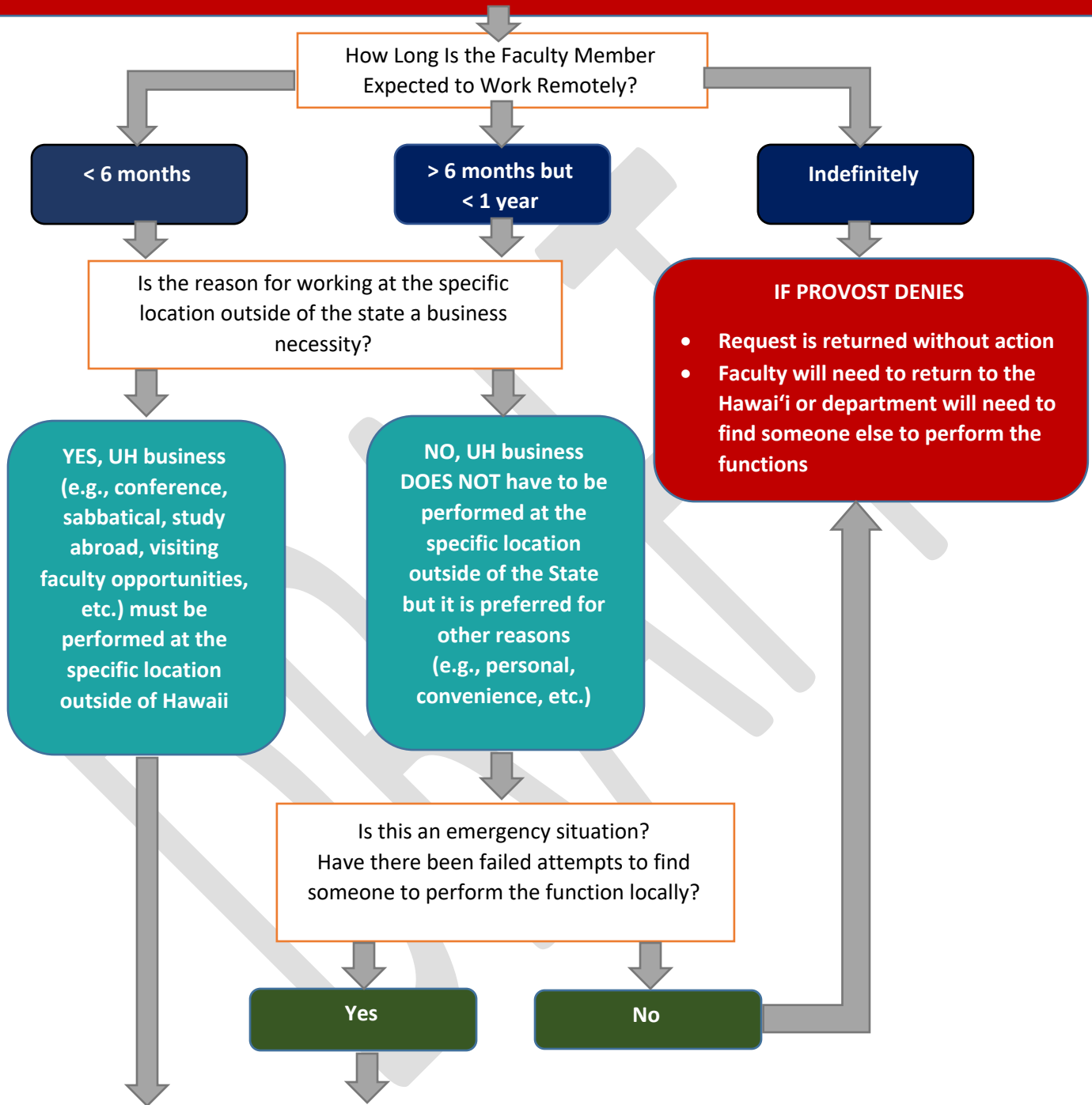


Requests to Work Remotely for all employees (including GAs)

- Submit Request to Provost via Academic Personnel (Noe & Teresa)
- Must include Name of Individual; location they will be working from; reason for seeking approval, the proposed duration for working out of state (with explanation for why the specific time frame is requested); and a description of work expected to be performed while working remotely



IF PROVOST APPROVES

- Submit LSR to OGC as an FYI (for FALL 2021 semester ONLY, future requests will require OGC review for risk assessment)
- If working outside of the country, request will be forwarded to Export Controls and Cybersecurity for additional reviews
- Departments will be required to resolve out of state concerns for future semesters (ongoing need will require securing outside lawyers/tax consultants and procurement of other services to ensure compliance with applicable laws)

Revised 09/03/2021