

# General principles and rules of conduct

SharedDesk for Staff



**Universiteit  
Leiden**  
The Netherlands

Discover the world at Leiden University

# SharedDesk for Staff: always a place to work

This general guide provides an overview of principles and rules of conduct that apply to each organisational unit that participates in flexible working.

Flexible working means that employees are given the opportunity, within certain limits, to decide for themselves how, where and when work is carried out. In consultation with your manager and your immediate colleagues, you can decide which times you'll be working in the office.

## Principles

We start from the following principles:

- ▶ Each department decides when people need to work in the office, for example, for coordination, consultation or service to others within the department or the university. The total occupancy is examined periodically in order to prevent peak occupancy as far as possible. Discuss with each other when to schedule which meetings.
- ▶ The office is no longer the only primary working environment; sometimes for only half of the time. This changes the office from a workplace to a deliberate meeting place.
- ▶ We will work with flexible activity-based workstations. That is, concentration workplaces for those who want to completely or partially isolate themselves, and a number of flexible workplaces for those who want to meet formally or informally, spontaneously or arranged. Rules of conduct apply to the use of all types of rooms.
- ▶ There will be space in various places to add community-building elements, such as art, a notice board, photos, plants, etc. It's recommended to set up a representative working group consisting of colleagues from each department for this decoration and maintenance.

## Furnishing and room types

The university has the following room types:

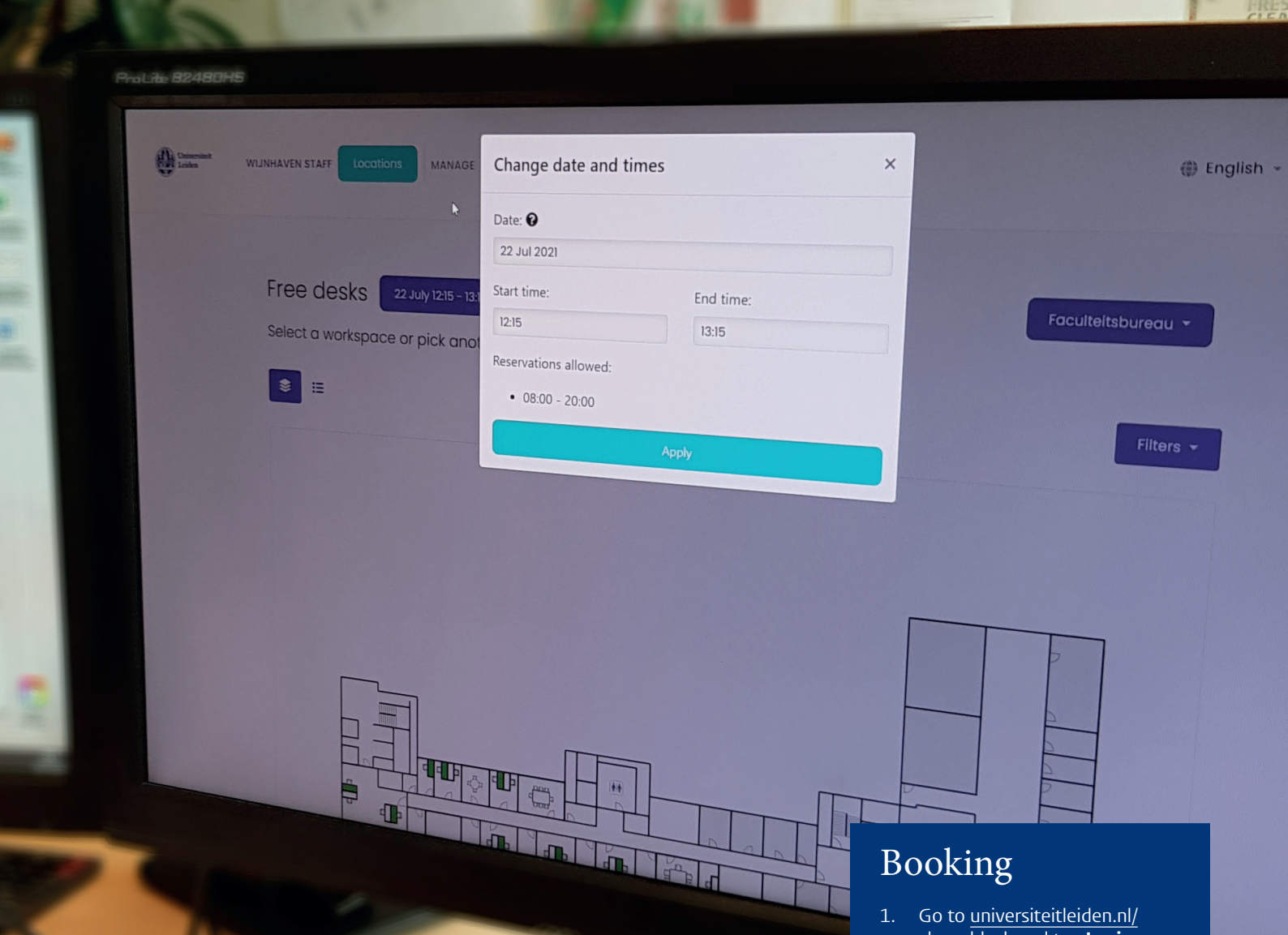
- ▶ **Flexible workstation:** a workstation to be reserved, which can be used by several employees.
- ▶ **Focus space:** spaces where you can work in a concentrated manner using your own laptop or attend a Teams meeting.
- ▶ **Meeting space:** meeting rooms, of which some feature facilities for hybrid meetings including a monitor with video conferencing and clickshare conference.
- ▶ **Co-working space:** meeting rooms where you can have one-to-one discussions or meet with a small group at a table.
- ▶ **Social space:** space to stimulate spontaneous encounters. Also suitable for coffee/lunch/consultation/waiting guests.
- ▶ **Call station:** A place to make phone calls quietly, especially to reduce noise at flexible work stations.

