

North Dakota State University

Policy Manual

SECTION 144.1

TEMPORARY CHANGE OF WORK LOCATION

SOURCE: NDSU PRESIDENT

1. Employees may be required to change their work location out of state for extended periods of time for various reasons, such as research, etc. Change of location occurs when an employee will be out of state for an extended period of time for the specific purpose of performing work within the scope of the employee's duties. "Extended period" means for longer than 30 consecutive calendar days.
2. To ensure proper Worker's Compensation coverage, liability coverage and administrative approvals, employees must submit a summary of the proposed work, location, term, and the personnel involved to the appropriate supervisor for approval. Such absences must be approved by the appropriate Vice President. The supervisor shall contact the University Police and Safety Office prior to the temporary change to ensure Worker's Compensation coverage.
3. A temporary change of work location is not a [Development Leave \(Policy 132\)](#) or [Leave Without Pay \(Policy 149\)](#). Change of work location is normally for a shorter period of time, continues work within the scope of employment, maintains at least some departmental responsibilities, and is not part of a separate degree program.

HISTORY:

New	August 29, 1999
Housekeeping	September 2009