



Administrative Policy 22-001 Employee Housing

Purpose: The University provides housing to employees under specific circumstances. The type of housing available is dependent upon the type of employee, the circumstances surrounding the requirement, or the need for on-campus or campus-owned housing. This policy sets forth the eligibility for housing, the cost of housing, and other provisions relevant to employment and housing. This policy is designed to assist in the recruitment of new employees by providing transitional housing, temporary housing, and permanent housing, as well as provide a reasonable financial return to the University.

Scope: This policy covers all housing units for use by employees inclusive of short- and long-term housing units, as well as housing units provided or required as a condition of employment. The University will determine which housing units will be utilized for required on-campus housing and which units are available on a first-come, first-served basis or another assignable basis. Not all University-owned property is available for housing.

Definitions:

Employees are full-time faculty and staff, including visiting professors, and graduate assistants.

Transitional housing is that which is provided to new employees due to the onboarding or offboarding transition. This type of housing arrangement is made for a period of 60-90 days, depending on the circumstances.

Temporary housing is that which is provided to employees on a limited, time-bound basis, depending on the nature and duration of employment. This type of arrangement may be suitable for visiting professors, graduate assistants, or guest artists/performers. Temporary housing is typically available for a period of up to two years.

Permanent housing is that which is provided to employees for the duration of their employment and may be suitable for those employees whose job duties require close proximity to campus or significant on-campus responsibilities.

Policy:

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Rights & Responsibilities:

A. Heidelberg University's Rights & Responsibilities

- Not to discriminate based on age, race, color, national origin, religion, sex, familial status including children, or disability.
- Maintain housing in accordance with all local and state building codes.
- Comply with all safety and fire regulations, including regarding lead paint.
- Respect tenants' privacy.

B. Tenants' Rights & Responsibilities

- Comply with the Housing Agreement terms for payment, security deposit, and utility payments as well as any maintenance obligations, as applicable to the housing arrangement.
- Promptly notify the University of any needed repairs.
- Provide University with reasonable access for required inspections, repairs, and maintenance.
- Be considerate of all neighbors and University property.

Housing Agreements:

All tenants are required to sign a Housing Agreement, and the Agreement must be fully executed by all coordinating offices in advance of the tenant occupying a unit. All terms of transitional, temporary, and permanent housing will be outlined in the Housing Agreement, including any periods of time which are considered rent-free.

Tenants lose all housing and rental privileges upon termination of employment with Heidelberg University and are expected to vacate on-campus housing/campus-owned housing within 30 days after termination, unless the University grants permission for an extension. That extension must be in writing and include all terms, conditions, and length of stay.

A surviving spouse of a University employee may continue to occupy University housing until June 30th of the academic year following that of the employee's death.

The University reserves the right to terminate a Housing Agreement and to require tenant(s) to vacate the unit with 30 days' notice if, in the judgment of the University, the resident is in violation of the housing agreement or any property rules or regulations adopted by the University or is creating a disturbance or nuisance. The University may also

terminate a housing agreement and require tenant(s) to vacate the unit with 90 days' notice if or when the University has another use for the property or land. This policy supplements each Housing Agreement. In the event of any conflict between this Policy and a Housing Agreement, the Housing Agreement controls.

Assignable Housing List:

Single Family Houses:

- 40 Prospect Street: 2BR, 1BA
- 42 Prospect Street: 4BR, 1.5 BA
- 281 Main Street: 4BR, 2 BA
- 51 Circular Street: 3BR, 1BA
- 105 Circular Street: 3BR, 1BA
- 21 Rebecca Street: 3BR, 1BA

Multi-Family Houses:

- 119 Walker Street:
 - Unit #1 2BR, 1BA
 - Unit #2 2BR, 1BA
 - Unit #3 2BR, 1BA
- 78 Circular Street:
 - Unit #1 1BR, 1BA
 - Unit #2 2BR, 2BA

Townhomes: Currently assigned for student housing

Apartments: Currently assigned for student housing

Special Housing: France Hall: 1 BR, 1BA
2 BR, 1BA

Residence Halls: Currently assigned to Residence Hall Directors

Repairs, Maintenance, and Insurance

It is the personal responsibility of the tenant to keep the housing unit in good clean condition and in a good state of repair at all times. Sidewalks and drives should be kept clean and clear of any accumulations of trash, debris, ice, and snow. Common driveways should not be blocked. Tenant(s) occupying single-family homes must provide lawn care and snow and ice removal.

Any repairs to a housing unit necessitated as a result of neglect or willful damage are chargeable to the resident. These will be determined during check-out procedures or upon

University knowledge of such neglect or damage, especially if conditions create safety concerns for either the tenant, the property, or neighbors.

Requests for minor repairs and requests for improvements or major repairs, whether at the University's expense or the tenant's expense should be directed to: Krammes Facilities at 419-448-2390 or krammes@heidelberg.edu.

Emergency requests after duty hours should be directed to:

Campus Security at 419-448-2211.

Any improvements or alterations to the property must be requested and approved, in advance, through the Krammes Facilities department. Alterations such as extra wiring, plumbing, shelving, etc., for the tenants' convenience will be at the tenants' expense. This includes the installation of fans, air conditioners, and other items that are attached to the building.

