

Applicable Employee Classes:

Effective Date:

Space Allocation Policy

Policy:

All requests for assignment of space, reassignment of space, or change of space use shall be submitted to the Space Allocation Committee (SAC) for review and approval. The SAC shall review all requests and make recommendations to the President. The President shall have the final authority to approve or deny any request for space allocation. The SAC shall also be responsible for monitoring the use of space and ensuring that it is used in accordance with the policy. The SAC shall report to the President on a regular basis regarding the status of space allocation and any issues that may arise. The SAC shall also be responsible for developing and implementing a space allocation plan that meets the needs of the Institute. The SAC shall also be responsible for reviewing and recommending changes to the space allocation policy as needed. The SAC shall also be responsible for ensuring that the space allocation policy is communicated to all employees and that they understand their responsibilities regarding space allocation. The SAC shall also be responsible for ensuring that the space allocation policy is updated as needed to reflect changes in the Institute's needs and priorities. The SAC shall also be responsible for ensuring that the space allocation policy is enforced consistently and fairly. The SAC shall also be responsible for ensuring that the space allocation policy is reviewed and updated on a regular basis. The SAC shall also be responsible for ensuring that the space allocation policy is communicated to all employees and that they understand their responsibilities regarding space allocation. The SAC shall also be responsible for ensuring that the space allocation policy is enforced consistently and fairly. The SAC shall also be responsible for ensuring that the space allocation policy is reviewed and updated on a regular basis.