MEMORANDUM

TO: Chancellors Cabinet, Deans and Directors
FROM: Brad Lobland, Human Resources Director
DATE: February 17, 2016

UA Statewide's Human Resources Office (SWHR) has introduced a new, online process for out-of-state worker approvals using DocuSign. This new process:

1. Incorporates both the SWHR out-of-state worker form, the telecommuting form and a draft memorandum of agreement (if the employee is represented by UAFT and UNAC);
2. Will provide your department with information on the estimated state tax burden for employing workers outside Alaska; and
3. Will automatically route these requests via email for the required approvals.

Your department's personnel payroll assistants (PPAs) will work with the employee and their supervisor to initiate the requests, which will be routed to the dean/director, then to the appropriate vice chancellor and finally to Provost Henrichs for approval for faculty positions and to Vice Chancellor Kari Burrell for staff positions.

As we are reducing staff positions to meet the current budget challenges, these requests will be scrutinized to ensure that the out-of-state placement meets the university's needs and that we aren't outsourcing work that could be performed by someone at one of our in-state locations. In general, approvals will be limited to staff/faculty in the following scenarios:

- The work must be conducted at a location outside Alaska;
- The individual has unique or very unusual qualifications for the position and a nationwide search has demonstrated that neither a qualified Alaskan nor a qualified individual willing to relocate to Alaska is available;
- The individual has specific knowledge that UAF wants to be transferred to a successor or UAF cannot immediately replace an employee with specific skills. (Normally used in case of unanticipated resignations, and normally for temporary out-of-state employment not to exceed one year.); or
• The individual's work out-of-state work location is required by an existing contract or other binding agreement (such as a severance agreement).

As part of the DocuSign process, the supervisor will be asked for a short justification (1-2 paragraphs) that describes the work to be done and explains why the work cannot be conducted in Alaska. Requests that do not clearly articulate this need will be returned to the departments.

Please allow adequate time to complete this process before the out-of-state employment begins. After the initial approval, out-of-state worker placements will be reviewed annually to ensure that they meet one of the criteria listed above.

If you have questions about the process, please feel free to contact me or work with your department's Human Resources consultant.

CC HR Consultants, HR Listserv