

McNeese State University
EMPLOYEE HOUSING POLICY
(Approved 5/16/05 Revised 5/1/06)

Introduction

This policy addresses the short-term use of University housing facilities (residence halls, dormitories, apartments) by employees of McNeese State University. Employee housing is provided on a first-come, first-serve basis that is dependent on availability.

Administrative Authority

The Dean of Student Services is the University official charged with managing operations of all University facilities designated for residential use by students.

Residence Halls and Dormitories

Non-students employed by the University are not permitted to reside in residence halls or dormitories.

Pinehaven Apartments

Employee Married to a Student Spouse

An employee whose spouse is a student at McNeese State University may reside in Pinehaven Apartments provided:

- The student spouse is continuously enrolled in accordance with applicable residence policies that apply to all students in the complex.
- The student spouse continuously resides in the same household with the employee.
- Customary deposits and rental fees are paid according to the rate and calendar set forth in housing policies originating in the office of the Dean of Student Services.

Employee Married to a Non-Student Spouse

An employee whose spouse is not a McNeese State University student may reside in Pinehaven Apartments provided:

- The employee and spouse continuously reside in the same household.
- Customary deposits and rental fees are paid according to the rate and calendar set forth in housing policies originating in the office of the Dean of Student Services.
- Residence by the employee and non-student spouse does not preclude student access to married housing.
- The term of occupancy does not exceed ninety days.
- Appropriate taxes on the value of occupancy when compared to similar rental properties in the area are withheld directly from the employee's paycheck throughout the term of occupancy.

Single Employee

An employee who is single may reside in Pinehaven Apartments provided:

- The employee is employed continuously by the University.
- Customary deposits and rental fees are paid according to the rate and calendar set forth in housing policies originating in the office of the Dean of Student Services.
- Residence by the employee does not preclude student access to married housing.
- The term of occupancy does not exceed ninety days.
- Appropriate taxes on the value of occupancy when compared to similar rental properties in the area are withheld directly from the employee's paycheck throughout the term of occupancy.

Employees and persons residing or visiting within their household in Pinehaven Apartments are subject to the same rules and policies that govern student occupants of University housing. Employees without a continuously enrolled McNeese student within the household are subject to thirty day notice to vacate if so warranted by student demand for housing.