

# Augusta University

## Policy Library

### Alternate Work Arrangement Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Augusta University allows alternate work arrangements (AWA) to include teleworking, remote work and/or flex schedule, on a voluntary basis at the manager’s discretion, to employees who fill job classifications/positions designated by the departments as eligible for telework and/or flex schedule. Alternate Work Arrangements are employer options, not employee rights and are appropriate only when resulting in a mutual benefit to both the employee and to the institution.

The purpose of this policy is to define alternate work arrangements, the guidelines, and rules under which they will operate, and approvals required for each type of alternate work arrangement. There are significant economic, personal, and production benefits of alternate work arrangements, but there are several potential downfalls. This policy will assist managers and employees to understand the type of work environment and their associated rights and responsibilities. This policy and its accompanying guidelines provide a general framework for employees approved for alternate work arrangements at Augusta University. This policy does not attempt to address the special conditions and needs of all Augusta University employees, nor will the policy interfere with faculty schedules driven by teaching, research, service and/or clinical responsibilities, which can vary daily.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students
- Staff     Undergraduate Students     Vendors/Contractors     Visitors
- Other:

#### **DEFINITIONS**

**Alternative Work Arrangement (AWA)** – Work arrangements that differ from the State’s regular work schedules and employees’ on-site work location to accommodate the needs of employees while meeting the operational needs of agencies. All alternative work arrangements require the approval of the employee’s supervisor and appropriate agency management. The types of alternative work arrangements offered through this policy include telework, alternative work locations, and alternative work schedule. Each type of arrangement may require specific eligibility based on the provisions of this policy.

**AWA Agreement** – A written agreement between an Augusta University and an employee that details the approved terms of the employee’s alternative work arrangement which is to be completed annually.

**Alternative Work Location** – Approved work locations other than employees’ assigned on-site work location where official State business is performed. Such locations may include, but are not limited to, employees’ residences and/or satellite offices.

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**Office of Legal Affairs Use Only**

**Executive Sponsor: VP, Human Resources**

**Next Review: 6/2024**

**Alternative Work Schedule (AWS)** – An Alternative Work Arrangement with scheduled hours based upon the operational needs, staffing requirements, service delivery requirements, and back-up coverage needs of the agency that meet the full number of required hours in a pay period.

**Core Operating Hours** – All Augusta University full-time employees are required to work a minimum of 40 hours in a workweek, except when approved for leave. Augusta University colleges, schools, divisions and/or departments may establish core operating hours according to the individual units' operating needs, during which full-time employees are expected to work their required hours. All offices must be adequately staffed to transact business during the institutional operating hours of 8:00 a.m. to 5:00 p.m. to provide the necessary and appropriate services.

**Eligible Employees** – An employee, in an eligible position, identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file (within the preceding 12 months of the date of a request under this policy).

**Eligible Positions** – A position having measurable quantitative or qualitative results-oriented standards of performance performed during a work period that may vary from the core work hours established for a department or school. For teleworking, the position is performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without affecting service quality or organizational operations. The eligibility of a position for an Alternate Work Arrangement may change depending on circumstances.

**Flex Schedule** – An Alternative Work Schedule where the arrangement allows employees and supervisors to set start and end times that vary from the regular Augusta University core operation hours of 8:00 a.m. to 5:00 p.m. FLSA covered (Non-Exempt) employees may not exceed 40 hours in any one pay week. Example: employee works four ten-hour days.

**Out of State Remote Work** – An Alternative Work Arrangement in which employees performs 100% of their essential and non-essential functions of their job at an alternative work location outside the state of Georgia (and does not have a residence in the state of Georgia) in accordance with telework terms in this policy and their alternative work arrangement agreement. Example: employee works remote 100% of their work commitment from outside the state of Georgia.

**Remote Work** - An Alternative Work Arrangement in which employees performs 100% of their essential and non-essential functions of their job at an alternative work location within the state of Georgia in accordance with telework terms in this policy and their alternative work arrangement agreement. Example: employee works remote 100% of their work commitment from their home in the state of Georgia.

**Short/Temporary Duration Out of State Remote Work** – An Alternative Work Arrangement in which

employees perform 100% of their essential and non-essential functions of their job at an alternative work location outside the state of Georgia for a period of 60 days or less, in accordance with telework terms in this policy and their alternative work arrangement agreement. The employees home address does not change. Example: employee works from outside the state of Georgia while on intermittent FMLA.

