

**Title: #IV-9. Principal Work Base**

**Date: November 7, 2002** (replaces version dated November 9, 1995)

---

---

All faculty and staff are assigned a principal work base. Under normal circumstances, that base will be the West Virginia University at Parkersburg main campus. In instances where Parkersburg is not the principal work base, a definite written understanding will be made at the time of employment. Where appropriate, the principal work base shall be identified in position descriptions.

As a general definition, the principal work base to be established for each employee is the site where the majority of a person's duties are centered.

Should circumstances suggest the desirability of moving the principal work base of a particular position to a new location, the faculty or staff member filling that position will not be arbitrarily moved without her/his consent. Furthermore, moves of principal work base will not be made on a short-term basis--that is, for periods of less than one year.

Any change in principal work base must be approved by the executive level administrator in writing and a copy maintained in the employee's official personnel file.