



REQUEST TO RELOCATE OUTSIDE THE STATE OF OHIO AND CONTINUE EMPLOYMENT

SECTION 1: REQUEST FOR APPROVAL TO RELOCATE OUTSIDE THE STATE OF OHIO OR THE STATE YOU LIVED IN AT THE TIME OF YOUR ORIGINAL HIRE & CONTINUE EMPLOYMENT

Date: _____ Department: _____ College: _____

Employee Name: _____ Banner ID: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

New Street Address: _____

City: _____ State: _____ Zip Code: _____

Employment Type ☐ Full-time ☐ Part-time ☐ Term ☐ Tenure Track ☐ Tenured ☐ Temporary

Employment Class ☐ Full-time Faculty ☐ Part-time Faculty ☐ Other (please list): _____

Position Title: _____

Please provide any additional information including the requested effective date of relocation for approval.

SECTION 2: DEPARTMENT CHAIR/DIRECTOR RECOMMENDATION

Department Chair/Director: ☐ Recommend ☐ Not Recommended

Printed Name: _____ Signature: _____ Date: _____

Comments: _____

If recommended, please complete Sections 3 and 4 of this form. If not recommended, Sections 3 and 4 are not required. Please forward the form to the Dean for review.

SECTION 3: ADDITIONAL CONSIDERATIONS

Select at least one:

- ☐ The employee contributes to YSU's teaching and/or research mission such that otherwise it could not be met by an Ohio resident internal/external new hire.
- ☐ The employee provides expertise or required support services to students, staff and/or faculty that cannot be appropriately or effectively provided by an Ohio resident internal/external new hire.
- ☐ The skills and background required for the job are so specialized and unique that required services for students and/or critical staff and/or faculty functions could not be provided by an Ohio resident internal/external new hire.
- ☐ The out-of-state relationship is of substantial benefit to YSU's ability to meet our academic, research, or efficiency needs and could not be provided by an Ohio resident internal/external new hire.
- ☐ Other (please describe): _____



REQUEST TO RELOCATE OUTSIDE OF OHIO OR SURROUNDING AREA

SECTION 4: JUSTIFICATION QUESTIONS

1. Brief justification for allowing remote work outside of the state of Ohio:

2. Duration of out-of-state work arrangement (start/end dates if temporary):

3. If student facing role, how will work be covered so that it does not negatively impact student experience?

4. Campus attendance expectations and confirmation employees will cover travel expenses:

5. For faculty: Teaching in a fully online program? If not, how will course assignments be handled?

6. For faculty: How will university service requirements be satisfied?

7. For full-time: Does employee understand they cannot hold other full-time positions and part-time/consulting work requires preapproval per university policy 3356-7-34?

SECTION 5: APPROVALS

Dean or Administrative Superior: ☐ Recommend ☐ Not Recommended

Printed Name: _____ Signature: _____ Date: _____

Comments: _____

Division Officer: ☐ Recommend ☐ Not Recommended

Printed Name: _____ Signature: _____ Date: _____

Comments: _____

HR Review: ☐ Low Risk ☐ Medium Risk ☐ High Risk Signature: _____ Date: _____

Comments: _____

Payroll Review: ☐ Low Risk ☐ Medium Risk ☐ High Risk Signature: _____ Date: _____

Comments: _____

President Approval: ☐ Approve ☐ Not Approved Signature: _____ Date: _____

Comments: _____