

BLACK HILLS STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Assigning On- and Off-Campus Workstations

NUMBER: 6:13

Office/Contact: Facilities Services

Source: [SDBOR Policy 1:6](#); [BHSU Policy 4:1](#)

1. Purpose

This policy and its procedures define the approval process for the normal workstation of positions whether on- or off-campus.

2. Definitions

- a. On-Campus: any location on the physical campus in Spearfish and Rapid City
- b. Off-Campus: any location not on the physical campus in Spearfish or Rapid City
- c. Normal Workstation: the physical location of a University employee's regular workstation established for the position the employee occupies.

3. Policy

- a. All employees of the University are required to be assigned a Normal Workstation established for their position.
- b. The assignment of a Normal Workstation shall require consulting the position description to arrive at the best Normal Workstation to achieve the job duties. No Normal Workstation determinations or modifications may be based on employee preference.
- c. Reasonable adjustments to a workstation may be made to ensure proper ergonomics. Employees may request an ergonomics check for their workstation through the Human Resources office.
- d. If work station modifications are needed to accommodate a disability, the employee should reach out to the Director of Human Resources who is the ADA

Employment Coordinator for Black Hills State University. For additional ADA compliance guidelines, please refer to BHSU Policy 4:1.

- e. Any modifications in Normal Workstation shall be communicated to the affected employee at least 30 days prior to the change.
- f. The Normal Workstation is a position-based designation. Any request to relocate a workstation to an Off-Campus Normal Workstation constitutes a Telecommuting request, which is addressed under University Policy 4:13.
- g. Facilities Services shall maintain an inventory of all office spaces including both occupied and unoccupied.
- h. The Human Resources Office shall maintain a current directory of office assignments whether on- or off-campus.
- i. Any office changes must be reviewed by both Facilities Services and Network and Computer Services for adequacy.
- j. All space is BHSU space and not specifically allocated to a department.

4. Procedures

a. New Positions

- i. Department heads or Deans will work with the direct reporting supervisors to determine a Normal Workstation for each new position that directly reports to the supervisor.
- ii. The supervisor shall communicate the proposed new workstation assignment to Facilities Services and Network and Computer Services to obtain their feedback, to ensure that all proper arrangements are made, and compliance issues considered before the Normal Workstation is authorized for the position.
- iii. Once initially approved by the supervisor and agreed to by Facilities Services and Network and Computer Services, all determinations of a Normal Workstation must receive final authorization from the appropriate Vice President, or the University President for the President's direct reports. This approval is obtained through the Request for Workstation

Assignment via DocuSign which should be initiated by the employee's supervisor.

b. New Hires in Existing Positions

- i. Department heads or Deans will work with the direct reporting supervisors to validate the Normal Workstation for each new hire for an existing position that directly reports to the supervisor.
- ii. The supervisor shall communicate the proposed workstation assignment to Facilities Services and Network and Computer Services to obtain their feedback, to ensure that all proper arrangements are made, and compliance issues considered before the Normal Workstation is authorized for the position unless no changes are proposed in the workstation assignment from the previous employee in which case no additional communication is required.
- iii. Once initially approved by the supervisor and agreed to by Facilities Services and Network and Computer Services, all determinations of a Normal Workstation must receive final authorization from the appropriate Vice President, or the University President for the President's direct reports. This approval is obtained through the Request for Workstation Assignment via DocuSign which should be initiated by the employee's supervisor.

c. Reassigned Workstation for Existing Employees

- i. Department heads or Deans will work with the direct reporting supervisors to determine a new Normal Workstation for any current position that is in need of a different workstation.
- ii. The supervisor shall communicate the proposed reassigned workstation assignment to Facilities Services and Network and Computer Services to obtain their feedback, to ensure that all proper arrangements are made, and

compliance issues considered before the Normal Workstation is authorized for the position.

- iii. Once initially approved by the supervisor and agreed to by Facilities Services and Network and Computer Services, all determinations of a Normal Workstation must receive final authorization from the appropriate Vice President, or the University President for the President's direct reports. This approval is obtained through the Request for Workstation Assignment via DocuSign which should be initiated by the employee's supervisor.
- d. Upon final authorization by the Vice President or President via DocuSign, as applicable, the supervisor will notify the employee. Other applicable offices, including Human Resources, Facilities Services, and Network & Computer Services will be notified automatically with an electronic copy of the approved form through DocuSign. Records of office assignments shall be maintained in accordance with SDBOR and University employment records protocols.

5. Responsible Administrator

The Associate VP of Facilities Services and Sustainability or designee, is responsible for the annual and ad hoc review of this policy and its procedures. The University President is responsible for approving this policy.

SOURCE: Approved by President Laurie Nichols on 10/26/2020.