

UIS OUT OF STATE REMOTE WORK POLICY

I. Policy Information

Policy Owner:	Human Resources
Responsible Official:	Vice Chancellor for Administration
Approved by:	Chancellor
Date Approved:	August 15, 2023
Effective Date:	September 1, 2023
Target Review Date:	September 1, 2026
Contact:	Melissa Mlynski, Human Resources

II. Scope

This policy applies to all paid faculty and staff members of UIS. This policy does not apply to unpaid appointments, fellows, independent contractors, and individuals working on behalf of UIS but sourced from external employee leasing and temporary employment agencies. This policy does not apply to sabbatical leaves. Sabbatical leaves are subject to other applicable university and system requirements.

III. Purpose

This policy provides guidance for consideration of requests by paid employees to perform their university duties from outside of the state or outside of the United States for a period of time exceeding 60 days¹ in an academic year, including relocation.

IV. Background

UIS adopted a Remote Work Policy in June 2021 which permits Academic Professional and Civil Service employees to work remotely in cases where individual, job and supervisor characteristics are suited to such an arrangement. The University of Illinois System adopted the Working Outside of Illinois Policy in January 2022, which permits non-faculty paid employees to work outside of the State of Illinois, including internationally, if compelling circumstances support the arrangement. While neither of the aforementioned policies are applicable to faculty, UIS believes there may be institutional benefits to permitting its employees, including faculty, to work for extended periods of time from outside of Illinois, including outside of the United States. Accordingly, UIS will authorize consideration of remote work arrangements outside of the state and outside of the United States for staff *and* faculty on a case-by-case basis.

V. Statement of Policy

The Chancellor or Vice Chancellors may approve requests if each of the following criteria are met:

- the request is supported by a compelling circumstance
- the arrangement is in the best interest of the university

¹ Remote work for less than 60 days must still be vetted for tax and import/export implications. See Out of State Remote Work Procedures for more information.

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- The employee is able to adequately fulfill all of their job responsibilities and comply with all applicable system, and university policies, rules, practices, and procedures at the remote location

Human Resources is responsible for establishing appropriate procedures for evaluating requests.

Remote Work is not an entitlement, is not a university-wide benefit, and it does not change the terms and conditions of employment with the university.

Failure by an employee to obtain permission to work out of state remotely, including outside of the United States, may be grounds for discipline up to and including termination of employment, subject to applicable disciplinary rules and procedures.

All costs associated with a request endorsed by the employing unit are the responsibility of the unit, including tax and legal advice, and any recurring costs of the remote arrangement.

VI. Resources

System Working Outside of Illinois Policy

https://www.hr.uillinois.edu/policy/policy_library/working_outside_of_illinois

UIS Remote Work Policy <https://www.uis.edu/policy/remote-work-policy>

UIS Procedures for Faculty Requests for Out of State Remote Work : https://www.uis.edu/sites/default/files/2023-08/Faculty_Requests_for_Out-of-State_Remote_Work_Procedures_FINAL.pdf

UIS Procedures for Staff Requests for Out of State Remote Work: https://www.uis.edu/sites/default/files/2023-08/Staff_Requests_for_Out-of-State_Remote_Work_Procedures_FINAL.pdf

Required Employment Notices and Posters

<https://www.hr.uillinois.edu/cms/one.aspx?portalId=4292&pageId=5705>

Date approval recommended by Chancellor's Cabinet: 08/15/2023 _____

Date approved by Chancellor: 08/15/2023 _____

Effective date: 09/01/2023 _____

Chancellor signature:  _____