

Department of Public Safety
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To: All UND Departments

From: Tearnie Braaten Hull
Office Manager/Work Comp Claims Coordinator, UND Department of Public Safety

Date: July 20, 2020

Re: **Out of state Workers Compensation Coverage**

The University of North Dakota is required to procure alternative workers compensation coverage for any employee working outside of the state of North Dakota for any period exceeding 28 calendar days. The Risk Management Workers Compensation Program coordinates the purchase of this required coverage for all state agencies through its broker.

This coverage also applies to employees working 100% remotely/off-campus outside of the state of North Dakota under COVID-19 conditions. This would include those employees who traditionally work on UND's main campus in Grand Forks, but are currently working remotely from a home, including a lake home, in a different state (like Minnesota) and not in North Dakota for more than 28 days in a row. If an employee works remotely (outside of ND) on a partial basis and on campus on a partial basis during the month, there is no need for a change.

For new employees, ***this coverage MUST be in place at the time the employee begins their duties*** for the University. **Part-time employees, adjunct faculty**, etc. must also be considered. Please remember that if a new employee will work away from the campus on a regular basis, a Flexplace Agreement must be submitted prior to their offer.

Attached is a form that must be completed when a department needs to obtain out of state coverage for a UND employee. ***The form needs to be completed by the department***, not the employee. This form is also located on the UND Department of Public Safety web page under the "Out of State Workers Compensation" section:

<https://campus.und.edu/safety/resources/forms.html>

Send the completed information to Stop 9031 or e-mail it to: UND.safety@UND.edu. The information will be forwarded to Risk Management to obtain the coverage.

If you have any questions or concerns, please feel free to contact me at the Office of Safety, 777.3226 or 777.3341.

Thank you!