

Purpose

This regulation aims to foster a professional and respectful academic environment while encouraging employees' personal expression and academic freedom.

Scope

This regulation applies to all employees with an assigned office space at the college and to background images that appear in virtual meetings.

General Principles

Safety and Accessibility

- Employees should make safety a priority, ensuring that their space remains in compliance with fire safety and accessibility standards at all times. Decorations should not impede operational features or safety features such as building ingress and egress, doorways, hallways, emergency exits, fire equipment, or accessibility routes. Questions about safety and ADA requirements can be submitted as a maintenance request.
- Windows must not be blocked or covered. If there is a need to balance privacy with visibility, submit a work order to install frosted glass film. If additional privacy is needed, make an appointment with HR to determine reasonable accommodations.
- If a ladder is needed to hang an item, submit a work order to have it done; do not climb on furniture or use a ladder to hang it yourself.

Respecting College Property

- Employees should ensure that their decorations do not cause damage to the physical space or interfere with the functioning of the office or building systems. Any attachments to doors should be done in a way that does not damage the surface finish.
- Employees are not permitted to make holes in walls except for small nail holes for hanging pictures.
- Please submit a maintenance request if you need to hang or move large or heavy items.

Professionalism and Employee Expression

- Employees are encouraged to personalize their office spaces in a manner that reflects a welcoming, respectful, and scholarly environment while maintaining a balance between personal expression and professional decorum. All décor should align with the college's Mission, Vision, Statement of Caring Community, and Expanding Opportunities Statement, which can be found in the college's strategic plan.
- In creating a personalized office space, employees should be mindful of the diverse backgrounds of colleagues, students, and visitors, ensuring that decorations are consistent with standards of conduct (Board Policy DH LOCAL) which includes:
 - An employee shall treat all persons with dignity and respect.

- An employee shall work to enhance cooperation and collegiality among students, faculty, administrators, and other personnel.
 - An employee shall not engage in unlawful discrimination or harassment of students or colleagues and shall adhere to the College District's policies on unlawful discrimination and harassment and other conduct.
- Employees may decorate their offices with seasonal or holiday-themed items, provided they remain respectful of the academic environment and are not displayed for an excessive duration. Such decorations should be non-disruptive.
- Employees should not decorate office space in a manner that causes disruption to college operations, interferes with the rights of others, or violates local, state, or federal laws or college policies and procedures. (Board Policy DGC LOCAL.)

Shared Office Space

- Employees sharing office space should strive for mutual respect and understanding when it comes to decoration. Collaboration and consideration are key to maintaining a harmonious and professional shared environment.
- Employees may not display decorative items in public spaces or in hallways outside of assigned office spaces except when explicitly permitted, e.g., holiday door decoration contest or display your alma mater campaign.

Compliance and Responsibility

- Employees are expected to cooperate with department chairs and supervisors in maintaining the standards of this regulation. Concerns should be addressed promptly and respectfully in order to ensure the space remains conducive to both personal expression and professional work.

Questions and Concerns

For any questions regarding this regulation, employees should reach out to the Office of Human Resources for further guidance.