

1.1. ACCOMMODATION

This policy sets out the current requirements and provisions in relation to accommodation arrangements which apply to supervisory staff at CHSHA residential colleges.

The Authority is responsible for the care and supervision of students enrolled at its residential colleges. The Authority employs supervisory staff to help it deliver these services. Its offer of employment is conditional upon the acceptance of certain arrangements. Some of these have been incorporated into employment agreements. Others are matters of policy and vary according to the Authority's operational needs.

The Authority has established supervisory staff accommodation attached or adjacent to its student accommodation. It is the Authority's function and responsibility to determine the amount and type of supervisory staff accommodation to be provided.

The Authority compensates full-time supervisory staff required to live in to perform their managerial and supervisory functions with free accommodation.

1 Conditions Governing Provision of Accommodation

- 1.1 The Authority will determine, as a condition of employment, whether supervisory staff will be required to live on site if suitable accommodation is available, or alternatively live off-site but sleep on-site when rostered for late night and early morning supervision.
- 1.2 At the discretion of the College Board of Management and depending upon the type, size and location of accommodation available, a supervisor's partner, and/or children, may be permitted to live with them on-site. Partners and family members over 18 years of age are required to provide the College Board with a Police Clearance Certificate [at own expense]. On application, an exemption may be approved by the College Board for those who have been in the system for a substantial period.

As it is not a condition of employment, the College is under no obligation to provide family accommodation either at the time of employment or subsequently. If an employee's status changes from single to family and no suitable accommodation is available, the supervisor may choose to live off-site or terminate his or her employment.

- 1.3 Accommodation provisions shall be as agreed at interview, except that the College Board of Management reserves the right to

reallocate accommodation as circumstances warrant. A College Board of Management will give consideration to any change in circumstances or request for a change in accommodation by a supervisor, but its decision shall take into consideration the broad needs of the College. The College Board of Management is under no obligation to agree to a request.

- 1.4 On site live-in accommodation is furnished in accordance with CHSHA provisions (see policy Furniture - Staff Accommodation). Similar quality bedroom furniture is provided in overnight accommodation.
- 1.5 Under normal circumstances the fixtures, fittings, CHSHA furniture and equipment in staff accommodation is maintained by the College, however, staff will be required to pay for maintenance and repairs arising from wilful damage or sub-standard care of the accommodation provided.
- 1.6 Live-in staff can expect regular inspections in accordance with college policy. All accommodation will be inspected and inventoried as part of the induction of new staff and when their employment terminates.
- 1.7 On termination of employment, staff are expected to leave the vacated accommodation in a clean and tidy state.

2 Charges

- 2.1 For full-time live-in supervisory staff there is no charge for rent, water or power consumed.
- 2.2 College Boards of Management may require live-in supervisory staff to pay a tenancy bond, which shall be refundable in part or full, depending on the extent to which the accommodation is subject to more than reasonable wear and tear.

Tenancy bonds are to be lodged with the Ministry of Fair Trading's Bond Administration Section [see Appendix I] which administers tenancy bonds without charge. The bond should be no more than four times the applicable weekly fringe benefits tax rate.

3 Guests

- 3.1 At the discretion of the College Board of Management and depending upon the type, size and location of accommodation

available, member/s of a supervisor's family, or friend/s, may be permitted to stay with them overnight or on a short term casual basis [up to one week]. Staff will have to obtain the prior approval of the College Board in writing. The College Board will determine whether a staff guarantee is acceptable or whether a Police Clearance Certificate will be needed.

- 3.2 At the discretion of the College Board of Management and depending upon the type, size and location of accommodation available, a member of a supervisor's family, or a friend, may be permitted to live with them on site for an agreed period, subject to obtaining a Police Clearance Certificate [at own expense] for those aged 18 years and over.
- 3.3 Non staff members living on site or staying overnight are not permitted to enter a student dormitory or ablution area without the College Manager's approval and unless accompanied by a supervisor.
- 3.4 At the discretion of the College Board of Management, permission for family members or friends to live on site or stay overnight may be withdrawn if their presence has an adverse effect on student care and safety, student discipline or staff behaviour.
- 3.5 The College Board of Management has the discretion to adopt a policy that no person living in single accommodation can share the accommodation with another person if the accommodation is genuinely and obviously too small to allow the occupancy of more than one person or, in situations where the accommodation adjoins a student dormitory, to restrict provision of the accommodation to same-sex supervisors and overnight visitors.
- 3.6 **Students are not allowed to enter supervisor's flats unless prior written approval has been obtained from the College Board of Management Chairperson.** In the event of an emergency, the College Manager must be notified at the earliest opportunity why a student or students have entered a supervisor's flat. **Depending upon the circumstances, failure to comply with this policy can result in an employee's instant suspension without pay and subsequent dismissal.**

4 Extended Leave Provisions

- 4.1 Unless otherwise determined by the College Board, staff proceeding on long service leave or extended leave without pay shall vacate college staff accommodation from the commencement of their leave and make it available to replacement supervisory staff.
- 4.2 Where a College Board allows a member of staff to remain in college accommodation while on long service leave or leave without pay the employee shall pay rent at the fringe benefits tax rate.
- 4.3 Where staff need extended sick leave and their College Board determines that they will need to vacate college accommodation to maintain operations, the Board shall give four weeks notice.
- 4.4 Staff on extended sick leave, having vacated college staff accommodation, shall be given special consideration and provided with rental assistance at the fringe benefits tax rate payable on their accommodation. This rental assistance will continue to be paid until such time as all sick leave credit [calculated on a full day basis] has been exhausted. Staff unable to resume duty due to sickness after the exhaustion of all sick leave credits may be eligible for sickness benefits and rental assistance from the Department of Social Security.

5 Provision of Telephone Facilities

- 5.1 The Authority will provide a telephone connection point in staff accommodation on request. All re-connection costs, telephone rental, telephone purchase and call costs are to be the occupant's responsibility.
- 5.2 All costs associated with the purchase by college staff of answering machines, facsimile equipment, computers and modems, their installation in staff accommodation and use, are their own responsibility.
- 5.3 Where a staff telephone number is listed by the College Board for after hours contact, the telephone is provided rent free.

6 Keys

- 6.1 The College Board of Management will keep master keys for all accommodation but will respect the privacy of live-in staff and only enter staff accommodation by prior arrangement or in an emergency. Keys will be kept in a locked and secure area in the College Manager's office and accessed only in an emergency.
- 6.2 All keys to staff accommodation are to be returned on termination of employment.

7 Pets

The keeping of pets is a matter for the College Board of Management. Approval will depend upon College policy and take into account the safety of students and staff, health issues, the matter of liability, the degree of nuisance involved and location, as well as any benefits to the college.

8 Insurance

The Authority's insurance policy does not cover the loss of staff members' personal belongings and money. The risk of theft, loss or damage to staff belongings is each staff member's personal responsibility and staff may wish to consider taking out insurance to cover these risks.