# Work Space and Parking

This Article does not apply when management allocates space to employees as a reasonable accommodation or management-designated space.

Section 1 - Definitions

1. Bureau Facility refers to any location managed by the Bureau, including headquarters and all regional offices.
2. Management Designated Space (MDS) refers to space allocated for purposes determined by Management.
3. New Hires are defined as those new to the Bureau.
4. Work Location Designation is a term assigned to employees based on the location where they are assigned to perform their job duties and the percentage of time they work there.

Types of work location designations available as defined in the Remote, Telework, and Hybrid Program Article are (1) Office Primary; (2) Telework Primary; and (3) Remote.

Section 2 - Space Allocation

1. CFPB has determined that it will allocate space in Bureau Facilities when the following situations occur:
	1. New Hires are onboarded
	2. Employees change their Work Location Designation
	3. An Office Primary employee receives a promotion that changes their space allocation designation
	4. A yearly seat selection process
2. Employees will be allocated space within a Bureau Facility based on their Work Location Designation.
	1. Employees who are considered Office Primary will be assigned space within a Bureau Facility in accordance with the space prioritization factors.
	2. Employees who are considered Telework Primary or Remote will not be assigned space, but will be offered hoteling space within a Bureau Facility according to their current pay band and the space prioritization factors to the extent available.
3. To the extent feasible, CFPB will allocate specific space to employees based on their work location designation and in accordance with their current pay band:
	1. Pay bands CN-71 and above will be allocated single offices of at least 120 square feet SF
	2. Pay band CN-60 will be allocated double offices of at least 150 SF
	3. Pay bands CN-53 and below will be assigned workstations of at least 60 SF
4. CFPB will allocate space to employees based on the following space prioritization factors:
	1. Current pay band
	2. Length of time at the Bureau including:
		1. Time detailed from the Bureau to other agencies
		2. Prior tours of duty at the Bureau
		3. Pathways intern (but otherwise excluding time as a contractor, volunteer, or detailee to the Bureau while employed by another organization)
	3. Length of time in current or higher pay band
	4. Tiebreaker (e.g., coin flip)
5. To the extent feasible, voluntary step-downs (e.g., CN-60 or CN-71 employee selecting a workstation) for allocated space are permitted, during the
one-time space reallocation and/or yearly seat selection process.

Section 3 - Space Operations

1. Within 90 days of the completion of the one-time reset process referenced in the Remote, Telework, and Hybrid Program Article, CFPB will reallocate space based on each employee’s Work Location Designation. In general, the space reallocation will include the following actions:
	1. CFPB will conduct a space assessment and determine the most effective and efficient way to utilize space within Bureau Facilities, including designating the workspaces available for selection by employees.
	2. Office Primary employees will be given the opportunity to select a seat in accordance with the space prioritization factors utilizing an automated on-line system provided by CFPB.
	3. Office Primary employees will be required to participate in the seat selection process as part of the space reallocation.
	4. Based on a timeline established by the Bureau, all employees who were assigned space in a Bureau Facility prior to the space reallocation will be required to remove personal belongings from their previously assigned seat, move work-related materials to their newly assigned seat (for Office Primary employees), and take other actions related to the reset. Employees will be given at least one pay period notice of when they need to complete these actions.
		1. Employees moving from a current Bureau seat to a new seat will be required to pack items to be moved into boxes provided by the Bureau, and the Bureau will make arrangements for those boxes to be moved to the employee’s new seat in order to reduce the risk of on-the-job injuries.
		2. In order to ensure the security of Bureau property and documents, employees who will no longer have designated office space will be required to pack all Bureau-owned equipment and any work-related documents, supplies or other materials that the employee will need at their home or approved alternate worksite into boxes provided by the Bureau.
		3. The Bureau will grant bargaining unit employees a reasonable amount of work time as necessary in conjunction with the space reallocation to pack and unpack files and personal belongings. Upon an employee’s request, their supervisor will consider workload adjustments during the space reallocation timeframe for the packing and unpacking process. Employee performance evaluations will not be negatively impacted by the time they use to pack and unpack their workspace.
		4. Space permitting, the Bureau will provide any employee who was previously office-based that will no longer have an assigned seat after the space reallocation with one full day of free parking during a Bureau-specified time frame at 1700 G Street.

Section 4 - Space Amenities

1. Capacity permitting, CFPB will offer subsidized parking at the headquarters location (1700 G Street) through a reservation system as follows:
	1. Office Primary employees may request a monthly parking space at a rate of $140 per month and will be given priority over employees who have not requested monthly parking.
	2. All employees, regardless of their Work Location Designation are eligible to park at 1700 G Street for a daily parking rate of $7 per day if there is sufficient space. Employees must reserve and pay for their daily parking spot in advance using the reservation system.

1. CFPB will provide a central location with securable lockers at the headquarters facility (1700 G Street) and each of the regional offices for Telework Primary or Remote employees that have reserved a hoteling space.
2. CFPB will provide Office Primary employees who are assigned a single office, double office or workstation at a Bureau facility at least one filing cabinet or similar piece of furniture that may be secured.
3. Upon employee request, CFPB will collaborate with the appropriate division and/or office to determine if additional storage is needed and the best method to address the need.
4. CFPB will maintain a fitness center at the Headquarters Facility (1700 G Street).