

**ARTICLE 17**  
**OFFICE SPACE, EQUIPMENT, & SAFETY CONDITIONS**  
**[AMENDED AUGUST 2019]**

- 17.1 Offices and Meeting Space.
- (a) The University shall provide each employee with an individual lockable office (to the extent practicable) and office furniture and equipment appropriate to his or her assigned duties and responsibilities.
  - (b) The Wellness Counselor shall be provided with an enclosed individual lockable office to guarantee the privacy of students.
  - (c) Subject to availability in the IST building, faculty shall have access to private meeting space for confidential conferences with students.
  - (d) Each employee shall, consistent with building security, have reasonable access to the faculty member's office space, and laboratories, and the classrooms used in connection with assigned responsibilities. This provision may require that campus security provide access on an individual basis.
- 17.2 Change in Office Space. Employees shall be notified, if practicable, at least one (1) month prior to a change in their office location or a planned alteration to their office that impedes their work effectiveness. Each employee shall be provided the reason(s) necessitating the change or alteration. The University shall move University supplies and equipment.
- 17.3 Equipment. Each employee shall have the access to the administrator's account of his or her IT devices if requested to the CIO and approved. Approval for such a request shall not be unreasonably denied.
- 17.4 Safe Conditions. Whenever an employee reports a condition to an appropriate administrator that the employee reasonably believes is a potential violation of safety or health rules and regulations, the appropriate administrator shall investigate such conditions. Upon conclusion of the investigation, the appropriate administrator shall inform the employee of what action must be taken by the employee, and what action is being taken by the Administration, if action is necessary.