



Remote Work Agreement

Out of State Remote Work Agreement – Additional Approval

MSU recognizes the occasional need to permit an employee to work outside the state of Michigan (whether in another state or another country). Because of the cost and complexity of the issues involved, MSU requires approval for each employee working outside the state of Michigan (including new hires and existing remote work arrangements) as set forth below. The terms of the [Remote Work Policy – Out of Michigan](#) and [Remote Work Agreement](#) apply to employees subject to this Policy. All employees currently employed outside the state of Michigan must go through this process and are subject to this Policy.

Only a Dean, Vice President, or Major Administrative Unit (MAU) leader can approve a request for remote work outside the state of Michigan. Unit leaders will share responsibility with the University for all compliance and administrative requirements, and compliance monitoring with employment in another state. These items may include, but are not limited to, state leave laws and requirements, tax withholding, health insurance, and unemployment and workers compensation registration, payments, and claims processing. Review the Remote Work Policy for

The parties have read and understand this agreement and agree to the duties, obligations, responsibilities, and conditions described within. The Agreement does not alter or supersede the terms of the existing employment relationship. The employee understands that MSU may modify or discontinue the Remote Work Policy, the Remote Work – Outside of Michigan Policy, and/or this agreement at any time with 30 days’ notice or shorter notice. This agreement replaces and supersedes all prior telecommuting or remote work agreements and/or arrangements. The employment relationship between MSU and the employee shall be governed by the laws of the state of Michigan and this agreement shall be construed under the laws of the state of Michigan.

Employee Name:

Employee Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date:

Additional Approval for Out of State Remote Work:

- Dean
- VP
- MAU Authorized Signatory

Approver’s Name:

Approver’s Signature:

Date: