



## Employee Transfer Principles

As part of the implementation of The Path Forward, some employees will be transferred from their current Supervisory Organization to a different Supervisory Organization with a new Manager. In carrying out these transfers, the following principles will apply:

1. All employee transfers will be effective by September 1, 2022.
2. Employees may be transferred prior to September 1, 2022, but the salary line will stay with the current Supervisory Organization through August 31, 2022 (through Fiscal Year 2022).
3. Salary lines and any associated operational costs for transferred employees will move to the new Supervisory Organization effective September 1, 2022 (beginning of FY23). A process for determining the associated operational costs is being developed.
4. Employee transfers will be salary neutral. The exception to this is if there are substantive changes to the employee's duties and responsibilities such that a salary adjustment is appropriate.
5. An employee's title may change to align with the new organizational structure or due to changes in duties and/or responsibilities. Staff title changes must be reviewed and approved by Human Resources and Organizational Effectiveness. Any reclassifications of faculty must be reviewed and approved by the Vice President of Faculty Affairs.
6. Any proposed changes to a staff employee's salary, based on a change in duties and/or responsibilities, must be reviewed and approved by Human Resources and Organizational Effectiveness prior to such action. Any proposed changes to a faculty employee's salary, based on a change in duties and/or responsibilities, must be reviewed and approved by the Vice President of Faculty Affairs prior to such action.
7. Equity adjustments resulting from employee transfers will be addressed over time in the new unit.
8. Computer equipment assigned to a transferred employee will transfer to the new Supervisory Organization, which will then be responsible for future replacement.
9. Requests for staff employee transfers will be routed through a memorandum from the impacted Supervisory Organizations to Mr. Damon Slaydon, Vice President for Human Resources and Organizational Effectiveness for approval. The employee's new Manager will be identified in the memorandum. This will be the individual to whom the employee has a solid reporting line. Memo templates for individual and group transfers are available.
10. Requests for faculty employee transfers will be routed through a memorandum/Faculty Transfer Agreement from the home and receiving department heads and the home and receiving deans, to the Vice President of Faculty Affairs. These requests must also be signed by the faculty member. A copy of the executed Faculty Transfer Agreements will be shared with the Vice President for Human Resources and Organizational Effectiveness to ensure appropriate transfer in Workday. A memo template for faculty transfers is available.

Questions regarding the transfer process for staff should be directed to Mr. Damon Slaydon, VP for Human Resources and Organizational Effectiveness at 979/845-7995 or [dslaydon@tamu.edu](mailto:dslaydon@tamu.edu). Questions regarding the transfer process for faculty should be directed to Dr. N.K. Anand, VP of Faculty Affairs at 979/458-3236 or [nkanand@tamu.edu](mailto:nkanand@tamu.edu).