

# Temporary Out-of-State Telecommuting Authorization Form



The King County Telecommuting Policy requires employees to reside in Washington State and within a reasonable distance to their primary county work site unless extenuating circumstances warrant an exception. Telecommuting from another state requires the application of state-specific payroll taxes and employment law. Telecommuting from another state for up to 30 calendar days will require the employee's supervisor, HR Manager, and Department Director's approval. **Any request to work out of state that exceeds 30 calendar days in a single instance or cumulatively within a calendar year requires advance approval by the above and the Director of the Department of Human Resources.**

The County will not approve employee requests to temporarily telecommute from international locations, locations within U.S. Territories, and the states of North Dakota, Ohio, and Wyoming.

<b>Employee Name</b>		<b>Employee Classification</b>					
<b>Employee Dept/Division/Section</b>		<b>Employee Supervisor</b>					
<input type="checkbox"/> Non-Represented/Non-Union <input type="checkbox"/> Represented/Union Local:		<input type="checkbox"/> FLSA Exempt (salaried) <input type="checkbox"/> Non-exempt (hourly)		<b>Requested Out-of-State Telecommuting Dates</b>			
<b>Telecommuting Schedule</b>							
	<input type="checkbox"/> Mon	<input type="checkbox"/> Tue	<input type="checkbox"/> Wed	<input type="checkbox"/> Thu	<input type="checkbox"/> Fri	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun
Start time							
End time							
<b>Schedule Notes</b> <i>(Alternate Work Schedule details should be documented here if applicable)</i>							
<b>Street Address of Temporary Out-of-State Remote Workplace</b>							
<b>Does the employee hold a U.S. Visa?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>							
If yes, must contact DHR-Compensation and Classification Services prior to approval							
<b>Justification for Out-of-State Work</b>							

## DEPARTMENT RESPONSIBILITIES

If a request to work out of state that exceeds 30 calendar days in a single instance or cumulatively within a calendar year is approved, the employee's department is responsible for completing the following:

1. Work with DHR/Payroll to set up any applicable payroll deductions for the state in which work will be performed.
2. Update the employees personnel record to reflect their temporary out-of-state mailing address
3. Telecommuting Agreements, either:
  - Complete a new Telecommuting Agreement to ensure the employee's acknowledgement of County telecommuting policies, **OR**
  - Review the existing Telecommuting Agreement with the employee to 1) Document any changes to the employee's responsibilities or communication and security protocols resulting from the temporary out-of-state work, 2) Reinforce the employee's established performance expectations and regular check-in schedule, and 3) Reinforce the County's responsibilities, including what equipment and supplies will be provided to the employee.
4. Update the employee's personnel record to reflect their Washington State address after the employee has returned.

## EMPLOYEE AGREEMENT

By signing below, I certify that I have read, understand, and agree with the terms outlined in King County's Telecommuting Policy and this request. I also understand that King County will apply required employer out-of-state, local, and other taxes or applicable employer and employee deductions when out-of-state work exceeds 30 calendar days in a single instance or cumulatively within a calendar year. I understand that I should seek professional advice on the potential impacts of any and all employee taxes and deductions. I understand these taxes and deductions will be effective starting the first pay cycle after out-of-state work begins. I agree to comply with all other applicable King County directions and policies, including guidelines for computer use, data confidentiality, and security.

<b>Employee's Signature</b>	<b>Date</b>
<b>Employee's Supervisor Signature</b>	<b>Date</b>
<b>Department HR Manager Signature</b>	<b>Date</b>
<b>Department Director/Designee Signature</b>	<b>Date</b>

## DHR approval for requests exceeding 30 calendar days in a single instance or cumulatively within a calendar year

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>DHR Director/Designee Name</b>	<b>DHR Director/Designee Signature</b>	<b>Date</b>
<i>Justification for approval or denial:</i>			

Requests for up to 30 days, either in a single instance or cumulatively within a calendar year

Cc: [Employee's Personnel File]

Requests that exceed 30 days, either in a single instance or cumulatively within a calendar year

Cc: [Employee's Personnel File]

DHR – Central Employees Service Division, Payroll, Benefits, and Worker Compensation.

DHR – Compensation and Classification Services (Visa holders only)

King County Office of Risk Management. Forward copy to: [zzgrprmrisktran@kingcounty.gov](mailto:zzgrprmrisktran@kingcounty.gov)