

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 live-in staff and guest apartment usage expectations.

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. Faculty in residence and special guest(s) of University Housing residing on-campus are required to adhere to this policy as well.

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 and guest 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. 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. 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. Requests for exceptions to the apartment policy must be approved by the staff member's supervisor.

Revised: May 14, 2020

Revised and approved by mangement team: December 12, 2017

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