

Board Policies

PERSONNEL

323.00 ASSIGNMENT/USE OF EMPLOYEE WORKSPACE

Employees may be assigned a designated workspace. This workspace is to be used by the employee for the benefit of the College and its students. Such area should be kept in a neat and orderly fashion, presentable to the public. All workspaces remain College property and may be accessed or reassigned as operational needs require. Workspaces are intended for college business use and should not be used for personal business.

Employees may display personal items in their workspace, provided they meet the following:

- No tape should be used on walls, ceilings, or equipment to hang items.
- No permanent fasteners should be used, if needed, please submit a work order to maintenance.
- Personal items should not be offensive, discriminatory, or inconsistent with the College's non-discrimination and harassment policies.
- Personal items should be appropriate to the educational environment.
- Personal items should not create safety hazards, obstruct walkways, or interfere with accessibility.
- Lit candles and other open flames will not be allowed in any indoor space, including offices, conference rooms, or commons areas. This is not intended to restrict any faculty-supervised open flame educational demonstrations, such as are common in science labs or vocational program shops, nor any uses by maintenance personnel in the repair of College property or equipment.
- Employees may not paint, rearrange heavy furniture, or otherwise modify their workspace, including moving or altering computer equipment, cords, or other IT-related components without authorization. If specific improvements or changes need to be made to any workspace, requests should be submitted through the Facility Change Request Form and the work order system.
- Personal electrical devices must comply with college safety guidelines and may be restricted for safety or energy reasons.
- Employees will follow all guidelines set forth by the Fire Marshall and applicable safety or fire code requirements to maintain a safe workspace.

The College reserves the right to remove or require the removal of items that interfere with workplace operations, safety requirements, or College policies.

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