



Out-of-State Telecommuting Request – Exceeding 60 Days

University of Utah employees are expected to live and work in the state of Utah. However, there may be extraordinary circumstances when the University’s business needs are best met by employing an individual who resides outside of the state of Utah. Telecommuting from outside the state of Utah for periods of 60 calendar days or longer is discouraged and requires Out of State Committee approval. Due to complex legal and tax issues, remote work outside of the United States is not permitted except for: temporary, short-term periods of 60 calendar days or less or those involving exceptional circumstances.

Instructions: In order for your request to be processed properly, please fill out all sections below completely. Please attach a job description for the position, along with the applicant/employee’s resume or CV and submit completed form to OOS@utah.edu

Employee Name:	Employee UNID (if a current employee):
Job Title/Job Code:	Department ID & Name:
Supervisor/Department Contact Name:	Supervisor UNID/Department Contact Email:
Date Telecommuting Will Begin:	Date Telecommuting Will End:
Telecommuting State/Country:	Is this employee performing telehealth services? Y/N

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?

Describe the facts that prevent the employee from moving to or remaining in Utah for employment.

For a New Hire: Describe recruitment efforts to hire a Utah resident for the position. Describe the unique skills and experience this individual has that were not available from other applicants residing within the state of Utah or willing to relocate to the state to work.

For a Current Employee who currently lives in Utah and is requesting to move/work outside of Utah: Describe the skills and experience the employee possesses, and how such skills/experience uniquely benefit the department and university, such that hiring a new employee for the position would be inadvisable or cost-prohibitive.

For a Current Employee who is requesting to extend their out of state work arrangement: Describe the skills and experience the employee possesses, and how such skills/experience uniquely benefit the department and university, such that hiring a new employee for the position would be inadvisable or cost-prohibitive. Please attach a copy of the employee's offer letter and any other communication with the employee in which you originally granted permission to work out-of- state.

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 60 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 penalties or payments 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.
- If approved, I will notify the employee of their responsibility to contact Tax Services regarding applicable tax withholding.

Supervisor

Date

I recommend approval of this Request:

Dean/Director

Date

Review Committee Recommendation:

Approve

Deny

Reason for Recommendation:

Additional considerations (tax or legal requirements) of which the committee may be aware at the time of the recommendation (understanding these are not exhaustive):

Cognizant Vice President Approval:

I hereby **Approve** **Deny** this request.

Comments/Notes

Cognizant Vice President

Date