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ARTICLE 15

OFFICE SPACE AND SAFE CONDITIONS

15.1 Office Space.

- (a) In-so-far as possible, the University Administration shall provide each faculty member with enclosed office space with a door lock, office equipment commensurate with assigned duties and responsibilities, and ready access to a telephone, a computer, a university email account, a listing on campus distribution lists, and an internet connection.
- (b) Before a faculty member's office location is changed, or before there is a substantial alteration to a faculty member's office to a degree that impedes the faculty member's work effectiveness, the affected faculty member shall promptly be notified and provided the reason(s) necessitating the change or alteration.
- (c) If the faculty member is on sabbatical or leave with or without pay, a letter notifying the faculty member of the change or alteration shall be sent by U.S. Mail, Return Receipt Requested, to the faculty member's home address and to the faculty member's UNF email account with a read receipt request at least fifteen (15) days prior to the intended change or alteration. In those cases in which immediate action is required the faculty member shall be notified immediately.
 - (1) The faculty member may provide to his/her chair or supervisor the name, address, phone number, and e-mail address of a designee to supervise the the removal of personal effects from the faculty member's office while the faculty member is on sabbatical or leave with or without pay.
 - (2) Where the faculty member has designated a designee, the Office of Employee and Labor Relations shall notify the designee by e-mail on the same day that it provides notice of the impending change to the faculty member.
 - (3) Where the faculty member has not provided a designee, or where neither the faculty member nor the designee respond prior to the intended change or alteration, the Administration shall have the authority to pack and store for a reasonable time the faculty member's personal effects.
- (d) Each faculty member shall, consistent with building security, have reasonable access to the faculty member's office space and laboratories, studios, music rooms, and the like used in connection with assigned responsibilities. This provision may require that campus security provide access on an individual basis.

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15.2 Safe Conditions.

- (a) A faculty member who observes a situation that he/she believes represents a violation of safety or health rules and regulations or that poses an unreasonable hazard to persons or property shall report such condition as soon as practicable to the Director of Environmental Health and Safety, who shall promptly investigate.
- (b) The Director of Environmental Health and Safety shall reply to the concern within seven (7) days after notification of the faculty member's concern. The reply shall be in writing, if the faculty member's concern was communicated in writing.
- (c) Upon the conclusion of his/her investigation, the Director of Environmental Health and Safety shall provide a report of his/her findings to the faculty member.
- (d) No faculty member shall suffer an adverse employment action for making a valid report under this section.