COVID-19 Modification of Duties Flowchart

Scenario A – COVID-19 Modification Prior to Academic Year (June 15)

- Faculty Member Requests Modification to Instructional Workload
- Faculty Member Works with Chairperson, Provost's Office and ADA for Reasonable Accommodations
- Faculty Member's Classroom or Modality of Instruction is Modified

Scenario B – COVID-19 Case During Academic Year

- Faculty Member Develops Case of COVID-19
- Immediate Five (5) Business Days Faculty Member Notifies Chair and Creates Alternative Assignment
- Faculty Member's Conditions Persist, Continue to Notify Chair and Alternative Assignments for Six (6) to Fifteen (15) Days*

*Faculty members who are ill 6-15 working days should utilize the special emergency leave plan (https://talentandculture.wvu.edu/special-emergency-leave-plan) or the Families First Coronavirus Response act.

Scenario C – COVID-19 Modification of Duties for Certain Full-time Faculty (BOG Faculty Rule 4.5)

- Faculty Member's Conditions Persist, Modification of Duties Process Occurs
- Faculty Member's Courses are Covered, Research and Service Assignments Continue
- Faculty Member Returns for Following Semester

Scenario D – COVID-19

- Faculty Member Unable to Return for Following Semester works with Medical Management
- Faculty Member is Placed on Medical Leave of Absence without Pay (Employer Benefits Covered)
- Faculty Member's Position is Held for Return Up to One (1) Year

- Faculty Member is Able to Return to Work with Reasonable Accommodations of the Essential Duties and Responsibilities
- Faculty Member Works with Chairperson, Provost's Office and ADA for Reasonable Accommodations