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## Residence Life Live-In Staff Housing Agreement

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**Issued:** January 27, 2016

**Revised:** January 30, 2016

**Purpose:**

To provide guidelines for housing requirements for all live-in professional staff members, which include Graduate Student Staff Members (Graduate Assistants), Residence Life Coordinators Faculty in Residence, and the Assistant Director of Residence Life (hereon mentioned only as “live-in staff members”) who are given an apartment/house and/or are required as a condition of their employment to reside in a designated Residence Life on-campus location.

**Policy:**

1. Each live-in staff member will be provided an apartment/house as a part of their compensation package with Columbus State University.
2. Each live-in staff member will be assigned a location within the Residence Life community that the live-in staff member oversees.
3. As a condition of their employment, each live-in staff member must occupy their assigned Residence Life housing location at a minimum of 75%.
  - a. Occupy in this policy is defined as: time in which each live-in staff member spends the night, sleeps in, and/or are present in.
  - b. If the Department of Residence Life suspects that a live-in staff member is not abiding by this expectation, job performance action may be taken towards the live-in staff member.
4. At any point in time the Department of Residence Life and Columbus State University reserves the right to relocate a live-in staff member to a different Residence Life community.
  - a. The Department of Residence Life and Columbus State University will do its best to provide ample notification for relocation to a live-in staff member, but are not required to.
5. Prior to a live-in staff member moving into their assigned location, the person who oversees that position, or their designee, will enter into the live-in staff member housing location to complete a Room Condition Report (RCR).
  - a. The Residence Life Coordinator of each Residence Life community will complete a RCR form for the Graduate Assistant they supervise.
    - i. If the Residence Life Coordinator is unable to complete this form, the Senior Residence Life Coordinator, or their designee, will complete the RCR.

6. Each live-in staff member will receive a copy of the RCR and will be given seven (3) business days, following the date the live-in staff member moves in, to add additional conditions/notes/comments to the RCR and will turn that form into the person who oversees their position.
  - a. Once additions to the RCR are completed, each live-in staff member will sign and date the original copy of the RCR.
7. The direct supervisor, or the person who oversees each position, will keep the original copy of the RCR in their files. Copies of the RCR will be provided to Assistant Director of Residence Life and/or the Director of Residence Life upon request.
8. The Senior Residence Life Coordinator and the Assistant Director of Residence Life will work with live-in staff members to set up annual inspections of each live-in staff member apartment/house.
  - a. The Director of Residence Life, or their designee, will conduct these inspections for the housing that is provided to the Assistant Director of Residence Life.
  - b. At any point in time the Department of Residence Life and Columbus State University reserves the right to set up as many inspections as they see fit.
9. All inspections will be kept on file. If any maintenance needs are found during inspections, the Senior Residence Life Coordinator, the Assistant Director of Residence Life, and/or the Director of Residence Life, and/or their designee, will coordinate the maintenance work needed in the apartment/house.
10. The Senior Residence Life Coordinator, the Assistant Director of Residence Life, and/or the Director of Residence Life, and/or their designee, will coordinate appointments date(s)/time(s) for inspection upon the live-in staff member vacating an apartment/house.
11. The original signed RCR will be used during all inspections and upon a live-in staff member vacating an apartment/house.
12. The Department of Residence Life, Columbus State University, and/or Corvias Campus Living reserves the right to enter into a live-in staff member(s) apartment/house without the presence of the live-in staff member for maintenance or apartment/house concerns.
  - a. The Department of Residence Life, Columbus State University, and/or Corvias Campus Living will attempt to provide live-in staff members twenty-four (24) hour notice prior to entering into the live-in staff member apartment/house, but are not required to do so.
13. All Graduate Assistant, Residence Life Coordinator, and Faculty in Residence position are positions in which the employee is required as a condition of their employment to reside in a designated Residence Life on-campus location.
14. The Assistant Director of Residence Life is provided a Residence Life on-campus house, but as a condition of their employment is not required to reside in that location.
15. As a part of each live-in staff members condition of employment, they from the above date agree to abide by this policy.