Institutional Goals

• Ensure we remain committed to our Arizona community and land-grant mission

• Create standard guidelines and set expectations for employees

• Maintain equity among geographically-dispersed workforce
Program Changes
AT-A-GLANCE

Request Process
College/division must obtain both SVP and HR approval

Eligibility Criteria
Must meet position type and exemption status requirements

Job Postings
Location designations
Pre-approval required
Supervisor Process Overview

Step 1
- Review request

Step 2
- Verify eligibility

Step 3
- Obtain SVP approval

Step 4
- Obtain CHRO approval
Eligibility Criteria

**Position Type**
- Field research/work
- Fully online instruction
- Official UA office
- Donor cultivation
- Recruitment

**Exemption Status**
Employees must have FLSA and state specific exemption status in new state. HR can help determine exemption status.
Job Postings

Outside Arizona
Units must mark job postings/requisitions as “Outside Arizona” and provide details of the exact location in the address field. You must receive final SVP and CHRO approval before posting a requisition or extending an offer letter.

Arizona
Units must mark all other job postings/requisitions with a work location of Arizona.
QUESTIONS?