	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	<i>Policy Number</i>	HR102	
		<i>Effective Date</i>	02/19/08	
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			<i>Supersedes</i>	03/02/06

**INTER-AFFILIATE TRANSFER PHILOSOPHY**

**Retaining trained and talented employees within The Johns Hopkins Health System (JHHS) is valued. The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) are committed to providing a consistent process for Affiliate employees to join either JHHSC or JHH.**

**POLICY**

It is the policy of JHHSC and JHH to permit transfers (benefits and seniority) from any affiliate of The Johns Hopkins Health System to either JHHSC or JHH. The purpose of this policy is to establish guidelines with respect to employees, who transfer from any affiliate within The Johns Hopkins Health System (JHHS), to either JHHSC or JHH. Transferees from Health System affiliates will be permitted to apply for positions according to the external application process of JHHSC or JHH. To be eligible for an Inter-affiliate transfer, you must terminate from the forwarding organization. If an employee is affected by a reduction in force, he/she is eligible for this transfer if he/she returns within one year.

If an employee accepts a position with another organization of the Health System, benefit preservation for those transferring will be consistent with the policy and practice of the receiving organization.

Recruitment bonuses will not be paid to employees transferring from an affiliate to JHH or JHHSC.

**This policy is intended to apply to all employees who apply to either JHHSC or JHH from one of the following affiliates which are wholly/partially owned by the JHHSC and meet the requirements listed in this policy.**


- Johns Hopkins Bayview Medical Center (JHBMC)
- Johns Hopkins Medical Management, Corporation (Intrastaff)
- Howard County General Hospital (HCGH)
- Johns Hopkins HomeCare Group (JHHCG)

**Benefits Transfer Eligibility**

The transfer of benefits under this policy, applies only when a regular employee (or Intrastaff temporary employee) has worked at the forwarding affiliate for a minimum of 90 days prior to the date of transfer with no break in service. The employee must currently have the benefit at the time of transfer for JHHSC or JHH to recognize and give credit for that benefit where applicable. Benefits become effective the first of the month following the transfer.

1. Verification:

When a transfer pursuant to this policy is accepted, the forwarding affiliate will complete and submit to either JHHSC or JHH the Inter-Affiliate Transfer Checklist (see attachment 1) which verifies information about the benefit(s) being transferred, i.e., leave accrual, pension or seniority earned, and educational assistance approval status.

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2. Benefits Affected by Transfer:

a. Vacation

The forwarding affiliate is responsible for paying out accrued vacation balances.

b. Paid Time Off

Accrued Paid Time Off (PTO) balances will be transferred. The most recent date of employment will be transferred to JHHSC or JHH for purposes of determining Paid Time Off (PTO).

All transferred leave time is available for use during the probationary period, with approval.

**Exception** - If transferring to or from HCGH, HSI or JHHCG vacation and/or PTO will be paid out by the transferring organization

c. Sick Leave

Accrued sick leave balances, if available, will be transferred intact up to the maximum allowable accrual of either JHHSC's or JHH's policy.

d. Pension

For purposes of pension eligibility, participation, and vesting, a transferring employee shall receive service credit from any Health System affiliate as permitted under the applicable plan document. JHHSC and JHH will calculate credited service from the date of transfer until resignation, retirement, or termination.

e. Seniority

The most recent hire date (after any break in service) with affiliates covered by this policy will be used to calculate seniority when retention/selection is to be determined.


f. Tuition Assistance

Tuition assistance which has been approved prior to transfer, will be paid by the forwarding affiliate, where applicable, only for the duration of the current semester). The Tuition Assistance Policy will apply to all subsequent requests for educational assistance.

**NOTE:** Service payback obligation associated with tuition reimbursement or advancement, will be transferred by JHHSC or JHH to the receiving affiliate if the employee is accepted for a position at an affiliate.

g. Holidays

Unused Holidays not covered under JHHSC/JHHS policy will be paid out or resolved according to the forwarding affiliates policies.

