

# Employee Residency

**Type:** Procedure

**Category:** Human Resources

**Department:** Human Resources

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**Responsible Executive Authority:** Vice President of Human Resources & Labor Relations

## **Purpose**

This procedure is intended to promote efficiency and continuity throughout all campus administrative functions; provide students with high quality assistance and accessibility to all academic and campus services; ensure that students receive an engaging education and respond to emerging needs of students.

Lane Community College is a community college funded by the local taxpayers within Lane County. The interests of the community and the college are best met when employees are present and visible in the communities they serve. Employees residing out-of-state create operational impacts, including limitations on the employee's ability to timely report for on-site work, attend in-person departmental and other meetings, trainings, governance or committee assignments, advise student clubs or attend college events, manage performance, productivity, efficiency, collaboration, and/or ensure adequate operational coverage. The residency requirement ensures that students can be served in a modality that best suits their ever-changing needs and is essential for ensuring adequate technology resources, connectivity, virus protection, and assistance can be provided to employees.

Out-of-state residency creates tax and other potential liabilities to the district, including, but not limited to, business license requirements, compliance with various labor and employment laws, unemployment insurance provisions, worker's compensation, and state mandated training requirements.

## **Definitions**

The term "employees" refers to all College personnel including but not limited to faculty members, classified professionals, manager, and other full or part-time staff.

An employee's residence is defined as the primary place the employee certifies is their intended one, true, permanent home or domicile to which the employee intends to return following any absence. The residence determination is made using a variety of factors including where the employee maintains living quarters, place of filing tax returns, property ownership, driver's license and vehicle registration. The establishment of a P.O. Box does not satisfy residency requirements for purposes of employment.

## **Employee Residency**

All College employees must maintain and permanently reside in a principal place of residence in the State of Oregon.

The College may consider an individual request to temporarily reside outside of the State of Oregon on a case-by case basis upon approval of the Vice President of Human Resources & Labor Relations upon recommendation from the appropriate vice president. Any exception to this policy shall not exceed twelve consecutive months. The College's decision on any such request will be at the College's sole discretion, and is not subject to any appeal procedure, administrative or otherwise.

The effective date of this procedure shall be January 20, 2025. Any employee who is in violation of this policy may be subject to discipline, up to and including termination from college employment.

**Date Adopted**

**Date Last Reviewed**