



Space Allocation Guidelines

The Department of Pediatrics is committed to using space responsibly and efficiently. Recognizing that many faculty and staff members have shifted to remote and hybrid work arrangements, we will utilize these principles when evaluating the efficiency of our office space and making office assignments. We are committed to maintaining or reducing our office space footprint whenever possible.

As outlined in the [Medical School Workplace Flexibility Policy](#), workspace allocation is intended to align with departmental needs and work arrangements. The Department of Pediatrics is shifting to a model of shared workspace for those employees who are not on-site for a minimum of 60% time (3 or more days per week).

Individuals on campus 3 or more days per week

1. Full-time faculty, whose primary appointment is in the Department of Pediatrics and who work three or more days in their on-campus office per week, on average, have priority for assigned office space.
 - a. Faculty may be assigned to share offices or be assigned cubicle space in areas with limited individual office space (e.g. AOB).
 - b. Considerations in determining appropriateness of office sharing are: travel schedules and type of work.
 - c. Note that "using an office" includes desk work, meetings (in-person and zoom), while on campus. Using the office for storage of personal items while working on clinical units is not sufficient to require assignment of dedicated office space.
2. Full-time P&A and CSLR staff who work in the on-campus office 3 or more days per week, on average, will be considered next for assigned space.
 - a. If space restrictions require that faculty share offices, then programmatic P&A and CSLR staff will not be assigned individual offices.

Individuals on campus less than 3 days per week

1. Faculty and staff who utilize an on-campus office less than 3 days per week will book a space using available technology
 - a. Faculty have priority for individual offices.

General principles

1. Spaces are subject to being reconfigured to accommodate more than 1 person.
2. Efforts will be made to keep divisions together.
3. Division Directors or other Departmental Leadership positions have priority for private office space.

4. Office and cubicle assignments can be changed at any time subject to Department of Pediatrics space needs for new hires.
5. The Department of Pediatrics does not provide assigned space to Fairview or UMP staff employees. As our UMN employee space needs increase, Fairview/UMP-employed staff will be asked to move to Fairview/UMP-owned and managed space before the department requests additional space from the Medical School.

Contact(s)

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Date Revised

Original - 5/24/2024