



**Lyndon State College**  
***Policies and Procedures***

**TITLE: RESIDENCE HALL DIRECTOR APARTMENT**

**Policy    Procedure    Rule    Regulation    Form**

No. 264  
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Ref: Personnel  
Date: 7/1/16  
Approval: *J.B.*

**Purpose**

Lyndon State College provides apartments for certain Student Life professionals as a part of their total compensation package. These individuals are required to reside in their assigned apartment. The apartment is the property of the College, which regulates the terms of use of the apartment. This policy states who may, and may not, reside in the apartments and under what circumstances.

**Statement of Policy**

These apartments are for use and habitation by designated Student Life professionals (herein referred to as "RHD") and his/her immediate family (spouse, civil union partner, child) during the term of his/her employment. A partner in a long-term, committed relationship may, at the discretion of the Dean of Students, be allowed to reside in the apartment. Spouses or civil union partners are eligible for an 8-meal plan in the college dining hall. Fiancées/other partners are not eligible for meals or other benefits.

RHDs, their guests, and live-in partners are expected to follow school policies, act as role models, and behave appropriately. This includes not fraternizing with students.

All family members and live-in partners over the age of 16 will be required to successfully complete a criminal background check. Employees with an annual salary of \$25,000 or more will be responsible for paying the cost of the criminal background checks of family members. The College will pay for criminal background checks of family members/partners of employees with an annual salary less than \$25,000. There will be no grandfathering of the criminal background check requirement.

Children who are not the biological or adopted children of the RHD are prohibited from living in the apartment.

RHDs may have short-term guests in their apartments for a period not to exceed two consecutive weeks. RHDs are responsible for the actions of their guests, and are encouraged to inform their supervisor that this guest will be present. The College reserves the right to request that a guest vacate the premises in the event that s/he is violating campus policies and/or, in the determination of the College, poses a safety or health risk. Guests staying in an apartment when the staff member is not present must be registered in writing with the supervisor.

Under no circumstance will an RHD allow the use of their apartment by another party, including immediate family members, when they are not residing in the apartment or under contract.

RHDs are not permitted to rent space, nor are they permitted to operate a personal business (e.g., sales) out of their apartment.

In order to house a pet, RHDs must be given permission by the Director of Student Life before the pet is in residence, and the following guidelines must be observed:

1. Pets must never be unsupervised on the College campus.
2. Pets should never be in students' rooms or in common areas of residence halls unless they are traveling into or out of the building.
3. If a staff member's pet has a detrimental effect on the residence hall or campus community in any way (noise, smell, mess, etc.), it is the responsibility of the staff member to correct the situation immediately by finding long-term solutions to the problems.
4. When using an apartment to meet with students, pet owners will need to check with students to make sure that they are not allergic to or afraid of the pets before scheduling the meeting. It is the responsibility of the staff member to find a suitable, private location in which to meet with students who are allergic to/afraid of pets.
5. Owning a pet should not compromise a staff member's visibility or approachability. If owning a pet makes having an "open door" difficult, staff members must find ways to compensate – by spending a great deal more time in the common areas of the hall, putting up a "baby gate," or keeping the pet in a closed room while the door is open to residents.
6. Staff members will be charged for any damage their pet causes to carpets, furniture, etc. Damage costs will be assessed by Physical Plant and charged directly to the RHD.
7. To ensure quality of life for the pets, dogs kept in an RHD apartment should not exceed 60 pounds.
8. All pet owners must show proof of vaccination.
9. There should not be more than one pet in one apartment.