



Administrative Policy

Policy Title:	Employee Office Move/ Add/Change Requests
Policy Number:	1904
Date Adopted:	12/13/2012
Version:	2.0
Review Cycle:	Annually
Date Last Reviewed:	07/28/2017
Office Responsible:	Facilities
Reviewing Committee:	Process Management Committee
Related Policies:	NA
Related Laws:	NA

Policy Summary

This policy outlines requirements that shall be followed when a Jackson College (JC) employee is requesting an office move. The policy will ensure the appropriate parties are involved in the planning process and help to expedite the employee move.

Scope: This policy applies to all new and existing employees of the College.

Policy Statement

Any employee that requests to make an office move, add or change is required to complete and submit the Move/Add/Change (MAC) form provided on the College web page. All move requests shall be submitted by the employee's supervisor. Requests shall be e-mailed to moverequest@jccmi.edu and will be reviewed by the appropriate Leadership Council member. No office moves shall be undertaken without advanced authorization.

Requests for new employees shall be the responsibility of the immediate supervisor and when possible shall be submitted 2-3 weeks prior to the new employee start date.

Requests will be reviewed by Information Technology and Facilities and appropriate parties will be notified if the requested date cannot be met.

Denied Move Requests: Move requests may be denied due to labor and budget constraints. Areas may also not have the required cabling infrastructure to provide telephone and network services. Office layouts must best utilize structured cabling, power and furniture that is already in place. Offices will not be set up in a way that places cabling of any kind along the floors or walking spaces that could create potential tripping or safety hazards.

Self-Initiated Moves: Employees shall not move office furniture (i.e. desks, filing cabinets, bookcases, etc.) or information technology (IT) equipment prior to approval. IT equipment damaged as a result may not be able to be replaced and may become the financial responsibility of the involved employee. College furniture shall not be altered or disassembled.

Facilities and IT personnel are not responsible for moving personal property nor are they liable for damage of personal property in the event of a move.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12/13/2012	1.0	Updated	R. Harris
07/28/2017	2.0	Reviewed	J. Dobbs