



OUT OF STATE TELECOMMUTING JUSTIFICATION FORM INSTRUCTIONS

BACKGROUND:

Telecommuting arrangements are governed by [UW Admin Policy 1228](#). Any telecommuting agreement which involves the employee working outside of the State of Wisconsin requires the approval of a Vice Chancellor/Vice President. Such approval shall only be granted after consultation with University Legal Counsel regarding the tax and employment law implications of remote work based out of state. A supplemental agreement may be required as part of the approval for out-of-state telecommuting.

This form will be used to obtain approval of out-of-state telecommuting agreements by UWSA Vice Presidents/Division Heads and facilitate consultation with UW-System Human Resources and the Office of General Counsel.

PROCESS:

Step 1: Prior to the employee completing the Telecommuting Agreement form, the supervisor should complete the justification confirming that the work can be done 100% remotely out-of-state and explaining the reason this position is being recommended for approval as an out-of-state remote working arrangement.

Step 2: Supervisor will provide the form to their Vice President (or Division Head for units reporting directly to the President) who will review the form, and if recommending, note what the business justification is for approving the request.

Step 3: If the Vice President (or Director for units reporting directly to the President) recommends approval of the arrangement, then he or she will forward to uwshr@uwsa.edu. Human Resources will review the form with Office of General Counsel and advise if there are any additional barriers to approval (e.g. tax compliance or other regulatory barriers that might otherwise impact final approval).

Note: If the remote work/telecommuting is being requested for a Division Head or Vice President position, the form should be submitted directly to the Chief Human Resources Officer.

Step 4: Review and approval by President.

Step 5: Once final approval is obtained; the employee will generate the Telecommuting Agreement within MyUW.com portal.



OUT OF STATE TELECOMMUTING JUSTIFICATION FORM

Employee Name, Employee ID, Dept, Official Title, Working Title, FTE, PROPOSED WORK LOCATION, City, State

JUSTIFICATION: (To be completed by the supervisor of the position): Provide a justification to explain why this position is being recommended for out-of-state. Address the following: 1. Explain how this work can be completed remotely; and 2. Why are you recommending this position be remote/out of state.

DIVISION HEAD (e.g. VP, Chief) RESPONSE: [] Approve [] Deny

Explain the business justification for recommending this position to work remote/out of state:

Position Description Attached: [] Yes [] No

Supervisor's Signature: _____ Date: _____

Division Head Signature: _____ Date: _____

President's Signature: _____ Date: _____