**Policy 229: Hiring Out of State Employees**

Category: Personnel

Covered Individuals: Prospective Employees and Hiring Departments

##### Approved: 02/12/2020

**229.1 Policy**

Employees who reside outside of the State of Idaho and work at College of Eastern Idaho subject the college to the employment laws of other states. Such employment may also result in additional insurance, payroll requirements, and costs (e.g., workers compensation, liability insurance, unemployment insurance, payroll tax withholding/reporting, and administrative costs). As a result, the college will not permit an employee to work for College of Eastern Idaho and reside in another state.

This policy does not apply to individuals hired as independent contractors.

**229.2 Definitions**

* **Independent contractors** - Individuals who render a service and meet contractor conditions established by the IRS. They typically have a separate workplace, are not supervised, and have a particular set of skills not available elsewhere within the organization. They are not entitled to employee benefits, are not covered by workers' compensation, and their pay is usually not subject to income tax withholding.