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h. FMLA - Eligibility will be determined on an individual basis.

**Conditions of Transfer:**

1. Drug Screening/pre-offer Physical/Criminal Background

JHHSC/JHHS drug screening, pre-employment physical examination, and criminal background checks are required as a condition of transfer. Transferees who fail the drug screening test, physical/criminal background will not be accepted for a position at JHHSC or JHH. The forwarding organizations HR department will be advised of the results of a positive drug screening/the inability of the employee to pass the pre-employment physical and/or positive criminal background. The policy of the forwarding organization regarding substance abuse, pre-employment physicals or background checks will be followed.

2. Probationary Period - for Work Performance only.

After transfer a probationary period is required:

a. All employees transferred from an affiliate to work twenty (20) or more hours each week shall be considered probationary employees for work performance only until the completion of ninety (90) calendar days of employment, with the following exceptions:

1. Critical Care and Intermediate Care Nurses (120 days)
2. General Operating Room Nurses (180 days)

During this probationary period, JHHSC or JHH may discharge an employee at the employer's discretion.

b. Employees hired to work less than twenty (20) hours per week shall be considered probationary employees until the completion of 180 calendar days of employment.


c. When an employee is hired into a job classification which requires a JHHSC or JHH recognized formal training program, the probationary period is extended by the length of the training program.

d. If terminated during probation, any transferred or accrued PTO and/or vacation will be paid out by the receiving organization.

If the transferring employee does not successfully complete the probationary period, JHHSC/JHH has no obligation to return the employee to his or her former position.

3. Waiting Period

There is no waiting period for health and dental benefits, and preexisting conditions are covered, if the transferring employee has the *same* plan (e.g., Employer Health Programs - EHP) coverage at the forwarding affiliate. Health and dental plan benefits are effective on the first of the month following the date of transfer. Health and dental plans benefits will remain in effect with the forwarding organization through the end of the month in which the employee transferred. With other coverage, such as an HMO, the receiving organizations insurers will decide if direct transfer of healthcare benefits are permitted under the terms of the applicable plan.

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4. Compensation

Employees transferring will be paid according to the wage and salary policies and procedures of the organization into which they are transferring.

5. Break in Service

Any break in service of more than 7 days between employment at two separate Health System Affiliates, negates the transfer of benefits under this policy, except as applicable under State and Federal laws.

6. New Hire Orientation

All transfers are required to attend the New Hire Employee orientation. The orientation is designed to review Human Resources policies and employee benefit plans.

7. Notice Period

Employees are expected to work the notice period required by their current organization unless it is mutually agreed to do otherwise.

8. Repayment of Monies

Employees transferring are responsible for any repayment of monies due the previous organization.

9. Service Awards

Combined affiliate service will be used to determine service award eligibility.

10. Flexible Spending Accounts

Reimbursement requests may be submitted for qualifying expenses or benefits incurred through an employees transfer date. Transferring employees may enroll for a spending account at the new organization up to the IRS maximum allowable contribution for that taxable year.


11. Organizational (Administrative) Transfers

If an employee or group of employees must be transferred to meet the business needs of either the forwarding affiliate or JHHSC/JHH, the above-outlined benefits and/or conditions for transfer may be modified to meet the particular needs of the affiliate and employee(s).

When employees transfer between affiliates of the Johns Hopkins Health System, their PTO (paid time off) balances will be transferred to their new affiliate at 100% of the hours and dollar amount (using their old pay rate). The old employer will transfer the cash related to this transfer to the new employer, as well as the amount that should be accrued for FICA on the 100% dollar amount.

