

HSRC BUILDING SPACE-ASSIGNMENT AND -UTILIZATION POLICY

EMMA ECCLES JONES COLLEGE OF EDUCATION & HUMAN SERVICES

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The HSRC Building Space Committee, under the leadership of Dean Foley, is comprised of Cyndi Rowland, Bryce Fifield, Ben Lignugaris/Kraft, Charleen Nealy, Mary Roe, Scot Allgood, Gretchen Gimpel, and Jamison Fargo (Chair).

Purpose and Design of the HSRC Building

The HSRC Building was designed to provide offices and workspace for research and development projects that may change frequently with respect to personnel and project scope. Space-design premises included (a) inexpensive space configuration, (b) multiple and shared use of space and equipment, and (c) reassignment of space as appropriate.

Approximately 80% of the HSRC Building was designed as open office and workspace with modular furniture. Such furniture can be configured in a number of different ways, thus influencing how well the space is utilized and how many people can be accommodated in a given area.

The HSRC Space Committee allocates space to project directors; such space includes private offices and a specific amount of modular space. The project director assigns personnel to the allocated space, using the criteria established by the HSRC Space Committee.

Space-Assignment Assumptions

The HSRC Building:

- Cannot be readily reconfigured for specific project activities. Modular units may be modified in number, but the open work environment, as designed, does not allow for major redesigns of the basic configuration.
- Is to be used for research and development activities, based on similar/common interests in the human services as represented by the various disciplines within the Emma Eccles Jones College of Education and Human Services.
- Should facilitate a unity of purpose to better the human condition and to promote the interests of the departments, units, and research centers within the Emma Eccles Jones College of Education and Human Services.
- Should facilitate maximum cooperation and interaction among the occupants.
- Should promote work efficiency for the projects housed within. Space allocation and utilization will be based on current operating and funding, not on the basis of "probable or possible" program/project expansion.
- Should be a pleasant and attractive working environment for its occupants.
- Supports and enhances the extramural funding obtained by the Emma Eccles Jones College of Education and Human Services programs. Space allocation relates directly to continuation of funding and does not assure permanent space allocations to programs or individuals.

In making HSRC space-allocation decisions, the Committee follows the Emma Eccles Jones College of Education and Human Services Space Guidelines (April 13, 1990) as well as unique criteria, based on the purpose and design of the HSRC Building. These criteria are particularly appropriate in assigning private offices, shared use of conference rooms, and workspace for part-time employees and graduate assistants.

The open office pods (north and south ends of each floor) were designed for 20-28 individuals. The HSRC Space Committee has set as a minimum a staff-density criterion of 15 people in each

pod (no additional space will be assigned a project director until that level of density is reached). No requests for additional space will be considered until current space is utilized at the level of density and efficiency for which the building was designed. The modular workspace cannot be modified in ways that adversely affect accessibility for individuals with disabilities.

Space-Assignment and -Utilization Criteria

The HSRC Space Committee will assign space, based on the role of personnel within a project and their FTE as well as on the need for project-team coherence and efficient space utilization.

Once a project is funded, Project Directors must submit a formal request for space to the Chair of the HSRC Space Committee, stating the (a) name of the project, (b) names of all personnel, (c) positions/titles of all personnel, (d) FTE for each individual personnel, (e) condition of the individual as key or non-key personnel, (f) percent of time space will be used by the individual during regular hours, (g) source of funds, (h) cost center for the funding, and (i) duration of funding. A request form is attached to this policy.

The specific criteria for assigning and utilizing space in the HSRC Building follow:

1. Only projects that are administered by units on the USU campus shall be assigned space.
 - This criterion excludes from the HSRC Building projects funded by the USU Foundation and those not administered through USU.
 - With respect to projects that are administered in part by USU and in part off-campus, only that proportion of the FTE administered by an on-campus unit will be considered by the HSRC Committee in the space-allocation process.
2. Projects are assigned space for the duration of the project. Once funding has ended, personnel must vacate the space. Occupancy of the space for a brief transition or bridging period between projects will be considered if (a) a written request is made to the HSRC Space Committee and (b) the CG01 Form for the grant that will fund the future project is attached to the request for space. The Committee will then convene for a decision on bridging space.
3. Consistent with USU policy (that no person shall have two private offices or modules on campus), no individual shall have more than one office and/or module within the HSRC Building.
 - Personnel having their primary assignment in academic departments or other units will maintain their offices within their department or unit.
 - Individuals employed by more than one project within the HSRC Building must work from one office (or module) for all projects.
4. Private offices will only be assigned to full-time key personnel. There will be no exceptions to this criterion. Assignment of the private offices (as opposed to the modular offices) will be based on a priority system:
 - Project/Unit Directors
 - Senior Faculty Appointments (consistent with projects)
 - Full-time professional faculty or staff (including classified)
5. Two modules may be aggregated into one office space (a double module) only under certain conditions
 - The individual to occupy the double module must be senior, full-time key personnel (as defined by the project)

6. All space must be utilized full-time
 - Part-time personnel must share space to the fullest extent possible
 - At no time can project personnel hold space for transitory or itinerant personnel whose primary functions are not within the locale of the project
 - At no time can project personnel hold space for personnel whose project assignments are in another locale, such as Ogden or SLC.
 - Graduate assistants and other part-time assistants will be assigned modular space based on their hour workloads and priority roles in the project.
7. All changes in assigned space must be channeled through the HSRC Space Committee.
 - Staff and project directors **are not authorized** to trade, negotiate, or pressure other projects for modules, private offices, or storage space.
 - The HSRC Space Committee will monitor and allocate space according to expected changing needs of projects.
8. Storage space in the HSRC Building is minimal and must be shared by occupants. Projects are responsible for renting or securing other storage space outside the HSRC for additional needs. Office or modular space is not to be used for storage purposes.
9. HSRC conference rooms or commons areas must be shared. Scheduling for these areas will be maintained by a designated office within the HSRC facility or within the CPD.
10. Regularly scheduled classes or seminars may not be held within the HSRC Building. Groups, classes, seminars may meet within the building on an arranged basis, consistent with the mission/goals of the units/projects housed therein.