



STATE OF WASHINGTON

## OFFICE OF FINANCIAL MANAGEMENT

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# Employee Space Use Guidance for Re-entering the Workplace

## PURPOSE

The Office of Financial Management, and the Legislature, anticipates that as employees return to state offices, the utilization of buildings will likely decrease. Agencies should strive to be as efficient as possible and learn how their office spaces will be used in a hybrid work environment. With that information, agencies should determine what future steps will be taken with their facilities upon lease renewal, if not sooner based upon contracts or opportunities to collocate with other agencies. OFM will assist in co-location efforts.

## TARGET

As state employees begin to re-enter office buildings, agencies should strive to balance three objectives:

- Allow employees flexibility to telework as desired, while ensuring effective and efficient service delivery.
- Make assigned workspaces available for users<sup>1</sup> who work a minimum of three (3) days per week in the building.
- Determine adjustments to the agency's future building footprint to meet the standing target of 80% daily occupancy in individual workspaces.

## SPACE TYPES

- **Assigned Workspace:** A workstation or hard-walled office that is assigned to one user who works a minimum of three (3) days per week in the office.
- **Assigned Shared Workspace:** A workstation or hard-walled office that is assigned to multiple users who primarily telework.
- **Unassigned Workspace:** A workstation or hard-walled office available for users who primarily telework. Unassigned workspaces will be managed by local units and could include workstations, touchdown spaces and focus points.

## RECONFIGURATIONS

OFM is not requiring agencies to reconfigure their workspaces at this time to meet the 80% target. There is, however, a need to be as efficient with space use as possible and a recognition by the Legislature that increased telework should align with a reduced footprint or at least a reduced need for an increased footprint. OFM realizes that as agencies re-enter the office environment, there will be learning that occurs as we adapt to expanded telework and a higher vacancy rate than in the past. As employees re-enter the office, facilities staff, along with agency leaders and supervisors, should take time to evaluate what works with assigned and shared spaces and how the agency may need to adapt its building footprint in the future.

## EXCEPTIONS

At the discretion of the agency, exceptions can be made to the guidelines for certain job types. This would include jobs that handle sensitive information and other functions that require a greater level of privacy or those who have flexible schedules. Agencies granting exceptions will continue to target the 80% daily occupancy goal.

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<sup>1</sup> Any person who routinely works at a facility for any amount of time.