



## Request for Out of State Telework Fee Waiver

USU has implemented a fee for out-of-state telework employees to cover costs associated with additional Human Resource requirements as well as state-specific costs. Since this fee cannot be a direct charge to a sponsored program, USU will consider waiving the fee if the principal investigator/project director can demonstrate that the employee must work in a particular state other than Utah to meet the goals of the sponsored program. USU Policy 330: Telework <https://www.usu.edu/policies/330/>

### Review this information from the policy before filling out this form:

**330.2.1** - Telework should be performed within the state of Utah. Requests for an exception that would permit employees to telework from an out-of-state location for any period of time longer than 30 days must be recommended by the responsible dean/vice president and reviewed and approved by a telework eligibility committee. This committee includes representatives from Payroll/Finance, Risk Management, Legal Affairs, a departmental IT support person, and Human Resources. The committee will evaluate the need for the out-of-state work location and the legal and compliance requirements related to payroll, unemployment, workers compensation, state mandated leave, and other employment related requirements which can vary significantly from state to state. If a position is approved for regular out-of-state telework, any compliance costs related to such positions will be borne by the employing department. The restriction on work locations set forth in this policy does not apply to sabbatical leave (see [USU Policy 365: Sabbatical Leave](#)) and research field work.

### Examples of Situations that DO NOT qualify for a fee waiver (they may still be approved for telework):

- The work could also be performed in the state of Utah.
- The work could be performed in any other state other than the one being requested.
- Family situations such as where a spouse/partner moved out state and the employee is now requesting to work in another state.
- A job search resulted in a great candidate from another state who does not wish to relocate to Utah.
- Grant/contract does not specify that the work to be completed must be done in a specific state other than Utah.

<b>It is the responsibility of the Principal Investigator/Project Director to initiate this form.</b>	
<b>OUT-OF-STATE TELEWORK EMPLOYEE INFORMATION</b>	
<b>Name:</b>	<b>USU A#:</b>
<b>Title:</b>	
<b>College:</b>	<b>Department:</b>
<b>Date Out of State Work begins/began:</b>	
<b>Kuali Award Number(s):</b>	
<b>General comments about the sponsored work and why requestor believes this work should not be subject to the telework fee:</b>	

Please answer the following questions regarding the Sponsored Program:		
1. Does the Sponsored Program require the employee to work at a site-specific location outside of Utah (e.g., Yosemite Research Station)?	YES	NO
2. Does the grant/contract documentation cite that the work must be performed at a specific location outside the state of Utah?	YES	NO
3. If the employee works on multiple awards/grants, are there at least 25% of awards/grants that require work in a particular state other than Utah?	YES	NO
4. Does the Sponsored Program require the employee to provide at least 25% of services to the sponsor/client outside the state of Utah?	YES	NO

**General Screening Questions:**

1. If you were to backfill (or replace the individual) in this position, would you need to hire within the same state as the current employee?	YES	NO
2. If this person were to relocate to another state, would you keep them employed in this same role?	YES	NO
3. Is the work being done in this state due to reasons beyond the job (e.g., spouse/partner moving, family reasons, etc.)?	YES	NO
4. Does the Sponsored Program require the employee to regularly provide services to the sponsor/client outside the state of Utah?	YES	NO
5. Is the work being done in this state primarily because the individual does not wish to relocate to Utah?	YES	NO

**ONCE YOU HAVE COMPLETED THE INFORMATION ABOVE, PRINT TO PDF AND EMAIL THE FORM TO [sponsoredprograms@usu.edu](mailto:sponsoredprograms@usu.edu) AND THE SPONSORED PROGRAMS OFFICE WILL ROUTE THE FORM FOR SIGNATURES.**

Required Signatures (will be routed in AdobeSign)		
Principal Investigator - Name	Signature	Date
Department Head/Director - Name	Signature	Date
College Dean - Name	Signature	Date

<b>Review Comments:</b>			
<b>FEE WAIVER APPROVED</b>		<b>FEE WAIVER DENIED</b> (position may still be approved for telework, but will be subject to appropriate telework fee)	
Vice President for Research Signature	Date	Human Resources Signature	Date