

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: <b>FACULTY/STAFF OFFICE FACILITIES</b>	Original Issue Date: November 25, 2002	Policy #: <b>610</b>	
	Supersedes: January 13, 2005	Effective Date: October 9, 2008	
Committees Consulted: College Operations	Reviewed & Approved by: College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health	

## **PURPOSE:**

To coordinate the allocation of office space.

## **POLICY:**

All space belongs to the College and not to any program or individual.

Space shall be allocated to programs and individuals based on priority and need as determined by College Administration

- Space allocated to one individual or program shall not be "sub-let" to another individual or program
- Space not being fully or appropriately utilized is subject to reassignment.

College Administration will allocate faculty office space based on College seniority and job requirements.

### **EXCEPTION:**

Faculty who request to change offices must have:

- A minimum of one year of service in the College
- Not moved within one year of last move.

All furniture and equipment are assigned to a specific office and are not to be removed from the office without prior approval from College Administration

- Telephone comlines/extension numbers may not be reassigned to new office
- Bookshelves and bulletin boards that are permanently affixed to the walls may not be moved.

## **PROCEDURE:**

College Administration will:

- Announce available office space, including request deadline
- Assign space within two weeks of request receipt deadline
- Give deadline for move completion.

Faculty will submit written request within designated time frame.

## **REFERENCES:**

LAC+USC Healthcare Network Policy #128: Space Allocation  
College Room Reservation Policy