

## **Multi-State Hiring Policy for Out-of-State Employees**

### **I. Scope**

Unless otherwise established as part of the employment process, all university positions require employees to reside in Connecticut and have an on-campus presence. Flexible work arrangements may be requested in accordance with the [Flexible Work Arrangement Policy](#), and this policy.

This policy applies to any employee (faculty or staff) who resides outside of the state of Connecticut. The university defines an out-of-state work location when an employee has a remote work arrangement outside of Connecticut for more than one day per week on a regular basis.

This policy does not apply to applicants who currently reside out-of-state but who intend to move to Connecticut if offered employment.

### **II. Purpose**

The purpose of this policy is to establish guidelines for the hiring of university employees who live currently, or will continue to live, outside the state of Connecticut. Per below, there are 15 states in which Quinnipiac employees can reside and continue to work for the university. This policy will assist the university in complying with workers' compensation, state tax, employment tax requirements, and other state and federal laws and regulations.

### **III. Policy Statement**

University employees are subject to all employment and tax-related laws of the state in which they work and reside. State taxes, employment tax, and workers' compensation provisions vary from state to state. University employees who work outside Connecticut may also trigger additional compliance requirements.

The University is able to hire employees residing outside of Connecticut, provided they are approved to work remotely and live in one of the following states (see the Flexible Work Arrangement Policy): California, Florida, Iowa, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, Vermont, Arkansas, Delaware, Nebraska, New York, and Pennsylvania.

Employees of Quinnipiac University are prohibited from working remotely in a country outside of the United States. Full-time faculty on approved sabbaticals are excluded from this prohibition strictly for the approved time period of their sabbatical.

The University does not provide individualized tax advice to employees. Personal tax compliance is the responsibility of the employee.