EMPLOYEE MOVING FROM STATE TO COMMUNITY SERVICE BOARD (CSB) EMPLOYER

POLICY:

1. The move is considered a break in State Service

2. The State employer must code the move as a Termination in PeopleSoft (TeamWorks HCM) to accurately document the movement between State and CSB employment

3. The CSB must code the move as a Rehire in TeamWorks HCM, rather than a Hire, to accommodate TeamWorks HCM/health and benefits system requirements that support the continuation of benefits

4. The CSB has discretion to accept or not accept accrued sick, annual, personal, and forfeited leave balances (The CSB must fund any leave balances accepted)

BENEFITS:

1. Health insurance benefits retained*

2. Flexible benefits retained*

3. ERS membership is not retained; GSEPS members' non-vested 401(k) employer contributions forfeit

4. Any FLSA compensatory time and deferred holiday balance is paid out by the State employer

5. Any annual leave balance not accepted by the CSB (up to a maximum of 360 hours) is paid out by the State employer

6. Any State compensatory time is divested and not paid by the State employer

7. Any sick or personal leave balance not accepted by the CSB is divested and not paid by the State employer

8. The employee starts CSB employment with accrued leave balances accepted by the CSB and participates in graduated leave accrual in accordance with the CSB policy

Benefits will be terminated with the State employer then reinstated through the CSB without lapse on rehire, although the employee may receive a COBRA notice from State Health and GaBreeze in the interim

JOB AID

Below are instructions for the losing and gaining employers to support the transition from State to CSB employment
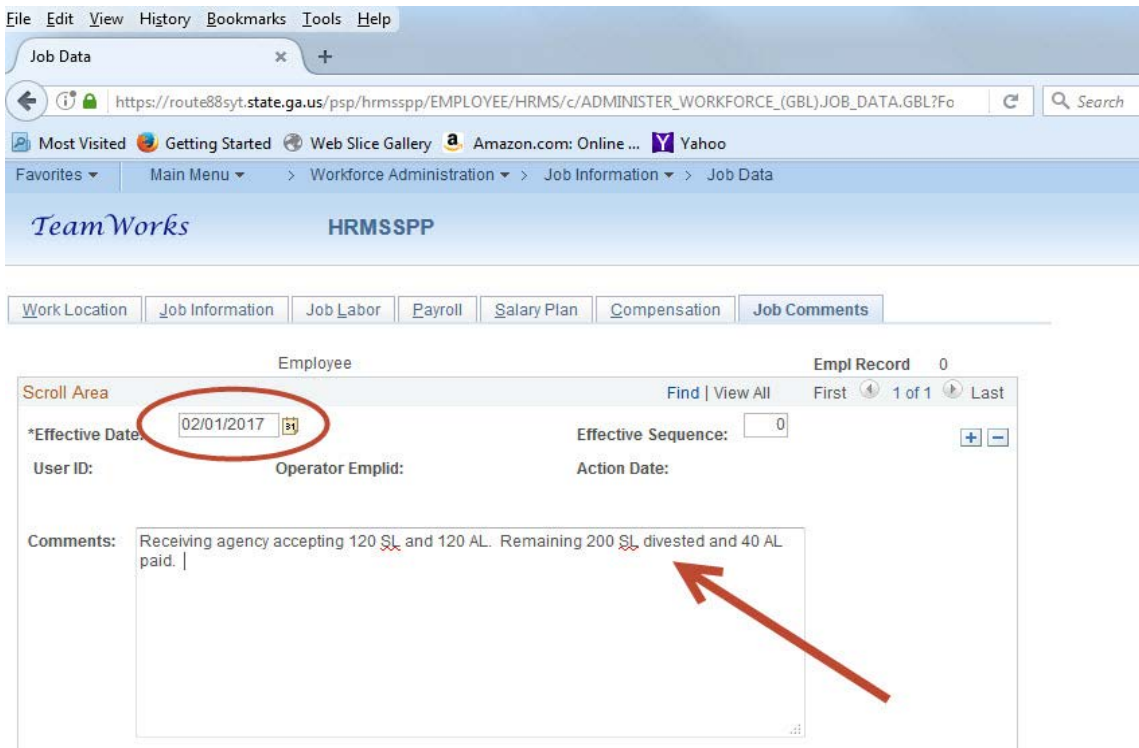
ACTIONS TAKEN BY THE STATE EMPLOYER:

1. Use Action Code of **Termination** and Reason Code of **MSL (Move between State and Local)** in TeamWorks HCM

2. Contact receiving CSB to ascertain if they will accept and fund any or all accrued sick, annual, personal, and forfeited leave balances

3. Zero-out any leave balances accepted by the receiving employer and notate in the personnel file what balances or portion of balances were accepted. For record retention schedule purposes, it is advised also to make note in Job Comments in TeamWorks HCM of the balances accepted, divested, and paid

4. Prepare for the receiving employer a letter certifying leave balances

5. Retain in leave keeping system any sick and forfeited leave balances that are not accepted; do not zero-out these balances

6. Zero-out any remaining personal leave and State compensatory time

7. Pay out annual leave not accepted, then zero-out in leave keeping system as paid

8. Pay out any FLSA compensatory time and deferred holidays, then zero-out in leave keeping system as paid

9. Advise the employee of pension plan options at separation, or refer to Employees' Retirement System

10. Notify the employee about possible COBRA notices

ACTIONS TAKEN BY THE CSB EMPLOYER:

1. Use Action Code of **Rehire** and Reason Code of **MSL (Move between State and Local)** on Transfer/Rehire Page in TeamWorks HCM

2. Check Employment Data tab at the bottom of the Job Data page and override Benefits Service date, as needed, to ensure correct leave accrual and adjust Company Seniority date as needed

3. Verify deductions in TeamWorks HCM on General Deductions page and create deductions in CSB payroll system for State Health (ADP) and Flexible Benefits (GaBreeze) to ensure continuation of benefits prior to the date payroll is confirmed

4. Enroll in retirement plan/401k used by CSB

5. Notify employee of possible COBRA notices and advise employee when benefits transfer is confirmed

6. Verify paycheck for accuracy before payroll is confirmed