

 Policy Procedures	Title: Policy 4105 Workspace Allocation	
	Policy Reference:	Policy 4105
	Effective Date:	2018-02-01

A. Procedure

- (1) Office space will be assigned using the following prioritization criteria while endeavoring to account for individual circumstances whenever possible:
- (2) Active College employees will be provided access to a workspace, a telephone, and a computer, as necessary.
- (3)
- (4) Full-time employees will receive priority for office space as available.
- (5) Where employee FTE is equal and private office space is restricted, space will be assigned using a combination of FTE and identified need.
- (6) Part-time employees with a 50% (or greater) contract will be assigned to a shared or open office based on the amount of time spent on campus.
- (7) Part-time employees with a contract under 50% or who spend less than half a work week on Campus may be assigned to a multi-user office with unassigned workstations.
- (8) For employees who are assigned to a shared/multi-user office, access will be provided to a floater office and/or meeting room for occasional meetings with students or others. This space will be furnished with a computer, telephone and guest chairs, and available for booking. Employees who are assigned to the multi-user office space will have priority in booking this office.
- (9) Online instructors and other faculty or staff who work from home/do not require physical space on campus to execute their work and/or student interaction will be provided work space on campus as needed by way of unassigned workstations. Alternative space for private meetings with students may be secured as available through the online room booking system (*see item #6*).
- (10) Whenever possible, employees will be provided with office space in proximity to the area or persons with whom they need to work.
- (11) Employees on leave: Workstations of employees on leave and away from campus will be reallocated for the duration of the leave. Individuals on a leave of absence for an extended period (i.e. >1 calendar year) will be asked to pack and remove personal articles for the duration of their absence so that the space may be reassigned. Employees on extended leave are not guaranteed return to their “original” workstation upon return.

ALLOCATION OF SPACE GUIDELINES

Types of Room Occupants		Recommended Space type
Executive	President	Private office
	Vice-President	Private office (9 M ²)
	Dean; Associate Registrar; Director;	Private office (9 M ²)
	Department Chairperson; Program Coordinator	Private office (7 - 8 M ²)
Faculty	1.0 to .75 FTE	Private office
	< .75 FTE	Shared office; open office; or Workstation
	Visiting Adjunct	Shared office; or Workstation
	Consultant faculty	Workstation
Staff	Manager	Private office
	Professional non-manager, requiring privacy (note 1)	Private office
	Professional, non-manager	Shared office; Open office; or Workstation
	Residents	Shared office; Open office; or Workstation (note 2)
	Service Maintenance Workers; Skilled Craft; Engineering technician	Workstation
Other	Student employees	Workstation
	Contracted Service Provider / Volunteer	Workstation (note 3)
	Staff/Faculty with assigned space on other campuses	Workstation (note 3)

Note 1: Employees with job descriptions requiring regular confidential meetings with students, faculty, or staff and/or the daily handling of confidential personnel or student records

Note 2: The amount of office space for employees in this category is dependent upon the staff category and the job responsibilities.

Note 3: Contracted service providers are typically provided a temporary workstation to conduct college related business. An example of an individual in this category is an auditor.