

Out of State - Primary Hiring/Work Radius Policy

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need to hire or retain an employee who will, due to the nature of the position or a specific business need, reside and perform their work duties fully remotely from a location outside the Primary Hiring/Work Radius. To that end, the fully remote hire or relocation must be supported for a strategic business purpose, and not merely as a preference of the manager or employee and by following the [Procedures as set forth in Section .04](#)

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.02 Guidelines

Hiring or retaining employees outside the Primary Hiring/Work Radius should only be done under exceptional circumstances and must be approved in advance by the respective senior administrator (Dean or Vice President) and the Vice President of Human Resources. All employees residing outside of the Primary Hiring/Work Radius in the academic schools must be approved by the Provost and the Vice President of Human Resources. Approval for a primary residential address outside the Primary Hiring/Work Radius will be granted under exceptional circumstances and is not based on the personal preference of the employee or the department, but rather the needs of the institution.

Hiring Managers/Department Heads of current employees who are contemplating relocation outside of the Primary Hiring/Work Radius must also complete the [Out of State/Primary Hiring/Work Radius Approval Form \(PDF\)](#) and receive written approval from the Academic Dean/Provost/Divisional Vice President (depending on whether the employee is faculty or staff) and the final approval from the Vice President of Human Resources before relocating. Approval for an employee's residency outside of the Primary Hiring/Work Radius is granted only under exceptional circumstances.

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.03 Eligibility

This policy applies to all current employees of the University who work remotely and all new hires of remote full-time and part-time faculty and staff effective July 1, 2024. Any current employee, who prior to July 1, 2024, was authorized to work fully remotely outside of the Primary Hiring/Work Radius

may continue to do so provided the Hiring Manager/Department Head submit the [Out of State/Primary Hiring/Work Radius Approval Form \(PDF\)](#) to one of the following approvers depending on whether the applicant or existing employee is faculty or staff: Department Head/Academic Dean/Provost/Divisional Vice President and receive approval for the fully remote work arrangement.

The Out of State/Primary Hiring/Work Radius Policy applies to employees who have a remote work arrangement. The policy does not apply to federal work-study students, student workers, independent contractors, consultants, and other vendors who conduct business with the University.

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.04 Procedures

Approval of applicant or reassignment of an existing employee or an applicant to reside and remotely perform their University work out of the Primary Hiring/Work Radius must be obtained prior to an offer letter being extended to the individual. 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 fDC BT 0 g 0 T5.6 .9 ()11.2 (t)-5.5 (o)1.5 (t)5.3 (h)6.4 (ei)5 (r)-5.5 (A)-1.7 (c)-1.7 (ad)2.5 (em)

family leave, family medical leave, and other leave benefits. Administrative costs may include fees for third-party administrators. Human Resources will inform the employee's department of the cost of managing the employee on an annual basis and arrangements must be made for a budget transfer of the said amount while the employee is with the department.

Email: alert-hr@pace.edu

This policy is in addition to and separate from the University's [Remote and Hybrid Work Policy](#). This policy may be amended periodically as determined by the University.

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