



HOUSING POLICY: NON-ACADEMIC STAFF

GUIDELINES WITH REGARD TO THE ALLOCATION OF ROOMS (LIVING QUARTERS) SITUATED ON THE REDHILL SCHOOL PREMISES

This policy is to be read in conjunction with the policies and principles that form part of the Vision and Mission and Code of Conduct of the school and are governed by the school's rules and regulations.

The following guidelines will apply to all **full-time permanent non-academic staff members** (hereinafter referred to as "*the staff member*" and/or "*the applicant*") who may wish to be considered in the allocation of rooms or living quarters on the School premises.

The School currently operates core hours between 07h00 and 17h00, Monday to Friday. The School recognises the importance of supporting business critical services outside of these core hours, including after hours Monday to Friday, over weekends, public holidays and School holidays.

This accommodation has been earmarked for posts identified as requiring presence on campus during hours outside the normal working day.

There are a number of rooms or living quarters situated on the Redhill School premises, which are available to let to non-academic staff. This housing portfolio is supported by the School primarily to accommodate staff members who are willing to make themselves available to be "*on call*" to render their services to Redhill School, when, in terms of operational requirements, their services are necessary to be performed after hours on weekdays and/or on weekends and/or on public holidays and/or during School holidays.

The letting of rooms or living quarters imposes additional responsibilities on staff members and it is envisaged that in lieu of no rental being charged for occupation of the said rooms or living quarters, the staff member is agreeable to overtime being worked as set out below:

Overtime in lieu of rental during the week (Monday to Friday):

- a. Between 1 (one) and 2 (two) hours per day from Monday to Friday between the hours of 16h00 and 18h00, with "standby" time being calculated from the time the employee ordinarily finishes work to 18h00;
- b. Overtime payments will only commence for time worked after 18h00, Monday to Friday.

Overtime in lieu of rental over weekends and/or public holidays and/or during school holidays:

- a. A working roster will be in place;
- b. All hours worked will be considered overtime and the staff member will be remunerated accordingly;
- c. Staff members will be entitled to one weekend off per month, however, the staff member will be required to apply for the said weekend off and such application will need to be approved prior to the said staff member being entitled to take such weekend off.

As a general rule, the School does not provide permanent accommodation for a period exceeding 3 (three) years. The School is unable to guarantee accommodation will be available for staff, in view of the fact that, when the operational requirements of Redhill School change, this may result in the need for staff members to reside in the Redhill School rooms or living quarters to change accordingly. As a general indication therefore, agreements of lease should not be signed for a period in excess of 3 (three) years, unless extenuating circumstances exist.

In addition to the foregoing, the School reserves the right to withhold the allocation of advertised empty rooms or living quarters to existing staff members in favour of a new incumbent, which decision rests solely within Redhill School's discretion.

Should the staff member be eligible for consideration and should the applicant's application be successful and a room or living quarters be allocated to the staff member, then the staff member will be required to sign an agreement of lease which will be valid, binding and enforceable between the School and the staff member.

1. Process, Eligibility and Duration

- (a) Staff members who wish to be considered for eligibility must write a letter of application to the Operations Manager who will consider this application together with the Housing Committee when a room or living quarters becomes available.

- i. Should a room or living quarters be available and should the staff member's application be approved, then the staff member will be informed in writing and asked to sign an agreement of lease.
 - ii. In the event that the staff member's application is approved, and no rooms or living quarters are available for accommodation, then and in that event, the staff member will be placed on a waiting list for available rooms or living quarters.
 - iii. In the event that the staff member's application is not approved, for whatever reason, then and in that event, the staff member will be advised in writing. Should the applicant wish to re-apply at a later stage, the staff member will be entitled to re-apply. There will be no obligation on the School to disclose the reasons why the staff member's application was not approved, such decision being within the School's sole discretion.
- (b) The duration of any agreement of lease in respect of a room or living quarters will be for a minimum period of 1 (one) year and a maximum period of 3 (three) years. The lease period recorded in the agreement of lease will be at the sole discretion of the School.
- (c) In the event of extenuating circumstances existing and on written application by the staff member concerned, tenancy after a maximum period of 3 (three) years may be considered by the School. In this regard:
- i. The staff member's application is not guaranteed to be successful and the staff member acknowledges that he/she does not have a legitimate expectation to continue in occupation of a room or living quarters after a maximum period of 3 (three) years tenancy has lapsed.
 - ii. Should such staff member's application for an extension of a lease beyond the maximum 3 (three) year period be unsuccessful, then the staff member will be expected to vacate the room or living quarters on termination of the agreement of lease, being the last day of the month in which the lease terminates.
 - iii. Should such staff member's application for an extension of a lease beyond the maximum 3 (three) year period be successful, then such staff member will have their lease renewed on an annual basis, provided that the room or living quarters is not required to be let to new staff members as per the priority assessment criteria.
 - iv. Should such staff member's application for an extension of a lease beyond the maximum 3 (three) year period be unsuccessful, then such staff member will be entitled to appeal such decision in writing to the Housing Committee.

