



Procedure Number: CS 205

Procedure Title: Communal Desks

Relevant Board Policy:

Relevant SACSCOC Principle:

Originating Unit: College Services

Maintenance Unit: College Services

Contact for Interpretation: Vice President of College Services

I. Purpose:

This procedure addresses communal desks and does not address all guidelines for assigned work stations.

II. Procedure statement:

In order to save space and costs by having employees utilize the same desks at different times on a rotating basis, Northeast Lakeview College has set a number of desks across the college that are not assigned to any employee in particular. These desks are shared amongst employees on a first come first served basis, without any formula or management intervention.

Once an employee is finished with their work, they take away their personal effects from the desk so that their colleagues may use the same desk or space.

Employees and contractors who have not been assigned a work station may use available communal desks options when working on campus.

- A. Work stations may or may not be assigned based on availability and employees essential job functions, duties, and responsibilities.
 - 1. Assigned work stations may be offices, cubicles or open stations as available and necessary.
 - 2. Vacant Offices may or may not be assigned as deemed necessary.

- B. Employees and contractors who have not been assigned a work station may use available communal desks options on a first come first serve basis when working on campus.
 - 1. Personal effects or items should not be left at communal desks especially in an attempt to reserve the space or dissuade others from using.
 - 2. Meals, and snacks should be eaten in the breakroom or cafeteria rather than at the desks.
 - 3. Long meetings, including remote or online meetings, as well as phone calls should take place in reserved rooms or privacy pods to minimize disturbing others.
 - 4. Only Alamo Colleges District work should be performed at desks.
 - 5. Workspaces should be kept clean and tidy by users.

6. Users should adhere to basic hygiene guidelines.
 - a. Housekeeping will clean the general space as part of scheduled cleaning.
- C. Northeast Lakeview College has identified communal desks areas across the college
 1. The following areas have been identified as communal desks areas
 - a. SCIN 113H
 - b. ARTS 119B
 - c. ACA1 202
 - d. PLXY 315
 2. Departments may employ communal desks within their area as determined by supervisors.
 3. Northeast Lakeview College may convert spaces to communal desks areas at the direction of the President of the College.

Attachment:

Originator: Javier Luis Leal

Date Approved:

Last Updated: 4/19/2023

Approved: _____

Title: *VPCS*