

WVURC Employee Responsibilities/Information

The WVURC HR Office has comprised a short list of information that we hope will be useful to you. This list, while not exhaustive, covers many areas that involve your employment with us. While there are many issues and situations that could be addressed, a short list was compiled of the most common areas you will encounter for your information and convenience.

Time off

- Time away from work (vacation, bereavement, illness, etc.) is to be charged to accrued PTO. If you are requesting time off other than PTO, please contact the WVURC HR Office to discuss the situation and process.

Timesheets

- Time sheets, if required of your position, should be accurately completed, signed by your supervisor and sent to the WVURC HR Office immediately following the end of the pay period.

Information Change

- If your personal information, benefits, direct deposit, etc. information needs to be changed, please let us know as soon as possible.

Injuries

- If you are injured on the job, please immediately seek medical attention
- Secondly, ensure your supervisor is aware of the injury and reports it to the WVURC HR Office and the WVU Environmental Health & Safety Office.

Position responsibilities

- Adhere, minimally, to the duties outlined in your position description (PD).
- Please make us aware of assigned duties that are well outside of your current PD.

Parking pass

- If you need a new card or replacement parking pass, please contact the WVU Parking Office @ 293-5502.

ID Card

- If you need a new card or replacement ID card, please contact the WVU ID Card Office @ 293-CARD.

WVURC website

- Forms, the holiday calendar, useful links, and other information is located on our website.

Performance appraisal/merit increase

- Position performance reviews take place each Fall. If you have been employed with the WVURC for longer than 6 months and are in a regular position, you may be eligible for a merit increase.

Position renewal

- Position need and funding availability is confirmed each Spring between your supervisor and the WVURC HR Office and you will be notified via mail about the outcome of this position continuation confirmation.

Resignation

- If you are going to resign your position, please provide as much notice as possible to the WVURC HR Office to assure proper benefit, tax, and employment termination processing.

Employee Training

- Refer to our website under the Training Resources tab to locate the different training courses. There is information regarding both required and optional educational training courses.

Short Term Disability

- If you need to request short term disability, please contact us as soon as possible in order to process your claim.

We welcome questions you may have about any of the above topics or other topics at any time. Please feel free to contact us when you have the need.