

Flexible Workplace Model

The Flexible Workplace Model offers workspaces that respond to the way we work, how we work and where we work. It takes into consideration an individual’s on-site and remote work patterns, and the work styles in the design, configuration and assignment of individual work spaces. This model will be applied to significant office reconfigurations, renovations, tenant improvements in new leased space, and all new major capital projects.

Work Style

Focused

Work is accomplished primarily alone. Has control of noise and privacy levels depending upon work location. Spends 60% or more time conducting solo, focused work and less than 40% interacting and collaborating with others.

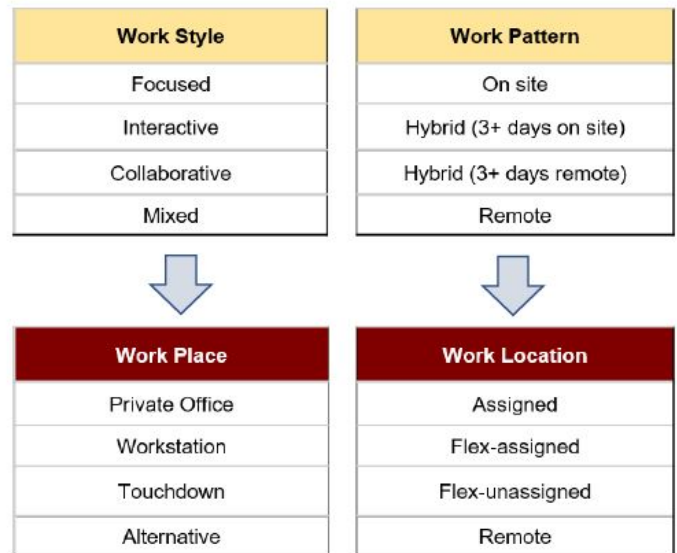
Interactive

Work is best done in a semi-private but shared environment. This ensures a certain level of privacy but facilitates organic conversation when needed. Spends 60% or more time interacting with others and less than 40% of time conducting solo, focused work.

Collaborative

Work is accomplished primarily in a team setting with a diverse discipline of co-workers. Work is transparent and privacy is of low concern. The environment fosters idea sharing and a free flow of information and communication. 80% or more time is spent fully interacting and collaborating with other team members. 20% or less is spent conducting solo, focused work.

How we work drives Where we work



Work Pattern

An individual’s on-site and remote work patterns are considered when making workspace assignments.

WORK LOCATION				
WORK LOCATION	ICON	REQUIREMENTS / CRITERIA	WORKSPACE TYPE	DEFINITION / DESCRIPTION
Assigned		In the office at least 3 days/week. 60%+ of the day spent in workspace.	Assigned / Dedicated	Work is conducted primarily on site in single campus location. Individual is provided an assigned-dedicated workspace. Secure storage is available within the workspace. The workspace is not available for use by others.
Flex - Assigned		In the office at least 3 days/week. Less than 60% of the day spent in workspace.	Assigned / Shared	Work is split between an on site location and an off site location. Individual is provided an assigned-shared workspace. Secure storage for work related items is provided - one for every individual assigned to the shared workspace.
Flex - Unassigned		In the office 1-2 days/week.	Unassigned / Touchdown	Work is split between an off campus location and an off site location. Has a home office setup and has access to unassigned touchdown workspace in other campus locations. No department assigned or shared workspace available. Typically, the entire department or function does not work on site.
Remote		In the office 1-4 days/month.	Unassigned / Touchdown	Work is conducted primarily off site and off campus. Has access to unassigned touchdown workspace as needed when visiting campus.

Guidelines for Implementation

When evaluating an individual's workplace requirements, space planners consider a number of factors including: an individual's role in the organization, their need for privacy and confidentiality, the work they do, their work style (focused, interactive, collaborative, mixed), and their remote work pattern. At this point in time, these standards and guidelines will not impact faculty offices.

These factors help guide decisions about what type of work space is required (private office, workstation, touchdown, alternative), and the location and manner of assignment (assigned, flex-assigned, unassigned, remote). In all cases, under the flexible workplace model, individuals will have access to shared resources such as focus rooms, collaboration, and conference rooms.

Work Profile	Work Pattern	Work Style		Work Place	Work Location	
Leadership role						
SVP, VP, other senior leaders	any	any	>>	Private Office	Assigned	+
Faculty						
Full-time	any	any	>>	Private Office	Assigned	+
Part-time, emeritus	any	any	>>	Shared Office or Workstation	Assigned	
AVP, Director, Staff with high privacy/confidentiality requirement						
	3+ on site	Focused	>>	Private Office	Assigned	+
	1-2 on site	Focused	>>	Private Office	Flex-Unassigned	
	<1, or remote	Focused	>>	Shared Office or Workstation	Flex-Unassigned	
Staff (office based)						
	3+ on site	Focused	>>	Workstation	Assigned	+
	3+ on site	Interactive Collaborative Mixed	>>	Workstation	Flex-Assigned	
	1-2 on site	Focused	>>	Workstation	Flex-Unassigned	
	1-2 on site	Interactive Collaborative Mixed	>>	Workstation or Touchdown	Flex-Unassigned	
	<1, or remote	any	>>	Touchdown	Flex-Unassigned	

Access to shared:
Focus Rooms
Collaboration Rooms
Conference Rooms

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