

**Bowling Green State University**  
**Graduate Assistant Work Location Guiding Principles**

These guidelines were created to clarify work site locations for BGSU Graduate Assistants (GAs). Effective Fall 2021, all GA work will be completed on the BGSU campuses. There are two possible exceptions to this:

- (1) If the work requirements of the GA position necessitate off-campus work due to a sponsorship agreement (e.g., a GA assignment necessitates work at an off-campus clinical or research site);
- (2) If there is a documented accommodation from the Office of Accessibility Services (<https://www.bgsu.edu/accessibility-services.html>).

Exceptions based on #1 above must be approved by the supervisor, Department Chair / School Director, and Dean. A record of all exceptions will be retained in the student's academic office through the length of the student's appointment.

To assist BGSU with compliance regarding municipality tax withholding requirements, a Telecommute Form must be initiated by the graduate assistant within one bi-weekly pay period of the approved exception. Once processed, local taxes will be withheld in accordance with where the GA is physically working. Please note, Payroll does not withhold taxes for any states or municipalities outside of Ohio. However, Telecommute forms should be completed for all approved exceptions. Telecommute forms may be found here: <https://services.bgsu.edu/FalconForms/sec/falconforms.htm?falconFormId=133>

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