**Telework** – An Alternative Work Arrangement in which employees perform essential and non-essential functions of their job at an alternative work location (off-site within the state of Georgia) less than 100% of their work commitment: in accordance with telework terms in this policy and their alternative work arrangement agreement. Telework can be occasional in duration. Example: an employee teleworks one day per week from their home within the state of Georgia.

**Work Schedule** – Employees’ regular, scheduled hours of work.

## **PROCESS & PROCEDURES**

### **Overview**

An Alternate Work Arrangement (AWA) may not be suitable for all employees and/or positions. Departments may implement an alternate work arrangement as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department. Members of the President’s Cabinet will be responsible for designating the positions under their supervision, which will be authorized to approve telework and/or flextime arrangements. Directors, Department Chairs, or other management personnel authorized to approve alternate work arrangements shall hereinafter be referred to as the Augusta University AWA Manager for the purposes of this policy.

### **Provisions Specific to Telework and Remote Work**

Augusta University AWA Managers who choose to consider telework or remote work for employees shall be responsible for the following:

1. Establishing expectations for and monitoring of employee performance;
2. Identifying eligible positions suitable for telework/remote work;
3. Identifying eligible employees (see Employee Participation);
4. Determining if office-like space is required;
5. Determining if Augusta University equipment will be provided to the employee to use at home (see Equipment and Supplies)
6. Establishing how the employee will maintain regular contact with office co-workers and supervisors;
7. Determining how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see Security and Access to Information);
8. Ensuring that practices are consistent and compliant with state, Board of Regents, and Augusta University policy, and state and federal law in the use of technology;
9. Delivering telework training to employees;

10. Ensuring that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy;
11. Ensuring that each employee's request to telework is considered in relation to the department's operating and customer needs;
12. Requiring a Alternate Work Arrangement (AWA) form;
13. Obtaining all necessary approvals, and
14. Ensuring that employees record their telework/remote work days as Telework in the institutional time and attendance system.

### **Conditions of Employment**

An employee with an alternate work arrangement condition of employment with Augusta University remain the same as for Augusta University employees without an alternate work arrangement. Employee salary, benefits, and employer-sponsored insurance coverage will not change because of teleworking. The employee shall adhere to all policies, rules and regulations of Augusta University, the Board of Regents of the University System of Georgia, and State of Georgia while teleworking. Further, an employee must have the willingness of his/her supervisor to perform the necessary supervisory responsibilities required for teleworking. The employee agrees to not conduct personal business while in official duty status at the alternate workplace.

### **Work Site and Work Hours**

A defined workspace and defined core work hours are necessary (1) to reduce Augusta University's exposure to risk, (2) to facilitate proper management of teleworkers, and (3) to ensure work is conducted in a productive environment.

### **Work Space**

As a condition of permission to telework/remote work, the employee must verify that home facilities used for telework/remote work purposes are safe and suitable for purposes of the employee's work. The department may deny an employee the opportunity to telework if the alternate worksite is not conducive to productive work. The department should provide the employee a self-certification checklist as part of the application to telework. The checklist is necessary to reduce Augusta University's exposure to risk and liability and helps the employee know if his or her alternate workplace is conducive to productive work.

An employee approved to telework/remote work shall be responsible for setting-up an appropriate work environment within his/her home. Augusta University will not be responsible for any risk or cost associated with the set up of a home office. Upon request, Augusta University will consult with an employee on any modifications or requirements to operate Augusta University-owned equipment at the home office. An employee will be required to provide Augusta University with a statement within 10 working days of the request to telework/remote work confirming that he/she has met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the telework/remote work period.

**Equipment and Supplies**

Office supplies (e.g. pens and paper) shall be provided by the department and should be obtained during the teleworker's in-office work period.

The employee is expected to use his or her own furniture, telephone lines, internet and/or Wi-Fi services, other equipment, and/or materials. Any use of private facilities of the employee will be at the employee's discretion and not at the will or expense of Augusta University. This applies to all physical improvements and conveniences as well as services.

In no situation should Augusta University owned equipment be installed in an employee's home. Augusta University, however, may give written permission for designated equipment. For example: computers and pagers are checked out and used at the alternate worksite. As Augusta University equipment is the property of the State, Augusta University must retain the responsibility for the inventory and maintenance of State-owned property following state laws and procedures.

