



## ADMINISTRATIVE OFFICE ALLOCATIONS POLICY AND PROCEDURES

### Purpose

It is the goal of the University of Saskatchewan (USask) Health Sciences to maximize the use of all spaces within the Health Sciences Building while simultaneously supporting administrative personnel in the roles they play to support the academic mission.

### Background

The USask Health Sciences, in consultation with the appropriate Health Sciences Dean, is responsible for the day-to-day administration of all space in the Health Sciences Building and for any changes in space allocation or policy. The Health Sciences has final approval on all space allocations, including office space allocations for administrative personnel in the Health Sciences Building.

The Health Sciences is committed to cohesion within college, school, department, and research units — where applicable and desired — with the goal of supporting administrative personnel to work in the same general area as their peers and supervisors.

### Considerations

- Available space is finite and not every position can have a private office.
- Some groups often require more space than can be accommodated within a single floor. In these cases, administrative personnel may sometimes be assigned to an area slightly distanced from their unit.
- Other requirements may govern or preclude the use of some office space.
  - For example, ongoing construction and the displacement of administrative units may require some areas, even if temporarily vacant, to not be available for administrative office assignments.
- It is important to recognize the need of all employees to have a workspace where they are able to do their job efficiently and effectively.
  - This generally requires employees to be able to focus on the task(s) at hand while having convenient access to the co-workers they are required to interact with on a daily basis.

### Office types

#### PRIVATE OFFICE

A single workstation in an enclosed office space generally occupied by a single position.

#### SHARED OFFICE

Two or more workstations in an enclosed office space generally shared by two to four positions.

#### OPEN OFFICE

Larger open space with multiple workstations shared by multiple positions.

## Policy

- Administrative employees will be provided with appropriate office space for their respective positions. To accomplish this, each administrative employee may qualify for only one office space at any time.
  - **NOTE 1:** If an administrative employee chooses to upgrade his/her office, the expenses of moving (if applicable) will be charged to the college/school. This must be arranged in advance.
  - **NOTE 2:** Administrative employees whose primary work is conducted outside the Health Sciences Building and/or who have offices located offsite are not eligible for an assigned office in the Health Sciences Building; however, touch-down shared office space may be available for administrative employees in this situation when space is available.
- Administrative employees who work 50 per cent or greater on a weekly basis (0.50 FTE or greater) and spend that time in the Health Sciences Building will be provided with an assigned office space appropriate for their position.
  - Depending on the needs of the position, this space may be an open office space, a shared office, or a private office.
- Administrative employees with less than a full-time appointment and/or who spend less than 50 per cent of their time in the Health Sciences Building will be eligible to apply for shared office space.
  - Decisions will be made by the Health Sciences based on the needs of the college, the department, and the administrative position.
- Two people sharing an appointment will be expected to share an office unless a convincing case can be made to the Health Sciences.
- Because office space is allocated centrally by the Health Sciences, colleges, schools, departments, or individual administrative members (within or between colleges, or departments) may not arrange trades or allocate space independently.

### *Requirements for vacating spaces*

- Administrative employees are required to vacate an assigned office in the Health Sciences Building if:
  - they are going on long term leave or have a non-permanent, long-term assignment outside of the Health Sciences Building; **and**
  - their temporary absence provides another office space (either within Health Sciences or elsewhere).
- Upon returning to their previous position, administrative employees will be assigned the same space that they vacated or an equivalent.
  - **NOTE:** This space would normally be vacated by the employee's temporary replacement upon return

## Procedure

### *Applications for administrative office space*

- 1) All requests for administrative office space within the Health Sciences Building are to be sent to the USask Health Sciences and need to include the following information:
  - a. Job profile for the position related to the space request.
    - i. Ensure that this includes the FTE and union affiliation as well as whether the position is term or permanent.
  - b. Justification for requests involving a private or semi-private (two-person) office.
  - c. Signature of the dean, unit head, or designate.

**NOTE:** “Needs versus wants” should be clarified by the submitting unit before any space request is submitted to the Health Sciences.

- 2) The Health Sciences will assess all applications based on the information provided and may seek clarification as needed. The USask Health Sciences has the final decision on the space assigned.

### *Justification requirements*

- When space is required for an administrative position, the **starting point** for determining what type of office is required will be a **shared office**.
  - If a different type of office is required for the position, the hiring unit should review the responsibilities for the position (and any specific job requirements as per the position profile) and must include that justification in the office space application.
  - All office applications need to be approved by the dean, unit head, or designate, who — by approving the request — is endorsing the need for the office type being requested and agrees with the justifications in the application.

### *Points of consideration*

- The responsibilities of the position and the level of decision making required by the employee will play a role in determining the type of office assigned. Decisions will be made on a case-by-case basis using the information provided by the unit applying for space.
- Neither job titles nor union affiliation sufficiently distinguish between positions to justify generalizations involving which positions are assigned which type of office.
- Office allocation decisions will not be influenced by the level of education required for a position or the number of an employee’s years of service on campus.
- Meetings with students, faculty members, or others do not always require a private office. It is important to note that:
  - several bookable meeting spaces are available within the Health Sciences Building and throughout the USask campus.
  - meetings with faculty can be held in faculty member offices.
  - shared office occupants can jointly plan how to handle meetings in a shared space.

- Privacy concerns do not automatically necessitate a private office for a position.
  - These concerns can be mitigated by placing employees with similar positions or from the same unit in shared offices.
  - **NOTE:** All employees agree in their letters of offer to keep work information confidential as a condition of employment.

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