

2022

UC ANR Office Space Standards and Guidelines: 2801 Second Street



University of California
Agriculture and Natural Resources
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1. Background

UC ANR moved into the 2801 Second Street building in November 2013. At that time, a decision was made to standardize space as much as possible. All offices are the same size, with the exception of two executive offices for the Vice President and Associate Vice President. All workstations were designed to provide the greatest flexibility in the use of space for future years. In 2022, adjustments were made to these standards in order to maximize the use of space in the building and to allow for hybrid-remote work schedules.

2. Purpose

A well designed and applied workplace environment leads to increased productivity, motivation, creativity, and efficiency. Space standards are the foundation of office space accommodation planning, and they will assist UC ANR in providing a suitable work environment that is based on an equal distribution of resources.

The purpose of developing office space standards reflects a commitment to employees by providing appropriate individual workstations and support functions. These *Office Space Standards and Guidelines (the Standards)* contribute towards meeting the organization's business needs and achieving a collaborative and functional workplace setting. They address development of work areas that support concentration and productivity, but also encourage team work. *The Standards* focus on equitability, but also seek ways to achieve a balanced approach in meeting the needs of UC ANR workgroups.

The *Standards* have been developed to address the changing office work environment and to ensure an efficient, objective, and consistent approach to the planning and quality of work environments. *The Standards* are intended to be used as a living document—one that will continue to be updated in order to meet the needs of the changing workforce and to incorporate advancements in office technology, furniture systems, and building construction methods and materials.



3. Office Space Standards

The intent of *the Standards* is to provide a consistent approach to office space allocation. *The Standards* ensure space assignments are equitable, efficient, and reflect functional work requirements.

The Standards include five workstation types (TYPES A through E), each developed to meet the functional needs of UC ANR employees.

TYPES A: Private Office

Offices are assigned based on the Space-type Eligibility Rubric below (exceptions also listed below).

TYPES B: Single Workstation

Single workstations are assigned to management whose work functions include a significant degree of confidentiality, or to those who have a unique requirement for work related storage that cannot be met in a double workstation.

TYPE C: Double Workstation

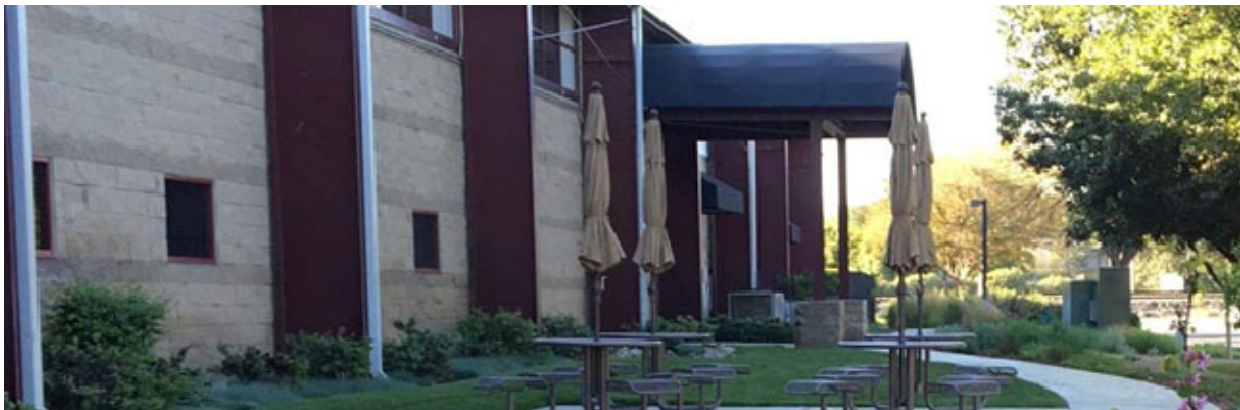
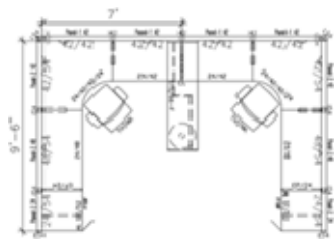
Double workstations accommodate staff in pairs.

