THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.90
		Revised:	12/30/04
SUBJECT:	Duty Off-Campus	**Date Issued:**	9/1/02
		Review Date:	12/30/08
APPLIES TO:	Instructional and Primary Staff	**Attachment(s)**	0
ISSUED BY:	The Offices of the Provost and Executive Vice President for Academic Affairs and Human Resources and Affirmative Action		

I Policy

When a University Instructional, or Primary staff member's duties require activities at a site away from one of the three campus locations for a period of one month or more, this shall be noted by placing the individual in a Duty Off-Campus (DOC) status for the appropriate period.

II. Regulations and Definitions

A. The granting of Duty Off-Campus status for instructional faculty shall be reported to the Regents.

B. Since assignments and salary are continued during the Duty Off Campus period, there is no effect on any of the faculty member's benefits.

C. See also "SPG 201.51, Remote Location Pay and Reimbursement of Dependent Relocation Costs."