

UCOP Local Human Resources Policy – OUT-OF-STATE WORK POLICY

I. POLICY REFERENCES

- a. NA

II. GENERAL

This policy covers Out-of-State Work for employees of the University of California, Office of the President.

III. DEFINITIONS

- a. **Out-of-State Work** is defined as work performed by a UCOP employee whose position is associated with UCOP's California-based operations while that employee resides in a state other than California. Positions assigned to UCOP's Washington, D.C. office are excluded (e.g., primarily Federal Government Relations and UCOP UCDC Center staff).
- b. **Out-of-State Recall** is notice given to an employee in a letter or email, indicating the date by which they are expected to return to or begin California-based residence to continue employment at UCOP.
- c. **Senior Management Group** is defined as employees in the Senior Management Group Level One and Level Two classifications (see University of California – Regents Policy 7701).

IV. POLICY

UC Office of the President (UCOP) is an entity whose business operations reside within the state of California except those in Washington, D.C. (primarily the UCDC Center and Federal Government Relations). For UCOP's California-based operations, UCOP prohibits Out-of-State Work.

Exceptions are rare and written justification for a proposed exception is required. All exceptions to this prohibition must be approved by the President in consultation with the UCOP Executive Workforce Actions Committee (EWAC) and the UCOP Human Resources Executive Director. Senior Management Group (SMG) employees are required to live in the state of California, without exception. UCOP reserves the right to recall out-of-state workers to California. The President shall communicate exceptions annually to the Chair and Vice Chair of the UC Board of Regents.

This policy supersedes previous UCOP practices, agreements, and communication regarding Out-of-State Work.

V. EFFECTIVE DATE AND IMPLEMENTATION

This policy is effective immediately. Implementation of this policy will result in a rigorous review of all existing Out-of-State Work approvals, recruitments in progress, and new exception requests submitted after the effective date of this policy.

An existing Out-of-State Work approval or arrangement is not a guarantee of continued approval for

working out of state.

VI. ADMINISTRATION OF POLICY

The Executive Director of UCOP Human Resources is responsible for administering this policy.

Authority to approve exceptions: The President approves exceptions in consultation with the EWAC and the Executive Director UCOP Human Resources. The EWAC membership includes the Executive Vice President and Provost, the Executive Vice President and Chief Operating Officer, the Executive Vice President and Chief Financial Officer, and the Chief of Staff to the President. The Executive Director of UCOP Human Resources will act in an advisory capacity and provide recommendations to the President and EWAC.

VII. POLICY REVISION HISTORY

- a. Policy effective date: June 15, 2023

VIII. ATTACHMENTS

- a. NA