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## Policy Information

**Effective Date:**

December 1, 1997

**Last Revised Date:**

June, 2002

**Reference:**

Classified Staff Human Resources Policy Manual 219.0

University Handbook for Appointed Personnel 8.05

**Responsible Unit:**

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## Scope

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.

## 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 (16) 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, or
- the need to provide temporary care to the employee's spouse/domestic partner, child or parent who has a serious health condition.

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.

## **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 it is 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.

The department shall maintain a copy of the employee's written request and the supervisor's written response.

## **Related Information\***

[UA Family and Medical Leave Policy \[2\]](#)

# Revision History\*

June 2002

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## Source URL:

<http://policy.web.arizona.edu/employmenthuman-resources/temporary-alternative-duty-assignment>

## Links

[1] <mailto:hradmin@email.arizona.edu>

[2] <http://policy.arizona.edu/human-resources/federal-family-and-medical-leave>