

EMPLOYEE WORKSPACE STUDY



AGENDA

- Project Background
- Decisions 1-5
 - Overview
 - Purpose/Benefits
- Implementation Schedule

1 OPTIMIZE WORKSTATION SPACE STANDARDS AND ADOPT A HOTELING STANDARD

RECOMMENDATION IN A NUTSHELL

Workstations:

Staff	Current Standard	Proposed Standard
Temps/Interns/Contract Workers/Hoteling	2-3 in an 8x10 (80 sqft)	1 in a 5x5 bench (25 sqft)
General Staff	8x10 (80 sqft)	Office: 6x8 (48 sqft) Engineering: 8x8 (64 sqft)
Unit Managers	10x12 (120 sqft)	8x10* (80 sqft)
Executive Staff	16x12 office (192 sqft)	BAOs/Chiefs: 10x16.5 office (165 sqft) Deputies/AOs/Legal: 10x13 office (130 sqft)

Hoteling: Drop-in/unassigned workstations for staff granted a remote working schedule or staff in business areas with job functions (i.e. Field Crews) that spend the majority of their time off-site

2 STANDARDIZE CONFERENCE ROOM SIZES, CONFIGURATIONS AND TECHNOLOGY

RECOMMENDATION IN A NUTSHELL

Conference Room	Capacity	Size (sqft)	Amount Needed
Extra Large	25+	720	1 per 400 staff members*
Large	12	360	1 per 200 staff members
Medium	10	300	2 per 100 staff members
Small	6	180	2 per 100 staff members
Phone Booths	2	60	3-2 per 100 staff members

RECOMMENDATION IN A NUTSHELL

Current Standard:

- Staff are bound to their workstations with limited access to mobile technology

Proposed Standard:

- Update staff technology allocations in IT Plan to include mobile devices (laptops, tablets, Surfaces) in anticipation of growing District need for mobile technologies and flexible workstyles
- Set standards for deployment and allocation of mobile technologies based on employee and unit work function (i.e. laptops, tablets, Surfaces)

RECOMMENDATION IN A NUTSHELL

- Identify and change business practices to reduce the use of paper
- Digitize future documents
- Simplify and streamline the retention schedule to ensure adherence to the policy
- Motivate staff to go paperless with a comprehensive, user-friendly digital record retention repository.

PURPOSE/BENEFITS

- Easier access to record paper and digital documents
- Reduce clutter and free up facility space
- Gain workstations by adopting this recommendation

5 EXPAND THE USE OF THE REMOTE WORKING POLICY

RECOMMENDATION IN A NUTSHELL

- Make Remote Working More Accessible
- Improve the communication of the Telework Program Policy to staff
- Save the District dedicated space to workstations with increased remote work capabilities
- “Work life balance”

PURPOSE/BENEFITS

- Competitive recruitment benefit
- Reduce seat and parking demand as well as utility and overhead costs
- Employee satisfaction with more flexible work options
- Provide work options based on job function

PROPOSED IMPLEMENTATION SCHEDULE

*SEE ATTACHMENT 8

