

FLEXIBLE SCHEDULE & HYBRID WORK REQUEST FORM

Pursuant to WVSU Board of Governor’s Policy #45, Work Scheduling Innovations, this form must be completed and submitted for approval of both Supervisor and area Vice President. The signed agreement will be provided to Human Resources for official documentation in the employee’s personnel file and updates to online time and leave system. Human Resources sets effective date for agreement to commence. Employee may not begin working under the agreement until provided the effective date from Human Resources.

EMPLOYEE INFORMATION

Employee Name	
Title	
Supervisor	
Department	
Request Type	Flexible Work Schedule Hybrid Work Remote Position
Employee Status	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

HYBRID WORKSITE LOCATION

Address	City
State	Zip
Telephone No:	

Workspace Description: Include a brief description of the remote work location, including how you will ensure the space is free from non-work related interruptions and how confidentiality will be maintained if relevant to your position.

PROPOSED WORK HOURS

*Note the days and hours that you will be working, and check any days you would like to work remotely. You must be reachable via phone, email and other expected communication channels within the time periods indicated below.

LOCATION	START TIME	LUNCH	STOP TIME
<input type="checkbox"/> WVSURD <input type="checkbox"/> Remote	_____ a.m.	_____ minutes	_____ p.m.
<input type="checkbox"/> WVSURD <input type="checkbox"/> Remote	_____ a.m.	_____ minutes	_____ p.m.
<input type="checkbox"/> WVSURD <input type="checkbox"/> Remote	_____ a.m.	_____ minutes	_____ p.m.
<input type="checkbox"/> WVSURD <input type="checkbox"/> Remote	_____ a.m.	_____ minutes	_____ p.m.
<input type="checkbox"/> WVSURD <input type="checkbox"/> Remote	_____ a.m.	_____ minutes	_____ p.m.

TERMS OF AGREEMENT

Performance & Accountability: Expectations remain consistent regardless of work schedule or location. Supervisors will assess performance based on agreed-upon metrics and deliverables, taking into account the flexibility provided by the work schedule. Employees are accountable for meeting deadlines and fulfilling job responsibilities, regardless of their work arrangement. Employee shall complete, in a timely manner, all assigned tasks and assignments. Employee will meet regularly via the appropriate communication (i.e. telephone and/or video conference) with their immediate supervisor to receive assignments and tasks, and to review completed work as necessary or appropriate. Telework will be evaluated through monitoring assignment and project deadlines, responsiveness to all communication, and volume of work completed. Missed deadlines, unreturned calls and emails, and projects not completed within assigned timeframes (among other standards/parameters) may be cause for review of this agreement and appropriate disciplinary action.

Work On-Site. An employee with a hybrid working schedule may be required to work on-campus, for a period or periods of time during times when the position may be scheduled for telework. It is the goal to provide sufficient advance notice whenever deemed necessary by their supervisor. This means that when WVSU is faced with an institutional emergency, employees in essential positions may be required to remain at their alternate work location or to report to work on-campus to protect, recover and continue operations at WVSU.

Adherence to Applicable Terms, Conditions, Guidelines and Policies. Employee will follow all policies, rules, and practices of WVSU as well as the applicable terms, conditions, guidelines, and policies that are referenced in this agreement. Should Employee not adhere to these terms, conditions, guidelines and policies, WVSU may take action, including termination of this agreement and/or appropriate disciplinary action, up to and including termination of employment.

Right to Terminate Privilege of Flexible Schedule or Hybrid Work. Employee's privilege of flexible schedule and/or hybrid work is granted at the will and pleasure of WVSU. WVSU may terminate this Agreement and Employee's privilege at any time, for any reason, and require that the Employee return to their previous schedule and/or on-campus duties on a date designated in the sole discretion of WVSU, with a minimum of 15 calendar days' notice. Employee may request to return to previous schedule and/or on-campus duties and terminate this Agreement by submitting such a request in writing to Supervisor. The Employee Enhancement Committee, in its sole discretion, will determine whether to grant Employee's request to terminate this agreement.

SIGNATURES

Employee

Date

Supervisor

Date

Executive Director

Date