



Working Outside of the State of North Dakota for greater than 30 days Workers Compensation Coverage

North Dakota Risk Management has provided information under the current administrative rule on securing extraterritorial coverage in the private market for Out-of-State coverage. In order to facilitate transmitting the required information, please follow the rules below to assist in that process.

An employee would need out of state coverage

- If planning to work in another state for **more than 30 consecutive days**, the attached form must be submitted to the Department of Human Resources for coverage to be secured with that state.
- If the employee has a permanent worksite outside the State of North Dakota, or other significant contacts in that state, the employer must obtain workers compensation coverage in that state (i.e. online faculty, etc.).
- If the information is not forwarded to the Department of Human Resources prior to travel, employees injured while working outside the State of North Dakota beyond the 30 days but less than a year may not have workers' compensation coverage.

Complete the form as follows

Working Outside the State of North Dakota form must be filled out and submitted to the Department of Human Resources prior to travel if working outside the State of North Dakota for more than 30 days but less than one year.

- If working in more than one foreign state, be sure to list the dates and departures for each state. You may attach an itinerary.
- Must list the dates you are leaving North Dakota and your return dates.
- Include and explain in detail the purpose of travel.

Submit the completed form to: Office of Human Resources and Payroll, 101 College St SW, Valley City ND, 58072, or e-mail to human.resources@vcsu.edu. If you have questions, please call 701.845.7401.



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To guarantee that all VCSU employees are covered by Worker's Compensation while working outside the state of North Dakota for greater than 30 days, the information below must be provided to the Department of Human Resources and Payroll prior to leaving the state or the start of employment if living in that state. It is imperative that nothing be left blank. If you have any questions, contact 701.845.7401.

Complete if working outside the state of North Dakota 30 consecutive days or more.

Full Name of Employee (Last, First, Middle): _____

Position Title: _____

Empl ID#: _____

E-Mail Address: _____

Department: _____

Employee Phone: _____

Dept. Contact Person: _____

Dept. Contact Phone: _____

Physical address for the out of state office or home office if working from home.

Address: _____

City: _____

State: _____

Zip: _____

Type of building used for work: _____
(office building, greenhouse, vehicle, hotel, apartment, college, home, etc.)

Number of stories/floors in the building used for work: _____

Brief description of job duties: _____

Start Date: _____

End Date: _____

Projected Gross Annual Wage: _____
(only report the projected payroll for the period of time that you worked in that particular state)

Wage Type: Annual Monthly

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