



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Faculty/Staff Housing Policy and Procedure
Department	Finance and Administration
Policy Editor	Joy Matthews
Request Type	New ☐ Amended ☐ Removed ☐ Reviewed ☒

OBJECTIVE (Briefly state your purpose.)

To assist in the recruitment of qualified faculty and staff, Gordon State College offers furnished apartment style short-term housing to full-time staff and faculty members on a first come first serve basis. Employees residing in Gordon State College housing are charged rent at a rate which is competitive with rates charge for privately owned comparable living quarters within the immediate area of the Gordon State College campus.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

<https://www.gordonstate.edu/documents/departments/institutional-effectiveness/faculty-and-staff-housing-policy-and-procedure.pdf>
https://www.usg.edu/policymanual/section9/C524/#p9.6.4_employee_housing
The following people helped to amend the policy in 2022 (with guidance from the USG website): 2022 Cabinet

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

Information about the policy is distributed via the faculty and staff list serves.

Authorizations

Dean or Supervisor Signature and Date: LeAngela Joy Matthews
Digitally signed by LeAngela Joy Matthews
Date: 2022.01.18 12:36:02 -05'00'

Cabinet Sponsor (VP) Signature and Date: Bryan Stephens
Digitally signed by Bryan Stephens
Date: 2022.01.18 12:47:18 -05'00'

President Signature and Date: 

***Policy Template must be submitted with this form.**

Faculty/Staff Housing Policy and Procedure

Policy

To assist in the recruitment of qualified faculty and staff, Gordon State College offers furnished apartment style short-term housing to full-time staff and faculty members on a limited, first come first serve basis. Only employees are eligible to reside in campus housing. Employees residing in Gordon State College housing are charged rent at a rate which is competitive with rates charge for privately owned comparable living quarters within the immediate area of the Gordon State College campus. Availability of campus housing is based on student demand and is not guaranteed for faculty or staff.

Procedure

Gordon State College offers furnished apartment style housing to any interested full-time staff or faculty member on a first come first serve basis. A monthly payroll deducted rent competitive to that of rates charged for comparable privately owned living quarters within the immediate area of Gordon State College campus will be assessed for each apartment style unit. For a select number of Gordon State College employees who must reside on campus as a condition of employment, rent will not be assessed and housing will not be deemed as a taxable benefit for said employees.

Monthly rental rates for each unit will include the following utilities: electricity, water, local phone, cable and internet. Each employee will be responsible for the daily cleaning and care of his or her apartment. Gordon State College will be responsible for cleaning and care of common areas, including communal bath areas. Any maintenance needs should be reported to the Gordon State College Facilities Department for service.

Units are available for rent on a monthly basis during the academic year beginning on August 1 and ending on May 15 and during the summer academic period begin on May 23th and ending on July 31. To reserve faculty housing on the Gordon State College campus, an employee must contact the Vice President in their chain of command prior to the employee's anticipated date of move-in to the unit. The employee will be required to sign a faculty housing lease agreement. Based on the terms within the signed faculty housing lease agreement, Gordon State College will lease said apartment to the employee on a continued monthly basis by mutual consent of both Gordon State College and said employee for the agreed upon period up to but not to exceed one academic year. At the conclusion of each rental period, the employee must vacate the unit and reapply for the unit for any additional rental periods. Should need arise for the employee to request an extension of the lease beyond one academic year, the employee may petition to the President of Gordon State College for an extension of the lease for up to one additional semester, excluding summer semester. The maximum length of occupancy for any tenant from the date of initial occupancy, including all lease renewals, shall not exceed eighteen months. Gordon State College reserves the right to terminate the employee's lease at any given time upon written notice of thirty days by the institution to the employee. Should the employee decided to vacate the unit, the employee must provide notice of intent to vacate to the Vice President of Finance and Administration. Once the employee has completely vacated the unit, the Director of Facilities and

Director of Residence Life or his or her designees will conduct a thorough inspection of the unit to ensure proper condition of the unit upon vacancy.

Gordon State College assumes no responsibility for the personal contents of any unit. Employees are responsible for contacting their private insurance agents and obtaining a renter's or tenants' insurance policy to protect their valuables.

It is the responsibility of all employees occupying Gordon State College apartments to insure the privacy and good order. Unnecessary noise, inappropriate behavior or other behavior deemed to be offensive by other residence may be considered grounds for eviction from Gordon State College faculty housing.