



THE NEW WORKPLACE

Shared Office/Hoteling



What is a Shared Office?

In a shared office, work is done from a shared space in a state facility as needed while the remaining time is spent working remotely.

Members of Team ND with a shared office do not have their own physical location within a state facility.



Benefits

A shared office provides a flexible, modern, collaborative and engaging workplace.

Team ND members can enjoy the flexibility of working remotely with the option of collaborating with colleagues and citizens in-person, as needed.



Best Practices

Bring the office equipment you need to work in the shared space, including a laptop, charger, mouse and other accessories, such as a coffee cup and water bottle.

Keep shared spaces clean and sanitize them before and after use.

Have questions? Contact your manager to learn more.