


The College of Social and Behavioral Sciences

	Policy:	
	<h3>Temporary Alternative Duty Assignment</h3>	
	Revision:	Effective:
	31 July 98	31 July 98

Policy

10.12 TEMPORARY ALTERNATIVE DUTY ASSIGNMENT

POLICY

It is the University's intent to provide family-friendly policies and practices aimed at supporting employees to balance work and family life. Deans, directors, department heads, and other supervisors shall make every reasonable effort to accommodate the needs of employees, to the greatest possible extent, and in a manner consistent with the effective and efficient operation of the University.

Under this policy, eligible employees may request a period of up to sixteen weeks during which the employee may receive a temporary assignment of alternative duties that will make it more feasible for the employee to remain on active employment at the University while affected by the following circumstances:

- the birth of the employee's child and to care for such newborn child; or
- a child's placement with the employee for adoption or foster care.

During the period of temporary assignment of alternative duties, the FTE (Full Time Equivalency) will remain unchanged and the employee will be compensated at the same rate of pay for all hours worked. If the employee elects to temporarily reduce the number of

hours worked
in addition to
the
assignment of
alternative
duties, the

employee shall use paid or unpaid leave (including any remaining Family and Medical Leave) for the absence portion. **Note:** A supervisor may not impose this policy as a substitute for an employee's request for Family and Medical Leave due to a qualifying reason or when medical conditions restrict an employee's ability to work.

ELIGIBILITY

All Appointed Personnel and Non-probationary Regular Classified Staff employees who are regularly scheduled for at least 20 hours per week (.50 FTE) and are expected to be active for more than 6 months are eligible.

PROCEDURE

The employee may apply for a temporary alternative duty assignment to his or her immediate supervisor - such as a department head, director, or unit administrator ("supervisor"). The application must include a statement signed by the employee attesting that the employee will be responsible for at least 50 percent of the care of the newborn, adopted, or foster child. The employee's request shall include the dates of the proposed period of alternative duty assignment, the proposed alternative duties, and any other arrangements that would be necessary in order to consider and implement the request. The employee shall request the period of reassigned duties as far in advance as possible, so that the unit will be able to accommodate the ensuing shift in responsibilities.

It is expected that the temporary alternative duties will be ones normally included in the employee's job description however, the range of actual duties will be altered. Examples of temporary alternative duties may include: alternative work schedule, substitution of duties within the classification, project specific work, and/or transportable work.

Approval of the temporary alternative duty assignment request is subject to the discretion of the supervisor in consultation with the unit administrator (dean, director, or department head). The

supervisor shall consider the feasibility of the request within the circumstances of the affected work unit and whether in the best interests of the University.

.Such factors as availability and demands, potential for flexible scheduling in the particular position, and effect of the request on the unit's budget should be considered.

The proposed dates of the temporary alternative duty assignment

and details of the alternative duties must be approved by the supervisor.

A copy of the employee's request and the supervisor's response shall be in writing and a copy of each forwarded to Employee Relations.

MEMORANDUM

DATE: January 10, 1999

TO: Heads and Directors

FROM: Holly M. Smith, Dean
College of Social and Behavioral Sciences

SUBJECT:

New material for letters of offer to faculty recruits

Occasionally, in the course of hiring a new faculty member who already holds a tenure-track appointment at another institution, issues concerning the individual's retention of an appointment at his or her home institution arise. In most cases it is not appropriate for an individual to accept a tenure-track appointment at the University of Arizona while continuing to maintain a tenure-track appointment (on a leave without pay basis) at another institution. On the other hand,

there are occasions when such an arrangement does make sense, just as it may sometimes make sense for us to give a faculty member a leave of absence while he or she explores an appointment at another institution. However, when we hire someone who already holds a tenure-track appointment at another institution and who wishes to maintain the original appointment, this needs to be an explicit matter of discussion and agreement between us, the individual, and the individual's home institution. The Dean of SBS's approval is required in such cases. On rare occasions the prospective faculty member is not completely forthcoming about these circumstances, either with us or with the home institution. To preclude such occurrences, I am asking you to include the following wording, as appropriate, in your letters of offer to faculty members who already hold tenure-track appointments at other institutions.

For the case where we expect the individual to resign his or her present position:

“This offer is conditional upon your resigning your current academic position at [institution] as of [suitable date, usually

Knowledge

August 1 if the individual is to start at the beginning of our fall term]."

For the case in which we have approved the individ

ual's maintaining his or her current position:

"We have agreed that you may retain your current academic position at [institution] on a leave of absence without pay basis for one year. Your acceptance of our offer indicates that you have informed [home institution] that you are accepting [such-and-such an appointment at The University of Arizona]; and also that you will submit a letter of resignation to either [home institution] or The University of Arizona by [date - usually the end of the first academic year]."

Please insert these paragraphs into the word processing file that holds your sample letter of offer to new faculty, and make sure that you include the appropriate version in the letters of offer affected by this issue. Neither version, of course, should appear in a letter to a faculty member who presently holds no other tenure-track position.

Please feel free to call if you have any questions.

The following policy, U.H.AP. 10.12, replaces earlier Social and Behavioral Sciences policy on Temporary Alternative Duty Assignment.