

OUT OF STATE EMPLOYMENT POLICY REQUEST FOR EXCEPTION

Effective January 1, 2022, the California State University (CSU) system issued a policy prohibiting the hiring of employees to perform CSU-related work outside of California (policy ID 10899725). As a closely related entity, San Diego State University Research Foundation (SDSURF) follows this policy that exceptions to the prohibition should be allowed in very limited circumstances and only when Research Foundation is conducting business, including research activities, in a region outside of California. A remote working arrangement outside of California, in and of itself, does not constitute a purpose for conducting business outside of the state.

Out-of-state employment creates various legal and tax liabilities that the Research Foundation must seriously consider when extending employment to individuals residing outside the state. Furthermore, part of the mission of the CSU and its related entities is to prepare educated, responsible individuals to contribute to California’s schools, economy, culture, and future. Therefore, SDSURF will generally not hire employees outside the state of California unless there is a clear and compelling business purpose. Only very limited exceptions to the out-of-state employment prohibition will be considered or approved. Please note: cost of living and expanding recruitment efforts will not be approved as compelling business reasons.

Any request for an exception must be submitted in writing and detail the business need for hiring an individual located out of state. Written justification for an exception to this policy must be submitted to SDSURF for review and approval prior to hiring.

Please provide the following information:

Requestor Name:	Project/Agency:
PI/Project Director:	Fund #:
Candidate Name:	Candidate state:
Dates of appointment:	# of hours per week:

1. Will the position have full benefits? Yes No
2. Does the grant/project require the work to be conducted in the candidate's state? Yes No
3. What is the business reason and purpose for the request for exception to hire out of state?

4. What efforts have been made to hire locally?

5. What unique qualifications and experience does this candidate possess?

6. How will the duties be performed out of state?

7. How will this position be supervised?