

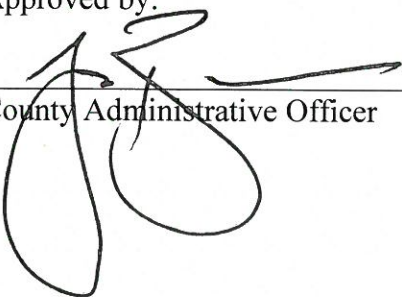
COUNTY OF MONTEREY
COUNTY FACILITIES
Office Environment Guidelines

Purpose: The County of Monterey has adopted the following minimum guidelines in order to assist managers and employees maintain a safe, clean, healthy, respectful, and professional office environment. These guidelines will assist in maintaining the integrity of County facilities in a manner that is consistent with the Public Trust by minimizing excessive wear and tear on work areas and common areas. The guidelines will also allow for the maximum comfort, safety, and personalization of individual workspaces in a manner that is consistent with the Monterey County Values statement and respectful of our coworkers. Employees having questions or seeking guidance on these guidelines should do so through their immediate supervisor. Department Heads shall have the overall authority and be responsible for their department's work areas consistent with these guidelines.

1. **Workstations:** Employees may display/hang items inside their personal workstations as long as items do not protrude above the top panel of the workstation, or are displayed on top of the overhead cabinets/storage bins. Art, boards, photos, or other items placed on the outside of workstation panels, glass panels, windows, or in any workstation corridor is prohibited. Items displayed should not interfere with the efficient and professional conduct of business and may not violate the County's antidiscrimination policies. The County's Civil Rights Office Nondiscrimination Policy may be referenced at <http://www.in.co.monterey.ca.us/policies/board-policy-manual>. Items displayed should exclude photographs, images, graphics, illustrations, logos, buttons, icons, or other materials that may offend employees or members of the public because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, veteran status, or any other protected status recognized under the law. Questions regarding this section of the guidelines may be addressed through a supervisor, manager, department head, or with the County's Civil Rights Office at (831) 755-5117.
2. **Private Offices:** Employees may display/hang items in their private offices as long as they do not violate the County's Civil Rights Office Nondiscrimination Policy and related policies, do not interfere with the efficient and professional conduct of business, and do not violate the County's Civil Rights Office Nondiscrimination Policy and related policies as outlined above in paragraph 1. Workstations.
3. **Food in Workstations:** Food can be stored and sealed in workstations as long as it is out-of-sight and only out while being consumed. Food that is intended for coworkers or visitors should be placed in the closest built-in coffee service area or break area. Treats, such as individually wrapped or sealed candies or chocolates, are permitted in the immediate work area. Workstations should be neat, professional looking, and presentable to the public at all times.
4. **General Surfaces:** The use of tape on any wall, door, or painted surface is prohibited. Tape damages painted surface.
5. **Columns:** The use of tape, glue, tacks, and miscellaneous attachments or temporary or permanent markings of any kind on the interior building columns is prohibited either inside or outside the cubicles as the paint on these columns is unique and cannot be repaired.

6. File Cabinets/Bookcases/Bookshelves: Items on top of the file cabinets, bookcases, and bookshelves located in open areas/hallways shall be limited to official County business documents only, with the exception of treats, such as individually wrapped or sealed candies or chocolates.
7. Lobbies and Public Spaces: No items are allowed in the lobbies and public spaces except as authorized by the County Administrative Officer.
8. Posting of Public Notices: Posting of all public meeting notices are to be displayed in the bulletin board cases as designated by each facility. If required, in addition to posting in the bulletin board cases, public meeting notices may be posted on the lobby glass doors. Posting notices on any wall surfaces is prohibited.
9. Public Counters: Public counters are to be free of all items, except official signage and County business documents.
10. Shared Conference Rooms: The Arts Review Committee shall approve all displayed/hung items in shared conference rooms. Please refer to G-94, County Facility Arts Policy located at: <http://www.in.co.monterey.ca.us/policies/board-policy-manual> .
11. Breakrooms and Copy/File Rooms: Departments shall approve all display/hung items in their breakrooms and copy/file rooms.
12. Department Conference Rooms: Departments shall approve all display/hung items in their Department's conference rooms.
13. Birthday, Holiday, and Other Seasonal Displays: These guidelines are not intended to limit or prohibit temporary displays commemorating holidays, holiday seasons, birthdays, anniversaries, or other special occasions as long as they do not offend other employees, meet departmental approval, and do not violate the County's Civil Rights Office Nondiscrimination Policy and related policies.

Approved by:



County Administrative Officer

2/14/18
Date