



Montana University System

Office of the Commissioner of Higher Education

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MONTANA UNIVERSITY SYSTEM | COMMISSIONER'S DIRECTIVE

RE: BOR Policy 715: Remote Work Arrangements – Clarifying Guidance on Implementation

EFFECTIVE DATE: August 18, 2026

Board of Regents Policy 715 (adopted November 18, 2022) establishes the framework governing Remote Work Arrangements (RWAs) across the Montana University System, including Temporary Short-Term Remote Work, Hybrid Remote Work Arrangements, and Entirely Remote Work Arrangements. Since the policy's adoption, campuses have raised recurring questions regarding its administration. To promote consistent, system-wide application of Policy 715, the following directive shall govern:

- 1. Overall Posture on Remote Work.** Board of Regents Policy 715 allows for RWAs, and in some circumstances, it is a beneficial employment tool that is warranted and necessary. In most circumstances, however, the mission is best served by having employees work in-person and on campus.

Faculty and staff who provide and support in-person education and services must be engaged and present to deliver successful educational experiences for students.

Campuses will continue review of RWAs to ensure that such agreements, in accordance with Board of Regents Policy 715, advance MUS's mission and do not reduce or impede the quality of services provided to students.

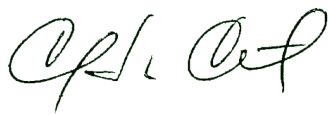
Remote work is a privilege extended at the sole discretion of the institution and is not a right, entitlement, or guaranteed condition of employment for any employee. Eligibility for and continuation of a RWA is based on business necessity, position suitability, and the employee's demonstrated performance and reliability.

No employee acquires a vested interest in a RWA through prior approval, duration of participation, or past practice. RWAs do not alter the employee's classification, compensation, benefits, or terms and conditions of employment, and RWA may be approved, denied, modified, limited, suspended, or terminated at any time, with or without notice, at the discretion of the supervisor, department head, or institution.

- 2. Campus remote work policies and procedures must follow this directive and BOR Policy 715.**

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3. **Hybrid RWA schedules must** identify specific, consistent remote and on-campus days.
4. **Out-of-state remote work locations** may trigger state tax withholding, unemployment insurance, workers' compensation, and potential state law compliance issues for an institution. Thus, any Hybrid or Entirely RWA requires Vice President/Vice Chancellor (or Associate Dean at Great Falls College or Helena College) approval, in consultation with the campus Chief Human Resources Officer, regardless of the arrangement's duration.
5. **International remote work** is not contemplated by Policy 715 and is not authorized under any RWA type absent separate, specific approval coordinated through OCHE Human Resources, given the significant tax, immigration, insurance, and legal compliance issues such arrangements present. Requests for work outside the United States must be submitted to OCHE Human Resources for case-by-case review before any commitment is made to the employee.
6. **Employees on approved RWAs must** maintain the same standards of performance, availability, professionalism, and responsiveness as employees working on-site. Employees must be working, reachable, and available during core business hours as defined by the supervisor and must attend required in-person meetings, training, or events with reasonable notice. Employees must maintain a safe, private, and distraction-free workspace suitable for performing job duties and protecting confidential information. Employees remain subject to standard leave requests and approval procedures while working remotely.
7. **Employees must arrange appropriate care for children, dependents, or other family members independent of remote work hours.** Remote work is not a substitute for childcare, eldercare, or other dependent care, and approval to work remotely does not relieve the employee of the responsibility to secure such care during scheduled work hours. Employees are expected to maintain the same level of focus, availability, and productivity as if working on-site and may not use work time to provide primary care for family members.
8. **Campus HR will coordinate** with union representatives as needed to ensure consistency and awareness of BOR Policy 715 and this directive.



Clayton T. Christian
Commissioner of Higher Education

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