

Out of State - Primary Hiring/Work Radius Policy - Frequently Asked Questions

When does the new Out of State - Primary Hiring/Work Radius Policy become effective?

The policy became effective July 1, 2024.

What states comprise the primary hiring/work radius?

New York, New Jersey, and Connecticut

If I am a current employee that has a remote work agreement and has a primary residence outside of the tri-state area, do I need to obtain approval under this new policy?

No, current employees (i.e., those hired prior to July 1, 2024) who have a remote work agreement and have a primary residence outside of the tri-state area will be grandfathered in for fiscal year 2025. These employees **will** need approval under this policy, prior to July 1, 2025, and every year thereafter.

Does this policy apply to all FT and PT employees? Does it also apply to clinical supervisors and adjuncts?

Yes, this policy applies to all current and prospective employees of the University who have remote work arrangements.

How should a hiring manager proceed in relation to an adjunct working and living outside of the primary hiring/work radius who does not have special permission? Does that permission have to come from HR?

If the adjunct has a fully remote teaching arrangement and currently has a primary address outside the

hiring/work radius, they **do not** require special permission for FY25. If the adjunct does not have approved fully remote teaching arrangements for FY 25, the Hiring Manager/Department Head of the prospective or current employee must complete the [Out of State/Primary Hiring/Work Radius Approval Form \(PDF\)](#) and submit the form to their Academic Dean. Any employee in the academic school/college will need additional approval from the provost, and then the form must be submitted to the Vice President of Human Resources for final review and approval. The form will need to be completed each year, prior to hiring or reappointing.

Does the policy apply to instructors conducting fully online programs?

This policy applies to all current employees and prospective new hires regardless of whether the instruction is in-person or fully online.

Will the new policy apply to faculty planning to take the phased retirement? What about those faculty who already are in the middle of phased retirement or who have already signed their phased retirement agreement?

Yes, those planning to or in the middle of phased retirement are subject to this policy as they are current employees.

If a current employee is contemplating moving out of state, will they need to complete the approval form?

Employees should discuss with their hiring manager the impact of moving out of the work radius on their employment status, as they are not guaranteed Out of State/Primary Hiring/Work Radius approval. Hiring Managers will need to complete the Out of State- Primary Hiring-Work Radius approval form **prior to the employee moving out of state.**

I understand that work conducted remotely outside of the state of New York subjects the University to numerous multistate regulations and additional expenses. Is there an estimate of what the cost to units will be, or will those costs be borne by the University?

HR will be working with vendors to determine the potential costs.

For how long is the approval form valid?

The form is valid for one year from the date of final approval. The employee must obtain approval prior to the end of the one-year period.

Who will manage and maintain the approval form?

The form will be maintained in the Office of the VP/CHRO, Human Resources.

Where may I find more information about this policy?

For more information, please refer to the [Out of State/Primary Work Radius Policy](#).