



# Flexible Workplace

Quick start guide for your



## Guiding principles





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People, Function and Location: University Space Principles direct that space is for function. When sharing the needs of those that occupy the space, please focus on how the employee or visitors need to interact in the space.

5. Who will be occupying the space? How do they engage with the team or with others?
  - a. Employee type, number of staff
  
  - b. Space needed to support work duties
  
  - c. Share more about the employee roles and what core functions are important to consider regarding how they would occupy space?
  
6. Consider customer/external-facing functions of your department(s).
  - a. Who does this space primarily serve? Are there visitors to the space?
  
  - b. Do you have walk-in/drop-in traffic or in-person appointments? If so, with whom?
  
7. Consider adjacencies with other campus department(s).
  - a. Who do you collaborate with?
  
  - b. Are there synergies that would impact the approach to space?
  
8. Is there a campus location you desire to be near or that you believe is key to your programmatic needs?



## Shared and support space

Consider team, conference, and collaboration spaces needed by your department(s).

D Describe the types of gatherings and quantity of people that you routinely get together.

E On a weekly basis, how frequently do you have groups of people meeting? For what type of activities?

F Beyond routine weekly needs, are there other activities or events that require additional space?

10. Do you utilize a reception space? If so, please describe your needs.

11. Consider storage needs of your department.

a. What type and how much storage would your department need in the future?



The following resources are foundational information that University Planning will draw upon, coupled with information that a department will provide:

1. Space and building data, including locations and types, and amount of space currently occupied by the department
2. Floor plans
3. University Strategic plans including physical master plan and initiatives to understand synergies and alignment where possible.

Submit this completed University Planning Programming Sheet to University Planning at



## Flexible Workplace Guidelines Highlights

### Core considerations

Adopting a flexible workplace can seem overwhelming and many University leaders are unsure where to start. Begin by evaluating the positions and core functions of your unit:

Determine your core hours (period of hours each day and week when your unit must be staffed at an appropriate level), then determine whether a physical presence is needed during those core hours.

Determine if your unit has peak periods (cyclical times of the year when business activity or work volume is high during which the unit must be staffed on site at a specified level) that would require individuals to be on-site.

Review the primary accountabilities of positions and determine to what extent those accountabilities can be performed in a remote work setting.

- o If it is determined the position has any requirement of time to be on-site, the position should be considered as on-site or hybrid by default
- o If the position is considered for remote work, then review the unit determinations





If your unit needs its own unit space, not centralized University flexspace, University Planning



## Office access

When utilizing a flexible workplace, access to appropriate high-quality spaces must be dependable, simple, and consistent. The University will be using EMS Scheduling Software to request and maintain space access in all designated flexspaces. This software allows for:

- Booking spaces on either your desktop or mobile device, integrated within Outlook and Teams

