Scope

Temporary Alternative Duty Assignment is available to all employees whose position is designated as full benefits 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 the child within the first 12 months of birth; or  
  • a child's placement with the employee for adoption or foster care within the first 12 months of  
    placement, 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 employee's 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 work a reduced number of hours in  
 addition to performing alternative duties, the employee shall use paid or unpaid leave (including any  
 remaining Family and Medical Leave) for the absence portion.

**Compliance and Responsibilities**

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.

Employees may make a written request for a temporary alternative duty assignment to their  
 immediate supervisor. The request must include a signed statement attesting that the employee will  
 be responsible for at least 50 percent of the care of a newborn, adopted, or foster child, or other  
 family member with a serious health condition. The request shall include the dates of the proposed  
 period of alternative duty assignment, the proposed alternative duties, and any other necessary  
 arrangements to implement the request. The employee shall request the period of reassigned duties  
 as far in advance as possible.

It is expected that the temporary alternative duties will be ones normally included in the employee's  
 job description but 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. The supervisor shall consider the feasibility of  
 the request within the nature of the position, circumstances and budget of the affected work unit,  
 and whether it is in the best interests of the University.

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

**Related Information***

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

**Revision History***

January 23, 2020

June 2002