

Unit Workspace Guidelines

OHSU-wide Approach

1. Remote work is encouraged for those that can perform their job duties off-site;
2. In general, dedicated workspace is reserved for employees who work the majority of their time each week at their desks. Time spent in clinic is not considered time worked at desks. All other workspaces will be provided through departmental desk sharing as assigned to the department or through the OHSU Anywhere Flexible Space program. All enclosed space may be shared by more than one occupant;
3. As an outcome of the remote work policy, space must be relinquished for management by the University Space Committee.

Healthcare Approach

1. Remote work is encouraged for those that can perform their job duties off site;
2. Dedicated workspace is reserved for employees who work at their desks 80% or more each day, four days a week. Time spent in clinic is not considered time worked at desks. All other workspaces will be provided through departmental desk sharing as assigned to the department or through the OHSU Anywhere Flexible Space program. All enclosed space may be shared by more than one occupant as needed to support FTE growth. Dedicated private office commitments are for VP's only;
3. As an outcome of the remote work policy, space must be relinquished to support clinical growth with management by the Hospital Space Committee.

