

Title: #IV-9. Principal Work Base

Date: April 8, 2024 (replaces version dated November 7, 2002)

All faculty and staff are assigned a principal work base. Under normal circumstances, that base will be the West Virginia University 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 notification.

Responsible Administrator: Executive Director, Human Resources & Compliance 304-424-8212