As outlined in the [Acceptable Use of Information Technology Policy](#), Augusta University expects all users of computing resources to use them responsibly and productively, even when working remotely. While incidental personal use of electronic resources is not necessarily unacceptable, personal use must not adversely affect the performance of an employee's official duties, must not be disruptive of co-workers, must be of limited duration and frequency and should be restricted to matters that cannot be addressed during non-duty hours. To the extent an employee is forced by business circumstances to make personal use of the Augusta University owned devices, such use should be incidental and immaterial and never add costs to the enterprise.

**Work Hours**

Each employee who teleworks/remote work shall develop a work schedule with the employee's supervisor, and the employee's supervisor must agree in advance to any changes to the employee's work schedule. Exempt and non-exempt employees who telework will record telework days in the time and attendance system. Non-exempt employees subject to mandatory overtime must record all time worked and obtain approval from their supervisor before performing overtime. A non-exempt employee working overtime without such approval may cause the department to terminate the telework/remote work option and/or take other appropriate action. The employee must obtain approval in advance from his or her supervisor before taking leave during a designated telework day.

The employee must maintain contact with the office as specified in the work schedule, department policy, and alternate work arrangement agreement. An employee's activities outside the time of work or outside the place designated for work will be deemed to be in the employee's own personal time and place, unconnected with work activities.

### **Liability**

The employee's home workspace when used for telework/remote work is an extension of the department workspace. Augusta University's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The teleworker is covered under the State's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the alternate workplace.

If an injury occurs during teleworking/remote work hours, then the employee shall immediately report the injury to the supervisor. The employee, supervisor, and agency should follow the Augusta University policies regarding the reporting of injuries for employees injured while at work.

Augusta University is not responsible for any injuries to family members, visitors, and others in the employee's home. The teleworker/remote worker may not have business guests at the alternate workplace.

To the extent permitted by law, the employee will not attempt to hold Augusta University responsible or liable for any loss or liability in any way connected to the employee's non-work-related use of his or her own home.

The teleworker/remote worker is responsible for contacting the teleworker/remote worker's insurance agent and a tax consultant and consulting local ordinances for information regarding home workplaces.

### **Alternate Work Arrangement Coordination**

Augusta University's Alternate Work Arrangement Coordinator (Director, HR Service Center) will serve as a liaison to departments and will provide guidance and clarification on the policies, procedures, and guidelines.

### **Security and Access to Information**

The teleworker/remote worker is responsible for maintaining confidentiality and security at the alternate workplace, as the teleworker/remote worker would at the primary work place. The employee must protect the security and integrity of data, information, paper files, and access to agency computer systems. All Augusta University policies on Information Technology and Internet and technology use apply to teleworking, as they would in the primary work place.

### **Child and Dependent Care**

Telework/Remote work is not a substitute for childcare or dependent care. The teleworker/remote worker shall continue to make arrangements for child or dependent care to the same extent as if the teleworker/remote worker was working at the primary workplace.

**Provisions Specific to a Flex Schedule**

Augusta University AWA Managers who choose to consider flextime for employees shall be responsible for the following:

1. Establishing expectations for and monitoring employee performance;
2. Identifying eligible positions suitable for flex schedule;
3. Identifying eligible employees (see Employee Participation);
4. Ensuring that each employee’s request for a flex schedule is considered in relation to the department’s operating and customer needs;
5. Obtaining all necessary approvals, and
6. Requiring an Alternate Work Arrangement Agreement (see Attachment A).

**Employee Participation**

Offering the opportunity to work at home or according to a flex schedule is a management option and is not an employee right. An employee’s participation in telework and/or flextime is generally voluntary; however, telework/remote work and/or flexible scheduling may be required when circumstances warrant. The supervisor or manager may terminate teleworking/remote work or flex schedule without cause. Teleworking/remote work and flextime are work arrangements between an individual employee and his/her supervisor. A supervisor may require an employee to telework/remote work or work flextime when circumstances necessitate such arrangements, such as an emergency situation that makes the main work location inaccessible or other emergencies in which working from home supports public safety.

