

G-2475 GCBDA
STAFF HOUSING
(Teacherages and Support Staff Housing)

Housing

Housing shall be defined as dwellings and grounds.

Housing Privilege

Employment by the Governing Board and signing of an employment contract shall not guarantee employee housing. Housing, as such, is provided as a privilege and can be denied or withdrawn for misuse of such housing. Housing is for District employees only, and a housing contract must be signed prior to occupancy. Requests for housing or changes in housing are to be submitted in writing to the designated teacherage administrator.

Deposit

Each housing tenant will be required to pay a two hundred dollar (\$200) housing deposit to the District once housing has been assigned. An additional three hundred dollar (\$300) deposit will be required for tenants owning pets. A separate receipt shall be provided for each deposit. The deposit shall be maintained in the teacherage fund until the tenant vacates the housing unit. At that time any damages/cleaning charges will be assessed against the deposit. Deposits shall be returned to employees who leave their housing units clean and free of damage. The first and last month rents shall also be assessed against the tenant's first (1st) payroll check.

Rent

Rent includes the housing unit, water, and trash services. Rent charges shall be set by the Governing Board for each fiscal year no later than April 15th of the prior year.

Summer Rent

Teachers continuing occupancy need to notify the teacherage administrator by May 1 of each calendar year in which they intend to occupy the housing during the summer period. All returning teachers or returning ten (10) month personnel shall pay their summer rents by June 1 of the calendar year when they plan to reserve or occupy their housing during the ensuing summer period. Payment will be made by payroll deduction for current employees. Any employee intending to terminate his/her position will be required to give a written thirty (30) day notice before the commencement of the new instructional year. Failure to comply with the above procedures may result in loss of the entire summer rent collected by the District and/or loss of the housing assignment.

Method of Payment for Rent

Rent payment shall be made by payroll deduction. Annual rent will be equally distributed over 20 payroll deductions. The housing agreement is separate from the employment contract.

Vacating a Housing Unit

The tenant agrees to vacate the premises within ten (10) working days of contract expiration or termination of employment.

Inspection

Before a prospective tenant occupies a unit, the tenant and the teacherage administrator or the teacherage administrator's designee shall inspect the unit and note on a checklist the existing condition of the unit. The checklist shall be signed by both the tenant and the teacherage administrator or the teacherage administrator's designee.

The teacherage administrator or the teacherage administrator's designee shall maintain the right to enter and inspect the premises of any school housing unit upon forty-eight (48) hours notice to the occupant. Failure to comply with reasonable notice shall subject the occupant to termination of occupancy rights.

Parking

Occupants shall park in areas adjacent to the housing units or where parking has otherwise been allotted. Vehicles cannot be parked where they interfere with other tenants' parking. Vehicles are not to be parked in an area designated as a yard.

Pets

All pets must be properly kept, either within a fenced area or on a leash. Owners of pets shall be financially and legally responsible for damages caused by pets.

General Upkeep

The tenants are responsible for watering the lawn around their housing units. Hoses, sprinklers, et cetera, must be purchased by the tenants. Any modification to the housing, installation of storage sheds, or installation of fences must be approved by the teacherage administrator.

The District will maintain the housing areas in a reasonable, safe, and sanitary condition. The District will comply with the requirements of local building codes affecting health and safety. The District will make the necessary repairs, alterations, and improvements to the premises necessitated by normal wear and tear. The District will make every effort to maintain all housing units in compliance with state and local codes for electrical, plumbing, sanitation, heating, ventilation. District appliances, District-owned storage sheds, laundry rooms and other buildings related to housing will be inspected and maintained in good working order.

General Regulations

The tenant shall comply with all applicable tribal, state, and federal ordinances, laws, rules, and regulations in using the premises and must not use the premises in any manner harmful to the health, safety, and welfare of the neighborhood.

Housing Assignment

Housing will be assigned by the teacherage administrator. As housing assignments are made, the assignments shall be granted to full-time school personnel in the following order:

- Administrators
- Outside-of-District (nonresident certificated) staff members
- In-District (resident certificated) staff members
- Support staff employees

Housing shall be assigned with consideration to the following:

- Length of time employed by the District; employees with the longest service to the District shall have priority over new employees.
- Family size; employees with families shall have priority over single employees with respect to the number of bedrooms in a housing unit.

Any tenant desiring a change in housing assignment must direct a written memo to the teacherage administrator requesting a transfer and stating the reason for the desired transfer.

Each housing vacancy shall be posted at the District office immediately following notification of the vacancy.

Contracts and Forms

The following contracts and forms shall be appended to and become part of this policy:

- Housing contract
- Housing inspection report

Monthly Housing Unit Rates:

Monthly rental rates should be reviewed annually by a group consisting of the Superintendent, the Business Manager, and/or other designees assigned by the Superintendent. Rate changes shall be made by the Governing Board and shall take effect at the beginning of the new contract year.

Housing Tenant Guidelines

The initial placement in District housing will attempt to meet the following guidelines:

- One (1) person – One (1) bedroom unit
- Two (2) persons – One (1) bedroom or two (2) bedroom unit
- Three (3) persons – Two (2) or three (3) bedroom unit
- Four to Six (4-6) persons – Three (3) bedroom unit

Maximum residency cannot exceed the above guidelines.