



HUMAN RESOURCES POLICY

SUBJECT:	Employment and Related Matters	TITLE:	Transfers Between UMDNJ Schools/Units and Transitions from State Agencies to UMDNJ		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President for Human Resources		Responsible Office:	Human Resources Services	
CODING:	30-01-20-35:00	ADOPTED:	7/01/90	AMENDED:	8/12/09
			LAST REVIEWED: 8/12/09		

PURPOSE: To set policy determining effect on float holidays and sick and vacation time accruals when staff members transition from State agencies to UMDNJ, and when transferring between UMDNJ schools and units.

ACCOUNTABILITY: The Vice President for Human Resources is to ensure compliance with this policy.

APPLICABILITY: This policy applies to UMDNJ staff employees only (non-faculty). For faculty transitioning from State agencies, time accruals are not transferable.

POLICY:

It is the policy of the University to make reasonable efforts to facilitate staff member transfers between UMDNJ schools and units to:

- provide opportunities for advancement;
- provide continuous employment for staff members;
- place staff members in jobs for which they are best suited;
- provide an effective means of meeting the changing workforce needs of the University

Transfers between UMDNJ Schools and Units:

Time accrual balances (float holidays, sick and vacation) must follow staff transferring from one UMDNJ unit to another when there is no break in service. Transfers must be processed through the Department of Human Resources. Regular positions must be posted online at the Career Opportunities site and staff

members must follow applicable processes regarding job bidding. The approval of the Department of Human Resources is required before any transfer is effective.

Transitions between State Agencies:

The assigned Human Resources Generalist will process staff members transitioning to or from a State agency, including document completion, orientation scheduling, and scheduling of physical examinations, if required.

For full-time staff members who transition between State agencies without a break in service, the service time is carried over for the purpose of calculating the vacation accrual rate only. Such staff may have the status, rights, benefits, salary or anniversary date determined consistent with appropriate regulations and guidelines. Only sick time accruals are transferable. Vacation time is not carried over.

Under direction of the President:

Vice President for Human Resources