



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 Transfer to the University of Utah Payroll System:** Qualified employees will transfer to the University of Utah payroll system where they will receive all benefits provided other equivalent OCHE employees.
- 4.2. **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.
- 4.3. **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.

¹ Approved September 24, 1993, Amended September 16, 2011.