




Policy Name:	Residential Life Staff Apartment Accommodations Policy and Agreement			
Associated Form(s):	Agreement	Policy Number:	2016-9	
Approval Authority:	President 	Adopted: 6/28/16	Reviewed & Approved: 6/13/16	Non-Academic Policies Review Committee
Responsible Executive(s):	Chief Student Affairs Officer	Revised:	N/A	
Responsible Office:	Office of the Dean of Student Affairs	Contact:	Assistant Dean of Student Affairs	

Policy Statement

As a member of the Residential Life staff at Mercy College, you are required to live in one of the Residential Life apartments on campus. Residential Life staff are permitted to have one other adult occupant with whom an established commitment exists. The other adult occupant may not be an undergraduate student at Mercy College, nor under the age of 21.

All adult occupants must comply with the same background check conducted for employees.

The following parameters have been established for all persons living in staff apartments:

1. Those staff who wish to share accommodations with another adult will need to illustrate the established commitment by providing information and documentation as requested in the Agreement.
2. A staff member who has an adult occupant vacate the apartment may not have another adult move into the apartment for a period of six months. After that time, a new Agreement must be completed by the employee.
3. If a staff member is terminated from her/his employment at the College, the other occupant must vacate the apartment along with the employee.
4. The College will provide furniture in the staff apartment, which shall not be removed or supplemented by the staff member.
5. Staff members, other occupants and their guests must abide by all codes of conduct (for example prohibition against smoking and alcohol use) and safety requirements as required of all student occupants of the dormitories.
7. Employees are prohibited from receiving any compensation from the other occupant residing in the apartment.
8. To request an additional occupant, the Agreement below must be filled out and signed.

AGREEMENT

Employee:

Last Name

First Name

College-Wide ID #

Spouse or Partner:

Last Name

First Name

We certify that we have an established commitment in accordance with the following criteria and eligibility requirements:

- We are legally married or in a domestic partnership and can provide a copy of our marriage license or domestic partnership certificate, or
- We are jointly responsible* for each other's common welfare and share financial obligations.

Joint responsibility may be demonstrated by providing documentation of two or more of the following:

- Joint mortgage or joint ownership or lease of a primary residence
- Joint ownership of a motor vehicle
- Joint checking, savings or credit card account
- The partner has been designated as a beneficiary under the employee's will, life insurance, retirement plan or IRA.
- Other documentation that is deemed acceptable by the College. A staff member who would like to submit other documentation demonstrating a committed relationship should discuss this with the Assistant Dean of Student Affairs.

By signing below, you are acknowledging that you and your spouse or partner understand and will abide by the established parameters in the Residential Life Staff Apartment Policy. You also acknowledge that misleading statements made in order to qualify for such residency may be grounds for termination of employment. Residential Life staff are responsible for behavior of those who reside in assigned apartments. Mercy College reserves the right to revoke the residency of the additional occupant without notice at any time in its discretion.

Employee Name _____ Date _____

Employee Signature _____