

ARTICLE \_\_\_\_  
WORKSPACE AND MATERIALS

**Section 1.** The University shall provide GWs, at no cost to the GW with access to University services, materials, equipment and facilities necessary to carry out their duties, including but not limited to: desk or office space (individual or shared) ~~in non-hazardous environments~~, after-hours and weekend building access ([where permitted](#)), 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.** Nothing in Section 1 precludes the University or the supervisor from determining what specific services, materials, equipment and facilities are best suited or adequate to carry out assigned duties. However, GWs may request specific services, materials, and facilities not provided pursuant to Section 1. If the supervisor denies such a request, the GW may discuss the denial with the department head.

**Section 3.** To the extent available and consistent with the requirements of the departments and University policy, GWs shall also have access to computers with internet access and printers ~~within their respective building of work printers on campus~~ at no cost to them.

**Section 4.** With the supervisor's advance 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. Requests 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 thirty (30) days before the move or alteration. ~~In circumstances where~~ [If the move is due to an emergency and it is not possible to provide thirty \(30\) days' notice, notice shall be given as soon as possible. GWs shall not be expected to move or relocate materials or equipment into new spaces, other than their personal belongings. 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.~~1. If requested by the GW and approved by the GW's supervisor. The GW's supervisor's decision is final and is not subject to the grievance and arbitration procedure. Requests shall not be unreasonably denied.
- ~~3.~~2. If required by the University, or;

- ~~3. If determined to be a reasonable accommodation following the University's ADA request process, recommended by a medical professional (see Article \_\_, Health & Safety)~~
- ~~4. If recommended by a medical professional (see Article \_\_, Health & Safety)~~

The University shall provide 30 (thirty) days' notice to the termination of any remote work arrangement ~~for (2) through (4)~~. It is recognized that GWs who are on approved remote work may need to physically come to campus periodically to perform work or attend meetings.