

ADMINISTRATIVE BULLETIN NO. 14

Originally Issued: October 26, 1990

Formerly: #284

Revised: August 3, 1999

(Number and Title only)

SUBJECT: WORK STATION AND PRIVATE OFFICE GUIDELINES

On October 23, 1990, the Board of Supervisors adopted the following policy statement and "Guidelines for Individual Work Stations and Private Offices."

POLICY STATEMENT

It is the policy of the Board of Supervisors that the appearance of the work station of every employee should support the perception of the County office as a professional organization with a commitment to efficiency and excellence in public service. The overall appearance of the office environment is determined by the appearance of individual work locations. It is further the policy of the Board of Supervisors that it is the responsibility of each employee to protect and preserve his or her work environment and to ensure that a professional appearance is maintained. Additionally, it is the responsibility of each department head to ensure that a safe, pleasant, and productive work environment is maintained.

WORK STATION GUIDELINES

These guidelines apply to systems furniture work stations and to private offices.

1. Nothing shall be affixed to work station panels, file cabinets, overhead storage units, ceilings, or walls, except as provided for as follows: a) items may be affixed to tackable fabric panels, using tack pins only, to areas immediately above an employee's work surface, and b) no items may be affixed to non-tackable panels except on bulletin boards provided by General Services.
2. General Services will install bulletin boards in employee lounges for posting notices of general interest to employees.
3. Nothing may be placed on top of overhead storage units.
4. Each work station will be equipped with a sign designating the employee's name and/or position. This sign will be located on one of the panels or a wall and will be provided by General Services. This does not prohibit an employee from placing an additional nameplate, business card holder, etc. in their work station or on top of a work surface.
5. Personal photographs may be displayed subject to item number 1 above, and to the extent that they do not interfere with normal work space or maintenance of the professional office atmosphere.

Administrative Bulletin No. 14
Work Station and Private Office Guidelines
August 3, 1999
Page 2

6. Small live plants are acceptable only so long as they do not interfere with normal work space. Plants may not be placed near electric outlets or on top of overhead storage units. Plants shall be placed in leakproof containers.
7. Clothing articles that are not being worn shall be stored in an appropriate area that does not interfere with normal work space.
8. Spare operating supplies and materials shall be stored in appropriate cabinets or storage facilities.
9. Small personal appliances, including such items as space heaters, coffee pots, refrigerators, electric fans, etc. may not be located at individual work station or in private offices.
10. Eating at desks is not allowed. Meals and snacks may be eaten in employee lounges or other designated areas.
11. Beverage consumption at individual work stations is permitted. Great care for cleanliness must be displayed.
12. No items for sale (i.e., fund raiser or crafts) shall be displayed at work stations. Employees who bring items to sell shall display them in lounges or other areas designated by the department head.
13. Items to be placed on walls within each department must be approved in advance by the department head or his/her designee. General Services should be consulted and will provide assistance with hanging pictures, maps, etc. on walls.
14. Nothing shall be applied to metal surfaces (file cabinets, metal desks, etc.)

These guidelines were recommended to the Board by the County's Systems Furniture Committee and apply to all County department/facilities. Each department head is expected to use these guidelines to implement the purposes expressed in the policy statement. It is recognized, however, that each department head requires the flexibility to adapt these guidelines (or possibly implement others) to meet the needs of his/her department.