



Out of State Telecommuting Request

State of Idaho employees are expected to live and work in the state of Idaho. However, there may be extraordinary circumstances when the business needs of the state agency are best met by employing an individual who resides outside of the state of Idaho. As such, telecommuting from outside the state of Idaho is discouraged and requires advance approval. Because of potential legal and tax issues, it is essential for out-of-state employment requests to be carefully reviewed by the Division of Human Resources (DHR), the Division of Financial Management (DFM), Idaho State Controller's Office (SCO), and Risk Management prior to any offer or approval of out-of-state work.

EMPLOYEE INFORMATION:

Name	Title
Job classification	Work phone
Agency	Office location
Division	Department
Supervisor	Agency Appointing Authority/Designee

Agency Appointing Authority/Designee Signature _____ Date _____

If applicable: DHR Representative: _____ Date _____

DFM Representative: _____ Date: _____

SCO Representative: _____ Date: _____

Describe in detail how allowing the individual to telecommute from outside the state of Idaho will meet the agency's business needs and how it will **substantially** benefit the agency.

What is the anticipated duration of the out-of-state work?

For a New Hire: Have you attempted to hire an Idaho resident for the position? Describe the

unique skills and experience this individual has that were not available from other applicants residing within the state of Idaho or willing to relocate to the state to work.

For a Current Employee: Describe the skills and experience the employee possesses that make hiring a new employee for the position cost prohibitive. Please attach a copy of the employee’s offer letter and any other communication with the employee in which you originally granted permission to work out-of- state.

Other relevant information:

The agency certifies the following considerations have been researched and vetted:

- Coordinated with SCO to ensure taxable wages are reported correctly, and the applicable state tax withholding structure is appropriately set up.
- Communicated taxing expectations to the applicant/employee.
- Completed the “All States Worker’s Compensation” form and submitted it to Risk Management.
- Performed due diligence to research applicable state specific employment and labor laws of the state where the applicant/employee resides.
- Consulted with DFM on any budgetary impacts of allowing this position/applicant/employee to work in a state other than Idaho.