

## **UAM OPERATING PROCEDURE 315.1**

### **FACULTY AND STAFF HOUSING**

In certain instances, for the convenience of the University and as an immediate assistance to the effectuation of its functions, the interest of the University is furthered through assigning University personnel to live on campus in University facilities.

At times, such housing offers temporary residency for new faculty and professional staff; however, residents are requested to relocate as soon as possible. The maximum time allowed for occupancy of faculty and staff housing is two years from the move in date. At other times, such housing is utilized relative to particular job assignments or functions for the University which will be facilitated by affected personnel living on campus. An employee that is required by the Chancellor or his designee to reside on campus may be provided housing at no cost and the value of housing that is furnished can be excluded from the employee's wages if all of the following conditions are met:

- A. Lodging is furnished on the business premises.
- B. Lodging is furnished for the convenience of the employer.
- C. Employee accepts the lodging as a condition of employment.

All other University-owned housing assignments require the payment of monthly rent by the employee to the institution at a rate established by the University. A limited number of dwellings are maintained by the University of Arkansas at Monticello for these purposes. The University is not obligated to provide housing for any employee. Employment appointments do not include any right to University-owned housing. Pets are prohibited.

Where housing is assigned to a University employee, the tenancy is for a month-to-month period only. All agreements for such housing shall provide that the University has a right to terminate the agreement and to retake possession of the facility upon giving advance notice of thirty (30) days. The maximum time allowed for occupancy of faculty and staff housing is two years from the move in date unless approval has been granted by the Executive Council based on one of the following conditions:

- A. The employee is required by the Chancellor or his designee to reside on campus and provides certain benefits to the University while on campus
- B. The employee justifies his/her need to reside on campus for an additional, specified time frame and the resulting benefit to the University.
- C. The University does not have an employee on a waiting list to occupy the residence and requiring termination of the rental agreement would deprive the University of rental revenue.

Requests for such housing shall be made in writing to the Vice Chancellor for Finance and Administration, who will maintain a list of requests and assign housing as it becomes available. Housing agreements shall be executed prior to taking possession of the facility. All notices of termination of housing assignments shall be initiated by the Chancellor or his/her designee. Faculty and professional staff are encouraged to pay their rent for University-owned housing through payroll deduction.

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