

ARTICLE \_\_  
WORKSPACE AND MATERIALS

**Section 1.** The University shall provide GWs, at no cost to the GW, access to University services, materials, and facilities necessary to carry out their duties, including but not limited to: individual desk or office space outside of hazardous lab spaces within the same building as their primary work environment or lab (if applicable), after-hours and weekend building access, library privileges, studio space, storage space, campus mail, office supplies including chalk and dry-erase markers, office equipment, basic software and hardware, basic lab equipment, grading software, and audio/visual presentation equipment.

**Section 2.** GWs may request specific services, materials, and facilities not provided pursuant to Section 1. Requests shall not be unreasonably denied.

**Section 3.** GWs shall also have access to computers with internet access and printers at no cost to them.

**Section 4.** With the supervisor's approval, the University shall reimburse GWs for required job-related materials, equipment, and services that are not otherwise provided to the GW 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.

**Section 5.** If a GW's University work location is to be moved or if there is a substantial alteration of the GW's workspace, the GW will be notified at least sixty (60) days before the move or alteration. The University shall utilize facilities and/or moving companies and GWs shall not be expected to move or relocate materials or equipment into new spaces.

**Section 6.** Remote work. GW's may work remotely in the following situations:

1. If it is not possible to grant a GW an individually assigned desk or office space until an adequate desk or office space is assigned;
2. If requested by the GW and approved by the GW's supervisor. Requests shall not be unreasonably denied;
3. If required by the University, or;
4. If recommended by a medical professional (see Article \_\_, Health & Safety)

The University shall provide 90 (ninety) days notice to the termination of any remote work arrangement for (2) through (4).