



COUNTY OF MENDOCINO CANNABIS DEPARTMENT

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<https://www.mendocinocounty.org/departments/cannabis-department>

DATE: January 4, 2024
TO: Cannabis Department Staff
FROM: Steve Dunncliff, Interim Cannabis Director
RE: Shared Office Space Guidelines

PREVIOUS POLICY

None.

PURPOSE

To promote an effective workspace and a consistent measure of individual accountability within the Cannabis Department (hereby "Department"), the below "shared office space guidelines" will be implemented.

DEFINITIONS

Shared Office Space – a workplace occupied by multiple individuals

Typically - commonly or characteristically

Moderately - in a way that is not excessive

Quiet - free, or comparatively free, from noise

Standard Office Noises - noises between 50 and 70 decibels ("dBA"), including but not limited to; chatter, conversations, phone calls, computer noises, computer related noises, etc.

Headphones – a personal electrical device for hearing sound consisting of two earphones or earbuds

Headset – County provided electrical device for hearing sound with a microphone attached

SCOPE

The shared office space guidelines are considered a mutual agreement between supervisor and staff to ensure all parties are on the same page and to foster communication. All Divisions within the Department shall be responsible for adhering to this policy.

EXPECTATIONS

1. Working Conditions are typically moderately quiet.
2. Incumbents may expect the condition of their working environment to have standard office noises, that is not excessive, most of the time.
4. Headphones are allowable. However, to ensure individuals can speak and hear clearly, headphones may not cover (or be worn in) both ears at the same time. Headphone volume must be at a reasonable level to ensure your awareness of surroundings at all times.
5. If there is time to schedule a meeting in advance, you are expected to not hold meetings in shared office space. Plan to hold meetings in an appropriate setting such as a conference room. Please reach out to your supervisor if you are in need of assistance in scheduling an appropriate space.
6. Use a reasonable voice level, falling within the standard office noises definition.
7. If impromptu conversations look like they are going to take some time, find a more isolated location.
8. Don't talk past your neighbor. If you need to communicate with someone across the room, get up and go over to the person's desk or communicate electronically with them.

Shared Office Space Guidelines

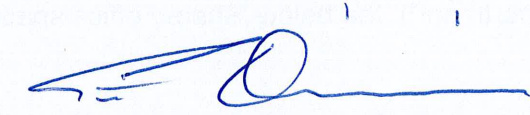
9. If you need to engage someone in a shared office space and they are visibly occupied, send them a message, schedule a meeting, or wait to engage them when they are not occupied.
10. Don't use speaker phones or computer speakers.
11. Manage desk phone, mobile phone, and computer ringers and notifications. Turn down ringer volumes, limit the number of rings, put your mobile phone on vibrate; ensure notification volumes are turned down or off.
12. Don't create unnecessary noise, including but not limited to; pencil tapping, finger rapping, singing, humming, playing music over speakers, etc.
13. If in an online meeting such as "Teams" or "Zoom" where all office members are participating, it is expected that everyone wears a headset.

RESPONSIBILITY

It is the responsibility of the individual to achieve these expectations. Failure to meet the agreed performance expectations may result in verbal or written counseling, written reprimand, or additional actions, up to or including termination.

AUTHORITY

Policy Approved: _____



Steve Dunncliff, Deputy Chief Executive Officer

Date: _____

1/5/24