

STAFF APARTMENTS

Section: Human Resources

Policy: University Housing attempts to provide on-campus housing options for designated staff and guest(s).

Purpose: The purpose of this policy is to establish usage expectations for live-in staff members.

Scope: This policy applies to apartments occupied by graduate residents, doctoral interns and full-time staff members who are required as a condition of employment to reside in a designated on-campus apartment. Live-in academic partners and special guest(s) of University Housing residing on-campus are included in the scope of this policy.

Procedure:

- I. Apartments of on-campus staff are designed to facilitate interaction between staff and students as well as to provide housing for the staff person. Live-in staff serve in an on-call rotation after 5 p.m. and are required to be available to graduate staff, undergraduate staff and students.
- II. Staff apartments are one-bedroom units with a maximum capacity of two occupants, two-bedroom units with a maximum capacity of four occupants, and three-bedroom apartments with a maximum capacity of six occupants.
- III. Staff members can occupy these apartments with a spouse or domestic partner who has completed the domestic partnership declaration with the university, which can be located [here](#). Individuals who have a legal relationship with the staff member such as children and/or persons under legal guardianship of the staff member may reside in an apartment provided the maximum capacity of the unit is not exceeded.
- IV. These apartments cannot be rented or subleased to other individuals.
- V. The University Housing pet policy applies to full-time residential programs and services staff. The staff pet policy can be accessed through this link https://housing.uga.edu/sa_docs/staff/policies_hr_fulltimestaffpets.pdf.
- VI. A room inventory card will be completed upon move-in and reviewed upon move-out. The staff member will be responsible for damages beyond regular use and repair.

- VII. Staff must abide by the University Housing key policy that can be accessed through the following link:
https://housing.uga.edu/sa_docs/staff/policies_facilities_buildingkeys.pdf.
- VIII. University Housing reserves the right to enter staff apartments for the purposes of safety, occupancy verification, facility improvements, conducting routine maintenance, health and safety checks, managing rooms and apartments in the event of an epidemic or emergency that jeopardizes the wellbeing of the occupant or others.
- IX. Requests for exceptions to the apartment policy must be approved by the director of Residential Programs and Services or their designee.

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