

HSC Faculty/Staff Office Utilization Policy

Instructional and instructional support staff agree that faculty/staff offices:

- Are an academic function
- Are a quality of education issue
- Are not perpetually dedicated to specific programs
- Will undergo a fair and orderly process to determine office vacancies and to fill those vacancies as needed
- Policy applies to 5% or more users of the building
- Does not apply to externally leased office space or office suites

Process: When any office vacancies occur, the Program Designees* of the 5% or more HSC partners will be made aware of the vacancies.

**Program Designee refers to the respective individual that oversees departments in the HSC. For example UW-L's Chair of the Health Professions Department or Western's Associate Dean of Health and Public Safety.*

Process for Vacating Office:

1. Inform La Crosse Medical Health Consortium (LMHSC) Office
2. Partner vacating the office will send an informational update to the Program Designees via e-mail.

Process for Requesting Open Office:

1. Inform La Crosse Medical Health Consortium (LMHSC) Office
2. Partner requesting office will coordinate a joint meeting among the Program Designees to discuss in detail
3. Agreed upon changes by the Program Designees will be placed on HSC Management Group agenda for approval

Policy: The decision regarding office assignments and the filling of vacancies for "5% or more users" for instructional and instructional support staff will reside with the HSC Program Designees.

Eligibility for individual offices will be granted to those employees in the HSC with instructional or instructional support responsibilities, with the intent that individuals with 100% "staff status" will be provided an individual office. HSC employees contracted for less than 100%, may be required to share office space with other colleagues that are contracted less than 100%.

If an office is vacated due to an individual leaving a position, and the program is planning to hire within one year for the position, the office will not be considered vacant and will be reserved for that program for one year. (Note: the office space will still be charged to the respective organization during the vacant year.) If a program vacates the HSC, a notification will be sent to program designees and the process would be followed above. Offices can be reassigned to other staff members within a program, without notification to the HSC Program Designees.

If a reserved office is not filled after one year, the office becomes a viable option for other programs, that present a need to the HSC Program Designees.

If a program/department is occupying a suite of offices (example: Consortium offices), and the suite is vacated, it will fall under the Space Definition, Request and Review policy.

Original office furniture will stay with the office. The HSC custodians are not responsible to move occupants. The department vacating an office will pay for any patching or painting to bring the office back to a neutral state. Any moving costs resulting from an office move is the responsibility of the requesting department.

Offices assignments will be considered by the Academic Team using these factors:

- Accessibility or accommodation based on disability
- Proximity to colleagues
- 5% or more users of the HSC will ration space based on use of building and need
- Necessity of size, windows or other office features
- Administrative positions receive added consideration

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