

# Wheaton College



## Faculty and Staff Campus Housing Program

Wheaton College owns several single and multiple-occupancy residences that are available to be leased to members of the faculty and staff. The purpose, policy and procedures of the Campus Housing Program that govern these leasing arrangements are defined within this document. This policy supplements and governs each lease agreement.

## **GOALS OF FACULTY AND STAFF HOUSING**

- Aid in the recruitment of new faculty and staff.
- Provide housing for those members of the faculty, staff and administration whose positions require proximity to campus.
- Enhance the sense of College community by facilitating participation of faculty and staff in the student experience.
- Enable flexibility of residences to meet existing and future space needs for students, faculty, staff and other College uses.
- Optimize the use of available resources to support the College mission and priorities, including diversity, academic excellence, the student experience and financial well being.

## **POLICY**

### Eligibility/Duration

Members of the faculty, staff and administration are eligible to apply for campus housing. Priority status will be given to full-time employees according to the below listed criteria. All lease arrangements are reviewed annually based upon the College fiscal year (July 1-June 30).

Members of the faculty, staff and administration whose employment with the College is ending will have to vacate the premises within twenty one (21) days from end of employment. The time allowance will be reviewed on a case by case basis and adjusted to meet the needs of the institution.

Members of the faculty who apply for and are accepted to lease campus housing are eligible to stay and rent campus housing up to a period of one year beyond the year in which tenure is granted. Year to year extensions beyond the one-year period may be granted after consideration of housing demand and institutional priorities.

Members of the Dean of Student's Staff may continue in campus housing for up to two (2) months after the person's responsibilities change and campus proximity are no longer essential. Year to year extensions beyond the one-year period may be granted after consideration of housing demand and institutional priorities.

Members of the Staff who apply for and are accepted to lease campus housing may rent for a period of no more than two years. Year to year extensions beyond this period may be granted after consideration of housing demand and institutional priorities.

From time to time on campus housing may be offered to persons who are affiliated with the college in other than an employment relationship. For example, Language Assistants, Teaching Assistants and VISTA Volunteers. These persons are eligible to stay in housing for only the period stated in their lease agreement.

It is the responsibility of all members of the Wheaton community, including our faculty/staff tenants and their guests, to comply with the college's policies, including but not limited to those that apply to drugs, alcohol, non-discrimination and sexual harassment. Wheaton College receives federal funding and therefore we must comply with the Federal Controlled Substances Act, which prohibits the use of drugs, including the use of marijuana on campus. This prohibition extends to faculty/staff housing.

The College reserves the right to terminate a lease agreement at its sole discretion, with 30 days' notice, and to ask a resident to vacate the rental unit, if in the judgment of the college, the resident is in violation of the lease or any property rules or regulations adopted by the college, or is creating a disturbance or nuisance to the community, and/or if their actions place members of our community at undue risk.

Surviving spouses of College employees may, at the college's discretion, continue to occupy College rental units. The time allowance will be reviewed on a case by case basis and adjusted to meet the needs of the institution. Monthly rent and utilities will be the responsibility of the surviving spouse.

#### Housing Priorities

1. College Officers. The President, Provost, Dean of Students, Vice President for Finance and Operations, Vice President for College Advancement, Dean of Admission and Student Financial Services.
2. Member of the Dean's Staff whose positions require or are facilitated by campus proximity.
3. Faculty. Tenure track faculty members, visiting scholars who have an agreement longer than one semester.
4. Staff. Members of the staff who seek campus housing will be evaluated on their ability to contribute to campus life (as summarized in their application).

### Establishing Rental Rates

The fair market value of each rental unit will be assessed by an independent rental expert every ten years or more frequently if warranted by special considerations.

Rental rate increases take effect at lease renewal time each year. The basis of rent increases will generally be the consumer price index (CPI), but may be modified if warranted by special considerations or through the periodic market value appraisal.

### Leases

Leases are issued and signed annually based on the College fiscal year. Terms and conditions contained in the lease document further define the responsibilities of the lessee and the College.

Tenants are responsible for initially disclosing all parties whom will reside in the leased location and must notify Business Services if changes in tenancy are proposed. Tenants must seek prior approval before allowing a change in tenancy in their leased unit that is greater than that of occasional visits. The college reserves its sole authority to approve of such changes in tenancy.

As a landlord, under Massachusetts law, the college reserves the right to CORI check all applicants for housing and adult household members.

### Sub-Leasing

Subleasing or lease/cost sharing without the College Housing Committee's approval will not be permitted. Unauthorized sub-leasing or tenancy will result in eviction (loss of housing without penalty or liability to the College). Requests for exceptions must be made in writing to the College Business Services Office and approved by the Housing Committee (Provost, Vice President for Finance and Administration and the Dean of Students).

### Maintenance

The College views faculty and staff housing as an institutional priority and, as such, will devote resources to the upkeep and maintenance of these units. The units will be assessed on an annual basis and prioritized for inside and outside maintenance projects to be conducted during the fiscal year.

### Questions

Any question or concern an applicant or tenant may have concerning their application for housing, lease terms or the housing policy should be brought to the attention of the Business Services Office.

### Application Procedure

1. Eligible members of the faculty, staff and administration or their hiring supervisors interested in obtaining campus housing must complete an application form and submit it to the Business Services Office. This application procedure must be followed annually until either housing is acquired or the applicant is no longer interested. The applications will be sent to the Housing Committee for review and decision (see # 3 below).
2. Faculty, staff and administration currently renting campus housing are notified by the Business Services Office of the annual status of their lease. If eligible, lessees will be asked their intentions to renew their lease and/or request relocation to a more preferred rental unit (no guarantee, subject to Committee decision based on institutional need).
3. A summary of new applicants and requests for relocation (the applicant pool) with preliminary recommendations will be submitted to the Housing committee (Provost, VP Finance and Administration, Dean of Students) for decision. The decision is based on institutional priorities and available resources with special consideration on applicant need and what the applicant may offer to the student experience.
4. The Vice President for Finance and Administration approves the yearly rental rates recommended by the Business Services Office. Rental rates vary according to size and other characteristics of the specific apartment or housing unit.
5. The Business Services Office will verify the applicant's employment status with Human Resources. The Business Services Office then offers lease renewals and new rentals to eligible college members. Upon acceptance, leases are written, signed and returned to the Business Office.
6. The Business Services Office notifies Human Resources of the rental assignments, security deposits received and rental amounts for payroll deduction. All lease payments are payroll deductions unless special circumstances prevail and prior arrangements are made.
7. Physical Plant is notified of the housing assignments and the new lessee is allowed to sign for keys to their housing assignment. Public Safety is provided with a tenancy update.
8. The tenant must complete a "state of the premises" walk through with a representative of the Business Services office prior to move in. Both parties will agree and document existing conditions and sign a statement to that affect.

When moving out, the tenant must complete a post-tenancy walk through to re-document the "state of the premises" noting any conditions beyond reasonable wear

and tear. Conditions found to be beyond normal wear and tear may be subject to charge against the security deposit.