TYPE D: Workstation within Enclosed Room

There are a number of rooms within the building that accommodate multiple (6-8) workstations, generally for people working on the same team.

TYPE E: Hotel Space

Hotel workstations are flexible work areas that are used by students, guests, or employees who are visiting or working on-site fewer than 3 days per week and do not have an assigned workstation. Most hotel workstations must be reserved but there are also two drop-in hotel workstations in the front of the building near the reception area.



4. Space Assignment Guidelines

This section outlines the framework for space assignment decisions and defines business rationale for exception requests. The tables below define staff eligibility for on-site designated workspace and the type of assigned space based on job category.

Staff Eligibility for On-site Workspace

The table below illustrates space assignment eligibility. Employees who are regularly on-site at least 3 days per week are eligible for an assigned individual workstation. Employees working onsite fewer than three days per week may either be assigned to share a workstation with another employee/s also coming in fewer than three days a week or choose to utilize hotel space when onsite.

	On-Site 3 or more Days per Week	On-Site 1-2 Days per Week	Remote Full Time
On-Site Assigned Workspace	Assigned Individual-Space Eligible	Assigned Shared-Space Eligible	Not Eligible
Access to Hoteling Workspace	Eligible	Eligible	Eligible

Space-Type Eligibility Rubric

The rubric below defines space-type eligibility for staff within the Second Street building who are eligible for on-site assigned workspace as described above. This space eligibility rubric has been designed to align with UC Career Tracks job categories, operational needs, and space availability within the building.

Individual Contributor Series		
Operational & Technical	Professional	
	Level 1	Level 1
	Level 2	Level 2
	Level 3	Level 3
	Advanced	Level 4
	Expert	Level 5

Academic Series
Academic Coordinator I, II
Project Scientist
Cooperative Ext Advisor
Cooperative Ext Specialist
Academic Coordinator III
Academic Administrator VII
Emeritus

Leadership Series
Supervisory & Management
Supervisor 1
Supervisor 2
Manager 1
Manager 2
Manager 3
Manager 4

Space-Type Key (As Available)
Assigned Double Workstation
Assigned Single Workstation
Possible Office Assignment – (see exception criteria below)
Assigned Office

Guidelines for Shared Workstations - Hybrid Work Schedules

Following the implementation of UC ANR's optional remote work agreements in 2021, employees working from the 2nd Street building fewer than three days per week were given the option of either utilizing hotel space when in the building or having an assigned shared workstation. Units are allowed to coordinate shared space according to employee on-site schedules. **Note, however** that all space assignments and moves across shared workstations must first be approved by the SSSOC. Periodic workstation assignment audits will be conducted to confirm available shared workstations. Shared workstation protocols are as follows:

- ☐ Shared space eligibility
 - Workstations may be assigned to two or more people as long as the workstation will be occupied at least three days per week
 - Each person sharing a workstation (office or cubicle) must be eligible for that space per these guidelines
 - Shared workstations may be assigned by the SSSOC to employees from different units pending space availability in the building
- ☐ Employee on-site scheduling is the responsibility of the unit leader
 - If there are changes or problems with daily on-site schedules, employees should first work with their supervisor/unit leader.
- ☐ Shared workstation equipment:
 - Rising desk
 - Two rolling "ottoman" drawers
 - Coat cabinet + 2 locking shared file drawers
 - One Chair
 - Two monitors
 - Docking station, keyboard & mouse
 - Each person will be assigned their own headset
- ☐ Limited, if any, personal belongings allowed
- ☐ Ergo evaluations may be requested
- ☐ Employees are responsible for sanitizing keyboard, mouse & desk surface after use
 - Cleaning supplies are available on each floor
- ☐ Hotel space is available for reservation & drop-in
 - No personal belongings

5. Process for Requesting Space or Space Changes

A Second Street Space & Operations Committee (SSSOC), comprised of representatives from various units within the building, meets once per month to review and respond to requests for additions or changes to space needs. This committee is responsible for the overall tracking and allocation of workstations, the development of space-related policies and processes, and related communications.

All Second Street space-related requests must be routed through the SSSOC. The committee has authority to assign and reassign space, and may consult with senior leadership on non-standard space requests.

