



IN Department of Child Services Employee Workspace Guidelines

Effective June 1, 2017

PURPOSE

These general guidelines establish workspace standards in order to create a safe and professional office environment and are not all inclusive. All areas are to be kept neat, clean and professional in appearance.

SCOPE

The guidelines apply to all Department of Child Services (DCS) employees and other workforce members (e.g. contracted staff, interns, etc.).

GENERAL GUIDELINES

- Personal refrigerators and microwaves are not permitted in cubicles and generally not allowed in offices with an equipped break room/kitchen area. Employees in locations without an equipped break room/kitchen area may be permitted, with management approval, to have small personal refrigerator(s) and/or microwave(s); however, they must be plugged into a wall outlet. Requests to bring in a small refrigerator and/or microwave *may* be considered in offices where there are established breakrooms/kitchen areas *only* if demand warrants the need. Requests must be submitted in advance to the Local Office Director and ultimately approved by the Regional Manager or Deputy Director.
- Toasters, toaster ovens, hotplates, or any other devices used for food preparation are not permitted in cubicles, offices and other workspaces.
- Coffee pots are allowed in established break rooms, kitchen areas and/or designated locations in offices without an established break room/kitchen area. Use must be approved by the Local Office Director or Deputy Director. Approved coffee pots must have an automatic shut off feature.
- Portable electric heaters of any type or design can create a significant fire hazard and consume an excessive amount of electricity. Personal/portable electric heaters are not permitted in cubicles, offices and other work spaces.
- Fans which have blades larger than six (6) inches are not permitted in cubicles or other work spaces.
- No items shall obstruct light fixtures and/or air flow.
- No items shall be placed on top of cubicle bins and/or cubicle walls.
- The use of extension cords are prohibited. Surge protectors must be used for all computer equipment.

- No items are to be placed within twenty-four (24) inches of the ceilings.
- No plants are permitted in aisles or walkways or hung from the ceilings.

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- No pets are permitted in the cubicles, offices or other workspaces (unless related to and approved as a reasonable accommodation).
- Spills must be cleaned immediately and large spills must be immediately reported to building maintenance.
- No items are to be hung in the entry of cubicle spaces such as shower curtains/rods or other materials.
- No open flames (e.g. candles) shall be permitted at any time.

Any requests for an accommodation shall be submitted to your supervisor and human resources. Requests will be reviewed and considered in accordance with applicable laws and rules.

APPROVAL

Mary Beth Brumentorn

May 9, 2017
Date

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