

Interchange of Governmental Employees Policy

Interchange of Governmental Employees

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Policy

The Interchange of Governmental Employees program allows for governmental agencies at all levels to borrow from or loan to another governmental agency personnel who have special skills and knowledge useful in resolving problems of the receiving agency.

Definitions

For purposes of this policy, the terms below mean the following:

Terms	Definition
Sending agency	any governmental agency which sends an employee to another governmental agency.
Receiving agency	any governmental agency which receives an employee of another governmental agency.
Assigned employee	an employee of a sending agency who is assigned or detailed to a receiving agency as part of the employee's regular duties with the sending agency.
Employee on leave	an employee on leave of absence without pay from a sending agency who becomes an employee of a receiving agency while on leave from the sending agency.

Interchange of Governmental Employees Policy (cont.)

Application

Any division, department, agency, instrumentality, authority, or political subdivision of the State is authorized to participate in the program with divisions, departments, agencies, instrumentalities, authorities, or political subdivisions of the Federal government; of another state or of this State as a sending or receiving agency.

Exclusions

Elected officials may not participate in the program.

Guidelines

The following procedure shall be used for all interchanges:

- All interchanges must be negotiated with the employee, the sending agency, and the receiving agency.
 - A written agreement stating the responsibilities of all parties involved shall be submitted to the State Human Resources Director for approval.
 - Approval must be received prior to the effective date of the agreement.
 - If a Federal agency is involved, a copy of the Federal form "Assignment Agreement, Optional Form 69" may be submitted.
 - If a Federal agency is not involved a Memorandum of Agreement shall be used.
 - A statement must be attached indicating if the employee's same salary and employee benefits are to be maintained during the interchange.
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Length of Assignment

The minimum period of assignment will be one month. The maximum period that employees may be assigned or on leave is two years.

Interchange of Governmental Employees Policy (cont.)

Travel Expenses

Any travel expenses for the employee involved in an interchange shall be borne by the receiving agency.

Salary and Benefits

Employees maintain the same salary and employment benefits during the interchange unless provided for otherwise by the written agreement.

The employee's retirement contributions and the employer's retirement contributions will continue as though the employee were at the normal duty station.

An employee on leave of absence without pay would need to make monthly contributions; in addition, the employer contributions would be paid by the sending agency. The sending agency may recover these funds from the receiving agency, depending on the negotiated terms of the agreement.

Under either type of interchange, the employee would be considered as in service for the Death Benefit provisions regardless of whether contributions are continued.

Termination

The temporary assignment of the employee may be terminated by:

- the termination date specified on the agreement, or
 - mutual agreement between the sending and receiving agencies.
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