The University reserves the right of entry, with reasonable notice to the tenant, to inspect the property for the purposes of maintenance, repairs, safety, and insurance. It may be necessary for representatives of the University to enter without prior notice in the case of an emergency.

The University is responsible for fire and extended coverage insurance and institutional liability on all housing units. The tenant is responsible for providing their own personal liability coverage, insurance on personal contents, and other resident's insurance coverage as desired by the tenant. Tenants are strongly encouraged to obtain renter's insurance.

Pets and Smoking

Up to two (2) pets total are permitted in single family homes with advance written consent of the University. Tenants are required to pay a non-refundable fee of \$500.00 per pet and sign a Pet Addendum to the Housing Agreement. No exotic or illegal animals are allowed. Dog breeds which are prohibited include pit bulls and/or large breeds such as Great Danes, Newfoundlands, St. Bernards or similar breeds. Lawns must be kept free of any accumulation of droppings. The University reserves the right to revise this list in its sole discretion at any time. Pets are not permitted in multi-family homes, townhomes, or apartments.

Smoking and vaping are prohibited on and within all University-owned property.

Furnishings and Utilities

All single and multi-family units, townhome, and apartments are furnished with a refrigerator and stove/oven. Some units include dishwasher, washer and dryer.

Residence Hall units are furnished with refrigerators, stoves/ovens, microwaves, and washers/dryers. Tenants must adhere to residence hall policies for the installation and use of any appliance.

Tenants of single and multi-family units, townhomes and apartments are responsible for electric, gas, water, sewer, and cable/internet. Trash removal fees are incorporated into the monthly rent. Tenants of single-family homes are responsible for general lawn care maintenance. Tenants of certain apartments and residence halls are not responsible for utility costs, lawn care maintenance, or snow removal.

Housing Agreement Duration, Security Deposits, and Rent

Generally, the University’s rental year is July 1st through June 30th. A Housing Agreement may begin at any time during the year; however, the end date will be June 30th and the Agreement may renew with a July 1st effective date.

Housing Type:	Security Deposit:	Monthly Rent:
Single Family Home 1 or 2 BR	\$600	\$600
Single Family Home 3 or more BR	\$700	\$700
Multi-Family Home 1 or 2 BR	\$500	\$500
Multi-Family Home 3 or more BR	\$600	\$600
Townhome	\$600	\$600
Apartment	\$500	\$500
Residence Hall	\$ n/a	\$n/a

Security deposits may be paid by check (prior to check in) or via payroll deduction. The security deposit will be refunded if the property is vacated in as good a condition as at the time of first occupancy (normal wear and tear excluded). Should additional cleaning and/or repair be required, the deposit will be used to cover the cost, and a refund of the unused balance will be made. If the cost is more, the tenant will be billed for the remainder.

Rent may be required to be paid by payroll deduction.

Check In/Check Out Procedures

Upon arrival at the housing unit, new tenants must complete a physical inventory of the property and its condition. This inventory should be completed within 2-3 days after arrival and returned to Krammes Service Center office.

Any furnishings provided to the tenant(s) are the responsibility of the tenant(s) during their stay in on-campus or campus-owned property. In the event the tenant(s) chooses not to use the furnishings, the tenant(s) may request to have the furnishings stored.

Keys will be obtained through the Krammes Services Center only. A charge of \$100 will be assessed for each key not returned when a resident vacates the premises. Additional keys may be obtained upon request to Krammes Services Center.

When checking out, tenant(s) are required to schedule a walk-through with a representative from Krammes Services Center prior to moving out to identify any areas requiring attention or needing cleaning.

The tenant(s) should contact the Krammes Service Center when everything has been moved out of the housing unit. The tenant(s) will schedule an appointment with a facility management representative to meet at the property during normal business hours to discuss problems or concerns. Keys will be collected at that time. A review of the property will also be made at that time for damages beyond the normal wear and tear.

Tenants should arrange to disconnect utilities. Any unpaid balances due will be invoiced to the former tenant for payment or deducted from a deposit if funds are sufficient to cover the expense. It is the responsibility of the tenant(s) to make arrangements with the Business Office for payment of any outstanding amounts due to the University. Each tenant, upon moving out, must have provided a new/forwarding address with the Business Office. Any unused balance of the security deposit will be returned to the tenant within 30 days of the final walk through.

To assist with checking out, please reference the Move Out Checklist.

Miscellaneous

Tenants are encouraged to become familiar with the City of Tiffin ordinances regarding the maintenance and care of property, parking, noise, etc. Tenants are responsible for abiding by all local ordinances.

Heidelberg University does not guarantee housing availability or a specific amount of housing to be available at any specific point in time. A housing unit may be deemed uninhabitable or unavailable for rent by the University at any time. Likewise, new housing options may be made unavailable at any time. Student housing is the first priority for all University-owned housing units.

Subleasing is prohibited under all circumstances.

Rates of rent and deposit will be established by the University at fair market value.

Positions Required to Live On-Campus

N/A

Forms:

Housing Agreement- A

Pet Addendum- B

Move-in/out Checklist- C

Responsible Offices

Vice President for Administration and Business Affairs

 Krammes Services Center

 Business Office

Office of Human Resources

 Office of Campus Safety and Security