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## COLUMBUS STATE UNIVERSITY

<b>Policy Name:</b>	Out of State Employment Policy
<b>Policy Owner:</b>	Chief Human Resources Officer
<b>Responsible University Office:</b>	Office of Human Resources
<b>Approval Date:</b>	May 8, 2025
<b>Effective Date:</b>	May 8, 2025
<b>Related Policies:</b>	None

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### I. POLICY PURPOSE STATEMENT

The purpose of this policy is to require colleges and divisions to obtain prior review and approval before hiring an individual who will reside and work outside of Georgia, or before allowing a current employee to reside and work from out of state.

### II. BACKGROUND

Columbus State University recognizes the occasional need to hire an employee who will, due to the nature of a particular position or business needs of the University, live and work within the United States but outside of the state of Georgia. However, because having employees work outside of Georgia subjects the University to numerous other employment-related laws and imposes additional insurance and payroll requirements and costs (e.g., workers compensation liability insurance, unemployment requirements, payroll tax withholding/reporting, administrative costs, and other reporting requirements to other states), requests for out-of-state work arrangements require leadership review and approval in advance of the arrangement.

### III. SCOPE (Who is Affected)

All employees.

### IV. EXCLUSIONS OR EXCEPTIONS

This policy does not apply to the following circumstances:

- a. Non-paid affiliates;

- b. Applicants who reside out-of-state currently, but will work in Georgia if offered employment;
- c. Employees who periodically travel on university-affiliated business but primarily work in the state of Georgia; or
- d. Employees who are performing short-term/temporary out-of-state work assignments.

## V. DEFINITIONS AND ACRONYMS

- **Out-of-state employee:** Any CSU employee who regularly performs work duties outside of the state of Georgia.

## VI. POLICY

Faculty, staff, and graduate student employees may be eligible to work out-of-state. Out-of-state employment must be approved in advance by the unit's senior leader (Vice-President/Executive Leadership Team member or Dean) and a review committee authorized by the President. The review committee will be comprised of representatives from Human Resources, Academic Affairs, and Legal Affairs.

Where out-of-state employment is approved, units will be financially responsible for the cost of additional legal compliance and administrative costs incurred by the University for each out-of-state employee. The employee is responsible for any income tax implications related to the employee's out-of-state work arrangement. CSU will not provide tax guidance or assume any tax liabilities relating to such arrangement on the employee's behalf.

### Process Overview:

- a. Before seeking approval, units must:
  - Review the request based on CSU's documented business needs;
  - Confirm the position is eligible for out-of-state work;
  - Determine whether the proposed arrangement requires approval (see Section 4, *Exclusions or Exceptions*).
- b. At least six (6) weeks prior to the proposed employment start date, the hiring department must obtain written approval from their college or division leadership by submitting a Request for Authorization to Hire an Employee Residing and Performing Work Outside of Georgia. The request must include a clear business justification and the proposed duration of the arrangement.
- c. If college or division leadership provides written approval, the dean or vice president/executive leadership team member shall submit the request to the Committee for review. This submission must include:
  - A description of the work to be performed;
  - The specific business rationale for hiring out-of-state;

- An explanation of the candidate's or employee's unique qualifications and how they benefit CSU;
  - The expected duration of the arrangement.
  - In reviewing each request, the Committee shall evaluate all of the following criteria:
    - i. Whether the position cannot reasonably be filled by an employee residing in Georgia;
    - ii. Whether the essential duties of the position can be effectively performed remotely;
    - iii. Whether the proposed arrangement advances the interests of CSU through demonstrable benefits such as specialized skills or strategic alignment;
    - iv. Whether CSU can meet all compliance requirements of the state in which the employee will reside and work.
- d. The Committee shall issue a written determination within fifteen (15) business days of receipt of a complete request. Depending on the type of position, Human Resources (for staff and graduate student employees) or Academic Affairs (for faculty) will notify the dean or vice president/executive leadership team member of the Committee's decision and next steps.
- e. If the request is denied, the requesting unit may submit one written appeal to the Office of the Provost or Chief Operating Officer, as appropriate, within five (5) business days of receiving the denial. Appeals must be limited to documentation already submitted during the original review. A final written determination will be issued within ten (10) business days of receipt of the appeal.
- f. If approved, the employee must complete the CSU Out-of-State Telework Agreement prior to beginning the arrangement.
- g. Approvals are valid for no more than one (1) year. Requests for renewal must be submitted annually and follow the same approval process.

**VII. VIOLATIONS**

Policy violations may subject individuals to appropriate disciplinary action by CSU.

Signed by:  
  
APPROVED: 9021BECF669B417

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