A change in post of duty is available to OSU Extension faculty members as an annual opportunity for enhancing and enriching the work experience. It is particularly appropriate for a self-directed, short-term international or domestic activity. Salary and OPE remain at the current rate for the length of the change if the policy detailed below is followed. If the official station is changed, any lodging or meal expenses incurred within the boundaries of the new station could not be defined as travel and, therefore, are not subject for reimbursement from OSU unless specified in a relevant agreement or contract.

There may be opportunities for a longer-term change in post of duty. These may be fellowships or assignments available through USDA, NACo, Peace Corp or other agencies and NGOs. These faculty enhancement opportunities will be decided on a case by case base and likely, due to the length of the service and the funding situations, fall outside the limits of this policy.

A change in post of duty is subject to agreement between the faculty member, the immediate supervisor, and the program leader or his/her designee, but in the main will follow these guidelines:

- Up to three weeks of a change in post for a special activity may be granted annually with no loss of vacation time. Additional time is available by using vacation time at the employee’s discretion and with approval of the immediate supervisor and program leader.
- No special allowance of time will be made for travel to and from the sessions of study. Time needed for travel must be part of the approved time or be taken from vacation.

In order for a change in post of duty to be approved, the project objectives and projected outcomes must be integrated into the annual Plan of Work submitted through SOARS. The Plan of Work must be available for review at least 30 days prior to the time approval is needed for a particular change in post of duty. It is an expectation that work completed in a change in post of duty should benefit both the faculty member and the organization and these anticipated benefits should be detailed in the Plan of Work and outcomes reported in the Report of Accomplishments upon return.

Once a short-term change in post of duty is approved, any approvals should be maintained in the employee’s personnel file. Due to the change in post being short-term, Banner will not be updated. If international travel is involved, the faculty member must register the trip with the Office of Risk Management. There is an on-line form available on the Office of Risk Management’s website. Upon registration, the employee will be automatically enrolled in the Executive Travel Assistance Coverage through Ace Insurance. Risk Management will review to determine if any additional insurance will be needed based upon the location. In addition, if any travel expense is to be covered by grant funds, the Foreign Travel Authorization form that is available on OSCAR needs to be completed and submitted to the Office of Post Awards Administration.

8/12 updated