

## 2.18 Employees in College Housing

Because employee housing affects the college's annual budget and housing for students is a priority, the VP for Finance/CF0 will make the final determination on all employee-housing decisions on behalf of the college. Housing as a part of an employee's compensation package is set on a certain salary requirement, which is determined by the VP for Finance/CF0. Finally, college housing as a part of an employee compensation package cannot be offered to an applicant until approved by the VP for Finance/CF0. Student Affairs will make the initial housing assignment with final approval by the VP for Finance/CF0.

Certain housing will be held for use by employees who meet the salary criteria. Exceptions can be made by the VP for Finance/CF0. If a department wishes to offer short-term housing to an employee who does not meet the requirements, the department will be charged rent to compensate for the lost revenue.

Employees who live in campus housing as part of their compensation package will sign the Staff and Faculty Housing Form located on the college's intranet site, Employee and Student Employee Forms, <https://wwi.mcpherson.edu/human-resources/hr-forms/> The signed copy will be kept in the college's business office.

Prior to the acceptance of the position, the applicant will understand the financial implications of accepting college housing as part of their compensation package. Acceptance of college housing may impact the new employee's annual taxable wage. The new employee's supervisor will inform the new employee of that impact and the director of HR will confirm it during the new employee's new employee orientation.

Housing for an employee is not a guarantee with college employment and is subject to change. Housing assignments including locations may change at the discretion of the college. Housing renewal will be reviewed annually by the VP for Finance/CF0.

Effective date: April 1, 2023