**Approval Required**

Alternate Work Arrangement	Approvals Required
<ul style="list-style-type: none"> <li>• Flex schedule</li> <li>• Telework within the state of Georgia for up to 3 days (60% of FTE) per week</li> </ul>	<ol style="list-style-type: none"> <li>1. Through VP</li> <li>2. Reviewed by HR</li> </ol>
<ul style="list-style-type: none"> <li>• Telework in a previously approved state for up to 3 days (60% of FTE) per week</li> </ul>	<ol style="list-style-type: none"> <li>1. Through VP</li> <li>2. HR &amp; Payroll review and approval</li> </ol>
<ul style="list-style-type: none"> <li>• Telework in the state of Georgia: over 3 days per week – up to 80% of their FTE</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required</li> <li>2. Reviewed by HR</li> </ol>

<ul style="list-style-type: none"> <li>• Telework in a previously approved state: over 3 days per week – up to 80% of their FTE</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required</li> <li>2. HR &amp; Payroll review and approval</li> </ol>
<ul style="list-style-type: none"> <li>• Remote Work – in the state of Georgia</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required*</li> <li>2. HR &amp; Payroll review and approval</li> </ol>
<ul style="list-style-type: none"> <li>• Short/Temporary Duration Out of State Remote Work. Limited to a maximum of 60 days. (home address of employee is within the state of Georgia or previously approved state doesn't change)</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required*</li> <li>2. HR &amp; Payroll review and approval</li> </ol>
<ul style="list-style-type: none"> <li>• Out of State Remote Work in a previously approved state.</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required*</li> <li>2. HR &amp; Payroll review and approval</li> </ol>
<ul style="list-style-type: none"> <li>• Out of State Remote Work in a state AU is not set up as an employer in.</li> </ul>	<ol style="list-style-type: none"> <li>1. EVP/Dean approval required*</li> <li>2. Additional: If preliminary review by HR &amp; Payroll is approved – Committee review &amp; approval required</li> </ol>

\*If faculty – Provost approval required.

**REFERENCES & SUPPORTING DOCUMENTS**

Alternate Work Arrangement Form

**RELATED POLICIES**

[USG Teleworking/Flextime Policy](#)

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/7/2023

President, Augusta University

Date: 6/7/2023





# AUGUSTA UNIVERSITY

## ALTERNATE WORK AGREEMENT

An alternate work arrangement is one where the employee has both an ongoing, regular telework arrangement and also reports onsite or may have a flexible work schedule. This document is intended to serve as an agreement between the employee and the department through which the employee will be allowed to utilize an alternate work arrangement to perform the duties and responsibilities of his/her position.

Any employee approved for an alternate work arrangement must understand that the department may change any of the conditions or requirements of the alternate work arrangement at any time during the period of the agreement. Also, Augusta University management reserves the right to cease this arrangement altogether at any time.

**This agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the department at any time with not less than seven (7) working days' notice, unless the reason for the termination is for alleged misconduct or an emergency, in which case, it may be terminated immediately. This agreement does not alter or supersede the terms of the existing employment relationship. This form is to be used to develop requirements for an alternate work arrangement.**

### Types of Alternate Work Arrangements that may be requested:

- **Flex Schedule**: alternate work schedule
  - Example: employee works 4 ten-hour days
- **Telework**: an employee works off site (within the state of Georgia) less than 100% of their work commitment; occasionally in duration
  - Example: employee teleworks 1 day per week from their home in the state of Georgia
- **Remote Work**: an employee works 100% off site (within the state of Georgia)
  - Example: employee works remote 100% of their work commitment from their home in the state of Georgia
- **Short/Temporary Duration Out of State Remote Work**: an employee works 100% off site from outside the state of Georgia for a period of 60 days or less.
  - The employees' home address does not change.
  - Example: employee works from outside the state of Georgia while on intermittent FMLA
- **Out of State Remote Work**: an employee works 100% off site from outside the state of Georgia and does not have a residence in the state of Georgia.
  - Example: employee works remote 100% of their work commitment from outside the state of Georgia

### Employee Alternate Work Arrangement Information

Employee Name:	
Employee ID:	
Date Submitted:	
Job Title:	
Position Number:	

Department:	
Primary AU assigned campus location (this is the regular office location for employees assigned to an office or the primary campus location when not assigned an office):	
Supervisor's Name & Email:	
Type of arrangement selected:	<input type="checkbox"/> Flex Schedule <input type="checkbox"/> Telework <input type="checkbox"/> Remote Work – within the state of Georgia <input type="checkbox"/> Remote Work – outside the state of Georgia <input type="checkbox"/> Short/Temporary Duration Out of State Remote Work
Telework arrangement (select one):	<input type="checkbox"/> 1 day per week <input type="checkbox"/> 2 days per week <input type="checkbox"/> 3 days per week <input type="checkbox"/> 4 days per week <input type="checkbox"/> 5 days per week <input type="checkbox"/> Other; less than 100% telework but varies per week
Address where telework will be performed (see below if location is outside of Georgia for additional requirements):  (This must be updated promptly if the address changes during the period of the agreement.)	
Duration of arrangement (not to exceed one year):	Start date  End date

## Work schedule and location

### Work Schedule

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Additional information regarding work schedule:

**Alternate Work Arrangement expectations**

The general expectation for an alternate work arrangement is that the employee will effectively accomplish all of their regular job duties, regardless of work location.

