

Policy Number: 1280

Policy Name: Employee Housing Policy

Responsibility for Maintenance: Director of Human Resources

Effective Date: August 15, 2023

Last Updated: Initial

I. PURPOSE

The purpose of this policy is to establish processes and guidelines for the use of and the charges for on campus residences, and any other residential property controlled by the College. This policy does not apply to housing assigned to the President or the Chief Operating Officer. This policy does apply to the housing assigned to faculty and staff who are required to live in the residence halls as a condition of their employment or live in the residence halls due to additional duties assigned by the College or live in the residence halls temporarily while securing permanent off-campus housing. The Chief Operating Officer is designated as the Housing Officer.

The College does not routinely provide housing to employees. When an on-site presence of an employee is deemed necessary to meet programmatic requirements, the College may, at its option, provide adequate housing for the required employees on its business premises. In cases where the College selects this option, the housing will be furnished for the convenience of the College, and the employee will be required to accept such housing as a condition of employment or short-term assignment. The intent of the policy is to ensure consistent treatment of occupancy, lease rates, utilities, general condition, appearance, maintenance, and major repairs of property.

II. GENERAL PROVISIONS

To meet programmatic requirements, the College may provide specific employees housing in College facilities to offer continuous operational coverage, security, and readily available personnel in the event of emergency situations.

The College is responsible for inspecting the condition of subject facilities on a regular basis for deferred maintenance, health, safety, and code compliance. The College is also responsible for facility maintenance and major repairs including but not limited to roofs, foundations, exterior wall structures and coverings, code compliance, etc.

The employee is responsible for the general condition and appearance of the assigned premises. This includes but is not limited to general cleaning and upkeep of the interior, reasonable wear and tear excepted.

The impacted employee may be asked to pay a lease fee for any persons residing on campus with them to cover general costs of utilities and based on business-related factors such as round-the-clock security, inspections, and repair costs.

III. DEFINITIONS

Employee – Individual employed by the College, including graduate students.

Employee Housing Lease Agreement – An agreement between two (2) parties outlining the terms and conditions in which space is leased.

Tenant – a non-student individual who is authorized to reside on the College’s land or property and who pays rent or receives housing as a benefit of their employment with the College.

Immediate Family of Employee – definition per Code of Virginia

IV. DESIGNATED HOUSING

The Director of Student Life and Athletics or other Administrators may require that certain members of the staff and faculty reside on the campus. The requirement to live on campus carries with it the responsibility to be on call after regular business or work hours and to be available in the event of emergencies. Faculty assigned to residence halls may be called upon to participate in special events that require access to residence hall facilities. The Director of Student Life and Athletics will determine the length of occupancy in residence halls:

- Patriot Hall
- Freedom Hall
- Commerce Hall

Typical housing agreement terms will begin July 1, of the academic year to June 30, of the subsequent year. Employees seeking temporary on-campus housing while securing permanent off-campus housing will be determined on a case-by-case basis and approved by the Chief Operating Officer.

Assignments are terminated upon completion of the authorized time periods as stated above. If employment is terminated prior to completion of the above authorized time periods, the residence hall must be vacated within the timeframe stipulated by the College at the time of termination. In mitigating circumstances, an extension may be granted by the Chief Operating Officer at his/her sole discretion.

V. EXCEPTIONS

It is the policy of the College that a housing assignment is limited to the periods outlined in this policy. In extraordinary circumstances, on the recommendation of the President, the Chief Operating Officer, may make assignments or approve extensions to remain in the residence halls in the best interest of the College. Renting, assigning or otherwise subletting, or in any way allowing use of College premises for personal or financial gain, is prohibited.

VI. TENANT RESPONSIBILITY

Tenants are responsible for any College residence halls or area assigned to them. The cost for repair or replacement of such property that is willfully damaged or destroyed through carelessness or neglect will be the responsibility of the Tenant. Improvements to residence halls or other areas requiring permanent installation purchased by the Tenant, become property of the College. Failure to report, in writing, any

serious damage, disrepair, or physical hazards will constitute neglect, and the tenant may be held liable for claims.

A \$300 security deposit is required for all employees requesting temporary on-campus housing that is not a condition of employment. The deposit will be paid when the rental agreement is signed. No pets will be allowed on the premises.

Any exceptions to the security deposit policy must be approved by the Chief Business Officer.

- A. Tenants are expected to exercise economy in the use of utilities supplied by the College. The College reserves the right to take any emergency measure, or other actions, necessary for the conservation of electricity, heating energy, and water.
- B. The Commonwealth of Virginia is self-insured and provides fire, extended coverage, and comprehensive general liability insurance on College residential property. This coverage does not extend to contents, personal property of tenants or to liability claims against any persons occupying quarters. All residential space occupants are encouraged to purchase renter's insurance.
- C. A tenant moving out of College residential space shall give the Chief Operating Officer a minimum of 30 days' notice of intent to vacate the premises. Residential space must be left in a clean and orderly condition suitable for occupancy by the next member to whom the residential space is assigned. Any residential space not left in such condition will be cleaned at the expense of the outgoing tenant.
- D. Within 24 hours of vacating residential space, the outgoing Tenant must have the residential space inspected by a College Facilities representative in order to obtain clearance for the residential space. All keys to residential space will be returned to the College Facilities representative by the outgoing tenant at the time of inspection. The appropriate amount of the security deposit will be returned when the residential space is cleared satisfactorily.
- E. Any additions or alterations by the occupant must be approved in writing by the Chief Operating Officer.

VII. MAINTENANCE AND INSPECTION

- A. The College reserves the right for authorized personnel to visit and inspect residential space whenever necessary for repairs or alterations. Whenever possible, 24 hours' notice will be provided to the tenants. Persons authorized to occupy residential space shall also be admitted by appointment to view the residential space prior to rental.
- B. The College will repair and maintain the exterior of residence halls and any appliances or equipment provided within the residential space. All requests for repairs or maintenance should be submitted through the ticket system.

VIII. RENTAL SCHEDULE

- A. It is the policy of the Commonwealth of Virginia that the College recovers in rental charges all ordinary and necessary maintenance and operation costs relating to employee housing. Rental charges for campus housing will be the fair market value (as determined by an independent bi-annual survey). The Chief Operating Officer will present the recommended changes for rental increases or decreases as appropriate to the President for approval.
- B. The rental rates are a flat charge, which covers residential space rent, utility services, and routine maintenance and repair.
- C. If the annual rental charges are less than the appraised fair market rental value of the property, as determined by an independently contracted qualified appraiser, then the Internal Revenue Service requires that the difference be reported as taxable income to the tenant unless the tenant is required to live in College housing as a condition of their employment.
- D. Capital improvements or other alterations will be made subject to availability of funds. Any such improvements are subject to approval by the Chief Operating Officer.

IX. Contacts

OFFICE	TITLE	TELEPHONE NUMBER	EMAIL
Business Office	Chief Business Officer	(804) 862-6100, ext. 8603	reimbursements@rbc.edu