

Effective 10/14/26

Emily Griffith Technical College maintains workspaces for college employees which include:

- a desk
- a chair
- a phone (whether a landline, softphone, and/or district-issued cell phone dependent on need)
- a locking space to store and lock personal effects
 - Employees are promised one method to store and lock personal effects. The locking space may be one of the following:
 - a desk drawer, stand-alone file cabinet, locker or similar, with a corresponding key, or
 - if an employee has been assigned an individual workspace with a locking office door, they may be provided a key to their office door.
 - Keys for office doors are not guaranteed if another locking space (drawer, cabinet, locker or similar) has been made available
- The above items (desk, chair, phone, locking space) are issued based on what is available in the actual workspace at the time the employee is assigned to that space.
 - Employees are not able to select their desk, chair or storage item based on personal preference.
 - A computer will be provided by the college's IT Support team according to their process.
- Emily Griffith Operations does not follow the practice of freely moving furniture from one workspace to another, unless there is an absolute business need. Furniture moves should be limited.
 - Moving furniture is not a reliable process as some furniture is not built to withstand the stress of disassembly, move, and reassembly and the college does not employ individuals responsible for moving and assembly services.
 - The benefits of moving furniture are evaluated to ensure they outweigh the cost
- Exceptions are made for employees with documented accommodations which have been approved through DPS Accommodations.
 - Specific office furniture may be ordered to the needs of the employee based on direction from DPS Accommodations and in response to the documented accommodation.
 - If an employee has received specific office furniture through the accommodations process and they must move to a new office location due to business need, that furniture can be moved with the employee to ensure the requirements of the accommodation remain fulfilled.
 - If the furniture cannot be moved to the new workspace for whatever reason, the college will repurchase the furniture for the new location, according to the requirements of the accommodation.
- If an employee wishes to bring in office accessories or an additional work surface that have not been purchased by the college, they may do so, but remain solely responsible

for the assembly, upkeep, and moving of those items (ex: lamp, rug, chair, table/desk, etc).

- Operations and Facilities are not responsible for an employee's personal effects and will not move or clean furniture brought in by an employee.
 - An employee may only bring in additional furniture as long as it fits within their assigned work area.
- If an employee brings in additional accessories or furniture, all college-provided furniture must remain within the employee's assigned workspace. It will not be removed.
- When a person's employment ends, they are responsible for removal of any personal items, including lamps, rugs, chairs, sofas, tables, extra desks, etc.