

## **NDSU College of Arts, Humanities, & Social Sciences** **Family-related Reassignment Guidelines**

NDSU's College of Arts, Humanities, and Social Sciences recognizes that supporting employees as they balance career, childbirth, and family life ultimately benefits the university. This set of family-related reassignment guidelines regards family care concerns as legitimate and important. One goal of these reassignment guidelines is to make it more feasible for employees to remain in active employment at NDSU during the birth or adoption of an employee's child.

1. All benefits-eligible (50% FTE or more) AHSS Academic Appointees\* who have been employed with the College of AHSS for at least six months may request one semester of reassigned duties for the purpose of a) recovery from childbirth and/or to care for and bond with a newborn or newly adopted child, b) care of an ill or disabled child, parent, or spouse or partner.
  - The reassignment may be used at the discretion of the dean and department head/chair.
  - This paid reassignment will run concurrently with the Family Medical Leave Act (FMLA) and is limited to a total of one semester per birth or adoption per family.
  - The reassignment will be coordinated with the benefits with any group disability income replacement benefit policy (e.g., short-term disability insurance), up to 100 percent of base salary.
2. For tenure-track/tenured faculty, department chairs and deans are guided to accommodate requests for temporary reassignment of alternative duties for a period of up to 12 weeks. If this period ends during a semester, the temporary reassignment of alternative duties may be further extended to the end of the academic semester in progress. Alternative duties should be designed to make it more feasible for the employee to remain on active full employment at the university following the extended period. Also, any reduction in teaching is not to be made up at a later date.
3. For faculty and academic professionals on probationary appointments, use of reassigned duties in accord with these guidelines shall be considered good cause for extending the probationary period.
4. Use of such reassigned duties shall not adversely affect the employee's standing or consideration for future salary adjustments in any manner.

5. In circumstances in which the birth/adoptive parents are both employed by NDSU and have positions within the college, both parents may be allowed to take advantage of these guidelines, but they will not be granted reassigned duties simultaneously. Instead, the reassigned duties must be staggered or consecutive.

\* For the purposes of the AHSS Family-related Reassignment Guidelines, an Academic Appointee is a regular, full-time benefitted employee who does not earn sick leave or annual leave. Individuals with special, temporary, or visiting appointments are not considered Academic Appointees for the purposes of these guidelines.

*Guidelines approved by a majority vote of the AHSS College Faculty, 16 February 2010.*