



Origination: 1/1/2022
Last Revised: 12/22/2021
Next Review: 12/22/2023
Owner: *Andy Alvarez: Sr Mgr HR Policy Admin*
Area: *Human Resources*
Codes:

Out-of-State Employment Policy

I. Policy Statement

The California State University (CSU) system is a network of twenty-three public universities providing access to a quality education through the support of California taxpayers. Part of CSU's mission is to prepare educated, responsible individuals to contribute to California's schools, economy, culture and future. As an agency of the State of California, the CSU's business operations almost exclusively reside within California.

As of the effective date of this policy, hiring employees to perform CSU-related work outside of California is prohibited.

Exceptions to this prohibition are limited to approved purposes for conducting CSU business in a region outside of California. Out-of-state employment creates various legal and tax liabilities that the CSU must seriously consider when extending employment to individuals residing outside the state.

II. Policy

The CSU is a state entity whose business operations reside within the State of California. As of the effective date of this policy, the CSU prohibits hiring employees to perform CSU-related work outside California.

Exceptions to this prohibition are limited to approved and documented purposes for conducting CSU business in a region outside of California. For example, the CSU Office of Federal Relations operates in Washington D.C. to advance the interests of the CSU. Due to the CSU's business necessity to operate within Washington D.C. the CSU employs individuals outside of California to fulfill those business obligations. This example illustrates the limited extent in which exceptions to the CSU's prohibition of out-of-state employment should be considered or approved.

A remote working arrangement outside of California, in and of itself, does not constitute a purpose for conducting business outside of the state.

Written justification for an exception to this policy must be reviewed by the campus President. Presidential approval is required for an exception to this policy and may only be granted after consultation with the Vice Chancellor for Human Resources at CSU Chancellor's Office.

III. Authority

This policy is issued pursuant to [Section II of the Standing Orders of the Board of Trustees of the California State University](#), and as further delegated by the [Standing Delegations of Administrative Authority](#).

All revision dates:

12/22/2021

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
VC	Evelyn Nazario: Vice Chancellor, HR	12/22/2021
Area Manager/Owner	Andy Alvarez: Sr Mgr HR Policy Admin	12/21/2021

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