


CHAPTER: 9	SECTION: 10	SUBJECT: <b>HUMAN RESOURCES</b>
TITLE: <b>Work Space and Materials</b>		
EFFECTIVE DATE: <b>12/15/95</b>	REVISED/REVIEWED DATE: <b>12/20/00, 3/18/03, 12/20/05, 2/05/08, 7/19/10, 10/22/13, 10/16/15, 5/12/16, 9/1/17, 3/4/19, 4/5/20; 4/26/21, 11/04/22, 11/17/23</b>	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To clarify agency expectations regarding the use of County resources and to ensure staff members have adequate space and materials to provide quality services to those CMHOC serves.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) directly operated programs.

**III. DEFINITIONS:**

**Private work space:** a staff member’s private office, work station, mailbox or other area allocated for use primarily by one individual staff member.

**Public area:** an area of a facility designated for primary use by multiple individuals such as break rooms, lobbies, restrooms, conference or meeting rooms, multi-purpose rooms, classrooms, medical record rooms, etc.

**Personal property:** property owned by an individual staff member which is not affixed to or associated with the land, facility, or vehicle. It is property purchased by the individual staff member for their use and not necessary for the execution of their job duties. The property is neither insured nor maintained by the County of Ottawa. In other words, personal property is movable, while real property is not.

**IV. POLICY:**

It is the policy of Community Mental Health of Ottawa County to provide adequate space and material resources to staff members so as to ensure privacy for those receiving services and ensure space and materials appropriate to the service being rendered.

**V. PROCEDURE:**

1. The office, work space, and equipment is first and foremost county owned, insured, and maintained.
2. Private work areas assigned to individual staff members will not be intruded into lightly or used carelessly.

3. When an employee with a private work area assigned to him/her is absent from the work setting, another employee may temporarily use the absent employee's office, work area and/or assigned equipment.
4. If an employee is unavailable and if work related material which that employee is thought to be holding is needed for immediate use, that employee's work area may be entered for the purpose of retrieving the needed material. If at all possible, prior to entering the employee's office, the employee's supervisor will be notified.  
NOTE: If work related materials or supplies are removed from the employee's work area, the absent employee must be notified of any materials that were removed.
5. Material over which employees want to exercise their right to personal privacy should not be stored in Community Mental Health work areas.
6. Personal property in the workplace is the sole responsibility of the person placing it there. It is subject to supervisory approval. The County of Ottawa will not purchase, maintain, or insure personal property.
7. Resources located in public areas are the responsibility of all staff members to maintain in clean and safe condition. Any materials utilized by staff members are the responsibility of that individual staff member to clean and replace. The resources located in these public areas are to remain available to all CMH staff and should not be removed.

**VI. ATTACHMENT:**  
Not Applicable

**VII. REFERENCE:**  
The Michigan Department of Health and Human Services Standards  
County of Ottawa: Fiscal Policy No. 05: Personal Use of County Equipment  
County of Ottawa Mandated & Discretionary Functions: Fiscal Services: Risk Management