All space requests must be submitted using the *UC ANR 2nd Street Space Request Form* <https://ucanr.edu/sites/TheNewANRBuilding/files/381879.pdf> and routed as follows:

1. Supervisor of the requestor/employee completes *the Space Request Form* and routes to Unit Leader for consideration and approval signature. Unit approval is required to move forward.
2. Unit leader routes form to 2nd Street Space and Operations Committee (via Director, Facilities Planning and Management) for consideration and approval or alternative recommendation. **Note:** if an information provided in the form is ADA or health-related, submit directly and only to UC ANR Vocational Rehabilitation Counselor.

Standard Space Requests

For new hires: when completing the *Space Request Form*, the hiring manager is encouraged to submit a request form as soon as interviewing begins and to specify any desired location details. Depending on the position and details provided on the Space Request Form, the space committee may request further information, such as a position description, to help them make a determination on the appropriate space allocation. Decisions are normally made within two months, so a hiring manager should submit their request early in the recruitment process.

For space changes: Any change in space allocation for an employee or unit must receive approval from the Space Committee. This is to ensure equitable distribution of space within the building and uniform implementation of these guidelines. The Space Committee reserves the right to review any space allocations made by units to ensure that *the Standards* have been appropriately applied. When requesting a change in workstation, please complete and submit the *Space Request Form* as outlined in this document.

Exception Requests

There may be business rationale for requesting exceptions to the space assignment guidelines outlined in the tables under Section 4. Exceptions will be considered for the reasons listed below. Even if a strong case for an exception is made, SSSOC decisions may be impacted by space availability within the building.

1. **ADA Accommodation:** Reasonable accommodations adjudicated and approved via the PPSM-81 policy. Supporting documentation from HR is required.
2. **Sensitive Employee or External Stakeholder Data and Discussions:** Position whose *primary* function (75%+ of job duties) requires (a) daily, ongoing sensitive employee or external stakeholder (e.g. Regents, legislators) discussions; (b) use of sensitive employee or external stakeholder data; and (c) workstation is not already located in a secure area

where surrounding employees are also doing sensitive work, such as in Human Resources, Payroll, or Risk and Safety Services.

3. **HIPPA Confidentiality:** Position whose *primary* function (75%+ of job duties) requires (a) ongoing verbal discussions; and (b) management of documents and on-screen transactions that could not be secured in an open or shared environment and could therefore violate HIPPA confidentiality policies. Requests should define position duties, frequency, and justification why a dedicated and restricted open workstation and privacy screens could not accommodate these needs.

If the reason for an exception request does not meet any the criteria above, please contact the UC ANR Space and Operations Committee via the Director, Facilities Planning and Management to discuss the request. **Note:** if reasons for requesting an exception are ADA or health-related, submit your request directly and only to the UC ANR Vocational Rehabilitation Counselor.

Furniture and Equipment Changes/Additions

The Second Street building was designed and apportioned for optimal functionality, comfort, aesthetics, and equitable distribution of resources. The furniture and accessories within the building have been selected to fall within color, design, and safety standards. Employees are asked not to bring in or install any additional equipment or furniture without SSSOC approval. Should there be a need for additional equipment or furniture, a request must be submitted to the SSSOC using the Space Request Form. If approved, needed items will be ordered and installed by Facilities and are typically recharged to the employee's business unit.

Assignment of Additional Office Keys

Qualified office occupants may request additional keys for their office based on business need or job function. If the qualified office occupant leaves, then all keys may need to be returned. Any unresolved issues will be brought to the SSSOC.

SSSOC Criteria for Evaluating All Space Requests

When evaluating any space request, the SSSOC considers the following criteria:

- ☐ Does the request serve a business need?
- ☐ Will the space be used regularly throughout the week/month/year for the purpose intended?
- ☐ Does the request address a health and safety issue, a security or a confidentiality concern?
- ☐ Have alternative solutions been considered? Can the space accommodating the function be found elsewhere in the unit inventory and/or can or will the space be shared with other employees/units?
- ☐ Will the potential change in use of the space compromise flexibility and functional considerations of the space?

Process for Appeal

If an individual or unit wishes to appeal an SSSOC space allocation decision, the original Space Request Form should be re-submitted along with any additional information that the Committee may not have known or considered when rendering its decision.

