If eligible, participation will begin immediately. The Basic Term Life is provided with no payroll deduction. Emory University and EHC have different coverage levels for the Basic Term Life Insurance.

VISION CARE COVERAGE

Vision care coverage will be transferred based on the vision plan participation with the previous employer if the employee is transferring to an eligible position. If eligible, participation will begin immediately.

RETIREMENT

The new employer's 403(b) plan (and defined benefit plan in the case of Emory HealthCare) will credit service with the prior employer for purposes of eligibility and vesting, but not for benefit accrual purposes. Emory University and EHC have different plan benefits.

The employee has the option to leave the retirement plan funds with the former employer.

POST RETIREE BENEFITS

Emory retiree health and life insurance participation will be based on the service date of the new employer.

If the employee is eligible prior to 12/31/02 for retiree benefits and transfers to EHC or vice versa, the employee is "grandfathered" for subsidized retiree medical benefits. Retiree life insurance and Courtesy Scholarship benefits are available only if the employee retires from the University.

If the employee is "grandfathered" for retiree medical benefits, service must be continuous at the University and EHC and will be aggregated.

SHORT-TERM DISABILITY

If an employee had coverage with the previous employer, the employee will have no break in service, and coverage will be continuous if the employee is transferring to an eligible position.

LONG-TERM DISABILITY

If the employee had coverage with the previous employer, the employee will have no break in service and coverage will be continuous if the employee is transferring to an eligible position. If the employee is transferred to an eligible position at Emory University they can elect COLA coverage.

If the employee had no coverage with the prior employer, the employee is eligible upon transfer with coverage effective the first of the month following the date of transfer, if eligible for the new employer's plan. If the employee has less than one year of service with the prior employer, that service will be credited towards the one-year waiting period with the new employer's plan.

FAMILY MEDICAL LEAVE ACT (FMLA)

Used and unused FMLA leave will be transferred from the previous employer to the new employer. The employee will not have to satisfy another 12-month waiting period.

EDUCATIONAL BENEFITS

The employee may apply immediately for the University's Tuition Reimbursement Program or for Emory HealthCare's Education Plan. Emory University and EHC have different educational benefits.

The University's Courtesy Scholarship program waiting periods and benefit levels are based on the new employment date and provisions.

Previous service at either prior employer will be credited towards waiting period for the EHC

Education Plan (waiting period are 6 months for regular full-time / one year for regular part-time employees). However, if the employee was eligible prior to 12/31/02, the employee would have met the grandfathered eligibility criteria for participation in the transition Courtesy Scholarship program.

Emory Healthcare does not offer courtesy scholarships.

If an employee is eligible as of 12/31/02 and is transferred to the University, the employee will be grandfathered under the pre-2003 Emory University education benefit plan.

If an employee was employed at the University on 12/31/02 and is transferred to EHC, dependent Courtesy Scholarship will be grandfathered under the EHC education program.

REDUCTION IN FORCE

When a reduction in force occurs, several factors may be considered including skills, abilities, performance, willingness to do the job, and length of service. If the length of service becomes a consideration, the employment date from the previous employer will be used.

PARKING

Parking fees and parking assignments will apply based on the new employer's policy. At EHC, the service date of the previous employer will be used for parking assignments.

SERVICE AWARDS

The service date of the previous employer will be used for service recognition.

GROUP LEGAL

Group Legal enrollment will transfer to the new employer if the employee had coverage with the prior employer.

GROUP LONG TERM CARE

Group Long Term Care will change to direct bill if the employee transfers to EHC. If the employee transfers to Emory University in an eligible position he/she can enroll within 31 days of transfer. EHC does not offer Group Long Term Care.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.110>

Contact Information

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Revision History

No previous versions of this policy were found.