

**Subject:** WORK SPACES

**Date:** July 10, 1993

**Pages:** 1 of 1

**Replaces Policy Dated:** N/A

**PURPOSE:** To establish guidelines covering the use and appearance of work spaces within Pinal County facilities.

**STATEMENT OF POLICY:** Employees assigned specific workspaces within Pinal County facilities are personally responsible for maintaining such areas in a manner that will not produce safety hazards to the employee or others and which produce an image of neatness, orderliness, and efficiency when viewed by others.

**SCOPE:** Elected Officials, Assistant County Managers, and Department Directors establish Workspace safety and appearance standards within their areas of responsibility. Within such established standards, employees may personalize their individual workspaces to include photographs, wall hangings, plants, and small items of a personal nature if in keeping with good taste and professionalism expected of County employees by the public. While an employee may bring personal items into their workspaces, they remain solely responsible for their security. Pinal County will not be responsible for the loss of any personal items. Employees are particularly discouraged from eating in public view at their workstations and in the proximity of computer equipment.

Workspaces even though assigned, remain the property of Pinal County, and are subject to search at any time in accordance with Pinal County Policy 02.20. Employees should have no expectation of privacy.