



Real Estate and Telework Planning

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Issued By:

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Department of Administrative Services

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DAS Policy No:

Human Resources

HR- 51

OBM Policy Title:

Real Estate and Telework Planning

1.0 Purpose

The work responsibilities of the State of Ohio are diverse and dynamic. The necessary and successful transition to telework during the COVID-19 pandemic has demonstrated that in many instances, Ohio state government work can be completed and public services to our citizens can be delivered remotely. Recognizing that in a post-pandemic economy many employers may elect to continue to offer expanded work from home opportunities and that many employees will prefer to have a hybrid approach (mostly work from home with occasional presence at a physical office), the Office of Budget and Management and the Department of Administrative Services jointly issue this policy to guide the real estate planning and telework choices of state agencies, boards, and commissions.¹

2.0 Impact of Increased Telework

¹ For the Department of Administrative Services' enterprise teleworking policy, please see <https://das.ohio.gov/Divisions/Human-Resources/HRD-OCB-Policy>

As agencies, boards, and commissions consider longer term or permanent, expanded remote work options for a portion of the state workforce, each leadership team must consider the following:

- 2.1 A decision to telework should not negatively impact clients or citizen services and an agency's teleworking activities will comply with all statutory and regulatory requirements, including confidentiality and security requirements;
- 2.2 An agency must be able to effectively manage employee performance and ensure continued or increased productivity;
- 2.3 An agency considering vacating office space (whether state owned or commercial leased) must consider the time and costs associated with such decisions, including costs to move furniture, the appropriate management of files and other records, and appropriate disposal and salvage of unneeded furnishings and equipment; and
- 2.4 An agency must have a telework policy in place that has been approved by DAS in accordance with DAS Human Resources Policy HR-32 – *Teleworking*.

3.0 Changing Physical Workplaces

Whenever an agency, board, or commission seeks to expand, move, downsize, or otherwise change its physical workplace, a Real Estate Plan and an accompanying Fiscal Impact Statement must be submitted to DAS and to OBM for review and approval prior to executing the proposed plan.

- 3.1 Real Estate Plan. The Real Estate Plan must include a statement of need explaining why the agency, board, or commission believes that a change should be made, the alternatives that it has or will explore, its recommended course of action, technology requirement changes, and proposed timelines for execution. Agencies, boards, and commissions should work with the DAS Office of Real Estate & Planning during this process.
- 3.2 Fiscal Impact Statement. An agency that submits a Real Estate Plan that will result in permanent remote work/telework for a group of employees must demonstrate that measurable cost savings will occur. For example, an agency's Real Estate Plan could demonstrate that the proposed reduction of a full floor of leased space or the entire elimination of a leased location will achieve savings that more than offset any increased technological needs, such as equipment or IT infrastructure requirements. Plans that demonstrate savings or that are cost neutral in the fiscal year that the Plan is implemented are preferred. Short-term cost increases that result in long-term savings over multiple fiscal years will also be considered.

4.0 Physical State Workplaces

The following priority list is established for all agencies, boards, and commissions when planning and making decisions about physical state workplaces:

- 4.1 Agency self-managed facility (e.g., ODNR complex on Morse Road in Columbus for ODNR use, etc.)²
- 4.2 DAS managed facility (e.g., Rhodes and Riffe Towers, North High Complex, etc.)
- 4.3 BWC owned facility (i.e., the William Green Building)
- 4.4 Another agency-managed facility
- 4.5 Commercial real estate lease.

Following this hierarchy will maximize state investment in and maintenance of its existing facilities.

5.0 Long Range Planning

- 5.1 Consultant. DAS has engaged the services of a consultant to assist agencies in DAS managed facilities to modernize their long-term workplace strategy in light of the possibility for increased telework. Agencies in DAS managed facilities will be contacted by the DAS Real Estate and Planning department to schedule a conversation.
- 5.2 Hoteling. As agencies consider increased telework as a long term workplace strategy, DAS will gauge the need for reservable physical workspaces (“hoteling”) for teleworking employees who may need a temporary physical workspace to collaborate with colleagues, for central equipment usage, or other reasons.

6.0 Authority

R.C. 124.09

7.0 Revision History

Date	Description of Change
10/15/2020	Original policy

8.0 Inquiries

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² This does not presume a preference for acquisition or new construction for agency-specific workplaces.