

**VANDERBILT UNIVERSITY**  
**UNIVERSITY CENTRAL AND MEDICAL CENTER**

**HUMAN RESOURCES POLICIES AND PROCEDURES**

**SUBJECT: AFFILIATED ENTITIES**

**POLICY # HR-009**

**EFFECTIVE DATE: July 1, 1998**

**POLICY**

It is the policy of Vanderbilt to provide a consistent approach to employees working at one of the Vanderbilt owned or affiliated entities in matters involving benefits and employment transfer options.

**PROCEDURE**

When dealing with an employee on issues concerning benefits or employee transfers, the following should be used:

BENEFITS:

- Individuals employed by Vanderbilt and working full-time at Vanderbilt receive Vanderbilt benefits.
- Individuals employed on a full-time basis by Vanderbilt and leased from Vanderbilt to another entity have Vanderbilt benefits.
- Individuals employed on a full-time basis by a Vanderbilt Taxable Affiliated Entity or leased from a Vanderbilt Taxable Entity have benefits described in Plan II.
- Individuals employed on a full-time basis by a Vanderbilt Tax Exempt Affiliated Entity and employees leased from a Tax Exempt Entity have benefits defined in Plan III.
- Individuals employed by another organization and leased to Vanderbilt are not Vanderbilt employees and therefore have the benefits offered by the company from which they are leased.

TRANSFER:

Individuals employed by Vanderbilt and transferring to either a Taxable Affiliated Entity or transferring to a Tax Exempt Affiliated Entity will have the same benefits as other Entity employees with the following notations:

- The transferring employee will no longer be eligible for the FRA.
- Two week vacation accruals can be carried over, any balances over two weeks must be paid out by the transferring department.
- Up to 30 days of sick leave accumulation may be carried.
- Holidays not used will not be transferred.
- Waiting periods for benefits other than life and PSA will use original service date for eligibility.

NOTE: Similar provisions are made for employees transferring to Vanderbilt, except that a five-year wait is imposed for the FRA **and the dependent tuition benefit. In addition, the Vanderbilt dependent tuition benefit will not transfer when a staff member transfers to an Affiliated Entity including movements from Home Care to a Vanderbilt University Central or Medical Center position.**

## **GENERAL:**

This policy is provided to allow managers to attract and retain the most qualified staff of employees in their areas and also allow for cross fertilization between Vanderbilt entities.

**Revised December 2004**