INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

TO: Department of Workforce Development Indianapolis Administrative Office Staff

FROM: Randy Gillespie
Chief Financial Officer

DATE: April 27, 2011

SUBJECT: DWD Policy 2010-21
Work Space/Cubicle and Vending Area Housekeeping Policy for Indiana Department of Workforce Development's Administrative Office in Indianapolis

Purpose
This policy establishes work space/cubicle and vending area guidelines for Indiana Department of Workforce Development's (DWD) staff who work in DWD's Administrative Office in Indianapolis. These guidelines shall be followed by all DWD Administrative Office staff to ensure an efficient, professional, clean and federally compliant work environment within the office for employees and visitors.

Content
The following applies to the employee's individual work space/cubicle:

1. All areas are to be kept neat, clean and professional in appearance.

2. Only name plates, official posters and policies provided by the agency may be displayed on the outside of workstation panels. An employee directory list may be displayed at the end of each row of cubicles.

3. Work surface areas and panels should be kept neat, dusted and clear of excess clutter. A few well-selected personal items are acceptable in the work space/cubicle as long as the items do not interfere with the organization and flow of the employee's work.

4. Coffeepots and space heaters are considered safety hazards and are prohibited in work spaces/cubicles. Should temperature problems be experienced, contact the Director of Facilities/Operations at 232-7351.

5. Soft drink and snack machines are available in the vending areas on the first, second, and third floors. Although beverages are acceptable in the work space/cubicle, open containers are not acceptable. All beverages, with the exception of water and drinks in cans and bottles, must have a lid on the container. While eating in the work space/cubicle is allowed, it is not encouraged.

6. Only one plant per cubicle is permissible and must be placed on Formica-topped furniture/non-metallic work surfaces. To prevent scratches and water/rust damage to the surfaces, plants shall not be placed on file cabinets, tops of metal open or closed bins or on window ledges. A plant may not extend above or outside the cubicle walls. No plant shall be hung from the ceilings or walls.

7. No fish or any live animals, with the exception of approved service animals, are permitted in the work space or cubicles.

8. The only authorized furniture allowed in a work space/cubicle are products approved by the Director of Facilities/Operations.

9. Heavier items such as pictures, plaques, etc., may be hung on interior cubicle walls; however, only specialty hooks, approved by Facilities/Operations Management, may be used to hang the items. Lighter weight items may be hung using push-pins or T-pins. No adhesives are to be used on the fabric or metal portions of the panels. Magnets may be used on the metal portions. All decorations must be entirely contained within the work space.

10. No personal items are to be placed in the aisles or upon file cabinets and bookcases outside the cubicles.

11. Coat hooks provided and located on the interior cubicle wall panels are intended for light-weight items such as sweaters or suit jackets. These hooks are not sturdy enough for coats and outerwear jackets. Coat racks are provided for hanging of heavier items.

12. In order to maintain cabling standards and office appearance, any request for cable installation that would extend beyond an employee's work station must be submitted to and approved by Information Services. Employees are not to install any cables without IS approval.

13. Any changes or adjustments to work space configurations must be requested and approved through DWD Management Services (232-1896). The agency contracted vendor or his authorized representative must make changes.

14. Special care should be taken to maintain the appearance and life of the carpet. If a spill occurs, immediately wipe up as much as possible and report the spill to Facilities/Operations (232-7342) so that housekeeping can be notified.

15. The window blinds are to be kept completely down to the window ledge. Adjusting the amount of light allowed may be done by using the wand to set the angle of the slats.

16. The deep window ledges on the south and east side of the building are constructed of wall board only and covered by vinyl. These ledges cannot support weight and will mar easily; therefore, nothing - including plants - is to be placed on the window ledge.

17. Microwave ovens and refrigerators are provided on each floor for employee use. The following guidelines apply:

- All food items stored in refrigerator must be marked with employee name, phone number and the date placed in the refrigerator.
- At a minimum, each week the appliances will be thoroughly cleaned.
- Representatives of the Appliance Committee will determine the day and time of day of the week that the appliances are cleaned and notify staff of any changes to the schedule. The representatives are allowed to clean the equipment during normal work hours.
- Each floor's Appliance Committee representative will address cleanliness issues, complaints and other issues as they arise. Any unresolved problems shall be provided, in writing, to the full committee through Facilities/Operations (232-7342).
- Reservations for use of microwaves/refrigerators for special occasions/events are permissible. Contact appropriate floor representative for arrangements.

Courtesy rules:

Use special trashcans located in the vending areas for wrappers/trash that have food particles on them.

- Individuals must remain at the microwave while food is cooking.
- Individuals must clean up their own spills or messes.
- As the appliances are not in confined spaces, strong food aromas may be offensive to employees in nearby work areas so food/products that are prone to strong aroma should be avoided.
- Individuals are asked to be considerate of others in terms of microwave usage.

Effective Date
Immediately

End Date
Upon rescission

Ownership
DWD Facilities/Operations
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Action
All employees stationed in the Department of Workforce Development's Administrative Office shall follow the guidelines explained in this policy regarding their work space/cubicle and the shared DWD vending areas in the building. Deputy Commissioners, Supervisors and Managers are responsible for ensuring that employees adhere to this Administrative Office Housekeeping Policy. Employees who fail to comply with this policy may be subject to the progressive discipline process.