

5.5.3 Staff Setup and Office Move Requests

(a) Policy

California Correctional Health Care Services (CCHCS), Business Operations Section (BOS) shall maintain a process to provide services for the setup and movement of office and cubicle space.

(b) Applicability

This policy applies to all staff who utilize office space in any CCHCS leased location.

(c) Procedure

(1) Staff Setup Requests

(A) Staff setup requests shall be submitted for the following staff:

1. New
2. Transfer
3. Current
4. Returning from extended leave (e.g., paternity, maternity, administrative)
5. Promotion

(B) The requesting program shall identify a space to assign to the staff. If office or cubicle space is unavailable, the requesting program shall contact the Space Management Unit (SMU) to discuss alternatives.

1. All office or cubicle space allocations shall adhere to State Space Allowances Standards (State Administrative Manual, Section 1321.14). Deviation from this standard shall require a detailed justification submitted with the staff setup or move request and shall be reviewed by BOS management. Additional management approval may be required based on the type of deviation.
2. Staff are entitled to a single space assignment and shall not be assigned a space in multiple locations or buildings.

(C) A staff setup request shall be initiated by submitting a manager-approved Service Request Form through the CCHCS Service Portal no less than ten business days prior to the staff's official start date.

(D) BOS shall review the request on a first-come, first-served basis. Upon approval, the setup of the space and equipment shall be coordinated with Information Technology Services Division (ITSD) staff.

(E) The requesting program shall be notified via the CCHCS Service Portal when the staff setup has been completed and the space is ready for occupancy.

(2) Staff Move Requests

(A) A staff move request shall be initiated by submitting a manager-approved Service Request Form through the CCHCS Service Portal no less than ten business days in advance of the requested move.

(B) BOS shall review the request on a first-come first-served basis. Upon approval, BOS shall coordinate the move request with ITSD staff and third party moving companies if necessary.

(3) Individual Staff Moves of Less Than Ten Staff

(A) Individual staff moves shall occur during regular business hours, 8:00 a.m. to 5:00 p.m., one day per week to be mutually agreed upon by local SMU and ITSD staff. If the scheduled move date falls on a State holiday, the move shall occur the next business day following the State holiday.

(B) Staff shall not be moved outside of the weekly schedule except to prevent potential health and safety issues.

(4) Program Moves of Ten or More Staff

(A) In addition to the manager-approved Service Request Form, the requesting program shall submit the following with their request.

1. Program Information Sheet.
2. Memorandum justifying the business need for the move request and the impact on operations if the request is not approved.

(B) The requesting program shall designate a liaison to assist BOS in coordination of move efforts and communications with impacted staff.

(C) Larger moves shall generally occur after business hours to limit the disruption to staff and mitigate potential health and safety risks during the move. Moves may occur during business hours when deemed necessary by BOS.

(D) Move dates shall be mutually agreed upon by all involved parties and are subject to change based on a variety of circumstances including, but not limited to:

1. Construction/alteration schedules

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES
Health Care Department Operations Manual

2. Modular furniture installation schedules
3. State holidays
4. Contractor availability
5. Severe weather

(5) General Move Practices/Guidelines

- (A) All moves shall receive approval from BOS management prior to staff movement. Staff shall not move themselves to another space without authorization from BOS.
- (B) Staff, except those designated as ITSD Desktop Support staff, are not authorized to move equipment regardless of classification, experience, training, or any other factors.
- (C) Staff shall be responsible for packing and labeling the items in their own workspace utilizing the boxes and labels provided by BOS. If staff are out of the office or unable to pack their own items, the staff's manager shall be responsible for ensuring the staff's workspace is packed prior to the move date.
- (D) Any item which does not have a label shall not be moved. Item(s) too large to box, or that otherwise cannot be boxed, shall have a label placed on each unpacked item.
- (E) Managers and supervisors shall be responsible for ensuring vacated workspaces are cleared of all items.
- (F) Personal items not belonging to the State shall be the staff's responsibility to move (e.g., pictures, plants, radios, clocks, fans). Staff shall not receive compensation for or replacement of personal items lost or damaged during a move.
- (G) Staff shall not move any items into their new workspace until BOS has completed their portion of the move.
- (H) All furniture (e.g., credenzas, storage/supply cabinets, bookcases) must be emptied prior to the move.
- (I) All notes (e.g., post-its, papers, flyers) must be removed from all equipment and bulletin/cork boards scheduled to be moved.
- (J) The requesting program shall be notified via the CCHCS Service Portal when the requested move has been completed.

Links

- CCHCS Service Portal
https://cchcsprod.servicenowservices.com/sp?sysparm_stack=no
- Service Request Form
<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/Facilities/Service%20Request%20Form.pdf>
- Program Information Sheet
<http://lifeline/PolicyandAdministration/BusinessServices/Facilities/Space%20Management/Program%20Information%20Sheet-Template.xlsx>

References

- State Administrative Manual, Section 1321.14
https://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/sam_master_file/chap1300/1321.14.pdf

Revision History

Effective: 05/2017

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