**REFERENCE**

The Johns Hopkins Health System Corporation and The Johns Hopkins Hospital Human Resources Policy and Procedure Manual

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HR100	Employment
HR400	New Employee Orientation
HR300	Compensation
HR326	PTO
HR327	Holidays
HR332	Tuition Assistance
HR201	Employment Verification, References and Requests for Information

### **PROCEDURES & RESPONSIBILITIES**

1. Employee Follows specific external application process for either JHHSC or JHH.
2. Career Specialist After satisfactory verification of references, from the transferring organization, a conditional employment offer will be extended to employee.
3. Employee
 

Accepts a job offer and notifies appropriate individuals including the supervisor of transfer as required by the organization's separation policy, in a timely manner.

Completes all pre-employment requirements including pre-employment physical, drug test, reference requirements and all other requirements determined by the JHHS organization.
4. Career Specialist Contacts the Benefit Specialist by e-mail in the accepting organization. (JHHSC/JHH)
5. Benefits Specialist of Transferring Organization
 

Determines specific benefits status of the transferring employee and completes the JHHSC/JHH Inter-Affiliate Transfer Checklist.

Forwards Checklist to the Benefits Specialist of the accepting organization (JHHSC/JHH).

*Note: Pension benefits will not be paid out until resignation, retirement or termination when applicable from last organization.*
6. Benefits Specialist of Accepting Organization Reviews Inter-Affiliate Transfer Checklist and reviews with employee.
7. Career Services The forward and receiving organization's HR Department need to coordinate dates for transfer. Forwarding organization will need to do a termination ISR and receiving organization needs to do a new hire ISR. The Inter-Affiliate code should be used for the termination.
8. Employee Attends new employee orientation.
9. Benefits Specialist of Accepting Organization Notifies Finance Department so funds can be transferred.



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**SPONSOR**

Vice President, Human Resources

**REVIEW CYCLE**

3 Years

**APPROVAL**

Vice President,  
Human Resources

7/28/08  
Date



JOHNS HOPKINS  
MEDICINE

JOHNS HOPKINS HEALTH SYSTEM CORPORATION  
THE JOHNS HOPKINS HOSPITAL

*Inter-Affiliate Inter-Org. Transfer Checklist*

*\*NOTE: The transfer of benefits under this policy applies only when the employee has worked at the forwarding organization for a minimum of 90 calendar days prior to the date of transfer. The employee must currently have the benefit at the time of the transfer in order for the receiving organization to recognize and give credit for that benefit where applicable.*

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

FERNRL #: \_\_\_\_\_

EMPLOYEE ID # ORIGINAL POSITION: \_\_\_\_\_

EMPLOYEE ID # NEW POSITION: \_\_\_\_\_

ORIGINAL DATE OF HIRE: \_\_\_\_\_

ACCRUAL BEGIN DATE: \_\_\_\_\_

SENIORITY DATE: \_\_\_\_\_

TERMINATION DATE FROM FORWARDING AFFILIATE: \_\_\_\_\_

DATE OF ISR TERMINATION: \_\_\_\_\_ DOCUMENT #: \_\_\_\_\_

CURRENT ORGANIZATION: \_\_\_\_\_

RECEIVING ORGANIZATION: \_\_\_\_\_

BENEFITS AFFECTED BY TRANSFER:

VACATION TRANSFERRED TO VACATION: \_\_\_\_\_ HRS.

PTO TRANSFERRED TO PTO: \_\_\_\_\_ HRS.

SICK LEAVE TRANSFERRED TO SICK: \_\_\_\_\_ HRS.

HOLIDAY (HOME CARE ONLY) \_\_\_\_\_ HRS.

PTO/ VACATION PAY OUT \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

LAST DATE EMPLOYEE REVIEWED IN POSITION BEFORE TRANSFER: \_\_\_\_\_

EDUCATIONAL ASSISTANCE: YES \_\_\_\_\_ NO \_\_\_\_\_

*\*If tuition reimbursement was approved prior to the transfer it will be paid by the forwarding affiliate only until the current semester ends.*

FORWARDING BENEFITS OFFICE: \_\_\_\_\_ PREPARER NAME: \_\_\_\_\_

RECEIVING BENEFITS OFFICE: \_\_\_\_\_ NAME: \_\_\_\_\_