

## Policies & Procedures (<https://www.rochester.edu/policies>)

[Explore by Topic](https://www.rochester.edu/policies/policy-archive/)(<https://www.rochester.edu/policies/policy-archive/>)

[About / Contact](https://www.rochester.edu/policies/about/)(<https://www.rochester.edu/policies/about/>)

[HOME \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/\)](https://www.rochester.edu/policies/)

[POLICIES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/\)](https://www.rochester.edu/policies/all/)

[HUMAN RESOURCES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/?FILTER%5BPOLICY-AREA%5D=166\)](https://www.rochester.edu/policies/all/?filter%5BPOLICY-AREA%5D=166)

---

WORK LOCATIONS OUTSIDE OF NEW YORK STATE OR THE UNITED STATES

### POLICY

# Work Locations Outside of New York State or the United States

LAST

REVISED

Print Download PDF(<https://www.rochester.edu/policies/policy/out-of-state-hiring/?pdf=1>) Email([mailto:?subject=Work Locations Outside of New York State or the United States](mailto:?subject=Work%20Locations%20Outside%20of%20New%20York%20State%20or%20the%20United%20States))

ON 12/

2024

All Full-time and Part-time employees, which for the purpose of this policy includes: faculty, staff, residents and fellows, research associates, postdoctoral appointees and prospective employees.

## Table of Contents

### I. POLICY

### II. OUT-OF-STATE GUIDELINES

### III. PROCEDURE

### IV. OUT-OF-COUNTRY GUIDELINES

## I. Policy

Every employee, as defined above, is required to have a primary work location. Each supervisor is required to report that primary work location, and any changes in location, to Human Resources prior to commencing work at the location, with a presumption that the work location will be in the state of New York. The University of Rochester recognizes the need to hire or reassign an employee (as defined above) who will, due to the nature of a particular position, business needs of the University, and/or specific employee circumstance need to reside and perform their University work outside of the state of New York. However, because having employees work outside of New York State subjects the

## ABOUT THIS POLICY

### Policy Number

132

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Kathy Miner

### Contact Information

kathy.miner@rochester.edu  
(mailto:  
kathy.miner@rochester.edu)

## ADDITIONAL RESOURCES

### Out of State Approval Form (PDF)

([https://www.rochester.edu/policies/wp-content/uploads/2019/08/132\\_Out\\_Of\\_State\\_Approval\\_Form.pdf](https://www.rochester.edu/policies/wp-content/uploads/2019/08/132_Out_Of_State_Approval_Form.pdf))

### Out of State Approval Form (Microsoft Word .doc)

([https://www.rochester.edu/policies/wp-content/uploads/2019/08/132\\_Out\\_Of\\_State\\_Approval\\_Form.docx](https://www.rochester.edu/policies/wp-content/uploads/2019/08/132_Out_Of_State_Approval_Form.docx))

**BOUNDLESS POSSIBILITY**

**Explore our 2030 Strategic Plan**

(<https://www.rochester.edu>)



**See maps and directions  
Rochester, NY 14627**



**Accessibility** (<https://www.rochester.edu/accessibility.html>)

**Nondiscrimination** (<https://www.rochester.edu/eoc/nondiscrimination-statement/>)

**Privacy** (<https://www.rochester.edu/privacy/>)

**Copyright** (<https://www.rochester.edu/copyright.html>)

**Emergency Information** (<https://www.rochester.edu/emergency/>)

© University of Rochester 1996-2024

`<iframe src="https://www.googletagmanager.com/ns.html?id=GTM-TT7PP8Z" height="0" width="0" style="display: none; visibility: hidden" ></iframe >`