**June 13, 2012**

**A Message from the Provost and Vice President Academic Affairs**

**Summer Hours**

Please continue to adhere to the Summer Hour schedule as delineated below.

 8:00 A.M. to 4:00 with a half hour lunch period

* All adjusted hours must be in writing with immediate supervisor’s approval.
* Vice Presidents are accountable for each employee adhering to work hours through their immediate administrative supervisor.
* In cases where groups of employees have work hours that deviate from the summer or regular hours, immediate supervisors need to have written documentation of agreed upon hours. Variations must comply with the needs of the work to be performed.

**Letters of Appointment**

In compliance with the opinion of the Legal Division of the West Virginia Higher Education Policy Commission, West Virginia State University will no longer issue annual Letters of Appointment to full-time employees unless there is a change in the condition of employment. You will receive a Letter of Appointment when there is a change in salary, rank, title, or classification. Term and adjunct faculty will continue to be required to sign a letter of agreement when applicable.

All full time employees continue to be bound by the policies set forth by the:

 State of West Virginia

 West Virginia Higher Education Policy Commission

 West Virginia State University Board of Governors

 West Virginia State University Administration

 The Faculty Handbook or Classified Staff Handbook

Please continue to be mindful and adhere to these policies. It is your responsibility to be knowledgeable of those rules and regulations that effect your continued employment.

**Children in the Workplace**

All vice presidents, supervisors, and managers should review this matter carefully before allowing this action to occur within their area. Children in the workplace is not a substitute for childcare.

Currently, the University does not have a specific policy directed at Children in the Workplace. However, when children are allowed to be in the workplace, for whatever reason, it:

1. Presents a liability to the institution;
2. Could present a safety hazard;
3. Causes disruption within the department or building;
4. Distracts the employee (parent or guardian) from doing their job and possibly creating a job performance issue; and
5. Hinders the daily flow of office and departmental activity;

**Animals in the Workplace**

All vice presidents, supervisors, and managers should review this matter carefully before allowing this action to occur within their department.

Currently, the University does not have a specific policy directed at Pets in the Workplace. However, when pets are allowed to be in the workplace, for whatever reason, it:

1. Presents a liability to the institution;
2. Causes a danger to other employees (i.e. allergies, fears,);
3. Destruction of property;
4. Possible health and safety hazard;
5. Causes disruption within the department or building;
6. Distracts the employee from doing their job and possibly creating a job performance issue;
7. Hinders the daily flow of office and departmental activity;