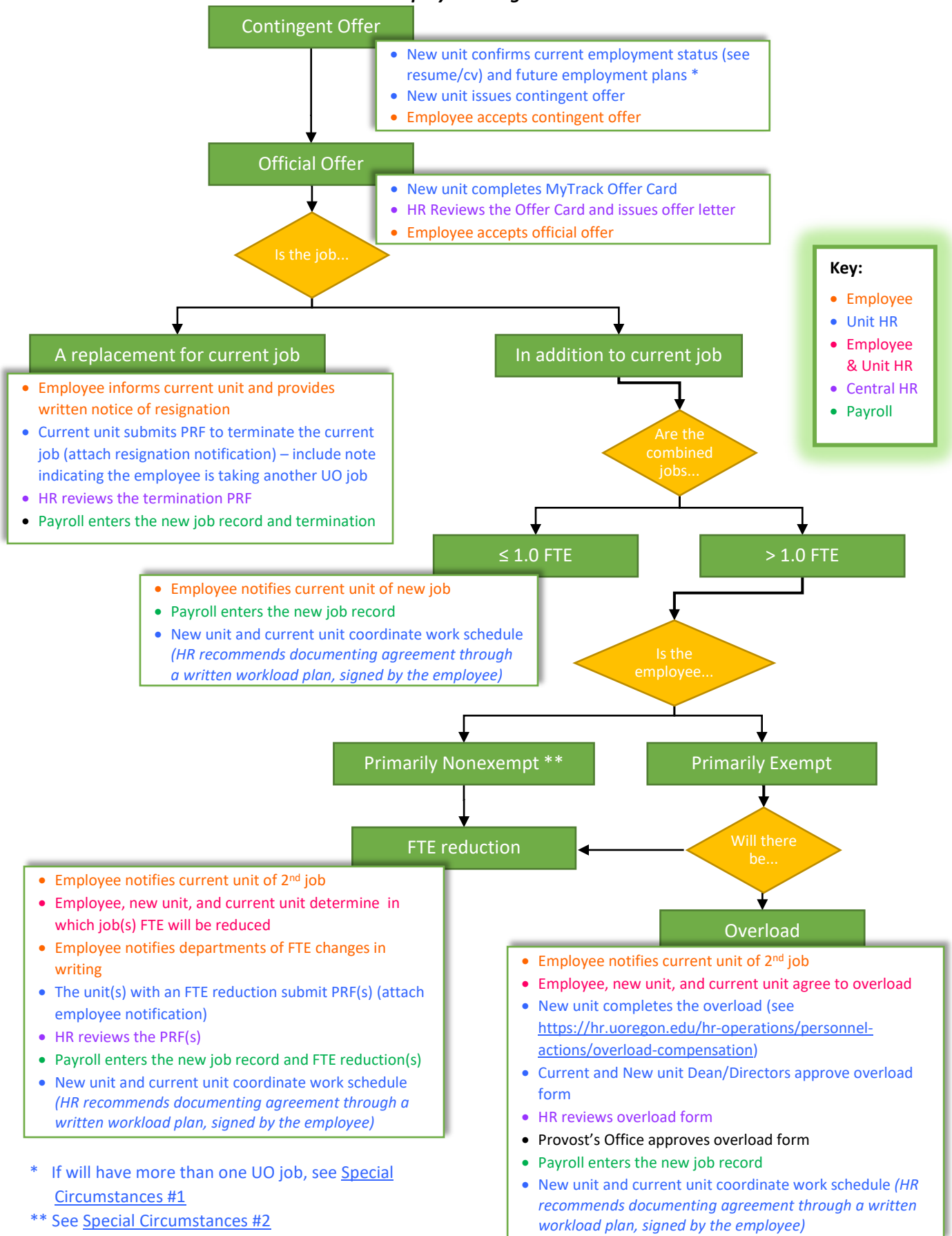


Roles & Responsibilities in Hiring a Current Employee into a New Job

All Employee Categories



Special Circumstances

Occasionally, special circumstances arise that result in additional review or processing as an employee accepts a new job. Here are some scenarios that have come up. [For other situations not covered here or in the process map above, please contact Human Resources \(\[hrops@uoregon.edu\]\(mailto:hrops@uoregon.edu\)\).](#)

1. An exempt employee accepts an additional nonexempt job OR a nonexempt employee accepts an additional exempt job. If applicable, proceed as follows:

Determination of Whether Employee is Primarily Exempt or Nonexempt

- [Prior to issuing a contingent offer](#), the new unit should contact HR to discuss the circumstances (talent@uoregon.edu).
- HR will review both position descriptions and the intended appointment hours (including whether the jobs are hourly or salaried) to make a determination whether, based on a preponderance of duties, the employee will be exempt or nonexempt.

2. In rare cases, rather than reducing FTE in one of the positions for primarily nonexempt employees, departments may agree to allow the combined appointments to exceed 1.0 FTE. In such cases, overtime will be earned and paid.

Overtime for Nonexempt Employees (>1.0 Combined FTE)

- Follow the steps under “<= 1.0 FTE” of the process map
- Units track and report hours following the [procedures for nonexempt employees](https://hr.uoregon.edu/hr-operations/reference-guides/time-and-attendance-records) (see <https://hr.uoregon.edu/hr-operations/reference-guides/time-and-attendance-records>)

3. Employee accepts new job, but will temporarily split time between the two positions to provide support to the current unit during the transition:

Temporary Workload Split

- For the initial changes, follow the steps under “FTE reduction” of the process map
- To move the employee fully into the new position:
 - Unit the employee is leaving submits a PRF to terminate the job
 - New unit submits a PRF to increase the FTE of the new job
 - HR reviews the PRFs
 - Payroll enters the Banner records

Example: A current full-time employee accepts a new full-time job elsewhere on campus, but the employee and both units agree to a transition plan where the employee will work 1 day per week (20%) for 2 months for the current department. The current appointment is reduced to 20% for 2 months, then terminated. The new appointment is reduced to 80% for 2 months, then increased to 100%.

Key:

- Employee
- Unit HR
- Employee & Unit HR
- Central HR
- Payroll

IMPORTANT NOTE:

It is critical that both the current and new units complete any necessary PRFs (FTE reduction, termination) in a timely manner to prevent delays in receipt of pay, and errors such as overpayments or underpayments.