

Article XX

Workspace and Materials

Section 1. Workspace and Materials Access. The University shall provide GSWs free access to University services, materials, and facilities necessary to carry out their duties, including but not limited to: individually assigned desk or office space outside of hazardous lab spaces and within the same building as their primary work environment or lab, if applicable, after-hours and weekend building access, library privileges, studio space, lockable storage space, campus mail, office supplies, meeting spaces, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment. Desk or office space must be lockable and/or within a locked space. GSWs will have access to their individually assigned desk or office space for the full work day and after hours as needed. GSWs in any role interacting with grading, confidential materials, or other sensitive information must be given a private location, such as for office hours with students or the handling of confidential data.

Section 2. Shared Workspaces. The University shall not require any GSW to share their individual workspace without their explicit consent.

Section 3. Reimbursements for Materials. With the supervisor's approval, the University shall reimburse GSWs for required job-related materials, equipment, and services that are not otherwise provided to the GSW by their department or program, including materials needed in on-campus spaces and, when approved, remote work locations. Requests for approval shall not be unreasonably denied. Materials reimbursed via direct deposit within 14 calendar days of when a GSW submits an expense report. Expense reports can be submitted immediately following the GSW's purchase, and there are no limits on when GSWs can submit their reimbursement requests. The parties agree that GSWs are responsible for maintaining and submitting receipts.

Section 4. Protective Equipment. If ECOS or the Union determines that protective clothing, equipment, personal protective equipment (PPE), or related tools or materials are required by a GSW's assignment, the University, at no cost to GSWs, will furnish and maintain such protective clothing, equipment, or PPE following the protocol of the PPE program through the Office of Academic and Research Safety (OARS). PPE and relevant first aid equipment will be provided in workplaces where such PPE and first aid are needed. In the event ECOS and the Union disagree on what PPE is required for a task, arbitration is to be expedited. All GSWs may wear any and all PPE, including but not limited to masks and respirators, they choose to wear in University spaces. If a lab environment uses safety glasses or airtight goggles as PPE, a GSW may request prescription safety glasses or airtight goggles from their supervisor. The prescription safety glasses or airtight goggles shall be provided at no cost to the GSW.

Section 5. Computers, Internet, and Printing. GSWs shall have access to internet access, computers with internet access, printers, and scanners at no cost to them.

Section 6. Requested Equipment. GSWs may request specific services, materials, and facilities not provided pursuant to Section 1, 3, 4 & 5. Requests shall not be unreasonably denied.

Section 7. Ergonomic Equipment. Ergonomic equipment must be provided to all GSWs upon request. Ergonomic and safety evaluations and training from OARS shall be available to all GSWs. Ergonomic equipment for computer use shall include but is not limited to adjustable height sitting/standing desks, ergonomic input devices (e.g. keyboards and mice specifically designed for ergonomics), laptop stands, monitors, adjustable monitor arms, and ergonomic chairs, pointing devices, screen reader and voice accessibility software.

Section 8. Ergonomic Workplace. The University will also make reasonable effort to incorporate currently accepted ergonomic practices and guidelines into new and existing workplace and workstation designs.

Section 9. Remote Work Accommodations. The University shall provide GSWs who work remotely with the same resources provided in Sections 1 through 7 with the same level of health and safety as provided for their work on campus.

Section 10. Remote Work. The University will accommodate all requests for remote and/or online work without requiring medical documentation from GSWs. GSW's may work remotely in the following situations:

1. GSW requests for remote and/or online work.
2. If it is not possible to grant a GSW an individually assigned desk or office space until an adequate desk or office space is assigned;
3. If required by the University, or;
4. If recommended by a medical professional (see Article XX, Health & Safety)

Section 11. Moving Office or Lab. If a GSW's University work location is to be moved or if there is a substantial alteration of the GSW's workspace, the GSW will be notified at least sixty (60) days before the move or alteration. The University shall utilize facilities and/or moving companies, and GSWs shall not be expected to move or relocate materials or equipment into new spaces.

Section 12. Afterhours Workspaces. The University will make every attempt to schedule evening courses in buildings with other activities.