

# ***Connecticut State University***

## *Policy Related to Employment*

### *University Residence*

#### **Introduction/Purpose:**

Certain employees of the Connecticut State University System, as a condition of employment, are required to live on campus in university-provided housing. It is the intention of the System to enable such live-in staff members to live as normal a life as possible. However, the System must be concerned about the protection and appropriate use of its facilities and equipment, the personal safety of its buildings' occupants, and the protection of all members of the university community. Therefore, the housing of university employees in on-campus residences (including residence halls and student apartment complexes) shall comport with the following policy.

#### **Policy Provisions:**

Residency in on-campus residences shall be limited to the following individuals:

University residential life staff members, including, but not limited to, residence assistants and residence directors;

The spouse or civil union partner of the residential life staff member as recognized by the State of Connecticut. Proof of marriage or civil union (marriage license, certificate of civil union) must be provided to the Human Resources Department of the university by which the staff member is employed at such time as the housing is provided, or at the time the marriage or civil union occurs, whichever is later;

Minor children of the residential life staff member and/or his or her spouse or civil union partner; and

Caretakers for students with disabilities who reside in residence halls.

Each residential life staff member and each caretaker for a student with disabilities residing in an on-campus residence shall execute a use agreement provided by the university which shall set forth the duration of, and the terms and conditions governing, the occupancy of the on-campus residence.

This policy recognizes that during the summer and intersession months, university residential housing facilities may be occupied not only by university residential life staff members, but also by non-university personnel who administer, direct or participate in special summer or intersession programs. Residence hall occupancy by such persons shall be limited to the period specified in the contract governing such use.

This policy also recognizes that from time to time, university residence halls may be utilized to house guests of the university, such as speakers and visiting lecturers, on a temporary basis. Residence halls may only be used by the universities for this purpose if

there is no student who desires and is prepared to accept on-campus housing and to whom such housing has been denied.

Occupancy in the university residence shall be limited to no more than two (2) persons per bedroom.

No pets shall be allowed in System residences, other than fish housed in aquariums no larger than twenty (20) gallons. Animals used to aid persons with disabilities shall not be considered pets prohibited by this policy.

Before occupancy in a university residence pursuant to this policy may commence, each proposed resident aged eighteen (18) years or over shall submit him or herself to the same criminal conviction investigation, sex offender registry status review, and social security verification that is required of the staff member prior to employment. The University reserves the right to deny access to and occupancy of a university residence to any person who fails to meet this requirement or for whom information is generated through this process that would, in the judgment of the university, pose a threat to the life, health, safety, and/or well-being of any member of the university community or to the property of the university.

If there is a change in the professional staff member's status (e.g., divorce, separation, marriage, civil union) or in the occupancy of the housing by minor children of the staff member or his or her spouse or civil union partner, the Director of Housing and Residential Life shall be informed of such change in writing as soon as such change is known to the staff member. Staff members shall not permit students to live in their university residences, even for short-term breaks.

Professional staff members residing on campus shall be responsible for all guests whom they host in their university residence. Staff members are advised that the duration and frequency of such invitations should be limited. Staff members should remind their guests that they are authorized to access only the staff member's residence and public spaces on the university campus and that they are not authorized to access the living quarters of students or other staff or other areas not open to the public at large.

**Statutory/BOT Resolution/Administrative Regulation Reference:** BR#06-52

**Effective Date:** June, 9, 2006