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**Subject: Policy on Employee Housing**

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## **1. Purpose**

The purpose of this policy is to establish processes and guidelines for the use of and the charges for residential properties controlled by the university at agricultural research centers, on-campus residences, other field research units, and any other residential property controlled by the University. This policy does not apply to the housing assigned to the President or to units in residence halls assigned to faculty who are required to live there as a condition of employment.

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

## **2. Policy**

### **2.1 Provision of Housing and Availability**

To meet programmatic requirements, the university may provide specified employees housing in university facilities to offer continuous operational coverage, security, and readily available personnel in the event of emergency situations. Housing for employees may not be available at each university location.

### **2.2 Occupancy**

Occupancy shall be limited to university-related personnel and their immediate family members, as defined by in the *Virginia State and Local Conflicts of Interest Act*.

## **2.3 Building Condition Inspections**

The university is responsible for inspecting the condition of subject facilities on a regular basis for deferred maintenance, health, safety, and code compliance.

## **2.4 Lease Rate**

Lease rates will be based on available rental rates for comparable properties in the locality being served, and then discounted as appropriate by business-related factors including requirement for employee to provide 24-hour, seven days a week presence to monitor environmental conditions to ensure the validity of research, protection and care of university's assets, after-hours care tending to livestock or maintaining stable conditions in greenhouses, and providing round-the-clock security. Lease rates will be developed by Real Estate Management (REM) and the senior management area responsible for the employee; these rates will be reviewed by the Controller's Office. Lease rates will be evaluated annually.

## **2.5 Utilities**

The employee shall be responsible for normal utility costs including electricity, gas and/or oil. These costs may be included in the lease rate calculation or arranged separately by the employee.

## **2.6 General Condition and Appearance of Facility**

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

## **2.7 Maintenance and Major Repairs**

The university is responsible for facility maintenance and major repairs including but not limited to roofs, foundations, exterior wall structures and coverings, code compliance, etc.

## **2.8 Funding for Inspections, Maintenance, and Major Repairs**

Lease revenue will accumulate in a revolving fund. The first use of lease revenue is to cover the costs of inspections, maintenance, and major repairs. Major repairs that meet the qualifications of the state's maintenance reserve program will be funded accordingly. In the event maintenance or repair costs exceed the resources of the central fund and do not qualify for maintenance reserve funds, the university will make a temporary loan to the revolving fund.

## **2.9 Employee Housing Lease Agreements**

REM is responsible for the preparation and annual review of all subject leases.

## **3. Procedures**

REM is responsible for developing and maintaining procedures to implement this policy. REM shall be the central coordinating unit for executing and holding the official files of Employee Housing Lease Agreements in accordance with the university's normal lease practices. REM will facilitate lease negotiations between the university, employee, and the senior management area responsible for the employee and will incorporate the negotiated terms and conditions in the Employee Housing Lease Agreement. All dispute resolutions will be handled through REM.

## **4. Definitions**

**Employee** – Individual employed by the University, including graduate students.

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

## **5. References**

Higher Education Restructuring Act and Management Agreement

<http://law.lis.virginia.gov/vacode/title23/chapter4.10/>

Virginia State and Local Conflicts of Interest Act

<http://law.lis.virginia.gov/vacodepopularnames/state-and-local-government-conflict-of-interests-act>

## **6. Approval and Revisions**

Approved October 19, 2006 by James A. Hyatt, Executive Vice President and Chief Operating Officer.

Reviewed 1/22/10 by Vice President for Administrative Services, Sherwood G. Wilson. No Changes.

- Revision 1

Formatting changes to match university Policy style. Updates to definitions, references, and hyperlinks.

In Section 1, added "...or to units in residence halls assigned to faculty who are required to live there as a condition of employment."

Approved February 16, 2016 by Vice President for Administration, Sherwood G. Wilson