
Policy on RLCCS Staff Living on Campus

Residential Life, Campus and Conference Services

Policy/Guideline

1.0 Purpose

- 1.1 To outline the University of New Brunswick's and RLCCS's policy/guideline with regard to RLCCS staff living on campus.

2.0 Applicability

- 2.1 Fredericton Campus

3.0 Definitions

- 3.1 Non Applicable

4.0 Implementation

4.1 ACCOMMODATIONS & POSITIONS "REQUIRED" TO LIVE ON CAMPUS

- 4.1.1 The Residence system maintains within its inventory of accommodations some 1-3 bedroom apartments for purposes of housing some live-in RLCS staff, including Dons, Coordinators.
- 4.1.2 Postings and Job Descriptions of RLCCS positions must specify whether or not the position is "Required" to live on campus.
- 4.1.3 Living on campus rent-free is a form of compensation, as reflected in the fact that it attracts a taxable benefit. It is also a cost to RLCCS in the form of foregone revenue.

4.2 ACCOMMODATIONS & POSITIONS NOT "REQUIRED" BUT "DESIRABLE" TO LIVE ON CAMPUS

- 4.2.1 Because the Residence system maintains within its inventory of accommodations some 1-3 bedroom apartments for purposes of housing some live-in RLCCS staff, from time to time, the supply of these kind of accommodations on campus may exceed the number of positions for which living on campus is "Required."
- 4.2.2 In this case of 4 above, at its sole discretion, the University through RLCCS may offer the accommodation above to a specific RLCCS staff member, for whom it is deemed desirable to live on campus, in terms of the mentoring/other function above.
- 4.2.3 The employee, at his/her sole discretion, may accept or decline this offer of accommodation.

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- 4.2.4 On accepting, the taxable benefit shall apply; however, there shall be no other adjustment in compensation. On vacating, the taxable benefit will cease, and again, no other compensation adjustment shall apply.
- 4.2.5 For employees occupying on campus accommodation rent-free and not Required to live on campus, RLCCS shall give as much notice to vacate as possible, and in no case shall this be less than 30 days.
- 4.2.6 Employees not required to live on campus occupying on campus accommodation rent-free and wishing to vacate that accommodation shall give as much notice to vacate as possible, and in no case shall this be less than 30 days.
- 4.3 LEAVES & RLCCS EMPLOYEES WITH ACCOMMODATIONS ON CAMPUS: (BOTH “REQUIRED” AND “DESIRABLE”)
 - 4.3.1 For RLCCS employees with accommodations on campus, access to these accommodations may, at the sole discretion of RLCCS, be extended over any leave period—in which case the taxable benefit will continue to apply, but no other charges (rent) made, if:
 - a) the apartment is not required by RLCCS for another and/or the individual in the replacement position
 - b) some form of the mentoring/other above will continue during the leave period—even if to a reduced degree, with details to be reflected in an agreement between the employee and his/her supervisor in advance of the leave.
 - In the alternative, some proportion of rent and duties in lieu of rent could be agreed between the parties.
- 4.4 MEAL PLANS
 - 4.4.1 For some RLCCS staff, it is highly desirable in terms of their job function, relating to duties either directly with food service or with residence life, that they regularly eat in a Dining Hall or elsewhere on campus
 - 4.4.2 Unlike rent-free accommodations, UNB employer-provided meal plans for the following positions have been determined NOT to have a taxable benefit status.



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4.4.3 The following positions shall receive the following mealplans for the FW only:

Dons:	10 meals per week (with session carryforward)
Res Life Coordinator(s):	10 meals per week (with session carryforward)
Executive Director/Director(s):	10 meals per week (with session carryforward)

5.0 Interpretation and Questions

5.1 Any questions on this policy may be directed to Residential Life, Campus & Conference Services.