



## Policy 4.110

### Organizational Transfer of Employees between EU and EHC

**Responsible Official:** VP for Human Resources

**Administering Division/Department:** Employee Relations

**Effective Date:** December 11, 2008

**Last Revision:** September 21, 2012

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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. Voluntary acceptance of employment is not covered by this policy and is subject to Policy 4.30 *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 requirements of the new position as defined 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 as 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 AND DENTAL 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.

##### **FLEXIBLE SPENDING ACCOUNT (FSA)**

Balances and elections will be transferred to the new employer.

##### **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. Basic Term Life Insurance is provided with no payroll deduction. Emory University and

EHC have different coverage levels for the Basic Term Life Insurance.

### **RETIREMENT**

The new employer's 403(b) plan and Emory HealthCare defined benefit plan 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.

### **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. Emory Healthcare does not offer COLA coverage.

If the employee had no coverage with the prior employer, and the employee is eligible for the new employer's plan upon transfer, coverage will be effective the first of the month following the date of transfer. 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. There is no 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 the waiting period for the EHC Education Plan. The waiting period is one year for undergraduate courses and two years for graduate level courses.

However, if the employee was eligible prior to 12/31/02, the employee has 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, and length of service. The employment date from the previous employer will be used for length of service.

### **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.

**Related Links**

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

**Contact Information**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
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**Revision History**

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- Version Published on: Nov 08, 2010
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