

# Standard Practice Guide Policies

## Interim Policy on Domestic and International Remote Work

201.05-0

**Applies to:** All Ann Arbor Campus Faculty and Staff (excluding Michigan Medicine and the Medical School)

### I. POLICY STATEMENT

To support the University of Michigan's commitment to an adaptable work environment for employees while prioritizing the university's missions of education, research and scholarship, patient care, and service. Assessing how to balance those interests and mitigate risk involves a collective effort and a need to articulate the decision-making process to evaluate appropriate work modality, identify considerations, and document work arrangements.

### II. REGULATIONS

#### A. Limitations and Exclusions

1. Faculty are excluded from the centralized review of remote work arrangements and agreements, other than applicable export controls, when those individuals are:
  - a. on sabbatical, scholarly activity leave;
  - b. engaged in collaborative work in support of their research or other academic responsibilities; or
  - c. working in a hybrid mode in the ordinary course of their work, such as grading or course preparation work where they are otherwise working in-person.
2. Michigan Medicine employees should continue to follow their Michigan Medicine remote work guidance.
3. Dearborn and Flint employees should contact their respective Human Resources offices for guidance.

#### B. Work Arrangement

1. Unit leadership or their designee will determine the appropriate mode of work. Work arrangements will be assessed based on business needs and the university's ability to meet its legal and regulatory compliance requirements.
2. Employees are not authorized to work in a hybrid or mobile/remote arrangement before the unit and, where required, central administration approval is confirmed.

#### C. Remote Work Agreement

1. Employees must have the university's remote work agreement on file with their unit.
2. Requests to work outside the state of Michigan but within the U.S. are subject to review and

approval by the employee's unit.

3. Except in limited circumstances, work outside of the U.S. or from a U.S. Territory is not permitted. In evaluating whether such limited circumstances exist, consideration will be given to, among other factors:
  - a. Compelling university business need
  - b. The ability to avoid or mitigate legal, tax, and compliance risks.
  - c. The duration of the remote work arrangement
4. Requests to work outside of the U.S. or from a U.S. Territory are subject to review and approval by the unit and central administration, and must be submitted by the unit human resources representative or their delegate(s) to central administration and include the required information described in the remote work review process.

#### D. Employee Responsibilities

1. Follow the university and their unit remote work review and approval process.
2. Provide required information with their request that includes but is not limited to:
  - a. Reason for the request
  - b. Remote work location(s) City, State, and Country
  - c. Duration (e.g. number of weeks or months)
  - d. Citizenship when requesting to work outside of the U.S.
3. Submit for unit review and obtain approval before making any changes to the remote work location, schedule, or duration.
4. Make any necessary adjustments to their personal information, taxes, and benefits.

#### E. Unit Responsibilities

1. Review requests and ensure compliance with applicable laws, policies, and procedures before extending an offer or approving a work arrangement.
  - a. For "non-United States workers," (e.g., employees in H-1B, TN, E-3, or J-1 status), contact the International Center to discuss immigration compliance.
  - b. When an employee requests to work outside of the U.S. or from a U.S. Territory, the unit human resources representative or their delegate submit required information described in the remote work review process including but not limited to:
    - (1) All required information from the employee
    - (2) Description of the compelling business need
2. Ensure employees with hybrid or mobile/remote work arrangements have the required work agreement on file. Units must review agreements annually at a minimum and renew or update as appropriate.
3. All costs associated with the assessment of legal/tax requirements and local regulations, whether for domestic or international remote work, will be the responsibility of the unit.
4. Compliance with local business, tax, and employment laws and regulations, whether for domestic or international remote work, will be the responsibility of the unit. If consultation is needed with outside legal counsel, work with the Office of the Vice President and General

Counsel to select outside counsel.

#### F. Central Administration Responsibilities

1. Central offices identified in the remote work review process will review the information provided by the unit for any requests to work outside of the U.S. or from a U.S. Territory, provide consultation, and where applicable permission.

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**Related Policies:**

Duty Off-Campus (/policy/201.90)

Remote Location Pay and Reimbursement of Dependent Relocation Costs (/policy/201.51)

Work Rules and Conditions (/policy/201.05)

**Related Links:**

Remote Employment (<https://hr.umich.edu/working-u-m/management-administration/remote-employment-policies-agreements>)

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