

## California State University Out-of-State Employment Request Form

In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU related work outside California.

Exceptions to this prohibition are limited to approved and documented purposes for conducting CSU business outside of California. For example, the CSU Office of Federal Relations operates in Washington D.C. to advance the interests of the CSU. Due to the CSU's business necessity to operate within Washington D.C. the CSU employs individuals outside of California to fulfill those business obligations. This example illustrates the limited extent in which exceptions to the CSU's prohibition of out-of-state employment should be considered or approved.

**A remote working arrangement outside of California, in and of itself, does not constitute a purpose for conducting business outside of the state.**

Pursuant to the Out-of-State Employment Policy, all exceptions must be reviewed by the Campus HR/Personnel Officer and approved by both the campus President and Vice Chancellor of Human Resources (VCHR). Please use this form to provide written justification for an exception to this policy. The campus President will consider this request for approval and consult with the VCHR. If approved, the campus President and the VCHR will sign this document and both the campus and Chancellor's Office will retain a copy for their respective records.

<u>Recruitment Job #</u>	<u>College/Department</u>	
<u>Position Title/Working Title</u>	<u>Classification</u>	<u>CBID</u>
<u>Administrator Requesting Exception</u>	<u>Recruitment Manager</u>	

<b>CSU business is proposed to be conducted in (City, State):</b>	
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**Justification for an exception to the Out-of-State Employment Policy:**

\_\_\_\_\_  
 Administrator Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Campus HR/Personnel Officer Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 President Approval Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Vice Chancellor of HR Approval Signature

\_\_\_\_\_  
 Date