

# Health Sciences Building Administrative Workspace Policy

Health Sciences Building  
University of Saskatchewan

**Effective date:** July 1, 2026

**Approved by:** Joint Governance Council of the Academic Health Sciences

**Next review:** July 2027

## Related policies and frameworks

- Institutional Space Management Framework
- Health Sciences Building Research Space Governance and Stewardship Policy

## Policy statement

Administrative workspace within the University of Saskatchewan Health Sciences Building is a limited institutional resource and forms part of the university's shared academic and operational infrastructure. Administrative workspace must be managed in a transparent and sustainable manner to support operational effectiveness, collaboration, and the responsible use of institutional space.

This policy establishes the principles and expectations governing the allocation, use, and stewardship of administrative workspace, consistent with university-wide space management expectations and the Health Sciences Building governance framework.

All administrative workspace is owned by the university. Colleges, schools, units, and individuals do not own workspace. The assignment of administrative workspace does not constitute a permanent entitlement and may be subject to review, adjustment, or reassignment in response to changing roles, operational needs, workspace utilization, or institutional priorities.

Individuals assigned administrative workspace are expected to act as stewards of this shared institutional resource and to use workspace responsibly and in alignment with this policy.

Administrative workspace will be configured primarily as shared workspace. Assignment of private workspace is limited to roles with sustained, regular requirements for confidentiality or other operational needs that cannot reasonably be supported through shared or bookable space.

This policy does not supersede the terms of any legally binding agreements governing the use or assignment of space. Where such agreements exist, this policy applies only to the extent that it is consistent with those agreements.

## Purpose

The purpose of this policy is to:

- support the effective and sustainable use of administrative workspace within the Health Sciences Building;
- provide a clear and consistent framework for administrative workspace allocation and stewardship;
- align administrative workspace practices with evolving operational needs, workplace models, and patterns of onsite presence, including hybrid and role-specific work arrangements;
- support transparent and defensible administrative workspace decisions across units; and
- establish policy-level authority to support the review, adjustment, or reassignment of administrative workspace when warranted.

## Scope

This policy applies to all administrative workspaces within the Health Sciences Building.

This policy applies to:

- administrative employees whose primary role is the provision of administrative, professional, programmatic, or operational support within the Health Sciences Building; and
- administrative employees located within colleges, schools, shared service units, and central academic support functions operating in the building.

This policy does not apply to:

- faculty workspace governed under the Faculty Workspace Allocation and Stewardship Policy;
- Highly Qualified Personnel workspace governed under the HQP Shared Workspace Policy;
- wet or dry laboratory space;
- research support and ancillary space governed under separate policies and frameworks; and
- teaching, learning, clinical, or service spaces governed under separate institutional or building-level policies.

## Definitions

### **Administrative workspace**

An enclosed or partially enclosed area assigned to an administrative employee to support administrative, professional, programmatic, or operational activities. Administrative workspace may be configured as private or shared and is distinct from touchdown or temporary use space.

### **Assigned administrative workspace**

A workspace allocated to an individual where sustained, regular onsite presence is required to fulfill the responsibilities of the role.

### **Shared administrative workspace**

A workspace configured for use by more than one individual, either concurrently or on an alternating basis, where exclusive or permanent individual assignment is not required.

### **Touchdown workspace**

A non-assigned workstation intended for intermittent or occasional use, accessed through shared or bookable arrangements and not associated with permanent or exclusive use.

### **Private administrative workspace**

An enclosed workspace assigned to a single individual where sustained and regular handling of highly sensitive or confidential information or other operational requirements necessitate exclusive use.

## **Guiding principles**

Administrative workspace within the Health Sciences Building is allocated and managed in accordance with the following guiding principles.

- **Institutional ownership and stewardship**  
Administrative workspace is a shared institutional resource owned by the university. Individuals assigned administrative workspace are expected to act as responsible stewards of this shared resource and to use workspace in a manner consistent with this policy and institutional expectations.
- **Role-based functional need**  
Administrative workspace is allocated based on the functional requirements of positions. Considerations may include the nature of work performed, appointment level, full-time equivalency, confidentiality requirements, interaction with students, faculty, or the public, supervision responsibilities, and the need for regular onsite presence. Workspace type and configuration should reflect role-based need rather than employment status, seniority, or title. Roles requiring frequent and substantial handling of highly sensitive or confidential information may warrant private workspace. Roles where such activities are infrequent or occasional are expected to be supported through shared workspace and access to bookable enclosed space.
- **Shared workspace as the standard**  
Shared administrative workspace is the standard model within the Health Sciences Building. Private workspace will be assigned only where clearly justified by sustained operational requirements that cannot be accommodated through shared or bookable space.
- **Responsible and efficient use**  
Workspace allocations should reflect actual and anticipated use. Patterns of onsite presence, opportunities for shared use, and space utilization may be considered to support the responsible and efficient use of limited workspace resources.
- **Flexibility and adaptability**  
Administrative workspace arrangements must be capable of adapting to changing operational needs, organizational structures, staffing models, and workplace practices, including hybrid and role-specific work arrangements.
- **Equity across academic units**  
Administrative workspace decisions should be applied in a manner that promotes fairness and avoids material inequities across academic units within the Health Sciences Building.

