



Out-of-State Work Policy

BYU's primary location of operations is in the state of Utah. BYU provides an educational experience where students, faculty, and employees physically gather in a "compact society" of "disciple-scholars."¹ The gathering of BYU's campus community also benefits the surrounding community. Further, regular, long-term work by employees outside Utah could subject BYU to adverse tax, insurance, workers' compensation, and employment law obligations in other states and countries. As a result, living and performing university work in Utah are both conditions of employment.

Exceptions to this policy are limited to the following:

- remote work outside Utah during isolated travel of up to 30 days;
- a university assignment or program that must be conducted outside Utah and is approved by the responsible vice president or assistant to the president;
- professional development leave, pursuant to the [Faculty Leaves Policy](#);
- employment of an adjunct faculty member who lives outside Utah but within the United States and travels to Utah to perform university work;
- when necessary to meet a demonstrated academic department or college need, employment of an adjunct faculty member approved by the academic vice president to live and work outside Utah but within the United States, provided the employment is through a BYU-owned subsidiary and complies with the legal and regulatory requirements of that location;
- employment of a non-benefited BYU Continuing Education employee approved by the international vice president to live and/or work outside Utah but within the United States, provided the employment is through a BYU-owned subsidiary and complies with the legal and regulatory requirements of that location;
- employment of an Office of Information Technology employee whose role does not involve student interaction who is approved by the information technology vice president and CIO and the administration vice president and CFO to live and/or work outside Utah but within the United States, provided the employment is through a BYU-

¹ Kevin J Worthen, "Gathering: Education in a Compact Society," BYU Devotional Address (Sept. 10, 2019) (quoting First Presidency message about education being obtained in a compact society).



owned subsidiary and complies with the legal and regulatory requirements of that location; or

- temporary remote work outside Utah by a student employee during a break between consecutive semesters, provided the supervisor approves, the student meets the credit-hour requirements for student employment, and the position remains based in Utah.

APPROVED: 3 Oct 2022

PRIOR VERSION: 28 Jun 2021

APPLICABILITY: This policy applies to all university personnel, including student employees.

POLICY OWNER: Academic Vice President, Administration Vice President and CFO, Information Technology Vice President and CIO, International Vice President

RESPONSIBLE OFFICE: Human Resource Services

IMPLEMENTING PROCEDURES: [Out-of-State Work Procedures](#)

RELATED POLICIES:

- [Administrative and Staff Employment Policy](#)
- [Faculty Hiring Policy](#)
- [Faculty Leaves Policy](#)
- [Remote Work Policy](#)
- [Student Employment Policy](#)