



Out-of-State Telecommuting Request Periods Greater than 21 and Less than 60 Days

University of Utah employees are expected to live and work in the state of Utah. However, there may be circumstances when the University’s business needs are best met by employing an individual who works outside of the state of Utah for a short-term duration (less than 60 days). **(This form does not need to be completed for remote work assignments lasting 21 days or less.)** In addition, due to complex legal and tax issues, remote work outside of the United States is not permitted except for: temporary, short-term periods involving exceptional circumstances, but approval for such arrangements must be obtained **prior** to the initiation of any remote work from another country. No employee is authorized to engage in remote work for periods longer than those set forth above unless approval has been obtained through this process and employees may be subject to discipline for violation of this directive.

Instructions: For short-term out of state work (greater than 21 and less than 60 days), fill out and submit completed form to AskHR@utah.edu.

Employee Name:	Employee UNID (if a current employee):
Position:	Department:
Supervisor Name:	Supervisor Phone Number:
Date Telecommuting Will Begin:	Date Telecommuting Will End:
Telecommuting State, County and City:	

Describe in detail how allowing the individual named above to telecommute from outside the state of Utah will meet the University’s business needs and how it will **substantially** benefit the University.

What is the anticipated duration of the out-of-state work?

Other relevant information:

I am the current or prospective supervisor of the individual who is the subject of this request. I hereby certify the following:

Employing this individual outside the state of Utah meets the University's business needs and will **substantially benefit** the University (not solely the individual).

The employee's job duties do not include in-person teaching, training, research, clinical, or other on-site responsibilities in Utah.

The duties of the position can be performed effectively via telecommuting at this time.

At this time the position does not require an employee to be on campus and a remote work location will not impact students, faculty, staff, or the public.

The department and employee will comply with all relevant university policies such as safety of minors (if the job duties involve work with minors), and all data and information security rules.

Unless a prior agreement exists, the employee and department understand that the telecommuting agreement may be terminated by the University in its sole discretion by providing at least 15 business days' notice of rescission of approval to the employee.

I understand that any approval of a telecommuting arrangement will be conditioned on the employee signing and returning the telecommuting agreement form.

I understand that my department will be responsible for the costs of any additional benefits or other payments (including tax penalties) required by the state in which the employee will reside. I understand that the university may not be aware of all such costs at this time.

I understand that if this out of state assignment extends beyond 60 days, I am required to submit an out of state request form for review and approval.

Supervisor

Date

I approve this request:

Dean/Director

Date