

### Procedure for Out-of-State Fully Remote Work Requests for Staff and Students

Out-of-state fully remote work will not be approved by the College of LAS except under special circumstances. Student-facing positions will not be approved for fully remote work. LAS HR Flexible Workplace information can be found in Box: <https://uofi.box.com/s/qj32z4mltqovzlykoklgo0uvq2tgnioia> Employees granted out-of-state fully remote work arrangements must comply with all relevant LAS and university policies.

Workplace Flexibility (CAM): <https://cam.illinois.edu/policies/hr-87/>

Workplace Flexibility (IHR): <https://humanresources.illinois.edu/employee-experience/new-employee/workplace-flexibility/>

Employees Working Outside of Illinois (IHR):

[https://www.hr.uillinois.edu/policy/policy\\_library/working\\_outside\\_of\\_illinois](https://www.hr.uillinois.edu/policy/policy_library/working_outside_of_illinois)

Any non-compliance may result in the revocation of the remote work arrangement and potential disciplinary action.

Any employee requesting outside of Illinois work arrangements must have their **case reviewed and approved prior to any commitment being made.**

#### Process for employment outside the state of Illinois exceeding 59 days:

When employment outside the US is more than 59 days, ongoing external expenses, including legal costs, will likely be incurred. No commitment should be made without the review and approval according to this policy. Departments will be responsible for any legal and financial impact, including costs incurred before approvals are granted.

- A formal workplace flexibility agreement is necessary before work outside of Illinois can commence. <https://cam.illinois.edu/policies/hr-87-2/>
  - If the workplace flexibility agreement is denied, work should not commence, and next steps should not be initiated.
- For Employment within the United States/US Territories, send the following to unit HR:
  - Name
  - UIN
  - CV/resume
  - Job duties
  - Dates of work outside of Illinois
  - City, state of work location
  - Citizenship/visa status (FSI issues)
- For Employment outside the United States, send unit HR the completes International Employment Questionnaire: <https://uofi.box.com/s/1snoygct10jhj9jo5lwziwezvkwgs8od>

- CFOAP for legal expenses may be required.
- Once all necessary information is received, Unit HR will submit each case to the Out of Country Employment Committee, Export Controls, ISSS, Tax, Counsel, and UPB for review. Unit HR will receive notification of decision.

**Process for employment outside the state of Illinois 59 days or fewer:**

- A formal workplace flexibility agreement is necessary before any fully remote work can commence. <https://cam.illinois.edu/policies/hr-87-2/>
  - If the workplace flexibility agreement is denied, work should not commence and next steps should not be initiated.
- For Employment outside the State of Illinois, send the following to unit HR:
  - Name
  - UIN
  - CV/resume
  - Job duties
  - Dates of work outside of Illinois
  - City, state of work location
  - Citizenship/visa status (ISSS concerns)
- If employment extension beyond 59 days is needed, please follow process for Employment outside the state of Illinois exceeding 59 days.

For questions regarding out of state and fully remote work for faculty, a policy is still pending. All cases are reviewed by the Dean.

- Please send the following to unit HR to decide if MOU is needed:
  - Name
  - UIN
  - CV/resume
  - Job duties
  - Dates of work outside of Illinois
  - City, state of work location
  - Citizenship/visa status (ISSS concerns)

If MOU is deemed necessary:

- Executive Officer should work to obtain tentative approval within School, if applicable and then with the appropriate Associate Dean; Dean may also be consulted
- HR contact should reach out LAS-HR@illinois.edu to request MOU
- MOU signatures needed: Faculty, Executive Officer, Associate Dean or Dean (TBD at time of request), Provost or Designee