Designations and facilities of these rooms may vary from department to department. Your department may have additional room types.

## Rules of conduct

1. Hybrid work means that you decide for yourself the time, place and duration of your deployment that day. Your choices about hybrid work are discussed with your manager and your immediate colleagues.
2. When you come to the office, look for a workplace that matches your activities of that day, so that you can work efficiently and not disturb your colleagues.
3. At flexible workplaces, you should be considerate of your colleagues. Turn notifications on your phone down or off, preferably use the phone where there are no people around, listen to music through headphones, and if you need to discuss matters with a colleague, find a suitable room for it.
4. Make sure your calendar is up to date so colleagues can see whether you're working at home or in the office.
5. Colleagues who do not abide by the rules of conduct should be called to account. If someone addresses you about following the rules of conduct, don't enter into a discussion.
6. The available flexible workstations are flexible. This means that employees do not have their own workstations and, of course, we implement a 'clean desk policy'.
7. It's nice if you leave the door open in the rooms where flexible workstations are set up so that everyone can easily walk in.





## SharedDesk use

You can reserve a workplace via [universiteitleidennl/shareddesk](https://universiteitleidennl/shareddesk). On the floor plan you can see which workstations are reserved by which colleagues. Reservation is preferred but can also be made on the spot.

You can reserve a workplace in the office up to one week in advance. If you book a desk, you're expected to use it. If you don't, please cancel the reservation in SharedDesk under 'My reservations' at least 24 hours in advance. You can use workplaces (or rooms) that haven't been reserved yet until someone else reserves the place.

SharedDesk uses a mobile site that you can add as a shortcut to your phone's home screen (see box on the back).

When you arrive at the office, you check in at your reserved workplace by scanning a QR code. Please don't reserve a workstation and leave it unattended for more than two hours.

After using a room (regardless of what kind), leave it clean and empty for the next user. You don't have to check out in the reservation system. The system will automatically check you out at the end of the reserved time.

On departure, please remove personal belongings and any waste. Store personal items in your own locker if your department offers it or take them home with you.

## Booking

1. Go to [universiteitleidennl/shareddesk](https://universiteitleidennl/shareddesk) and tap **Login**.
2. Log in with your ULCN credentials.
3. Choose the date and time when you want to book.
4. Tap the green desk and confirm your reservation.

## Check-in

1. Scan your department's QR code and tap **Login**.
2. Log in with your ULCN credentials.
3. Tap **My Reservations** and then tap **Check in**.



