



R912, Transfer of System Institution Employees to the Office of the Commissioner¹

R912-1. Purpose: To provide the policy of the Office of the Commissioner of Higher Education (OCHE) on transfers of employees from System institutions to OCHE.

R912-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education
- 2.3. Policy and Procedures [R821](#), Employee Benefits
- 2.4. Policy and Procedures [R932](#), Vacation

R912-3. Definitions

- 3.1. **Designated Institution:** The Utah System of Higher Education (USHE) institution other than OCHE whose payroll included the new OCHE employee immediately before his or her employment at OCHE.
- 3.2. **Qualified Employee:** A new OCHE employee who was employed by a designated institution immediately prior to employment by OCHE.

R912-4. Policy

- 4.1. **Qualified Employee to Remain on the Payroll of Designated Institution:** Under special circumstances and with the joint approval of the Commissioner and the President of the designated institution, a qualified employee may request to be compensated, while employed by OCHE, through the payroll system of the designated institution. This decision must be made at the time of the initial appointment by OCHE.
 - 4.1.1. The employee shall be eligible for all benefits accorded to equivalent staff personnel under the policies of the designated institution, including but not limited to retirement benefits and insurance benefits.
 - 4.1.2. OCHE shall reimburse the designated institution for the full costs of salary and benefits provided to the qualified employee under this policy.
 - 4.1.3. The employment relationship with the designated institution must be in harmony with the practices and regulations of both the designated institution and the OCHE.
 - 4.1.4. Policies and Procedures in this manual are generally written for employees under the University of Utah payroll system, however where appropriate, these OCHE policies shall apply to qualified employees under another designated institution's payroll system.

¹ Approved September 24, 1993.

4.2. Qualified Employee Transfer to the University of Utah Payroll System: Qualified employees are eligible to and are encouraged to transfer to the University of Utah payroll system where they will receive all benefits provided other equivalent OCHE employees.

4.3. Sick Leave and Vacation Leave Balances: In consultation with OCHE and the designated institution, the employee may transfer sick leave benefits to OCHE in accordance with the policies of the designated institution. The employee may not transfer vacation leave balances to OCHE.

4.4. Service Credits for Vacation Leave: The qualified employee shall be deemed to retain his or her accumulative service credits for the purpose of calculating vacation benefits earned while employed by OCHE. The official leave records shall be maintained by OCHE.