

MEMORANDUM

DATE: April 26, 2004

TO: CALS Department Heads and County Extension Directors

FROM: Eugene G. Sander, Vice Provost and Dean

SUBJECT: Guidelines for Flexible Appointment and/or Temporary Assignment of Alternative Duties for Appointed Personnel

As you know, it is important that the College of Agriculture and Life Sciences responds to the increasing needs of families in today's society and makes every effort to create family-friendly policies and practices aimed at helping employees balance work and family life. In fact, this is one of the major recommendations of the University of Arizona Millennium Oversight Committee and the CALS Millennium Committee.

Therefore, the purpose of this memorandum is to remind you of several established policies at the University of Arizona. For example, the University Handbook for Appointed Personnel (8.05. Temporary Alternative Duty Assignment) specifically states:

".... Eligible employees may request a period of up to 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...."

There are also policies regarding health related leaves (e.g., UHAP, 8.02) and family medical leaves (e.g., UHAP, 8.04.06) that might help you accommodate various individual needs in our organization (For details regarding leaves of all sorts, please check Chapter 8 from <http://w3.arizona.edu/~uhap/>).

Another example of the UA's effort to provide a family-friendly workplace has to do with a one-year "parental delay" of the tenure clock, twice, while holding a tenure-eligible appointment. The policy (UHAP. 3.12.01.) specifically states...

"While holding a tenure-eligible appointment at the University of Arizona, an individual may request a one-year "parental delay" of the tenure clock such that the third-year and tenure-status reviews will take place one year later than would have occurred without such a delay. Such a delay or connected set of delays will be granted up to twice during the individual's tenure-eligible appointment period, if the appointee becomes a parent by the

birth or adoption of a child while holding such a tenure-eligible appointment, and if certain eligibility requirements are met, as described in the paragraph which follows. An individual granted a parental delay shall not be subject to additional scholarship or service requirements, above and beyond those normally required, in order to qualify for retention or tenure. If both spouses hold tenure-eligible appointments at the University, and are otherwise eligible, then both shall be granted a parental delay upon request.”

By way of this memo, I urge the unit heads and directors to make every reasonable effort to accommodate the needs of employees, especially individuals (both men and women) with young children, to the greatest possible extent, and in a manner consistent with the effective and efficient operation of the college and the university. Although the policies above are specifically stated regarding appointed personnel, I encourage you to be creative in addressing staff family needs as well.

cc: George Davis
Juan Garcia
CALs Millennium Committee