I agree:

- To be available and responsive during scheduled work hours.
- My duties, obligations, and responsibilities as a teleworking employee are the same as onsite workers, including my obligation to respond to my voicemail, e-mail, and other messages in a timely manner.
- While teleworking, I will work at the above-listed location during my teleworking work schedule, unless I have received prior approval to temporarily work elsewhere.
- That any time off or overtime must be prearranged according to department guidelines and consistent with the rules applicable to my employment.
- That any required travel to and from my primary AU assigned campus location will be at my own expense, with no expectation of reimbursement.

Specific expectations for this alternate work arrangement should be summarized in the table below. Additional rows may be added as needed.

Expectations	Employee's Initials

**Equipment and technology access (for employees approved for telework or remote work)**

As an employee approved for telework, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense.

As an Augusta University employee, you will be issued an Augusta University NetID and password which will allow you access to Augusta University's Information Technology network for work related assignments and responsibilities. You will also be provided with a Microsoft Outlook email account. Access to other systems will be authorized by your home department based on your specific job duties and responsibilities and your department will coordinate with IT on such access, as necessary.

During the period of this agreement, the department will provide you with an Augusta University computer for your use in carrying out the duties and responsibilities of your position. Other equipment may be provided at the discretion of the department. You are authorized to use this computer and the network access referenced above in accordance with all applicable Augusta University computer use and information technology policies. Failure to adhere to Augusta University's computer use and IT policies may result in revocation of use privileges, revocation of this alternate work agreement, and possible termination of employment. You will be required as a condition of employment to maintain internet access from your

home office at your own expense. You will be able to access the Augusta University network by using Augusta University's VPN service and are required to use VPN to protect data and other sensitive information.

The specific list of equipment provided to you for use under this agreement includes:

An equipment loan agreement form must be completed and approved for any equipment provided under this agreement prior to removal of state property from the regular work site.

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. Augusta University owned equipment will be serviced and maintained by Augusta University. Equipment provided by the employee will be at no cost to Augusta University and will be maintained by the employee.

As outlined in the [Acceptable Use of Information Technology Policy](#), Augusta University expects all users of computer and data resources to use them responsibly and productively, even when working remotely. While incidental personal use of electronic resources is not necessarily unacceptable, personal use must not adversely affect the performance of an employee's official duties, must not be disruptive of co-workers, must be of limited duration and frequency and should be restricted to matters that cannot be addressed during non-duty hours. To the extent an employee is forced by business circumstances to make personal use of the Augusta University owned devices, such use should be incidental and immaterial and never add costs to the enterprise.

### **Physical Home Office Space Liability (for employees approved for telework)**

You agree to have a designated work area in your home. If there are any injuries while you are working, the workers' compensation coverage will be limited to occurrences in the designated workspace (or during work-related travel). Also, if such an injury were to occur, it will be investigated in accordance with the standard workers' compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS). If there is an illness or injury, which is a result from the condition of this home office arrangement, Augusta University is released from any possible liability.

Augusta University will not be liable for damages to the employee's property that results from participation in telework/remote work.

Augusta University will not be responsible for visitors or family injured at the work site. Under the terms of this agreement, you are responsible for setting up an appropriate work environment within your home. Augusta University will not be responsible for any cost associated with the setup of a home office. Upon your request, Augusta University will consult with you on any modifications or requirements to operate Augusta University-owned equipment at the home office.

You will be required to provide us with a statement by the effective date of this agreement to confirm that you have met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of this flexible work arrangement period.

### **Additional details**

### **Anticipated barriers**

Please indicate any anticipated barriers.

### **Curtailment of the Agreement**

The employee’s supervisor or unit head may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. Upon reasonable notice of not less than seven (7) working days, the employee will be expected to report for work at the primary departmental office location or resume their normal work schedule. However, if the reason for the termination is for alleged misconduct or emergency, the employee will be directed to report immediately to the primary departmental office location if employment continues.

The employee agrees to limit performance of officially assigned duties to the work location indicated in this agreement. Failure to comply with this provision may result in termination of the Alternate Work Agreement, and other appropriate disciplinary action.

