

## OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General
SUBJECT:	Office and Department Moves
POLICY NUMBER:	A36
CROSS REFERENCE:	A37 Space Utilization

<b>NEW \ REVISED</b>	
Administrative Services Committee	Academic Council
April 18, 2016	

### **POLICY STATEMENT**

Olds College strives to ensure the best use of space based on three criteria; Health and Safety, Operational Effectiveness and External vs. Internal Customer Relations. Specifically, in the case of office relocation, efficient space utilization, and secured information is crucial for strategic operations. This policy defines the appropriate criteria for an office move and establishes the subsequent procedures.

### **SPECIFIC GUIDELINES**

Intra-departmental office move requests will be considered by the Dean/Director for each program/department. Final authorization lies with the Dean/Director of each program/department. Once a move has been approved, an [Intra-Departmental Office Move Request Form](#) with the approval will be sent to Campus Facilities. Campus Facilities will coordinate the move and communicate with Information Technology and Human Resources.

Inter-departmental office move requests will be considered by the Director of Campus Facilities and Sustainability. Approval will be based on established move criteria and in accordance with Space Utilization. Final authorization lies with the Director of Campus Facilities and Sustainability. Campus Facilities will coordinate the move and communicate with Information Technology and Human Resources.

Entire department move requests will be considered by the Director of Campus Facilities and Sustainability. Approval will be based on established move criteria and in accordance with Space Utilization. In the event of an approval, the move will occur in a timeframe with the least disruption to our core business unless there is an emergency that constitutes an immediate move. Final authorization lies with the Director of Campus Facilities and Sustainability. Campus Facilities will coordinate the move and will communicate with Information Technology and Human Resources.

All requests will be processed in a timely manner based on priority level. These include Health and Safety Issues, Security Issues, and Efficient Space Utilization (requirement to effectively perform job requirements).

### **IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY**

This policy will be reviewed by the Vice President, Student and Support Services, in conjunctions with the Director of Campus Facilities and Sustainability at least every five (5) years.

# OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

<b>SUBJECT AND POLICY NUMBER</b>	A36 Office and Department Moves
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**NEW \ REVISED**

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
April 18, 2016		

## OFFICE/DEPARTMENT MOVES REQUEST PROCESS

### 1. Request Approvals

- A. If you are requesting to move into an office space currently occupied by your department/school, you must first submit an [Intra-Departmental Office Move Request Form](#) request to your Dean/Director for approval. If you receive approval, the approved document must be sent to Campus Facilities, one week in advance of the move.
- B. If requesting a move into an office space that is not currently being occupied by your department/school, you must first submit an [Inter-Departmental Office Move Request Form](#) request to your Dean/Director for approval. Your Dean or Director will then seek approval from Campus Facilities. Campus Facilities will review justification for the move and make final decisions based on established move criteria.
- C. For entire department moves, a Dean or Director must submit an [Entire Department Move Request Form](#) to Campus Facilities. Campus Facilities will review justification for the move and make final decisions based on established move criteria. As this category of move impacts the entire institution, the Director of Campus Facilities and Sustainability will consult with leaders within impacted Divisions. Final authority will remain with the Director of Campus Facilities and Sustainability.
- D. For any renovations or wall hangings a work order will need to be submitted to Campus Facilities. Any changes within or between offices must continue to adhere to Space Utilization.
- E. When a new employee starts with the College;
  - a. the appropriate Dean/Director is responsible for filling out an office request form in the event that an office is required outside of their Department's/School's current allocated spaces
  - b. if the new employee is simply moving into an existing vacant space that is already occupied by the School or Department, IT must be informed in order to maintain the campus office repository. IT should be e-mailed at [ITsupport@oldscollege.ca](mailto:ITsupport@oldscollege.ca).

### 2. Move "Processing" Priorities

- Any office move request due to immediate security and safety risks and/or health-related risks, or other emergencies will be processed as a top priority.
- Approved intra-departmental moves require one week's notice to Campus Facilities in order to process and arrange appropriate resources.
- Single inter-departmental move requests may take up to 2 weeks for processing and approval.
- Entire departmental moves require an analysis of space utilization on Campus and consultation; therefore, requests may take up to 6 weeks for processing and approval. A moving date will be

arranged by Campus Facilities in order to supply notice and arrange resources for the move; as well as, to ensure there is no impact on day to day operations.

### **3. Packing & IT Set-Up**

- Packing and moving of office supplies is the responsibility of the mover.
- If furniture is requested to be moved, please indicate on the office move request form. This will be considered on a case by case basis. Furniture moves are generally outside our Space Utilization Policy. Furniture is designed for and specific to offices, and is the property of Olds College. Furniture is not the property of the employee and/or department.
- Moving of telephones, computers, printers and other technical equipment will be physically moved by department staff/faculty unless assistance requested. If assistance from IT is requested, please ensure all critical files have been backed up prior to IT's arrival.

### **4. Resources**

- [Intra-Departmental Office Move Request Form](#)
- [Inter-Departmental Office Move Request Form](#)
- [Entire Department Move Request Form](#)