



State Facility Space Use Guidelines

Assigned Office Eligibility Requirements

Office of Financial Management
Updated April 2024

Assigned Hard-Walled Offices

As agencies implement hybrid work environments and strive to meet the state's standing target of [80% daily utilization](#), the following supplemental guidelines are provided to assist planners in determining which staff are eligible for assigned offices, which are defined as enclosed workspaces with floor to ceiling walls.

Eligibility Guidelines

- Offices are assigned based on operational need rather than organizational status.
- Assigned offices are only available for resident users, which are defined as users who work in the office at least 60% of the pay period.
- Job duties must include regular confidential conversations that would be impractical to hold in shared meeting spaces. Confidential conversations include discussions that must be kept private from other staff, such as topics related to:
 - Confidential legal issues
 - Financial matters (private sector customers)
 - Personnel counseling
 - Confidential investigations

Note: If an office space is larger than 120 square feet, it should include meeting space that can be shared when the office is not occupied by the primary user.