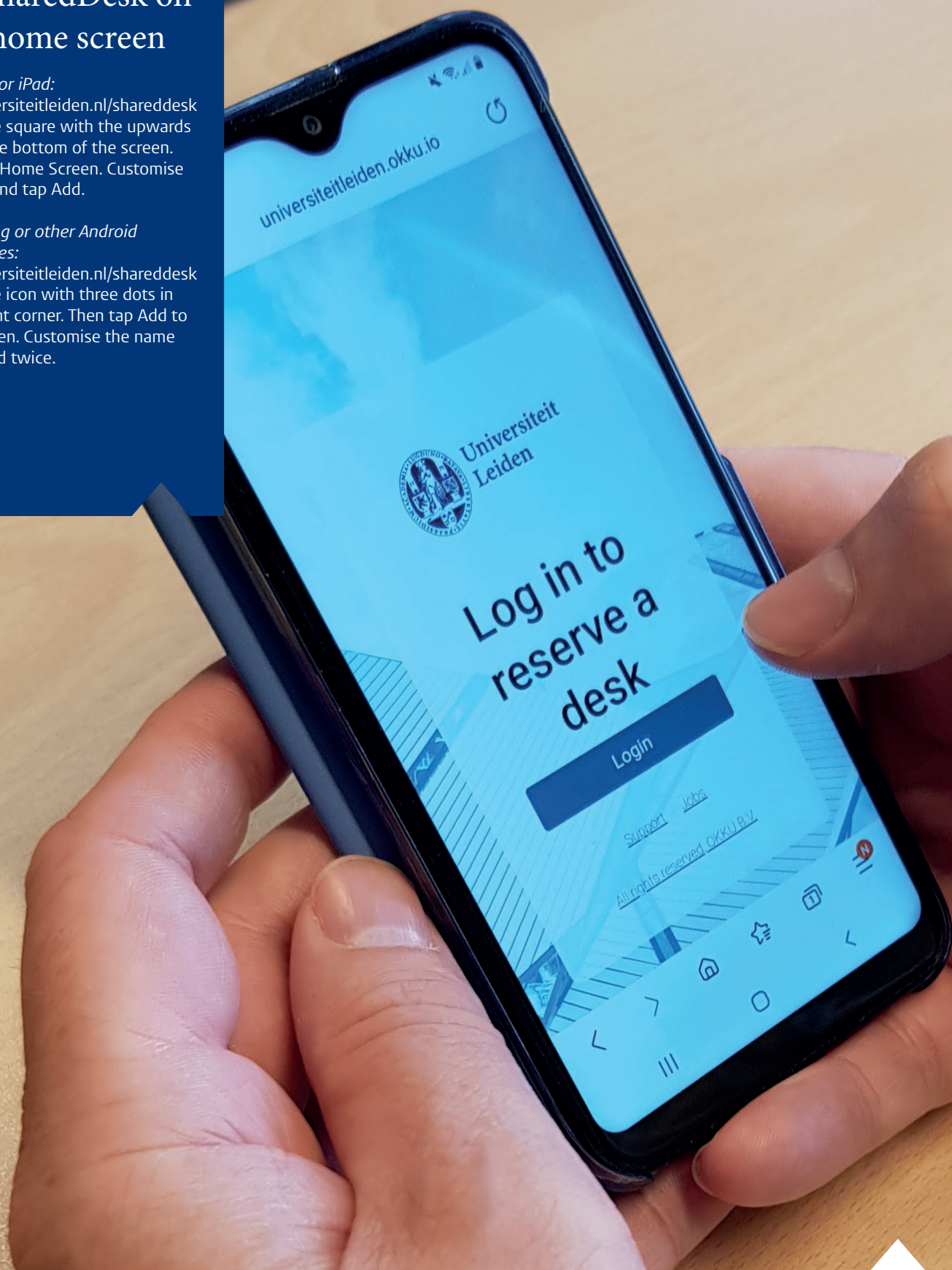
## Tip: SharedDesk on your home screen

*On iPhone or iPad:*

Go to [universiteitleiden.nl/shareddesk](https://universiteitleiden.nl/shareddesk) and tap the square with the upwards arrow at the bottom of the screen. Tap Put on Home Screen. Customise the name and tap Add.

*On Samsung or other Android smartphones:*

Go to [universiteitleiden.nl/shareddesk](https://universiteitleiden.nl/shareddesk) and tap the icon with three dots in the top right corner. Then tap Add to Home Screen. Customise the name and tap Add twice.



**Universiteit  
Leiden**  
The Netherlands

Discover the world at Leiden University