

Temporary Out-of-State Telecommuting Employee Request Form



Section 1 – To be completed by requesting employee					
Employee Name		Employee Job Title			
Employee Dept/Division		Employee Supervisor			
Requested Out-of-State Telecommuting Dates					
Start date			End date		
Telecommuting Schedule (document start/end times using times in the Pacific Time Zone)					
	Mon	Tue	Wed	Thu	Fri
Start time					
End time					
Schedule Notes (Alternate Work Schedule details should be documented here if applicable)					
Street Address of Temporary Out-of-State Remote Workplace					
Reason(s) for your Out-of-State Telecommuting Request					
<p>Employee Agreement</p> <p>By signing below, I certify that I have read, understand, and agree with the terms outlined in King County's Telecommuting Policy and this request. If my request is approved, I understand that King County will apply required employer out-of-state, local, and other taxes or applicable employer and employee deductions when out-of-state work exceeds 30 calendar days in a single instance or cumulatively within a calendar year. I understand that I should seek professional advice on the potential impacts of all employee taxes and deductions. I understand these taxes and deductions will be effective starting the first pay cycle after out-of-state work begins. I agree to comply with all other applicable King County directions and policies, including guidelines for computer use, data confidentiality, and security.</p>					
Employee signature				Date	
After completing the section above, submit request to your Supervisor					

Section 2 – To be completed by the employee's department/division

Departments may have different levels of required approval signatures to process out-of-state telecommuting requests. Use the section below to document the signatures needed to approve this request in your department/division.

Employee's Supervisor	Supervisor Signature	Date
Div. Director/Designee	Div. Director/Designee Signature	Date
Dept. HR Manager	HR Manager Signature	Date

Department Determination

- Employee request approved by Department
- Employee request denied by Department
 - Basis for denial: Insufficient business justification Out-of-country request
- Employee request exceeds 30 days, department is supportive of request, and will seek DHR approval (complete Section 4 below).

Dept. Director/Designee	Department Director/Designee Signature	Date

Section 4 - DHR Determination (if request exceeds 30 days) To be completed by employee's department

Department-supported requests that exceed 30 days of out-of-state telecommuting require DHR approval. After receiving DHR's determination, check the appropriate box below and return a copy of this completed form to the employee.

- DHR approval
- DHR denial

CC: Approved requests only [Personnel File]