

Article 36 – Workspace and Materials

Section 1. The University shall provide reasonable access to facilities, services, texts, and instructional support required for the position. Examples of access that may be required include, but are not limited to:

- A. Office and desk space and telephone;
- B. A computer with internet access;
- C. Storage and laboratory space;
- D. Mailbox;
- E. Office supplies;
- F. Texts and/or reading material;
- G. Printing facilities; and
- H. Equipment to perform research required for the appointment.

Section 2. If provided prior written approval of the Department Chair or designee, an ASE shall be reimbursed for required job related materials and services that are not provided to the ASE by the Department. If no written approval is granted, ASEs will not be required to purchase job related materials and services. ASEs can request job related materials from their Department.

Section 3. Reimbursement methods shall be those provided to other University employees. The University will make a good faith effort to process reimbursements within thirty (30) days of submission of all required reimbursement information, forms and receipts.

Section 4. Before an ASE's work location is moved, or before there is a substantial alteration of the ASE's work space, the affected ASE normally shall be notified at least thirty (30) days before the change is to take place. In the event thirty (30) days' notice is not feasible, the ASE shall be notified as soon as reasonably possible.