

	Policy No.	Replaces	Policy
	<b>E.309</b>	<b>NEW</b>	<b>Executive</b>
	Policy Name		
<b>EMPLOYEE SPACE</b>			
Approved by	Responsibility		Category
<b>Executive</b>	<b>VP, Finance and Administration</b>		<b>General</b>
Date Issued	Date Revised	Revision	Related Policies, Reference
<b>Aug. 15, 2012</b>		<b>0</b>	<b>E.405</b>

## PURPOSE

To convey the space usage principles of the university that were established to help ensure an objective and consistent approach to building, renovating and maintaining office spaces.

Application of these principles will result in a common look and feel for all university employees and contribute to long-term cost savings for the university.

## POLICY

Office sizes in renovated or newly constructed areas will be based on BC Government standards.

**Private Offices:** Private offices are defined as individual spaces requiring full sound enclosure due to positions conducting confidential conversations (student, employment, personnel issues) on a frequent and daily basis. The following positions are identified as those that will have a private office:

1. Employment issues: Administrators, Chairs and Coordinators (Coordinators as approved by the Dean)
2. Employee pay, benefit or health issues: HR advisors, Benefit advisors, Payroll employees
3. Student financial information: Financial Aid officers
4. Student health issues: Councilors and Disability services staff
5. Donor discussions: Fundraisers

The application of secure documents is not considered a justification for providing a private office. Storage of such materials should be secured within cabinets equipped with locking devices, vaults, or shared file rooms specifically designed for such secure storage. This assumes a clean desk policy in which sensitive documents are stored properly and consistently and not left out in the open.

**Open Concept Offices:** The open concept offices may be partitioned by movable walls that will not go to the ceiling. These movable walls are used to support sustainable practices and to allow for future flexibility of office reconfigurations. Most other employees who are not situated as the greeter in the area will also have open concept offices. Examples are: Librarians and Finance staff.

**Greeting or Service Spaces:** Many employees whose job requires them to greet students, employees, or others will be situated in an open concept space and may not have a private space. These employees will be required to keep their space in a professional looking manner.

**Large Meeting Rooms (Boardrooms/Training Rooms):** All large meeting rooms will be bookable and will not be constructed inside working areas. Examples are meeting rooms BR471 and BR204.

**Small Consultation Rooms:** A small enclosed meeting room may be built in an area for use by employees who deal with confidential student or employee issues on an occasional basis. A small consultation room will be situated nearby that can be shared with others. Examples of employees who may be accommodated are: DDA's and Academic Advisors.

**Centralized Shared Office Equipment Space:** Where possible an open, centrally located equipment area will be provided as a shared function for various groups and be located such that it is easily accessible.

**Facilities:** No piped water or drains will be installed and no kitchenettes for the purposes of such equipment will be constructed. A coffee pot, microwave, water dispenser and fridge may be purchased by the employees in the area using personal funds and placed in common and shared areas (not in personal offices). Any costs associated with purchasing water, supplies or repairs to this equipment are the shared responsibility of the employees in the area. All personal equipment brought onto the campus must be CSA or ULC approved and be Energy Star® compliant.

**Other Working Spaces:** From time to time there will be spaces identified that require walls that go to the ceiling and those spaces will be independently reviewed. Although there should be little deviation from these guidelines, under certain circumstances substitutions or adjustments may be warranted. As a means to maintain accountability, when a deviation is required it is the department/area's Dean or Administrator responsibility to justify the proposed change to the VP, Finance & Administration.

**Furniture:** Where ever possible new and/or renovated spaces will be furnished with existing university owned furniture. The University's standard will apply to any new purchases of furniture.