



Out-of-State Work Policy

BYU's primary location of operations is in the state of Utah. Regular, long-term work by employees outside of Utah could subject BYU to adverse tax, insurance, workers' compensation, and employment law obligations in other states and countries. As a result, living in Utah is a condition of employment, and university work must be primarily performed in Utah. Remote work outside of Utah is permitted only during isolated, short-term travel.

Exceptions to this policy are limited to the following:

- a university assignment or program that must be conducted outside of Utah and is approved by the responsible vice president or assistant to the president;
- professional development leave, pursuant to the [Faculty Leaves Policy](#);
- work in another state by an employee filling a non-benefited position and employed by a BYU-owned subsidiary formally registered in the state to do business, pay employment taxes, and comply with other state employment requirements; or
- temporary remote work outside of 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: 4 Jan 2021 [Revised 12 Jan 2021]

PRIOR VERSION: N/A

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

POLICY OWNER: Administration Vice President and CFO

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](#)



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- [Student Employment Policy](#)
 - [Working from Home Policy](#)