

Proposed Northeast College's
Office/Cubicle Allocation Policy & Procedure

The purpose of this written procedure is to clarify and define the process for assigning Northeast personnel to office/cubicle spaces. First priority for a private office space will be given to Deans, Directors, Department Chairs, and Managers due to the need for confidentiality of records, files, and personnel matters. All other faculty and staff will be assigned to a cubicle/office space based on availability and Administrative approval.

1. Requestors must first complete a Northeast Office/Cubicle Request Form and submit it to the location Campus Manager/Director. On the form please state rationale and any special request (i.e. phone and computer service).
2. The location Campus Manager/Director will then review the request and inspect area. Campus Manager/Director will note on form if space is available and operational. Campus Managers are to communicate to the requestor that their request will be forwarded to the Executive Team for final approval or disapproval.
3. The Campus Manager/Director will then forward the application to the College Operations Officer (COO) to present to the Executive Team for approval or disapproval.
4. The COO will notify location Campus Manager/Director of the Executive Teams decision.
5. Campus Manager/Director will notify requestor of the decision. If approved then the Campus Manager/Director is responsible for making the space ready for occupancy.

Note: Until such time as conventional office space is available for all personnel, cubicle will be provided and conference rooms or small meeting rooms will be available at each campus for one-to-one or small group meetings. As need arises, due to increasing demand for secure spaces, personnel who occupy conventional offices may be assigned to cubicles. Reassignments will be made based upon fair practices/criteria. Seniority will be honored in making any recommended changes.