



## Out-of-State Telecommuting Request Periods 60 Days or Less

University of Utah employees are expected to live and work in the state of Utah. However, there may be exceptional 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 calendar days). Due to complex legal and tax issues, remote work outside of the United States in the following countries is not permitted: Belarus, Cuba, Eritrea, Iran, North Korea, Syria, Venezuela, Russia, Peoples Republic of China/Hong Kong. Remote work in other countries may be permitted for temporary, short-term periods of 60 calendar days or less or those involving exceptional circumstances. 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.

All UUHA requests providing telehealth services need review and approval of the SVP's office.

**Instructions: For short-term out of state work (periods of 60 calendar days or less), fill out and submit completed form to [OOS@utah.edu](mailto: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.

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

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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.
- ☐ I understand that if this out of state assignment extends beyond 90 calendar days, I am required to submit an out of state request form for review and approval.

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Supervisor

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Date

I approve this request:

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Dean/Director

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Date