We look forward to working with you on this alternate work agreement and will appreciate any input from you during this process on how we may assist you and our office with ensuring that you are productive and able to meet job expectations under this agreement.

I accept the terms and conditions of this agreement, as provided to me by the employer. I understand what is expected of me during the period of this alternate work agreement. If there are any concerns regarding this arrangement, I will immediately alert my supervisor for clarification and resolution.

**Employee signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**I agree to ensure that the employee named herein is provided with the resources, training, equipment and supplies necessary for effective telework. I agree that I/[name of unit] have thoughtfully considered how to successfully onboard and integrate the teleworking employee named herein into the unit’s teams, culture and opportunities.**

**Supervisor signature:** \_\_\_\_\_ **date:** \_\_\_\_\_

**Vice President signature (support of request):** \_\_\_\_\_ **date:** \_\_\_\_\_

Augusta University Policies - During the period of this agreement, the employee agrees that he/she shall be covered by all Augusta University policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.

See Alternate Work Arrangement Policy for required approvals.

**A copy of this agreement must be sent to [AU\\_HR\\_CONFIDENTIAL@augusta.edu](mailto:AU_HR_CONFIDENTIAL@augusta.edu).**

**\*IF EMPLOYEE IS WORKING OUT OF THE STATE OF GEORGIA, CONTINUE AUTHORIZATION FOR AN EMPLOYEE TO WORK OUTSIDE OF GEORGIA (page 6).**

## Authorization for an Employee to Work Outside of Georgia

**Department Approval required for all employees working out of the State of Georgia, for any length of time.**

Department Requesting:	
Department ID:	
Department Contact Name:	
Contact Email:	
Description of Duties and General Location for each:	
<p>Is there an expectation that the employee ever work from an AU Campus? If so, what location?</p> <p>For employees allowed to work outside of Georgia, the department is responsible for making it clear to the employee that any travel to AU Campus will be at the employee's sole expense. Agreement to this by the employee is a requirement for approval.</p>	
<p>Justification Comments (Why is working outside of the state of Georgia in the best interest of the department, college, division, and university as a whole? Include unique qualifications this individual offers that justify out of state hiring):</p>	
<input type="checkbox"/> Copy of up-to-date job description attached to form. This request will not be considered without the job description attached.	

### Department's Understanding and Commitment to Comply

The department understands that work cannot begin outside of Georgia until registration as an employer in the other state is complete and tax identification is received by AU HR and the employee has completed the on-boarding process. This process takes up to 8 weeks for completion.

The department will be responsible for the cost of initial tax structure research and setup, and for monthly and annual processing charges and fees related to reporting, processing and maintenance of systems required for tax compliance reporting and remittances associated with this request and subsequent appointment.

**Please provide the CFC for the cost of the out of state fees:** \_\_\_\_\_

\_\_\_\_\_  
Department Chair / Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean / Vice President Signature

\_\_\_\_\_  
Date

**DEPARTMENT - STOP**

**NOT TO BE COMPLETED BY THE DEPARTMENT**

**Preliminary Review by HR & Payroll:**

State(s) Employee will work: \_\_\_\_\_ FTE out of state of Georgia: \_\_\_\_\_

Is AU already set up as an employer in the above state:  Yes  No  
 If no, approximate cost to set up as an employer in the above state: \_\_\_\_\_

Are there any additional processes or policies required (ex. Workers' compensation) for the above state:  Yes  No  
 If yes, state additional processes and/or policies and associated costs: \_\_\_\_\_  
 \_\_\_\_\_

Estimated Total Department cost (indicate per year and/or one time): \_\_\_\_\_

Preliminary Review:  Approved  Denied

**Are approvals beyond HR & Payroll needed?  Yes  NO**

- **If no, only HR & Payroll signatures required for Final Decision (see below).**
- **If yes, approvals from Provost/EVP, HR, Payroll, IT, Legal and CBO required for final decision. If AU is not already set up as an employer in the state, additional approval will be required (obtained by HR).**

\_\_\_\_\_  
Provost or Executive Vice President Signature

\_\_\_\_\_  
Date

**Reviews/Approvals**

\_\_\_\_\_  
Human Resources Signature

Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Payroll Signature

Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Signature

Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Legal Signature

Approved  Denied

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Business Officer Signature - Final Review

Approved  Denied

\_\_\_\_\_  
Date

**Final Decision  Approved  Denied**

Approved Employment Start Date: \_\_\_\_\_ **OR** Reason for denial: \_\_\_\_\_