

BP 7290 IN-STATE EMPLOYMENT

References:

To maintain compliance with tax regulations, labor laws, and other legal requirements, employees are generally not permitted to work from a location outside the state of California where their primary work location is established, without explicit authorization from the District.

As a California public community college, the District's business operations almost exclusively reside within California. Employees shall not perform District-related work outside of California. Exceptions to this prohibition are limited to approved and documented purposes for conducting District business in a region outside of California, such as limited-term business travel to attend a conference.

Any exception must be approved in writing in advance by Human Resources and the area Vice President. A remote work arrangement outside of California, in and of itself, is not a purpose for conducting business out of the state.

Any changes in an employee's primary work location or temporary work arrangements, including requests for out-of-state work, must be promptly communicated to Human Resources. Failure to comply with this policy may result in corrective action, up to and including termination of employment.

Also see AP 3050 Institutional Code of Ethics

Date Adopted: October 15, 2024