

**GENERAL OPERATIONS PAYROLL
CONVERSION POLICY**

HSU Sponsored Programs Foundation will accept and honor any General Operations employee's pre-existing Humboldt State University payroll status. If the employee will convert from the university's payroll to HSU Sponsored Programs Foundation's payroll, HSU Sponsored Programs Foundation will honor the employee's vacation accrual rate and sick leave accrual rate, and will honor any such leave credits, including those for compensating time off and for Holiday Credit. HSU Sponsored Programs Foundation also honors the permanent status which the employee has at the time of conversion.

As a special one-time payment, existing employees converting to HSU Sponsored Programs Foundation's payroll will be given \$1,000. (The Executive Director is not eligible to receive the \$1,000 payment.)

5/93 HSU SPF