

## Living in Housing Staff Apartments/Staff Suites



Thomas Weller University Court & Apartments Carman Lincoln Andrews

**Welcome to Eastern Illinois University and your “new home” in the apartment/suite that you have been provided.**

The following is to provide you with information regarding the use of staff apartments/suites at Eastern Illinois University. Some services/guidelines are specifically listed below. If you have any other questions regarding the use of staff apartments/suites, please refer to the policies in the University Housing & Dining Calendar Handbook.

### **On-Campus Housing:**

Professional staff members are provided a furnished living area, free of charge, as a condition of employment. These living areas are designed to facilitate interaction with staff and students. These premises are provided solely for the purpose of allowing the professional staff member to carry out his or her employment responsibilities while on call. The designated staff member, a significant other with a long-term emotional attachment, their dependents, and/or minors under legal guardianship of the staff member may occupy living accommodations with the written approval from the Assistant Director of Housing. We ask that all new staff members provide us with information regarding any special living accommodations that he/she might need.

The staff member must notify the housing office of all occupants living in the assigned space prior to that individual's arrival. The staff member must also notify the housing office of any changes at the time of their occurrence. Individual(s) living with the professional staff member must comply with the policies and procedures specified in the housing employment agreement, university regulations, and all federal, state and local laws. University Housing & Dining Staff reserve the right to reassign staff members at any time based on departmental need. Staff apartments/living areas are not considered to be "off campus."

*\*Please note that for 2-3 weeks in the month of June that the Andrews Hall and Taylor Hall Apartments are assigned to two of our conference programs. Therefore, staff in these apartments will be provided with other living arrangements during this time but will still be able to use their same phone number and mailing address. Assistance with moving may also be provided. Also-due to building renovations it may be required for staff to vacate their apartments during times of major renovations.*

### **Panther Dining Service:**

Your ID encoded to permit access to any of the residential dining centers for a predetermined number of meal authorizations each week. As a staff member, you will be provided some flexibility to host friends or immediate family members. A set number of "Dining Dollars," included in your meal plan, allow for the purchase of a la carte items in Panther Dining's food court, convenience center, or to host friends and immediate family members. Meals are provided at times when the dining centers are in operation. The academic year meal program is separate from the summer meal program. It is important to note that the academic year meal plan runs from Opening Day-May 31st. The summer meal plan begins June 1 until Pro-Staff Training in July begins. There is a separate meal plan during Pro-Staff and Student Staff training.

### **Apartment/Suite Usage and Care:**

As these premises are provided solely for the purpose of allowing the staff member to carry out his or her employment responsibilities, living accommodations may not be rented or exchanged for cash or other compensation.

**Personal Property Insurance:**

Loss or damage to personal property is not covered by the department or the university. This includes personal vehicles. Staff members are encouraged to purchase their own insurance against the loss or damage to their personal items.

**Apartment/Suite Furnishings:**

Living furnishings accompany each living space. Professional staff may bring additional furniture as long as safety regulations are not violated. Staff members are permitted to utilize their own personal furniture; however, storage for university furniture is very limited. Furniture should remain in the apartments and should not be moved around the building. Maintaining inventory of furniture in all apartments is very important.

**Apartment/Suite Cleaning:**

Staff members are expected to maintain their assigned living space in a safe, clean, and healthy condition. Building Service Workers may enter the apartment to perform some cleaning (carpet or upholstery shampoo, drapery cleaning) at your request. Facilities Planning & Management personnel may enter your living space to conduct routine maintenance repairs (painting, plumbing, air/heat, electrical work, etc.), in addition to maintenance you request.

**Apartment/Suite Improvements:**

Repair and maintenance services are provided via the Work Order System. Improvements are performed by Building Service Workers or by Facilities Planning & Management. Staff members should simply complete a work order request for any necessary repairs or interior improvements. Designated university employees may only do painting, renovations, and repairs. Emergency repair work may necessitate immediate action and/or access to the apartment/suite in the staff member's absence. If apartment/suite improvements are desired, the professional staff member should consult their immediate supervisor and/or Mark Shaklee, the Associate Director of Housing.