The Housing Committee is made up Mr Joseph Gerassi, representing Academics, Ms Shamiksha Boodhoo, representing Finance and Ms Galete Kirsch, representing Operations. Only Mr Joseph Gerassi and Ms Galete Kirsch will be allowed to vote, and decisions will be made unanimously.

- (d) The Housing Committee reserves the right to relocate a staff member occupying staff housing to alternative accommodation to satisfy the School's operational requirements.
- (e) The staff member's application for housing is to remain confidential and any information furnished by the staff member in his/her application may be utilised by the School in order to carry out the relevant credit/rental history checks.
- (f) Staff members acknowledge that they will only remain eligible for tenancy in School housing for as long as they remain employed as permanent non-academic staff members by the School and that should the staff member's permanent employment with the School become terminated for any reason whatsoever, the staff member agrees to vacate the staff housing by no later than 16h00 on the last day of month in which their employment with the School ceases.

2. Assessment Priority

The following priority criteria will be considered when a decision is made to allocate a room or living quarters to a staff member / applicant:

- (a) The strategic and operational requirements of the School as determined by the Executive Head.
- (b) New staff whose early assimilation into the School community would be rendered easier by renting a room or living quarters within close proximity of the School.
- (c) Staff who are in their first 2 (two) years' employment at the School and whose contribution to the School is seen to enhance the School.
- (d) Staff with more than 2 (two) years' service at the School and whose contribution to the School is seen to enhance the School.
- (e) Any special circumstances that constitute a need for accommodation.

The following are NOT considered relevant and critical in the decision-making process:

- (a) Long Service;
- (b) Financial needs of staff members; and

- (c) Length of previous tenancy in housing.

3. Requirements of a successful applicant

The staff member to whom housing has been allocated is required to:

- (a) Sign an agreement of lease and to abide by the terms and conditions contained therein.
- (b) Be expected to work overtime and/or be on stand-by as set out hereinbefore.
- (c) All staff members residing in staff housing will be expected to maintain their rooms or living quarters in a clean and neat condition. The Operations Manager reserves the right to conduct periodic inspections and to seek rectification of damage/loss/abuse, where such damage/loss/abuse is seen to have been caused by the staff member.
- (d) All requests for maintenance/improvements to the room or living quarters are required to be motivated in writing. Such motivation is to be addressed to the Operations Manager. The decision whether or not maintenance/improvements will be carried out by the School rests solely with the School, the School having the sole discretion to determine this.
- (e) As some of the rooms or living quarters are partly furnished, the Operations Manager together with the staff member, will, prior to the staff member taking occupation of the room or living quarters, inspect and record the state/condition of all furniture in the room or living quarters. The staff member is obliged to, upon vacating the room or living quarters, to return the furniture in the same condition, fair wear and tear excepted. Any broken or damaged items will be replaced by the staff member at his/her own cost.
- (f) The staff member will be obliged to comply with the Policies and Procedures of Redhill School and agrees, at all times, to abide to the Rules and Regulation in place at Redhill School.

4. Obligations of the School

The School is required to:

- (a) Ensure the premises are reasonably clean and habitable at the commencement of the tenancy.
- (b) Maintain the room or living quarters in a reasonable state of repair during the currency of the agreement of lease. Exterior maintenance is the responsibility of Redhill School.

5. Obligation of the non-academic staff member / tenant

The staff member / tenant is required to:

- (a) Notify the School of any change in circumstances that may affect the agreement of lease.
- (b) Maintain the room or living quarters in a clean and tidy condition, including common areas where applicable.
- (c) Avoid damage to the room or living quarters or common areas.
- (d) Ensure gardens are maintained in a reasonable order within the limits of water restrictions, including the mowing of lawns and limiting rubbish left in the garden and/or common areas.
- (e) Meet the cost of repairing any damage (excluding fair wear and tear) caused by the tenant / staff member.
- (f) Allow access to authorised contractors of the School and managing agents of the room or living quarters to carry out necessary repairs and other services (subject to receiving reasonable notice).
- (g) Not install fixtures or make any permanent improvements/alterations without the written consent of the School.
- (h) Not change locks to the room or living quarters without the written consent of the School.
- (i) Not interfere with the reasonable peace, comfort and privacy of neighbouring occupants and to respect strict "*quiet hours*" in effect between 21h00 and 08h00 daily during weekdays and between 21h00 and 10h:30 on weekends and public holidays. In addition, tenants are expected to show consideration for others by minimizing excessive noise.
- (j) Not use the room or living quarters for illegal purposes.
- (k) Not sub-let the room or living quarters or otherwise permit additional occupants to reside in the room or living quarters without prior written approval of the School.
- (l) Not operate any business enterprise from the room or living quarters without the prior written approval of the School.

6. Disputes

In the event of a dispute between the staff member and the School, such dispute will be required to be adjudicated by the Operations Manager and if either party is dissatisfied with the decision of the Operations Manager, then the aggrieved party is entitled to appeal such decision to the Housing Committee. The decision of the Committee will be final and binding upon both parties.

The Housing Committee reserves the right to amend/rescind Policy as and when required, in which event all parties will be bound by the provisions of the Policy in place at that particular time.

REVIEW OF POLICY

This policy may be reviewed from time to time.