

Policy Regarding Faculty and Staff Working from Outside Missouri

By default, the assumption is that all Truman State University faculty and staff are performing their work in Kirksville, Missouri, unless specifically hired with a remote work or hybrid work arrangement.

As employees who perform their duties outside the State of Missouri may trigger certain compliance and tax obligations for the University, prior University approval is required for out-of-state work arrangements. The decision to permit work arrangements outside of the State of Missouri will be submitted to, and decided by, the Executive Leadership Team member who supervises the applicant (or the applicant's unit), in consultation with the Director of Human Resources and the State and Federal Compliance Coordinator.

Work arrangements outside of the United States will not be permitted.

Faculty or staff requesting to work from outside of the State of Missouri for an extended period of time must notify their supervisor, the State and Federal Compliance Coordinator *and* the Director of Human Resources. Notification should be provided *at least* three months in advance of the commencement of out-of-state work for current employees and at the finalist stage (for all candidates) from interviews of new personnel.

Arrangements in some states may require additional advance notice due to regulations in those states. Requests may be denied due to insufficient advanced notice, even if notice is provided three months in advance, if the time for approval in a particular state proves to be longer.

What is an Extended Period of Time?

Incidental travel, such as for out-of-state medical treatment, an academic conference, a short vacation, or a visit to a family member, during which some telecommuting or incidental work is taking place, would not trigger this policy. Faculty and staff who live in a bordering state and commute to Truman's physical campus to perform their primary work would also not trigger this policy. This policy is meant to address circumstances in which faculty or staff are located in another state, and are performing their regular duties, for more than the number of days specified in that specific state to be considered an employee.

Examples of situations that would typically trigger the policy include, but are not limited to:

- An employee who lives and works remotely from another state full-time, such as an online instructor, out-of-state recruiter, paid clinical supervisor, etc.

- An employee who telecommutes from out-of-state for a single period greater than seven days, or for cumulative time greater than seven days.
- A faculty member who teaches from out-of-state, either at an on-ground site, study away course, or online course for a period greater than seven days. For example, a faculty member who teaches their summer course(s) from an out-of-state vacation home would trigger this policy.
- A faculty or staff member who regularly works both in Missouri and out-of-state in a planned manner, such as a faculty member who spends alternating weeks at an out-of-state site.

Human Resources and/or the State and Federal Compliance Coordinator have the right to determine those circumstances that trigger the policy based on the tax and physical presence rules of individual Secretaries of State, state licensing boards, state tax offices, or other controlling entities.

Faculty and staff do not have a right, as a matter of their employment, to work from out-of-state. The University will consider the return on investment (e.g., cost of complying with the state's regulations, application requirements, fit of the state with anticipated program offerings, the availability of other viable options, etc.) when making a determination for approval.

Notifying the University

Current employees requesting to temporarily work from out-of-state should provide written notice of their plan for working out-of-state, including the location(s) and duration of their planned time in the other state(s), using the request form for faculty or for staff (available from Human Resources). This form must be completed by faculty or staff. Inquiries by supervisors without a submitted form are advisory only and will not be considered final until a form is received and reviewed.

Permanent remote or hybrid work arrangements for new employees will be approved through the normal hiring process, with additional approvals from the State and Federal Compliance Coordinator and the Director of Human Resources required.

Employees with remote or hybrid work arrangements should be aware of the University's [travel reimbursement policy](#) as it pertains to their specific work arrangement.

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