Good Afternoon All!

It is with a lot of excitement that the Space Committee announces the following plan to implement fully remote, hybrid, and updated on-campus working arrangements. This is the culmination of nearly 12 months of work to ensure that all voices were heard and represented. This plan has been presented in several iterations to leadership for their feedback.

The following outlines what needs to be done in the months of June, July, and August to reach our goals. Approaches to hoteling spaces and other aspects of this plan will be evaluated throughout the coming months and will be adjusted based on what we learn, how you desire to work, and any changes the leadership team finds necessary.

Information in this message:

- Telework Policy & Application: for those working less than 3 days per week on campus or fully remote
- Clean Out Days at USC
- Moving Days at USC
- How to submit feedback and ask questions

**Telework Policy & Application:**
By the end of June, we ask employees that have chosen to work on campus less than 3 days per week to complete the Telework Application. Please review the telework policy page and the telework application to start this process. You should work directly with your supervisor to complete this form.

The campus standard for providing permanent workspace is to those who will be working on-campus 3 days a week or more. If you have changed your decision on your schedule to more or less than 3 days, please notify your supervisor and have them contact the space committee directly. This will ensure we allot enough space for permanent office assignments.

**Clean Out Days:**
Most of our team who are altering their work locations or schedules are in the University Services Center (USC). Therefore, we are coordinating clean out days for those with office space in that building during the month of June.

We can coordinate clean-out days for other areas across campus as we are made aware of the need. Please let your supervisor know if you want to host a clean-out day in your area.

The focus for the clean out days is for those employees that will be 100% remote or hybrid less than 3 days per week and have an office space in USC. Those that are going to be on campus 3 days or more can take advantage of the clean-up days but can leave their office equipment where it is.
Things to note:

- Clean Out Days will be held 3 Fridays in the month, June 10, 17, and 24 from 8 am to 4 pm.
- Resources include surplus, trash/recycle, shredding services, boxes, cleaning supplies, and dollies/carts to move equipment.
- We will provide donuts, coffee and pizza to those participating.
- Frequently Asked Questions have been compiled and will be updated as needed.
- Space Committee members will be on-site during these days to answer questions and help as needed.

Moving Days:

In July and August, we will designate moving days for employees to relocate to new spaces (if applicable). This work is still ongoing, and we are looking to firm up the space assignments with feedback from the leadership team soon. We will share with you any new space assignments, designated hotel space, and other information about the move days by July 1, 2022.

Questions?
We realize this is a lot of information and that there may be questions you still have. Here are the resources we’ve put together to help:

- Frequently Asked Questions (FAQs) can be found on the Division of IT Information Hub.
- Additionally, we have a Microsoft Form that you can fill out to submit questions to the team. If you need us to get back to you directly, please be sure to include your name, otherwise your submittal will be anonymous and we will get it posted, if appropriate, as soon as possible to the FAQs.
- The team is also considering some informational forums later in June, as those plans firm up, we will let you know so that you can attend one if desired. There is quite a bit of information about construction projects, the iterative nature of the last 12 months, the many discussions around team spaces, quiet spaces, and hybrid meetings, that we would be happy to share.

Jason and I want to express our gratitude to the amazing space committee members for their work and to the leadership team and all those providing insight into the various surveys. The input from all these sources has really allowed the committee to develop what we believe to be a plan that can grow with the division and that we can iterate on to make it even better in the future.

**Thanks from Candace and Jason**

Space Committee Members: Katie Hightower, Marie Frank, Michael Schwartz, Lance Baatz, Brian Page, Sarah Robinson