



# State Facility Space Use Guidelines

## Assigned Office Eligibility Requirements

Office of Financial Management  
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### 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.

Offices are assigned based on operational need rather than organizational status. Additionally, hard-walled offices should not be used solely for COVID-19 social distancing purposes. Where pandemic social distancing measures are still in effect, agencies meet these guidelines by leveraging telework and/or providing six feet of separation between workspaces.

### *Eligibility Guidelines*

- 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.