

Telecommuting Schedule

After completing the Telecommuting Agreement, the employee will be asked to add their Telecommuting Schedule based on the following categories:

- **Remote:** Employee will work remotely at all times. However, employee occasionally may be on-site for a meeting or to attend a University function or event. A remote worker typically will not maintain a designated physical office or cubicle space on campus.
- **Hybrid (with established schedule):** Employees will work on-site for a specified number of days each week on a regular schedule. The scheduled days the employee works on-site will **not** vary from week to week.
- **Hybrid-Flexible (with flexible schedule):** Employees will work on-site for a specified or variable number of days each week. The scheduled days the employee works on-site may vary from week to week with supervisor's discretion.

All categories will be asked to provide a physical home address for their primary telecommuting location, a physical on-site location if applicable, as well as the effective date that they will begin this schedule. Those with a full-time Remote designation or Hybrid-Flexible will not be asked for a specific schedule. Hybrid-Flexible will have a comment box where the flexibility and schedule expectations can be discussed. If you select Hybrid (with established schedule), you will be asked to complete a chart that looks like this:

Primary work schedule:

Day	Hours From	Hours To	Location (home, office, other)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

After the schedule portion has been completed, you will be asked to complete a separate section related to any WVU equipment and/or property that has been assigned to you for telecommuting purposes. That section will appear as follows:

Equipment Inventory

The following items are WVU property that were assigned to me for my telecommuting work purposes and I understand that all items must be returned to WVU within 14 days of the separation of employment:

- Laptop Computer
- Desktop Computer
- Monitor(s) – how many?
- Keyboard
- Mouse
- Tablet
- Printer
- Headset
- Other: _____

The equipment inventory will conclude the Telecommuting Agreement form within the Blue system. After the employee completes their portion the form will route to the supervisor and second-level supervisor for approval.