

**Subject: WORK SPACES**

**Date: May 17, 2017**

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**Replaces Policy Dated: July 10, 1993**

**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 neat, orderly way and in a manner that will not produce safety hazards to the employee or others.

**SCOPE:** Elected Officials, Assistant County Managers, and Department Directors may establish Workspace safety and appearance standards within their areas of responsibility. De minimis amount of non-work related items are permitted. 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.

Employees are prohibited from displaying pictures, buttons, stickers or other partisan political items of candidates or parties for partisan public office in the workplace. Such acts are considered political activity while on duty. See Rule 1.30.

Exception: An employee would not be prohibited from having a photograph of any candidate in their office, if all of the following apply:

- The Photograph was on display in advance of the election season;
- The employee is in the photograph with the candidate; and
- The photograph is a personal one (i.e., the employee has a personal event or function, for example, a wedding, and not at a campaign event or some other type of partisan political event.)

Workspaces even though assigned, remain the property of Pinal County, and are subject to search at any time in accordance with Pinal County Policy 2.20. Employees should have no expectation of privacy.

**SCENT FREE ENVIRONMENT**

The County strives to ensure the comfort and safety of our employees and visitors by encouraging an environment free from smoke, fragrances, and unpleasant smells. These odors are distracting and may trigger allergic reactions or create health problems for sensitive individuals. This policy is meant to cover noticeable odors from any source, including foods, personal items, perfumes, and grooming.