Comparable administrative roles should be considered using the same principles and criteria across colleges and units, while allowing for appropriate differentiation based on functional and operational requirements.

- **Transparency and accountability**

Decisions related to administrative workspace allocation, review, and reassignment should be transparent and supported by clear rationale consistent with this policy and applicable governance frameworks.

- **Reviewability**

Administrative workspace assignments are subject to review and are not guaranteed in perpetuity.

## Administrative workspace allocation context

Administrative workspace within the Health Sciences Building is primarily managed at the college or school level, with most administrative workspace located within unit-assigned areas and administered by the respective academic unit.

Colleges and schools are responsible for the allocation, configuration, and day-to-day management of administrative workspace within their areas, in alignment with this policy and its guiding principles.

In some cases, administrative workspace may be located within shared or centrally co-ordinated areas of the building. These spaces are limited in number and may be used to support shared services, cross-collection functions, or short-term needs. The management of these spaces may involve co-ordination with the Academic Health Sciences unit, depending on the context.

Regardless of location, all administrative workspace decisions must align with this policy, including expectations related to shared workspace as the standard model, role-based need, responsible use, and reviewability.

## Authority and governance

The Joint Governance Council of the Academic Health Sciences (JGCAHS) holds authority for administrative workspace governance within the Health Sciences Building. This authority is exercised within the Institutional Space Management Framework. The council establishes governance principles and provides policy-level oversight to support alignment and consistency across colleges and units.

Day-to-day administration of administrative workspace is delegated in accordance with the allocation contexts described in this policy. Academic units are responsible for managing administrative workspace within their assigned areas, while the Academic Health Sciences unit administers centrally managed administrative workspace in shared building areas where applicable.

To support consistency in the application of this policy, the Joint Governance Council of the Academic Health Sciences may, from time to time, request or undertake building-level reviews of

administrative workspace allocation practices. Such reviews are intended to assess patterns of allocation and support alignment with the guiding principles of this policy.

Governance-level reviews focus on allocation approaches and outcomes rather than individual workspace occupancy or employee performance. Results of such reviews may inform guidance, policy refinement, or future administrative workspace planning within the Health Sciences Building, while respecting functional differences and delegated responsibilities across colleges and units.

## Allocation and reassignment

Administrative workspace is allocated in alignment with the guiding principles outlined in this policy and with consideration of functional requirements, operational needs, and space availability within the Health Sciences Building.

Shared administrative workspace is expected to serve as the standard approach for administrative roles within the Health Sciences Building.

Assignment of private administrative workspace may be considered only where there is a demonstrated and sustained requirement for confidentiality or other operational needs that cannot reasonably be supported through shared workspace or access to bookable enclosed space.

Roles that involve occasional or infrequent handling of sensitive or confidential information are expected to use shared workspace, with access to bookable enclosed meeting spaces for activities requiring privacy.

Determination of whether a role meets the threshold for private workspace will be made at the discretion of the dean, executive director or delegate, based on the nature, frequency, and volume of confidential or sensitive work.

Employees whose roles do not require a full-time onsite presence are expected to use shared or touchdown workspace rather than assigned private workspace. This includes individuals with hybrid work arrangements or less than full-time onsite commitments.

Bookable enclosed meeting spaces are available to support private conversations and work requiring confidentiality.

Administrative workspace assignments do not constitute a permanent entitlement and may be reviewed or reassigned in response to changes in roles, organizational structure, operational needs, workspace utilization, or building-level priorities.

Appointment-level and full-time equivalency may be considered to ensure workspace assignments are proportionate to role requirements and patterns of onsite presence.

Reassignment of administrative workspace may occur to support responsible use of space, alignment across academic units, or evolving needs within the Health Sciences Building, consistent with the authority and governance framework set out in this policy.

## Policy review

This policy will be reviewed periodically to ensure continued alignment with institutional space management frameworks, Health Sciences Building governance structures, and evolving operational needs.

The Joint Governance Council of the Academic Health Sciences may initiate a review of this policy and approve revisions as required to support clarity and consistent administrative workspace practices across the Health Sciences Building.