ATTACHMENTS:

1. Intra-Facility Employee Data Sheet
2. Intra-Facility Hire Chargeback Allocation Form
3. Request to Transfer EHS File Form

PURPOSE: To ensure employees are informed as to how to apply for an intra-facility transfer within RWJBH, the impact on employment and how their benefits will be transferred and processed during an intra-facility voluntary or involuntary employee transfer. Note: Bargaining Unit staff members should refer to their CBA.

POLICY: When an employee transfers to a different RWJBH facility, either voluntarily or involuntarily, the following benefits may be impacted:

<table>
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<tr>
<th>Time Off Accruals (Vacation/Holiday/PTO)</th>
<th>Employee will receive service credit aligned with most recent system date of hire for placement on the time off schedule for job classification of the employee’s new role. Please refer to your human resources department for handling of per diem staff transferring to a full or part time position.</th>
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<td>Time Off/ Paid Time Off (PTO) accruals and structure aligns with facility specific plan and structure.</td>
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<td>Upon transfer, all PTO or Vacation/Holiday time in excess of 80 hours will be paid out to the employee. PTO or Vacation/Holiday balances of 80 hours or less will be transferred to the new facility.</td>
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<td>Transferred balances will be noted as PTO or Vacation/Holiday time as per facility time off structure. The hiring facility will charge back the former facility at 100% of the accrual hours at the former facility's base rate. The new facility Human Resources department is responsible for processing the Intra-System Hire Employee Data Sheet. An employee may be permitted to use Vacation/Holiday or PTO time during the introductory period subject to the individual RWJBH facility time off approval policies and procedures.</td>
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### Sick

Accrued sick/Extended Illness Bank (EIB) or Extended Disability Benefit (EDB) time balances will be transferred to the hiring facility. There is no chargeback for sick time accruals. An employee may be permitted to use sick/EIB during the introductory period subject to the individual RWBH facility time off approval policies and procedures.

### Seniority

Intra-facility transfers will maintain both a system date of hire and facility date of hire. Service Awards will be based on System date of hire. Vacation time/PTO requests/promotions and other site specific decisions will be based on facility date of hire or bargaining unit seniority (as applicable).

### Severance

Severance, where applicable, will be calculated based on the RWJBH system date of hire.

### Life Insurance

Life insurance benefit would align with facility specific plan.

### Retirement Savings Plan

The Retirement plan (401(k), 403(b), 457(b)) would align with the facility specific plan. A service year is defined by the Plan Document. Eligibility and vesting will be based on the most recent RWJBH system date of hire. For example, employees with two years of service at one RWJBH facility who moves to another RWJBH facility will have the previous two years employment time count towards the new facility's plan.

The retirement plan from the first facility will cease, as per IRS regulations, and the account is not eligible for roll-over. The Employee must enroll into the new facility plan and the rules for that plan will apply.

Defined Benefit (Pension) plans are frozen and not transferrable.

### Tuition Reimbursement/Assistance

Eligibility will be based on RWJBH system hire date and program parameters will be as structured at the facility level. Tuition balances will carry over with employee to the new facility. An employee in receipt of tuition reimbursement must remain in the employ of RWJBH system for a period of at least one year from completion of the course. Pay back of 100% of tuition monies will be required if employees separates from RWJBH.
Intra-Facility Employee Transfer Policy

Health Benefits

Benefits will become effective on the first of the month following date of transfer. Re-enrollment may be required due to different contribution schedules at each facility.

Employee contributions are aligned with the structure at the specific facility. Per diem service would be counted for health benefit contributions.

Coverage from transferring facility will convert to the new facility, assuming employee remains in an eligible class. Previous co-pays and deductibles which were paid in the current year would transfer.

Leave of Absence

Eligibility is based on RWJBH system hire date.

Compensation

The individual will be offered an appropriate rate of pay for the position based on current wage and salary guidelines.

Direct Deposit

Employee will need to submit a completed direct deposit form upon transfer to request changes to former facility’s direct deposit configuration.

PROCEDURE:

1. An employee can explore employment opportunities at each of the RWJBH facilities by clicking on the respective RWJBH facility posting link located on the intranet.

2. To apply for a position in another RWJBH facility, the employee should complete an internal application and will identify the RWJBH facility of which they are currently employed.

3. The Human Resources Department at the potential receiving facility is responsible for checking the employee’s eligibility for transfer by contacting the employee’s current facility Human Resources Department prior to the internal candidate’s interview. The following criteria will be used to determine eligibility:

   A. The employee has successfully completed one (1) year of service.
   B. Employee must be in good standing with no corrective actions/counseling of a written warning or greater in the past twelve (12) months.
   C. Employee must have a satisfactory performance rating on the most recent performance appraisal.
4. After an employee accepts an intra-system offer, receiving facility is responsible for:
   
   A. completing new hire processing;
   B. completing the necessary background check and regulatory related onboarding requirements;
   C. scheduling the employee for new employee orientation and communicating the start date with the department leader for appropriate department specific orientation can be planned;
   D. completing the Intra-Facility Hire Employee Data Sheet (in collaboration with the releasing facility) and for ensuring communication of the impact of the move to the employee (example: benefits etc.); and
   E. preparing the offer letter to reflect the new role and details of employment.

5. Additional Responsibilities:
   
   A. Centralized Payroll: Calculate the chargeback allocations for time off accruals (Vacation/Holiday or PTO) using the employee’s base rate of pay from the releasing facility.
   B. Corporate HCM: Transfer employee HR and Payroll records access from releasing facility to receiving facility.

6. Employee Record Management: At time of transfer, the receiving site human resources staff member will complete an Intra Facility Hire Employee Data Sheet and forward to the RWJBH Corporate HCM team, Centralized Payroll and the releasing facility’s HR department. Receiving facility HR will be provided access to the transferring employee's personnel file.

7. Employee Health Records:

   It is the responsibility of the current Corporate Care (CC)/Employee Health Services (EHS) department to upload the employee’s occupational medicine records to the system EMR (Agility) and to notify the receiving CC/EHS department that the chart is ready to be reviewed.

   A. Prior to the transfer date, the receiving human resources (HR) staff member must contact the both the employee’s current CC/EHS department, and receiving CC/EHS department to advise them of the employee’s effective date at the receiving facility.
B. The employee’s complete occupational medicine file chart must be immediately uploaded/scanned into the system’s EMR (Agility) by the current CC/EHS and they must notify the receiving facility’s CC/EHS contact person that the chart is available for review; the receiving CC/EHS will ensure that the transferring employee is compliant with all regulatory requirements.

C. Receiving CC/EHS department will review employees new job duties and job description. If the ADA physical demands of the new position are considerably different from the current position, a physical will be required to determine if the employee can safely perform the new duties.

D. If all requirements have been satisfied, the receiving CC/EHS department will send a clearance form to the receiving HR department and complete the CC/EHS Contact form and Request to Transfer CC/EHS File Form; and

E. If the file is not complete, the receiving HR department will schedule the employee to meet with CC/EHS to complete any outstanding requirements/evaluation prior to their transfer/start date. At completion, a clearance note for transfer will be sent to the receiving HR department.

8. Additional Responsibilities:

A. Upon receipt, Central Payroll will complete the Chargeback Allocation Form and provide copies to its Finance department. The receiving Finance department will then forward a copy of the form to the transferring facility’s Finance department.

B. Central Payroll is responsible to contact the employee’s supervisor by e-mail for approval of hours not captured in e-time. The supervisor’s reply in email will serve as documentation for payroll to ensure the employee is paid accurately for their last week.