

Workers Outside of Illinois

In exceptional circumstances, Northwestern recognizes the occasional need to hire or reassign an employee who will, due to the nature of a particular position or business needs of the University, need to reside and perform their work in the U.S., but outside of the State of Illinois. School/Unit Leaders and Managers are expected to refer to the above Decision-Making Guidance Regarding Remote Work when considering offering employment to or approving a current employee to work on a Primarily Remote basis. When an employee's permanent place of work is outside the State of Illinois, that State's employment laws must be followed. School/Unit Leaders, Administrators and Managers may consult with their respective HR Business Partners if they have questions.

For tax purposes, the Office of Human Resources must be notified at least 60 days in advance if an employee is approved by their School/Unit to perform work in the United States from a remote location outside the State of Illinois. It is the responsibility of the employee and their Manager to complete and submit the [Remote Worker Notification Form](#) and any tax documents as advised by Human Resources. The employee is also responsible for updating their home address in [MyHR](#).

The University generally does not permit work to be performed from remote locations outside of the United States, except under very limited circumstances. Schools/Units are required to consult with their respective HR Business Partner (staff) or the Office of the Provost (faculty) before approving a current employee to perform work from a remote location outside of the U.S. or before extending an employment offer to an employee who will not be physically residing in the U.S. when they begin working, regardless of whether it is on a temporary or permanent basis.