



CHAPTER 2	SECTION NO.
College Personnel – Personnel General	2.13
REFERENCE	<i>Adopted: October 12, 2010</i>
2.13.11.01 Out-of-State Employment	<i>Reviewed: September 14, 2010; March 13, 2012; January 16, 2018; April 2, 2025</i>
	<i>Revised: March 13, 2012; April 10, 2018; April 29, 2025</i>

Kishwaukee College's primary location of operation is in the state of Illinois. An "out-of-state employee" is defined as an employee of Kishwaukee College whose primary work location is outside of the state of Illinois. State taxes, employment tax, minimum wage requirements, and worker's compensation provisions vary from state to state and require payroll compliance with these various rules.

Allowable States for Employment

All employees must maintain their primary residence in Illinois or a reciprocal state including Iowa, Kentucky, Michigan and Wisconsin as Illinois has tax agreements with these states.

Exceptions

Kishwaukee College will not hire employees who live and perform work outside of Illinois or the reciprocal states. However, exceptions may be made in compelling situations for employees who are needed to meet a demonstrated academic department, program, or College need.

Arrangements to work out-of-state must be preapproved, in writing, by the appropriate SL T member and the President.

No Exceptions for Living and Working in the States of California, New York, or New Jersey

Exceptions will not be made for employees living and working in the states of California, New York, or New Jersey since these locations have arduous payroll tax, employment tax, minimum wage, and worker's compensation laws.

Required Advanced Notification of Work Location Changes

Employees are required to notify the Human Resources department in advance of any work location changes to states outside of Illinois or a reciprocal state.

Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.