

# **Guidelines Regarding Employees Providing Services In a Remote or Hybrid Employee Status**

## **Guideline Purpose**

To establish clear criteria for departments, hiring managers, and supervisors on when employees can provide services to WVU (West Virginia University) and/or WVU Research Corporation, collectively referred to as “WVU”, as employees in a Remote or Hybrid employment status.

## **Scope**

These guidelines apply to all classes of employees, including prospective employees, (collectively “employees”) who are physically located within the United States and who have requested and received approval to work in either a Remote or a Hybrid employment status. The Guidelines apply regardless of the citizenship status of the employee providing the services.

These guidelines do not apply to the following:

- Employees working in an On-Campus employment status as employees in this status would be considered to have a base of operation in a WVU campus facility within the state of West Virginia.
- Individuals providing services as an approved independent contractor/vendor.
- Individuals providing services whether as an employee or as an independent contractor/vendor where the services performed would be performed outside the United States. Please see “Providing Services While Physically Outside the United States” for guidelines in this situation.

## **Implementation**

These Guidelines will be effective starting January 1, 2024, for Fiscal Year 2024 and forward. Talent and Culture will enforce implementation of these guidelines.

## **Guidelines**

For purposes of these guidelines, the employees primary WVU campus work location will be the work location the employee reports to when reporting in-person to any WVU campus facility. The employee’s secondary work location will be their home residence and/or other established work location in a non-WVU owned facility which is physically located outside of any WVU campus.

Note – Employees who reside in a WVU owned housing facility are still eligible for a remote or hybrid employment status if the employee’s residence in the WVU owned facility is not tied to their employment. For example, the employee works for the Division of Finance with an on-

campus office at One Waterfront Place. Employee resides in University Place. In this example, the fact that the employee resides in a WVU owned facility is not tied to their employment and a remote or hybrid status is potentially allowable.

Hybrid Status – Hybrid employment status will be limited to employees whose secondary work location is in West Virginia or one of the five surrounding reciprocal agreement states of Pennsylvania, Maryland, Virginia, Kentucky and/or Ohio. Employees whose secondary work location is outside of these states are not eligible for hybrid employment status but may request a remote employment status.

It is anticipated that employees in a hybrid employment status will have an agreed upon work schedule where their work hours will be split between work locations. The agreed upon work schedule will be at the discretion of the employee and their Department based on the work needs.

Remote Status – Remote employment status will be available to employees who will be working from a remote work location such as their home residence and/or any other established work location in a non-WVU owned facility which is physically located within the United States. Remote employment status employees would only need to report to a WVU on-campus facility on rare occasions and/or as requested by their department.

All remote or hybrid employment status positions must be approved by the employee's Department/Unit and by Talent and Culture. Employees cannot elect to work in either a remote or hybrid employment status without prior approval.

Once approved, the employee is responsible for updating Talent and Culture any time their work location or remote/hybrid status changes. Failure by the employee to do so will be considered a breach of the employee's employment contract.

Questions regarding these guidelines should be directed to Talent and Culture at [talentandculture@mail.wvu.edu](mailto:talentandculture@mail.wvu.edu).