

MEAS Staff Member Working Location Matrix

| <u>Staff Member</u> | <u>Monday</u> | <u>Tuesday</u> | <u>Wednesday</u> | <u>Thursday</u> | <u>Friday</u> |
|----------------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|
| Amber Armour (Rm 1145) | Remote | | | Remote | |
| LaVerne Gee (Rm 1144) | Remote | | | | Remote |
| Carmen Hoffmann (Rm 1130) | | | | | |
| Laura Holland (Rm 1143) | | | | Remote | Remote |
| Lisa Messick (Rm 1146) | | Remote | | Remote | |
| West Wiggins (Rm 1148) | | | | | |

- Core support hours are 10-4, with schedules flexing as needed
- Effort is made to adhere to set schedule, but there may be changes to the default days indicated above
- Staff have door signs indicating schedule/status
- Email signatures are updated weekly if Remote vs In-Office days change
- Google Calendar is kept up-to-date with working location