

COLUMBIA UNIVERSITY INTERNATIONAL FULLY REMOTE EXCEPTION PROPOSAL FORM

This International Fully Remote Exception Form is used to request an exception to Columbia's onsite or hybrid work model and, if approved, permits an employee to work internationally on a fully remote basis, usually for a set period of time. This form should be used by all employees (including VHOs) requesting an international fully remote work arrangement. Employees working fully remotely should be aware that living and working outside of New York State may have tax implications; Columbia University does not provide tax advice to its employees. Students and non-student casuals may never work fully remotely. For more information about Columbia's Flexible Work Policy, please go [here](#).

To be Completed by the Unit

Date Request Submitted: _____

Employee Name: _____

Job Title: _____

Full Time: ☐ Part Time: ☐

Employment Type: ☐ Officer of Administration ☐ Non-Union Support Staff
☐ Officer of Instruction ☐ Officer of Research ☐ Officer of the Libraries

Employee ID: _____

Employee Email: _____

Unit Name (administrative department): _____

Name of Employee's Manager/Supervisor: _____

Name of Unit's Executive Leadership who has approved this arrangement: _____

Name of Sponsored Projects Administration personnel who have approved this arrangement if employee is grant-funded: _____

Remote Work Location Address: _____

Remote Work Location Type: ☐ Home ☐ Columbia or partner site ☐ Other _____

Does the individual have legal work authorization in the country where they will be working? _

If employee is currently an employee of Columbia, please provide their first employment date at Columbia: _____

Fully Remote Work Arrangement Proposed Start Date: _____

Fully Remote Work Arrangement Proposed End Date (if known): _____

Instructions

1. Questions one through seven below are to be completed by the employee's unit. When completed, the form should then be forwarded to CUHR/the Vice President, Human Resources, or his/her designee, to the CUIMC Chief Human Resources Officer or his/her designee, or Zeid Sitnica (zs2152@columbia.edu) in the Division of Academic Appointments, Office of the Provost for submission to the Provost's Remote Work for Academic Personnel Committee. Please make sure to attach a copy of the employee resume/curricula vitae.
2. The Vice President of CUHR, the Chief Human Resources Officer, CUIMC, or the Provost's Remote Work for Academic Personnel Committee will indicate their decision in Section I after review with the International Hiring Committee.
3. If the proposal is approved, the employee, the employee's manager, and the Unit's Executive Vice President or Dean should sign and acknowledge terms in Section II.
4. Once complete, the entire document should be returned to the employee's manager for completion of Section III periodically (if applicable).
5. For Morningside Only: request reviewed by Department's SR. HRBP (if applicable)

Name: _____ Date: _____

To be Answered by the Employee's Manager

1. Is this a legacy case? _____
 - a. If so, in what year did this arrangement start? _____
 - b. If this is a legacy case, did the Unit rely on any formal policy or can the Unit provide any documentation upon which it relied when this arrangement was initiated? If so, please attach to this request.
2. Please provide justification for this fully remote work arrangement. (Please feel free to attach additional pages.)

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3. Please attach the employee's job description (approved by Unit's Senior Human Resources Business Partner or Executive Vice President or Dean).

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4. What communication tools/equipment will the employee be using to support their remote work arrangement? Who will provide these?

5. What is the proposed salary if the employee works fully remotely?

Please estimate what the employee's salary would be if the employee were located in New York:

For information about salary differentials, please contact your Senior Human Resources Business Partner.

If remote salary is the same as New York Salary, please provide explanation.

For information about salary differentials, please contact your Senior Human Resources Business Partner.

6. Is the employee in a non-immigrant visa status? Yes ☐ No ☐

If yes, indicate Visa type: _____

If yes, indicate citizenship: _____

7. The service cost of an international hire is at least 11% or a minimum of \$750/month that the School/Department generally may not allocate to a sponsored project. Please explain why this cost is necessary in this case. (Exception: If the project explicitly requires someone to be located abroad for the purposes of performing the work, please confirm sponsor approval has been obtained).

Export/Sanctions Questions

1. Will the remote work occur in countries/regions subject to comprehensive sanctions or designated a "foreign country of concern" by the U.S. government? These countries / regions are Cuba, China, Iran, North Korea, Russia, Syria, and the Crimea, Donetsk, and Luhansk regions of Ukraine. _____
2. With the exception of Columbia laptops and mobile devices, will Columbia send any equipment, supplies or materials to the remote employee outside the U.S.? (This includes hand-carried items and items that will be sent back/returned to the U.S.)? _____
3. Will the remote employee require access to non-public, third-party data while outside the U.S.? This includes data provided by third parties to Columbia under non-disclosure/confidentiality agreements or data use/sharing agreements. _____
4. Will the remote activities involve collaboration with or use of a third-party's facilities abroad? If so, provide the entity name(s). _____

If yes to any of these questions, please provide approval from the Office of Research Compliance and Training (research-compliance@columbia.edu). _____

Approvals Required

Please be aware that the international employee, supervisor, and their approvers must understand international hiring may be facilitated through a Professional Employment Organization ("PEO") or

other local entity. Consequences of PEO hires include, but are not limited to, the PEO/local entity being the direct employer responsible for hiring and paying the employee in the jurisdiction where they are performing the work; the employee will be put on a zero-salary appointment with Columbia University and is not considered to be a Columbia employee during the period of employment by the PEO/local entity. The employee will not have access to the same benefits as provided by the University; the University cannot assist international employees on taxation matters or other regulatory obligations in foreign jurisdictions, and the employee should seek their own outside advice regarding these matters.

Please be aware that J-1 status employees are not eligible for fully remote work under Federal regulations. Employees who are in J-1, H-1B, O-1, TN and E-3 status currently working in a hybrid work arrangement or seeking approval for a hybrid work arrangement must notify the ISSO.

I. Fully remote work arrangement decisions considered by CUHR, CUIMC HR, or the Provost's Remote Work for Academic Personnel Committee after review with the International Hiring Committee:

Proposed remote work is (check one):

- ☐ Approved
- ☐ Declined
- ☐ Modify and resubmit

If the request needs revision or is declined, please describe revision needed and/or business rationale below. (Please feel free to attach a page to this document.)

Signature _____ **Date:** _____

Vice President of Human Resources or his/her designee, the CUIMC Chief Human Resources Officer or his/her designee, or Provost's Remote Work for Academic Personnel Committee or his/her designee.

II. Employee, Manager and Unit's Executive Leadership Consent to Terms

I understand that approval of this proposal does not constitute and will not be construed as a contract of employment. Columbia University employment relationships are "at will" for non-academic personnel. This fully remote arrangement is not intended to supersede or override Columbia University employment policies at any time.

Termination Date of Fully Remote Work Arrangement (if known): Date: _____

Employee Signature: _____ **Date:** _____

Manager (Principal Investigator) Signature:

_____ **Date:** _____

Administrative Department Chair or Director of Institute/Center Signature (if applicable):

_____ **Date:** _____

Dean/Executive Vice President Signature:

_____ **Date:** _____

- III. To be updated by the employee's manager if the employee is an Officer of Administration or NUSS Support Staff:** The University requires that managers schedule reviews after the first, third and sixth month, and periodically -- at least annually -- thereafter.

Reassessment date: _____

Reassessment date: _____

Reassessment date: _____

Reassessment date: _____

Reassessment date: _____

All remote work arrangements must be approved in advance. Final approval is at the discretion of the offices referred to above.

The approved proposal forms and any backup documentation for all fully remote arrangements should be held in the Unit. A signed and approved copy should be forwarded to and kept by the employee.