

Domestic Remote Work for Student Employees

1. Scope

This policy applies to all student employees, including undergraduate and graduate student employees.

2. Definitions

Domestic Out-of-Work Location means work conducted either (1) in New York City, or (2) outside of New York State, but within the continental United States and the Hawaiian Islands.

3. Policy Rationale

There are significant costs and legal and regulatory complexities involved in administering Domestic Out-of-State Work Location arrangements. A single employee working remotely in another state may subject the university to that state's labor and employment and tax laws, including withholding requirements, and other regulatory matters which require university compliance.

4. Policy

Student employees are employed with the understanding that their work will be completed while in residence on the Henrietta campus. Student Employees may be allowed to work in a remote capacity in a Domestic Out-of-State Work Location for no more than thirty (30) consecutive days in a single calendar year. Unless otherwise stated in this policy, student employees may not work remote in any international locations or in the United States Territories for any length of time. While student employees may work during academic breaks, they should be provided a break from employment to recharge and should not be required to work.

5. Graduate Assistantships (GA, GTA ,GGA)

Graduate Assistants, Graduate Grading Assistants, Graduate Technical Assistants, and Graduate Teaching Assistants Domestic Out-of-State Work Location arrangement that will exceed thirty (30) consecutive days in a calendar year must be approved in writing by a vice president or their designee (i.e., a Dean, or other senior leader), and must be supported by a compelling business need based on the nature of the position, such as grant work, research, study, or the requirements of the position.

6. Domestic Out-of-Work Location Guidelines if Approved

a. The Remote Work Request must be completed and submitted to the Student Employment Office (SEO) prior to the start of the remote work if it is expected to exceed thirty (30) consecutive days.

b. The department or unit employing the student employee is responsible for establishing guidelines for timekeeping, frequent communication, and all other employment related processes.

c. The department or unit shall be financially responsible for all additional legal, compliance, and administrative costs incurred by the university for any student employee approved to work in a Domestic Out-of-Work Location.

d. Students must meet student employment eligibility requirements regardless of where they are located. Eligibility requirements include that the student complete and submit an I-9, and that the student is registered full time.

e. If a student is in an hourly role they must report their actual hours worked to the minute (i.e., not scheduled hours) to whomever is responsible for entering the student's hours into Kronos.

f. It is the responsibility of the department or unit to know if a student is working remotely.

g. The granting of exceptions for these roles is subject to further limitations in states where domestic remote work is not permissible based on other university policies.