

AY 22/23 Flexible Work Arrangement Guidance for Supervisors

Office Space Considerations

Office space is a finite resource that carries a cost burden to OSU in terms of utilities, maintenance, and capital costs as well as the accompanying impact on our environment relating to sustainability, carbon, and unnecessary development. This planning tool is provided to assist supervisors and unit leaders with office space considerations as individual circumstances will vary.

Space Type	Functional Notes	Expected Frequency of Individual Presence
Private Office	Position functions require frequent meetings with up to two others and/or requires confidentiality, security, visual and acoustical privacy.	80% +
Individually Assigned Workstation	Position functions do not require dedicated space for meetings and whose need for confidentiality, security, visual and acoustical privacy can be accommodated through intermittent use of a dedicated private space within the unit.	Greater than 60%
Shared Private Office	Position functions requires meeting with up to two others and/or requires some confidentiality, security, visual and acoustical privacy.	40% to 60%
Shared Workstation	Position functions do not require additional space for meeting and the need for confidentiality, security, visual and acoustical privacy can be accommodated through intermittent use of a dedicated private space within the unit.	40% to 60%
Shared Workstation	Any. Dedicated space within the unit.	40% or Less