**Guests:**

Professional staff are expected to use discretion when hosting guests in their apartment/suite. As behavior is constantly being observed by residents, staff members are responsible for their actions and behavior, and that of their guests. Staff should ensure that their personal behavior does not compromise the integrity and professionalism of the department, and that of the university while residing in the building. Inappropriate behavior may be considered grounds for dismissal.

**Apartment/Suite Telephone:**

Student PIN numbers are assigned for long distance personal calls in apartments and suites. Apartment telephone numbers are published for emergency purposes. Call waiting is provided to ensure that staff member is accessible by phone at all times. Charges for personal calls are individually forwarded to each staff member on a monthly basis.

**Appliances:**

Some basic appliances are included with each apartment/suite. A detailed list of appliances for your specific apartment can be provided.

**Direct Internet Connections:**

All residential units are equipped with direct Internet connections. Computers must be equipped with 3-Com Ethernet Adapter Card, or its equivalent, and category 6 cable to take advantage of the Internet connections. There is one connection per suite or apartment.

**Utilities:**

University Housing & Dining Services provides all utilities at no cost to the staff member, with the exception of long distance telephone calls. Whenever possible, staff members will be informed in advance of any known interruptions or inconveniences caused by termination of these utility services (air/heat, boil orders, etc.).

**Cable Television:**

Cable service includes over 50 channels of sports, entertainment and information; plus a campus movie channel. If your cable is not working, report it to the Campus Cable Company at 1-800-993-9313.

**Keys:**

Professional staff will be issued building keys, duty keys, office keys, and their own personal apartment/suite keys. No keys are to be duplicated. Lost or misplaced keys should be reported immediately! Staff members may be held financially responsible for any key replacements and lock changes due to negligence, or failure to turn in keys upon separation from the department. Because building staff must have access to buildings as it pertains to safety

and security and maintenance concerns, the installation of private locks or dead bolts is prohibited.

**Animals:**

With the exception of service dogs or fish in a properly maintained aquarium, no other domestic animals (including the care of stray animals) are permitted in apartments/suites.

**Alcohol:**

Staff members must abide by all federal, state, and local laws regarding alcohol usage. In addition, no beer kegs are allowed in university housing facilities. Individuals under the age of 21 are prohibited from consuming alcoholic beverages in apartments/suites. As a professional staff member, the consumption of alcohol should be treated responsibly.

**Commercial Activities:**

Professional staff members are provided equipment and office space to carry out his or her employment responsibilities. No commercial activity or business may be conducted from the assigned accommodations. Use of departmental office telephones, computers, or fax machines for other than job-related purposes is prohibited.

**Office Telephone:**

It is essential that the professional staff is accessible by telephone to students, staff, parents, central housing staff, and other university officials, with regards to their professional duties and responsibilities. To support this, the Office of University Housing & Dining Services pays for the installation of phone service (voice mail and call waiting for the office phones). Staff members are provided with an administrative personal identification number (PIN) for official business related calls placed using office phones.

**Voice Mail:**

Voice mail is installed on all professional staff member's office phones, except for Greek Court and University Court which have voice mail on home phones. Voice mail personal greetings must be professional.

**Safety Regulations:**

Staff members or their immediate family and guests are to comply with all safety procedures, and are required to evacuate the building in the case of an emergency situation.

**Storage:**

The department will determine the availability of storage space for any privately owned or university owned furniture for the professional staff. Hazardous and combustible materials may not be kept in the apartment/suite or in storage.

**On Campus Parking:**

In order to park on campus, parking permits must be purchased from the Parking Services Division located in the same building as University Police. Cars parked in designated faculty/staff lots must display a parking tag. The cost for last year's parking permits is \$50.00 a year. Guest and/or daily parking permits may be purchased at the Parking Services Office.

**Departing University Housing:**

The accommodations are provided to allow the professional staff to carry out his or her employment responsibilities. When employment is terminated, the living unit must be vacated. In preparation for the newly hired staff member, the department will set a date by which the living unit will need to be vacant. Special accommodations are available (upon request) for staff members who are in need of lodging before their departure.