

Procedure III.3004.C.c, Assignment of Office and Workspace

Associated Policy

Policy III.3004.C, Facilities Services

Procedures

To establish a consistent process for the assignment, reassignment, and renovation of offices and workspaces across San Jacinto College that aligns with operational needs, space utilization objectives, and Facilities Services procedures.

I. Workspace Assignment Guidelines

A. Office Assignments

1. Enclosed offices are typically assigned to:
 - a. Department leaders, full-time faculty, and senior administrators (e.g., Manager/Chair, Director, Dean, etc.).
 - b. Employees whose roles require frequent confidential meetings or handling of sensitive information.
2. Open workspaces (cubicles, shared areas) are typically assigned to:
 - a. Employees whose roles do not demand private meeting space.
 - b. Employees who work remotely (except department leaders, who may retain a permanent individual workspace).
3. See Exhibit I for guidelines on workspace size and furniture configurations.

B. Remote Workers

1. Employees approved for remote work may be assigned shared workspaces, hoteling areas, or collaborative spaces when on campus as determined by College leadership based on operational needs and space availability.
2. Individually assigned offices or workspaces for employees working remotely may be reassigned as shared space or converted into common-use areas to improve space efficiency. Shared spaces may operate on a rotation schedule to provide access to a workspace on the days required to be on site.
3. Remote workers must coordinate their on-site schedules with their leaders to align with shared workspace availability. Leaders are encouraged to stagger remote schedules to ensure adequate coverage, maximize use of shared spaces, and maintain operational effectiveness throughout the full work week.
4. Leaders will be responsible for submitting remote work schedules to Facilities Services upon request for the purposes of space planning and utilization analysis.

C. Team Co-Location

1. Operational efficiency and collaboration are prioritized through co-location of functional teams in adjacent offices or suites whenever feasible.
2. Exceptions may apply when physical or operational constraints prevent grouping.
3. Remote work arrangements may reduce the need for team co-location when operationally appropriate.

II. Space Review and Assessment Process

A. Ongoing Space Review

1. Facilities Services, in collaboration with campus Administrative Deans and site administrators, will conduct periodic reviews of space allocation and utilization.
2. Space availability, suitability, and occupancy levels are monitored to ensure efficient resource use.

B. Initiating a Change in Workspace

1. Requests should begin with a discussion between the employee and their leader.
2. Once the leader and employee agree on a path forward, a discussion is held with the responsible site administrator:
 - a. North Campus–Administrative Dean
 - b. South Campus –Administrative Dean
 - c. Central Campus–Administrative Dean
 - d. Generation Park – Provost
 - e. EDGE Center and Maritime Technology & Training Center – Vice Chancellor, Strategic Initiatives
 - f. College Administrative Campus (A1 & A2 Buildings) – Associate Vice Chancellor, Facilities Services

C. Assessment of Proposed Changes

1. Facilities Services, in consultation with appropriate departments, will evaluate proposed workspace moves or renovations using objective criteria including Space Utilization Benchmarks.
2. Walkthroughs, floor plan reviews, interviews with department representatives, and digital modeling may be used to support this analysis.
3. Findings will be documented using standardized evaluation tools, which may include checklists and matrix-based scoring methodologies.
4. Recommendations must demonstrate improvement in space utilization, safety, service delivery, or collaboration.
5. Moves or renovations that fail to meet minimum criteria thresholds or exceed space planning ratios may be denied, deferred, or returned for revision based on operational priorities or resource constraints.

III. Request for Facilities Services (RFS) Process

A. Moves that require alteration of the building floor plan (walls, doors, structure, egress path) are controlled through the RFS process. All other workspace moves that do not require building modifications will be coordinated through the responsible Campus Administrative Dean or site administrator.

B. Evaluation of Business Need

1. The established business or programmatic need for the move is documented with the RFS.

C. Design Development

1. Facilities Services collaborates with the requestor and Campus Administrative Dean/site administrator to develop options.
2. Scope, layout concepts, and preliminary designs are discussed.
3. For moves involving four (4) or more employees, input from all Campus Administrative Deans is gathered by Facilities Services to evaluate cross-campus solutions.

