



## Out of State Telecommuting Request

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. As such, telecommuting from outside the state of Utah on a permanent basis is discouraged and requires advance approval. Because of potential legal and tax issues, it is essential for out of state employment requests to be carefully reviewed by Human Resources, Tax Services and the Office of General Counsel prior to any offer of out of state work.

**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 [AskHR@utah.edu](mailto: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 (if known):
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?

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

**For a New Hire:** Have you attempted 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:** Describe the skills and experience the employee possesses that make hiring a new employee for the position 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 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 attached telecommuting agreement.
- If approved, the department will pay the annual administrative fee for employing this individual outside the state.
- If approved, I will notify the employee of their responsibility to contact Tax Services regarding applicable tax withholding. I understand that tax withholding for the state, county and/or city in which the telecommuting will take place may not be currently available through the University.

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.

\_\_\_\_\_  
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):

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

\_\_\_\_\_  
Cognizant Vice President

\_\_\_\_\_  
Date