

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-14-01

TO: All Staff

FROM: Ella Roberson, Program Manager
Facilities Management Administration

DATE: March 28, 2014

RE: Inter-Office Work Station Moves

The Child and Family Services Agency (CFSA or Agency) is committed to ensuring a comfortable and safe work environment that promotes employee productivity. The Agency further recognizes that at times employees may need to move from one current work station to another. In these circumstances employees must follow a prescribed set of procedures. The steps outlined in this issuance are essential for maintaining order, reducing any possible safety risks, and ensuring that appropriate individuals (e.g., emergency personnel or Building Evacuation Response Team members) are aware of such moves. All requests for a move from one work station to another must first be approved through an employee's chain-of-command before submission to the Facilities Management Administration (FMA). Barring any emergency, FMA requires a minimum of 10 days written notice of a request to move.

This administrative issuance provides guidance to CFSA staff on the steps required for movement from one work station to another. If you have questions regarding this issuance, please contact FMA or your immediate supervisor.

General Procedures for Employees Changing Work Stations

1. As noted above, employees must first submit move requests through their chain-of-command and obtain approval by their assigned administrator.
 - a. All requests must be made in writing and must include justification for the move.
 - b. Final approval from the administrator must also be in writing; denials shall also include justification.
2. In order to submit a formal request after receiving an administrator's approval, employees must follow the FMA Online Service Center instructions provided at <http://cfsa.in.dc.gov>.
 - a. Employees should request that their office telephone number remain the same to avoid any inconvenience to colleagues and external stakeholders. *Note: phone numbers assigned to the Hotline, LOVE Line, Child Protection Register, Grandparent and Foster Parent Programs, Office of Youth Empowerment, and co-located staff cannot be transferred.*
 - b. If the employee has identified a specific work station for the intended move, the identified cubicle or office number should be included in the FMA request.

3. After the move is approved by FMA, the employee's supervisor must inform the following individuals or entities of the move:
 - a. Human Resources Administration – notification must be in writing and include the following information for changes in the CFSA telephone directory:
 - i. Location of the previous work station
 - ii. Location of the new work station
 - iii. Confirmation of the telephone number at the new work station
 - b. Office of Risk Management (ORM)
 - i. In any situation where there is a concern for safety, environmental, or health risks, the supervisor shall notify ORM and FMA.
 - ii. FMA shall arrange for a temporary work station until the concerns are resolved.
4. Employees are responsible for requests to move a computer by contacting the Office of the Chief Technology Officer (OCTO) at IT ServUs at 671-1566. *Note: There is a fee for moving desktop computers and monitors. Although an individual employee is not expected to pay any fee (except for circumstances described under item #6 below), it is prudent for the employee to confirm with his or her administrator that funds are available from the applicable administration's budget.*
5. Upon approving the request, FMA will provide any necessary moving bins for the employee to pack work-related documents, supplies, etc. Thereafter, FMA staff will move the bins to the new location.
6. Supervisor may request that employees who move from one work station to another without appropriate authorization return to their original work station. Under such circumstances, an employee may be held accountable for any OCTO fees associated with the move of their computer.