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2 ARTICLE XX  
3 OFFICE SPACE AND SAFE CONDITIONS

4 \_\_.1 Office Space.

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6 (a) In so far as possible, the University Administration shall provide each  
7 faculty member with enclosed office space with a door lock, office equipment  
8 commensurate with assigned duties and responsibilities, and ready access to a telephone,  
9 a computer, and an internet connection.

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11 (b) Before a faculty member's office location is changed, or before there is a  
12 substantial alteration to a faculty member's office to a degree that impedes the faculty  
13 member's work effectiveness, the affected faculty member shall promptly be notified and  
14 provided the reason(s) necessitating the change or alteration. If the faculty member is on  
15 sabbatical or leave with or without pay, a letter notifying the faculty member of the  
16 change or alteration shall be sent by U.S. Mail, Return Receipt Requested, to the faculty  
17 member's home address.

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19 (c) Each faculty member shall, consistent with building security, have  
20 reasonable access to the faculty member's office space and laboratories, studios, music  
21 rooms, and the like used in connection with assigned responsibilities; this provision may  
22 require that campus security provide access on an individual basis.

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24 \_\_.2 Safe Conditions.

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26 (a) A faculty member who observes a situation that he/she believes represents  
27 a violation of safety or health rules and regulations or that poses an unreasonable hazard  
28 to persons or property shall report such condition as soon as practicable to the Director of  
29 Environmental Health and Safety, who shall promptly investigate.

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31 (b) The Director of Environmental Health and Safety shall reply to the  
32 concern within seven (7) days after notification of the faculty member's concern. The  
33 reply shall be in writing, if the faculty member's concern was communicated in writing.

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35 (c) Upon the conclusion of his/her investigation, the Director of  
36 Environmental Health and Safety shall provide a report of his/her findings to the faculty  
37 member.

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39 (d) No faculty member shall suffer an adverse employment action for making  
40 a valid report under this section.