



#### ADMINISTRATIVE POLICY

<b>Policy Title:</b>	<b>Employee Office Move/ Add/Change Requests</b>
<b>Policy Number:</b>	<b>LC-1904</b>
<b>Date Adopted:</b>	<b>12/13/2012</b>
<b>Version:</b>	<b>3.0</b>
<b>Review Cycle:</b>	<b>Annually</b>
<b>Date Last Reviewed:</b>	<b>03/10/2022</b>
<b>Office Responsible:</b>	<b>Facilities</b>
<b>Reviewing Committee:</b>	<b>Process Management Committee</b>
<b>Related Policies:</b>	<b>NA</b>
<b>Related Laws:</b>	<b>NA</b>

**Purpose:** Jackson College employees are required to fill out an Employee Office Move/Add/Change Request (MAC) form to move offices, add furniture or information technology (IT) equipment to their office, and/or reconfigure their office.

**Scope:** All new and existing Jackson College employees.

**Policy Statement:** Employees that intend to make an office move, add, or change shall get prior approval from their supervisor and/or administrator before submitting an Employee Move/Add Change (MAC) form. No office moves shall be undertaken without advanced authorization.

Employee MAC forms shall be completed via the Jackson College Facilities webpage. Submitted forms shall be reviewed by Facilities and Information Technology. Facilities and IT shall schedule a completion date of the MAC with all parties involved in the request.

IT team members shall move all computer, telephone, and other IT equipment. If needed, employees shall have all office items packed and labeled prior to scheduled date for the Facilities team members to move. 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.

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

- *New Employee*: New employee request forms shall be the responsibility of the immediate supervisor and when possible, shall be submitted one to two weeks prior to the new employee start date.
- *Self-Initiated Moves*: Employees shall not move themselves. If employees move themselves Jackson College will no longer be in compliance with the MLTS rules. Jackson College could be subject to fines if found out of compliance.
- *Denied Move Requests*: MAC requests will be reviewed by and may be denied by the Chief Campus Operations Officer due to labor and budget constraints. Areas may also not have the required cabling infrastructure to provide telephone and network services. Office layouts shall best utilize structured cabling, power and furniture that is already in place. Offices shall 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.

#### **References:**

[https://www.jccmi.edu/facilities\\_department/facilities-move-add-change-forms/](https://www.jccmi.edu/facilities_department/facilities-move-add-change-forms/)

<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-32-of-1986.pdf>

#### **Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Version</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
12/13/2012	1.0	Updated	R. Harris
07/28/2017	2.0	Reviewed	J. Dobbs
03/10/2022	3.0	Updated	J. Valente