

**To:** Legislative History

**From:** Wendy Peterson, Deputy Chief Human Resource Officer, University of Utah

Rick Smith, Senior Director, University Human Resources Management / Office of the Senior Vice President for Health Sciences

Bob Thompson, Senior Director of Employee Relations, University Human Resources Management

**Policy Owner(s):** Bob Thompson, Senior Director of Employee Relations, University Human Resources Management

**Date:** June 14, 2022

**Re:** Changes to Policies:

5-108 – Transfer of Benefits Eligible Staff Members

5-102 – Staff Employment Policy

5-401 – Staff Compensation

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## Introduction and Background

With the reduction in the number of University of Utah pay grades several years ago, it became necessary to revise Policy 5-108 (Transfer of Benefits Eligible Staff Members) to more accurately reflect situations under which a transferring benefits-eligible staff member may or may not receive a pay increase. To provide greater flexibility, the current pay grades are much broader than before; therefore, job codes within a particular pay grade might have significant differences in skill requirements and the scope/level of duties performed, and allowance needed to be made for potential pay increases for staff members transferring from one job code to another job code within the same pay grade. Also, there was a desire to create an opportunity for a pay increase for staff members transferring from one job code to the same job code in another employing unit if the scope and level of duties changes substantially.

## Policy Changes

### Policy 5-108 Transfer of Benefits Eligible Staff Members

We proposed the following changes to policy (in order of significance):

- Addition of allowance for a potential pay increase when transferring from one job code to the same job code in another unit (replaces language regarding transfers within the same pay grade).
- Addition of allowance for a pay increase when transferring from one job code to another job code with in the same pay grade.
- Clarification that a transfer to a higher pay grade may be accompanied by a pay increase.
- Clarification that a transfer to a lower pay grade may not be accompanied by a pay increase.
- Clarification of the definition of “Transfer”.
- Deletion of irrelevant definitions for “Promotion”, “Lateral Transfer”, and “Demotion”.
- Clarification of relevant definitions defined in other policies.
- Deletion of an unnecessary suggestion that transferring employees start work in the receiving unit on the first working day following the separation date from the releasing unit.
- Clarification regarding transfer of leave to the receiving unit.
- Clarification of language regarding non-allowance of transfers during probationary periods.
- Clarification of language regarding coordination of employment offers through UHRM.
- Clarification that the policy does not apply to Hospitals and Clinics employees.

### **Policy 5-102 Staff Employment Policy**

We proposed the following changes to this policy:

- Replace language regarding probationary transfers to match proposed changes in policy 5-108

### **Policy 5-401 – Staff Compensation**

- Replace language in transfers and reclassification section and redirect to policy 5-108.

## **Regulation Development Process**

The proposal for this policy revision was initially developed by:

- Catalina Ochoa (Budget Director/Controller, Office of the Senior Vice President for Health Sciences)
- Cynthia Best (Associate Dean for Finance and Administration, University of Utah School of Medicine)
- Rick Smith (Senior Director, University Human Resources Management / Office of the Senior Vice President for Health Sciences)

The draft changes were presented to the UHRM Policy Committee and further modified over the course of several meetings. A final draft was presented by Wendy Peterson, Bob Thompson, and Rick Smith to a group that included the following:

- Cathy Anderson (Chief Financial Officer, University of Utah)
- Mark Winter (Associate Vice President for Budget and Finance, Office of the Senior Vice President for Academic Affairs)
- Catalina Ochoa (Budget Director/Controller, Office of the Senior Vice President for Health Sciences)
- Cynthia Best (Associate Dean for Finance and Administration, University of Utah School of Medicine)

After review by the above group, some minor additional changes were made by the UHRM Policy Committee to finalize the proposed changes.