

**Cornell College**  
**POLICIES AND PROCEDURES**

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Department:	Business Services and Human Resources
Subject:	Hiring Out-of-State Employees Policy
Effective Date:	May 17, 2021
Approved By:	Presidents Council

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**POLICY OVERVIEW**

Faculty and staff can be hired to work remotely within the states that we are currently set up in for payroll - this includes IA, IL, IN, MN, CO, FL, & WI. If you want to hire a faculty or staff member to work remotely in a state not listed, please request this through the business office and human resources with at least a one-month advance notice. Requests will be reviewed and prioritized based on programmatic and business needs.

Student workers can be hired to work remotely within the states that we are currently set up in for payroll - this includes IA, IL, IN, MN, CO, FL, & WI.

To request to hire an employee in a state not currently set up, please email the Co-Controller, Budget and Operations & Human Resources ([human\\_resources@cornellcollege.edu](mailto:human_resources@cornellcollege.edu)). Please include the state, approximate hours to be worked, job title, & time period duration (hire and end date if known).