6. Holding Space Within a Unit

Vacated space within a unit may be held for replacement hires, if recruiting the same job title and function, and if the recruitment is underway. Units may not hold space for proposed or non-approved hires. When space availability is scarce within the building, the SSSOC may allocate any vacant workstation previously utilized by a unit, regardless of recruitment status, if there is an immediate need. Employees that have hybrid schedules and will be working fewer than three days in the building may be asked to share a workstation with someone from another unit if space is not otherwise available.

7. Support Space

In addition to employee offices and workstations, the building includes a variety of support space as follows:

Meeting Space

There are six private meeting rooms within the building which are networked and equipped with video-conferencing equipment and wall monitors. These rooms are reservable; those who have made reservations have priority occupancy.

- ☐ Bay Room (capacity 8)
- ☐ Coast Room (capacity 18)
- ☐ Sierra Room (capacity 8)
- ☐ Sacramento Valley (capacity 88)
- ☐ San Joaquin Valley (capacity 112)
- ☐ Klamath Room (standing meetings, no video equipment, capacity 10)
- ☐ Colorado Room (capacity 5)
- ☐ Mojave Room (capacity 5)
- ☐ Modoc Room (capacity 5)

Quiet Rooms

There are two quiet rooms within the building: #167, #151. These rooms are intended for short-term use only. The Quiet Rooms are non-reservable unless there is a special situation (e.g., break-out rooms needed for a larger conference being held within the building). Typically, they are used for:

- ☐ Unscheduled small group (4-5 people) meetings
- ☐ Private telephone calls or teleconferences
- ☐ Work requiring temporary, focused concentration

Kitchen/Break Room/Soft-seating Areas

The building has a kitchen area with refrigerators, freezers, microwaves, tea and coffee makers, sinks and a dishwasher. The adjacent seating area is to be used as a break room by employees. This area is also used for ad-hoc gatherings of building employees.

There are four common open “soft seating” areas for general use. There are two on the second floor - one located at the south end and one in the middle of the building. There are also two on the first floor - one adjacent to the reception area and one near the break room. These areas are for employees to use for informal meetings, reading/quiet area, or for visitors waiting for an appointment.

Storage

There are five storage areas throughout the building that are allocated to specific business units. Lockable filing cabinets are placed throughout the building and are also allocated to units.



8. FAQ's

Q. What happens if I am hiring an employee who needs an office, but none are available?

A. If the SSSOC determines the new hire should be allocated an office but none are currently available, the most appropriate available workstation will be assigned pending the future release of an office.

Q. Why is the space I have been allocated not near the rest of my unit?

A. The SSSOC endeavors to place new hires as close as possible to their unit colleagues; however, when the building is full, this is not always possible.

Q. What do I do if I do not like the space that I have been allocated?

A. If, after reviewing these guidelines, you feel you have a strong business justification for requesting a change to your space, please complete and have your unit leader submit a UC ANR 2nd Street Space Request Form <https://ucanr.edu/sites/TheNewANRBuilding/files/381879.pdf>

Q. What if a new employee only wants to come in the office 2 days a week but the incumbent was in the office 3 days per week and was not in a shared workstation? Do we have to find a shared space for the new employee, or can he/she be assigned to that non-shared space?

A. Those working on-site fewer than 3 days per week must either utilize hotel space or be assigned to a shared workstation. Unit leaders are ultimately responsible for the appropriate distribution of employees within their assigned workstations. If no shared workstations are available within a unit's existing footprint, the SSSOC will find shared space within the building. It is possible that employees from different business units will share a workstation. All changes and new employee space assignments must be pre-approved by the SSSOC.

Q. What happens if an employee is currently assigned to a workspace that does not meet these guidelines? For example, the employee is in an office, and should be in a workstation?

A. As demands for space increase in the building, current employees may be relocated to workspaces that meet the criteria laid out in these guidelines.

Q. What about quiet rooms – why can't they be converted to offices if needed?

A. Quiet rooms are critical to our business operations and are frequently utilized for small impromptu meetings and Zoom calls. At some point in the future, if it is decided that additional office space is mandatory, the SSSOC may recommend the conversion of quiet rooms to private office space.