		Number 4105	Title **Workspace Allocation**		
Selkirk College **Policies and Procedures**		Replaces			
		Effective	2018-02-01	Next review :	2022-10-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2017-12-13		
VP – College Services / CFO	Director of Facilities	Recommended/Approved by Education Council	n/a		
		Approved by President	2018-01-24		

A. PURPOSE

This policy fulfills the following purposes:

(1) To outline Selkirk College's commitment to providing adequate workplace to its employees and other users of the campus workplace; and

(2) To clarify how the assignment of limited workspace resources will be prioritized in order to ensure a consistent and fair approach; and

(3) To ensure that all stakeholders are aware of the principles which govern the assignment of workspace.

B. SCOPE / LIMITS

This policy applies to the assignment of workspace to all Selkirk College employees, students as applicable and to any consultants working on site. The policy applies to workspace located at all Selkirk College campuses and learning centres.

C. PRINCIPLES

(1) It is the intention of Selkirk College to ensure that all employees are provided with the workspace needed to perform their duties.

(2) In the interests of sustainability, the College will ensure that workspace is allocated on a basis of need.

(3) Office space is a limited college resource and is assigned by the Campus Manager in collaboration with stakeholders.

(4) New positions which are not absorbed within the Department/School/Division's existing footprint require Manager/School Chair collaboration with Campus Manager to identify available workstations prior to posting.

(5) Consideration will be given to specific requests wherever possible. Requests must be made to the responsible Manager/Dean for approval and subsequent submission to the Campus Manager.

(6) Office and workspace assignments may change at any time to support the needs of the college.

D. DEFINITIONS

(1) Private office – large, with meeting table (> 9 M2)

(2) Private office – small (7 - 8 M2)

(3) Shared office/workstation - 2 desks or hotdesk (i.e. 2 users, one desk)

(4) Open office - including semi-walled cubicle

(5) Multi-user office with unassigned workstations (i.e. multiple computer stations and storage lockers for drop-in use, access to printer/copier)