

City of Minneapolis

Guidelines on Out-of-State and Out-of-Country Remote Work Requests

Definitions

Out of State: “Out of State” as used in this guideline shall mean any remote workplace outside of the States of Minnesota and Wisconsin.

Out of the Country: “Out of the Country” as used in this guideline shall mean any remote location outside of the United States (the 50 States and the District of Columbia). Any location outside of the United States shall not be approved for remote work.

Temporary: “Temporary” means no longer than 15 days per calendar year.

Remote Work Guidelines

Out of the Country Remote Work:

Out of the Country remote work is not allowed. Requests from employees to work from locations **Out of the Country cannot** be accommodated at this time due to data security, tax, employer compliance training, workers compensation, insurance, and other concerns.

Out of State Remote Work:

Long term Out of State remote work is not allowed. Out of State work on a temporary basis with prior department head approval under the provisions outlined below.

Guidelines

These guidelines apply to City employees who work while temporarily visiting another state. Approval should be based on a short-term request, no longer than 15 days, except in extraordinary circumstances, which must be discussed with Human Resources prior to approval. Out of state telework should not be authorized as an ongoing work arrangement.

For employees requesting to work temporarily outside of Minnesota, the **City of Minneapolis may authorize, for up to 15 days in a calendar year, out-of-state work arrangements for eligible employees.**

The goal of these guidelines is to provide flexibility to employees while they are physically and temporarily located outside of Minnesota and can work.

Under these guidelines, employees may be eligible to work **for up to 15 days per calendar year** while out-of-state if they can demonstrate that they can successfully carry out their job duties remotely and follow the process outlined below to receive approval from their department head, director, and immediate supervisor before commencing out-of-state work. The terms and conditions of employment continue to be governed by applicable Civil Service Commission Rules, collective bargaining agreements, laws, and City policies and procedures. Hiring managers must consult with their HRBP to determine whether a different period of time may be appropriate to allow time for relocation for new hires.

Process

Approval from the Department Head or their designee must be obtained before an employee may commence any out-of-state work. Approval will be conditioned on the employee's acknowledgment of performance expectations including meeting availability; agreeing to work consistent, business hours set by their supervisor(s); work deliverables; and quality customer service.

Approval for temporary out-of-state work does not create a contract of employment, does not alter the employee's status, or assigned post of duty, and is not a basis for changing the employee's salary or benefits.

The employee's work in another state may have income tax reporting requirements and other legal requirements for employees and employers in that state.

The City of Minneapolis may rescind its approval of out-of-state work at any time, either on an individual basis or by rescinding these guidelines and will seek to give affected employees reasonable notice of the decision. Working from an Out of State work

location without department approval may be grounds for discipline up to and including termination.

Situational examples:

- Conferences
 - If attendance at an out of State conference has been approved by management, then no further action is required.

- Employee living in Wisconsin
 - Wisconsin is a state the State of Minnesota has work reciprocity with and an employee may work remotely in Wisconsin. Employees must have a valid AWA telework approved by the department head or designee.

- Care for family in another state.
 - Telework is not a substitute for family care. Employees who request to work out of State, while in a leave status, must comply with these guidelines. The supervisor must consult with their HRBP before granting approval for out of State work. If employees are caring for family, Family Medical Leave may be appropriate in some situations.

This list is not intended to be exhaustive; please contact your HRBP with specific questions.