



Minnesota
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MEMORANDUM

DATE: February 2, 2010

TO: Chief Human Resources Officers
Chief Academic Officers
Chief Finance Officers

Linda L. Baer

FROM: Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs
Lori Lamb
Lori Lamb, Vice Chancellor for Human Resources

RE: Intra-agency Agreement Revised Procedures

In the fall of 2008, a task force made up of Academic Affairs, Human Resources, and Finance representatives was charged with developing recommendations for a new procedure that would be followed when a system institution, as the primary employer, is engaged to provide services of its employees, on a temporary basis, to another system institution or to the Office of the Chancellor.

The existing procedure for this temporary special assignment across system institutions is unclear, inconsistently followed, and leads to a number of problems.

The task force reported back with a recommended common practice which is outlined below. We are establishing this as expected practice **effective immediately**.

- When a system institution, as the primary employer, is engaged to provide services of its employees, on a temporary basis, to another system institution, an Approval Letter or Intra-agency Agreement must be used.
 - An Approval Letter will be used if the assignment will result in a one-time payment of \$500 or less.
 - A revised Intra-agency Agreement Guidelines will be used if the assignment results in multiple payments or payment of \$501 or greater.

- The primary cause of problems in situations where system employees are shared between institutions is inadequate communication. It is essential that the parties at both institutions representing Academic Affairs, Human Resources, and Finance be consulted **prior to** the execution of the agreement. The new Communications Flowchart illustrates the expected communications practice.
- The home location will enter the assignment in the State College and University Personnel Payroll System (SCUPPS).
 - A category code will be created in SCUPPS to specifically identify FTE attributed to a temporary special assignment of personnel from another system location. This is essential for reporting purposes in Academic Affairs.
- This process is intended to be used for hires between a campus and the Office of the Chancellor and, where applicable, between two campuses.
- These practices will be applied prospectively to new agreements and extensions effective immediately.

The Communications Flowchart, Approval Letter, revised Intra-agency Agreement along with guidelines for using these documents, are located on the system Human Resources website at http://www.hr.mnscu.edu/intra-agency_agreement/index.html.

We encourage all institutions to share this information with supervisors and discuss internally how to collaborate to implement this new procedure.

Thank you for your attention to this effort to improve our communication and administrative systems.

c: Cabinet