



Agenda Item # 4 a.
12/4/06 Governance Subcommittee Meeting

Internal Space Policy

According to the CIRM Internal Governance Policy, all employees of the Institute are subject to personnel policies of the Institute whose execution is the responsibility of the President. These policies include, but are not limited to, compensation policy as established by the ICOC, merit increases, office assignment, approval for travel, parking privileges and policies in the Personnel Handbook.

History of CIRM

In the spring of 2005 there was a Request for Proposal process that invited any California city to bid to have CIRM be permanently located in the city submitting the proposal. San Francisco won the bid and it included office space at 210 King Street for ten years at no cost. The office was built out in the fall of 2005 according to CIRM' specifications and provided pursuant to a lease. The space includes approximately 20,000 square feet with 18 window offices, 17 internal offices and 19 cubicles. CIRM staff moved in on November 14, 2005.

Organization of CIRM

The CIRM office has been designated into four main areas to ensure proximity of like programs. The office space is organized into the following four program areas:

Office of the Chair

Office of Administration

Office of the President

Science Office

Policy

The President has authority over all space at CIRM. The President may delegate decisions concerning use of assigned space to the Chief Finance & Administrative Officer (CFAO). The CFAO, in turn, may assign space to staff.

The policy for assignment of workstations to staff is aligned with the CIRM's salary levels. See attached spreadsheet.

Salary levels 7-10 receive an office with a window.

Salary level 6 can receive an office with a window or an office without a window, according to availability and at the discretion of the CFAO.

Salary levels 4-5 receive an office without a window, if available.



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Salary levels 1-3 are given an office cubicle.

Space Requests and Assignment

CIRM Senior Manager may request office space for new staff or changes of current staff to the CFAO. All space requests shall be documented in writing and sent from the Senior Manager to the CFAO for his/her approval.

Appeal

If the Senior Manager is not satisfied with the decision of the CFAO than an appeal in writing outlining the issues may be submitted to the President for his/her consideration and approval.