

**DELTA STATE UNIVERSITY,
ABRAKA**

**HOUSING POLICY AND CODE
OF CONDUCT**

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INTRODUCTION:

The Housing Committee was mandated by the Vice Chancellor through the office of the Registrar to formulate housing policy that would guide the occupants of the University Staff quarters.

PART I: POLICY GUIDELINES TO EFFECTIVE OCCUPATION OF ALLOTTED QUARTERS.

The University Staff Housing Committee is dedicated to providing comfortable, equitable, and efficient housing solutions for our valued staff members. To address the issue of effective occupation of allotted quarters, we aim to optimize housing utilization, promote responsible occupancy and foster a supportive living environment. This policy outlines guidelines and procedures to achieve this objective.

- a. **Occupancy Duration:** Staff members will be allotted residential quarters based on their employment contracts. That is the occupancy will be for the duration of the employment contract.
- b. **Review of Rents, Electricity Bills & others:** There should be a periodic review of rents, electricity bills and others in every five years.
- c. **Vacancy Reporting:** All occupants must provide at least one month's notice to the Housing Committee if they plan to vacate their quarters. Failure to report a vacancy may result in penalties
- d. **Subletting:** Subletting is strictly prohibited. However, in case an occupant is away on leave of absence, temporary occupation may be approved under special circumstance to be determined by the Housing Committee,
- e. **Maintenance and Inspections:** Regular inspections and maintenance will be conducted to ensure that quarters are kept in good condition. Residents are responsible for promptly reporting any damages or maintenance issues.
- f. **Overstay Penalties:** Staff members who overstay their allotted period of 3 months after retirement according to extant rules will incur sanctions including fines and eviction.
- g. **Priority allocation:** Priority will be given to newly hired staff members who are eligible and individuals with special accommodation needs and staff members who have not previously been allotted university housing, at the discretion of the Vice Chancellor.
- h. **Efficiency Measures:** Occupants should always implement energy-saving initiatives, such as use of LED lighting, insulation upgrades and thermostat controls to reduce utility costs and promote sustainability.
- i. **Periodic Policy Review:** The Staff Housing Committee will review and update this policy periodically to ensure it aligns with the evolving needs and priorities of the university staff community.

PART II: CODE OF CONDUCT FOR PROPER USE OF QUARTERS

The University Staff Housing Committee is committed to maintaining a harmonious and respectful living environment for all staff members residing in university-provided housing. To achieve this, the following code of conduct was formulated to guide the proper use of the quarters. Thus, it is essential that all staff residents adhere to these principles to ensure a positive living experience for themselves and their neighbours.

- a. **Respect for Neighbours:** Be considerate of your neighbours by keeping noise levels to a minimum, especially during quiet hours. Also respect your neighbours' privacy and personal space.
- b. **Maintenance and cleanliness:** Keep your quarters clean, tidy and well-maintained. Report any damages or maintenance issues to the housing committee promptly. Dispose of garbage /recyclables in the designated areas.
- c. **Guests and Visitors:** Ensure that your guests and visitors are aware of and adhere to the housing policies. Limit the number of guests to avoid overcrowding and inconvenience to neighbours.
- d. **Security and Safety:** Lock your doors and windows when you are not at home. Do not share access codes or keys with unauthorized individuals. Familiarize yourself with emergency procedures and evacuation routes.
- e. **Parking and Vehicle Usage:** Park your vehicle only in designated parking areas. Follow university parking regulations. Avoid blocking access to housing units or emergency routes.
- f. **Responsible Resource Use:** Conserve water, electricity and heating / cooling resources. Report any issues with utility systems promptly.
- g. **Pets:** If pets are allowed, follow the university's pet policy, including leash and cleanup rules. Be mindful of allergies and sensitivities of neighbours.
- h. **Reporting Violations:** If you observe any violations of this code of conduct, report them to the housing committee.
- i. **Penalties for Violations:** violations of this code of conduct may result in warnings, fines or eviction, depending on the severity and frequency of the offence.

PART III: SANCTIONS

It is essential to establish a fair and transparent system of sanctions that can be implemented in response to violations of housing policies. These sanctions should be designed to address different levels of infractions while ensuring that residents are aware of the consequences of their actions. Here is a range of appropriate sanctions that can be implemented:

1 VERBAL WARNING:

- For minor or first-time infractions
- Serves as an informal notice to the resident that their behavior or actions are not in compliance with housing policies
- Provides an opportunity for the resident to correct the issue without further consequences.

2. WRITTEN WARNING

- For issue for repeated minor infractions or as a follow-up to a verbal warning.
 - A formal notice indicating that the residents' behavior or actions are in violation to the housing policies.
 - It specifies the necessary corrective actions and a timeframe for compliance.
 - It communicates the monetary penalties imposed for violations that result in damage or extra costs to the housing committee. Examples include fine for excessive noise complaints, subletting, commercial farming or failure to report damage promptly.
3. **EVICTION OR TERMINATION OF HOUSING AGREEMENT**
 - This is for severe or repeated violations which may include those that endanger the safety or well-being of other residents.
 - A last resort measure to protect the community.
 - Requires a formal process that allows the resident to appeal the decision.
 4. **CRIMINAL OR LEGAL ACTION**
 - For cases involving illegal activities within the housing premises
 - Referral to law enforcement agencies may be necessary and the university may cooperate with legal authorities in such cases.
 5. **RESTITUTION**
 - Required reimbursement for damage caused to university property or expenses incurred due to a resident's actions.
 6. **HOUSING COMMITTEE CLEARANCE**
 - .All occupants of the university quarters would henceforth require clearance from the housing committee at the point of exit.

Overstay Penalty: From ones retirement benefits charges would be made as follows

N8, 000 per night for the first month after which N20, 000 per night for the second month and N30, 000 for the third month and so on.

CONCLUSION

It is crucial to outline these sanctions clearly in the housing policies and provide a fair and consistent process for addressing violations. Residents should be informed of the sanctions in advance to ensure transparency and accountability. Additionally, residents should have the opportunity to appeal decisions when applicable to maintain a fair and just housing environment.