D. Cost Estimation and Funding

1. Facilities Services prepares a detailed cost estimate and Project Impact Evaluation (PIE).
2. The PIE must address:
 - a. Business and operational justification
 - b. Return on investment (ROI)
 - c. Programmatic and organizational impact
 - d. Safety and regulatory compliance
 - e. Space utilization benefits and efficiency improvements
3. Funding source must be identified and documented within the RFS prior to submission.
4. If no funding source is identified, the project will not proceed until funding has been identified and approved.

E. Final Review and Approval

1. For projects less than \$20,000, the Associate Vice Chancellor, Facilities Services has final review and approval authority. Appeals or requests for reconsideration can be submitted to the Vice Chancellor of Fiscal Affairs.
2. If the total project cost is greater than or equal to \$20,000, the complete RFS package, including PIE and funding source, is submitted to the Vice Chancellor of Fiscal Affairs. The request is then routed to the Strategic Leadership Team (SLT) for final review and prioritization, as appropriate.

3. Proposals that do not meet objective assessment criteria or fail to demonstrate objective benefit will not be advanced for implementation.

Exhibit I: Office and Workspace Size and Furniture Guidelines

Office & Workspace Guidelines November 12, 2025*			
Function / Job Classification	Typical Space Type	Approx. Size (sq ft)	Typical Amenities / Features
Clerical / Support Staff	Workstation / Cubicle	49–64	Modular desk with return, task chair, guest chair (optional), under-desk file cabinet, shared printer access, power/data, tackboard panel system.
Technician / Analyst / Coordinator	Enlarged Cubicle / Open Office Workstation	80–99	L-shaped surface, low partition, dual monitors, rolling file pedestal, shared storage, task light, ergonomic seating.
Supervisor / Manager (Level 1)/Chair/Full-Time Faculty	Private Office – Small	99	Full-size desk and return, task chair, one guest chair, one lateral file, whiteboard, limited bookshelves.
Department Manager / Director (Level 2)	Private Office – Medium	120	Executive desk with credenza, round table (2–3 chairs), shelving, two lateral files, small wardrobe, whiteboard.
Dean / Associate Vice Chancellor (Level 3)	Private Office – Large	160–180	Desk/return, 4-seat conference table, visitor seating, bookcases, credenza, wardrobe, tack/whiteboard wall.
Provost / Vice Chancellor / Chancellor / (Highest Level Administrators)	Executive Office / Suite	225–300 (+ support)	Executive desk, 4–6 seat meeting table, credenza, bookcases, guest seating, and integrated tech wall. Single occupancy restroom or coffee alcove may be provided depending on location of office/need.
Reception / Administrative Assistant to Executive	Open or Enclosed Reception Station	90–110	Counter workspace, computer/phone, filing, visitor seating, adjacent to executive’s office.

*These guidelines were developed in conjunction with the 2015 bond program, so office configurations outside of these guidelines may continue to exist across the College and may not be modified absent operational need, renovation, or available funding.

Definitions

- Co-location: The strategic grouping of employees or teams within proximity to enhance collaboration.
- Employee: Faculty, staff, or administrators who work at San Jacinto College (SJC) on a full time, part-time, temporary, or on-call basis.
- Enclosed Office: A private, walled workspace with a closable door.

- **Hoteling Workspace:** A flexible office management strategy where employees do not have permanently assigned desks. Instead, they reserve workspaces ahead of time for the specific days or hours they plan to be in the office.
- **Manager/Chair:** Titles used interchangeably within the organizational structure to describe department-level leadership roles; for purposes of this procedure, both are considered equivalent in workspace assignment.
- **Open Workspace:** A shared or semi-private space, including cubicles or open desks.
- **Project Impact Evaluation (PIE):** Accompanies RFS to detail justification, return on investment (ROI), impact, safety compliance, and space utilization improvements.
- **Remote Work Arrangement:** An authorized work schedule that allows eligible full-time employees to work remotely during their established work hours a maximum of two days per week of the regularly assigned on-site work location. Refer to Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements.
- **Request for Facilities Services (RFS):** Formal mechanism for initiating space-related changes.
- **Shared Workspace:** An office environment where employees share desks, meeting rooms, workstations, etc. providing flexibility for employees to work where they need depending on their requirements for the day.

Date of SLT Approval	June 30, 2026
Effective Date	July 1, 2026
Associated Policy	Policy III.3004.C, Facilities Services
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services