



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
كالغاري  
قطر

## Departmental Policy

Departmental Procedure  
Instructions/Forms

### UCQ Housing Eligibility and Allocation Policy

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Instructions/Forms 6 History 7
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
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- Purpose** 1 The purpose of this policy is to provide clear direction for the equitable and appropriate allocation of Housing to eligible Employees.
- Scope** 2 This policy applies to Housing provided by the College of Nursing (CON) Project for occupation by eligible Employees.
- Definitions** 3 In this policy
- "Canadian-Hire Employee" means an individual employed by the University and working at UCQ. It does not include a Local-Hire Employee.
  - "Comprehensive Agreement" refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary, 2006.
  - "Housing" refers to the accommodation provided by the CON Project for occupation by eligible Employees.
  - "Local-Hire Employee" means an individual employed by UCQ to work at UCQ as defined in the Comprehensive Agreement.
  - "UCQ" means the University of Calgary – Qatar.

#### **4 Eligibility for Housing**

**4.1** Canadian-Hire Employees are eligible for Housing unless the spouse of the Employee is employed by a government entity.

**4.2** Canadian-Hire Employees not on active service but retaining an appointment will retain eligibility for Housing while on approved leaves.

#### **Allocation of Housing**

**4.3** The University reserves the right to allocate, reassign, or change accommodation of Employees at its sole discretion.

**4.4** Allocation of suitable Housing will be based on an assessment of available Housing against relevant criteria.

**4.5** Relevant criteria include:

- a) family size;
- b) marital status;
- c) academic rank or job classification; and
- d) anticipated duration of stay in Doha.

**4.6** In general, the villas are considered most suitable for a family unit, that is, when there is at least one adult living with one or more children.

**4.7** In general, the apartments are considered most suitable for sole occupancy by Employees without dependants or partners.

**4.8** Employees may not change their accommodation under any circumstances without the express, written permission of the University.

#### **Change of Circumstances**

**4.9** Employees may be relocated if their personal circumstances change.

**4.10** Employees will report any change in circumstances to the Human Resources Partner.

#### **Relocation**

**4.11** Changes in demand for accommodation and/or distribution of vacancies may result in a requirement to relocate Employees.

**4.12** Appropriate notice will be given to Employees required to relocate.

**4.13** When a decision is required to select between two or more Employees for possible relocation, an assessment will consider the length of time the Employees have been in their current accommodation and the length of time the Employees are expected to remain in Doha.

#### **Terms and Conditions of Occupancy**

**4.14** Employees are responsible for:

- a) cleaning the interior and exterior of their accommodation;

- b) repairing damage caused to their accommodation;
- c) replacing lost or damaged furniture provided with their accommodation;
- d) insuring personal property; and
- e) returning their accommodation to its original condition when vacating.

**4.15** Employees will not:

- a) remove furniture or appliances from their accommodation;
- b) move furniture or appliances from another residence into their residence;
- c) alter or add to their accommodation's structure or change the exterior or interior of their accommodation without the express, written consent of the landlord; or
- d) relocate to another residence without the written authorization of UCQ.

**4.16** Employees may have guests for a limited stay, not to exceed 4 weeks.

**4.17** Guests may not reside in Housing while the host Employee is away.

**4.18** Employees are responsible for their guests or visitors and will:

- a) inform security about a guest or visitor;
- b) take responsibility for the behavior of their guests or visitors; and
- c) take responsibility for any damage to the accommodation or in the common areas caused by a guest or visitor.

**4.19** Employees will sign the Employee Occupancy Agreement upon assignment of accommodation acknowledging their obligations as a tenant.

**4.20** If the Employee does not return the accommodation to its original condition prior to vacating, the University will complete any work required and recover the cost from the Employee.

**Responsibilities**

**5** *Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

*Implementation Authority*

- ensure that University staff are aware of and understand the implications of this policy and related procedures;
- monitor compliance with the policy and related procedures;
- regularly review the policy and related procedures to ensure consistency in practice; and
- sponsor the revision of this policy and related procedures when necessary.

*Employee*

- be aware of tenant obligations
- sign the Employee Occupancy Agreement.

**Instructions/Forms** 6 Employee Occupancy Agreement

**History** 7 *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.

*Effective:* August 5, 2011