

UNIVERSITY FOR DEVELOPMENT STUDIES ACCOMMODATION POLICY

5/17/2012

Revised and Adopted by the Housing Committee on the Date first above mentioned

Chairman: Prof. David Millar (Pro-Vice Chancellor)

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UNIVERSITY FOR DEVELOPMENT STUDIES

ACCOMMODATION POLICY

PREAMBLE

Adopted by the Housing Committee on 17th May, 2012

According to current conditions of service, the University for Development Studies shall provide accommodation to all Senior Members and to Senior Staff of the rank of at least Principle Administrative Assistant or its equivalent, hereafter referred to as entitled staff. Entitled staff shall have to choose one of four housing options as detailed in paragraph 5 of this policy.

The allocation of University houses to entitled staff is governed by regulations approved by the Academic Board and Administered by the Housing Committee which functions as stated in schedule 'D' of the University for Development Studies statutes are:

- (a) To keep under review the housing facilities of the university and to determine their adequacy to the needs of staff and advise the Development Committee thereon;
- (b) To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units other than all flats.

In consonance with its second function, the Housing Committee has adopted the following procedures for the allocation of vacant housing units.

1. ACCOMMODATION FOR NEWLY APPOINTED STAFF

A newly appointed member of staff shall be provided temporary accommodation with meals for a period not exceeding one month at a University Guest House or some other suitable accommodation. Where the University is unable to house him/her, he/she shall be paid appropriate rent allowance. Newly appointed staff who overstay in a University guesthouse shall forfeit their rent subsidy for the period. Overstay of a day starting a new month is enough to attract the forfeiture of a month's subsidy. Staff on official University assignment who occupy University guesthouse(s) shall pay GH¢10.00 per night. Or any amount determined from time to time.

2. RESERVED HOUSING FOR SPECIAL OFFICERS

Reserved Housing with furnishing shall be provided on campus for the following categories of Senior Members.

- i. Vice-Chancellor
- ii. Pro-Vice-Chancellor
- iii. Registrar
- iv. Finance Officer
- v. Director of Works and Physical Development
- vi. Electrical Engineer
- vii. Director of University Health Services
- viii. Librarian

- ix. Such other officers as may be determined by the Academic Board from time to time.

Housing may be provided for other remaining categories without furnishing.

3. UNIVERSITY HOUSING UNITS

University Housing Units shall be those houses owned by the University or rented by staff with the assistance of the University. Allocation of such units shall be based on the following procedure:

3.1 Advertisement for Vacant Housing Units

Vacant University housing units shall be advertised by the Secretary of the Housing Committee. Specially-designed application forms shall be collected from the Estate Office and filled in by applicants. (A copy of the application form is attached).

3.2 Vetting of Completed Application Forms

Completed application forms shall be returned to the Secretary to the Housing Committee (Estate Officer) for vetting. A list of all applicants indicating the points declared and vetted will be published for comments.

4. THE POINTS SYSTEM

The Scheme for the allocation of Houses shall be as follows:

4.1 Status Points

Points shall be Earned by Virtue of the Post Held by Entitled Staff in the University as follows:

- i. Professor or person of equivalent status - 40 points
- ii. Associate Professor or person of equivalent status - 35 points

- iii. Senior Lecturer or person of equivalent status - 30 points
- iv. Lecturer or person of equivalent status - 25 points
- v. Assistant Lecturer or equivalent status - 20 points
- vi. Chief/Principal Technician or person of equivalent status
Who is not a member of Convocation - 15 points

4.2 Special Officers

Additional Points for Special Offices

Additional points may be earned by an applicant holding any one of the following positions as provided below:

- i. Head of Hall/Dean/ Director - 15 points
- ii. Head of Department - 12 points
- iii. Officer-in-charge of University Relations,
Vice-Master, Senior Tutor - 10 points
- iv. Tutor - 8 points
- v. Chaplain - 8 points

An applicant may not claim points from more than one of the above special categories of offices.

4.3 lengths of Service Points

Points shall be earned in respect of service to the University as follows:

- 4.3.1 For the first 6 years' service with the university: 1 point for each completed 4 months (reckoned from the date applicant qualified for University housing); thereafter 2 points for each completed 4 months.

4.3.2 Transfer of Service Points

Entitled staff transferring directly from another Ghanaian University shall, for the first 6 years at the University be entitled to 1 point for every completed 4 months, thereafter he shall be entitled to 2 points for each completed 4 months. His service with the other University shall count as 1 point for each completed 4 months reckoned, according to our regulations, from the date he qualified for University housing in that University.

4.3.3 Service Points while on Study Leave

An entitled staff on study leave with pay shall earn length of service points for the period of the study leave.

4.4 Residence Points

Residence Outside the University Campus

In addition to points that accrue on account of length of service, one (1) point shall be earned for each completed four (4) months stay outside the University Campus or at an outstation provided that in the last case the staff lives more than 5 km from his/her place of work.

4.4.2 Residence in Guest Flats

A single person residing on campus or elsewhere in a Guest flat shall earn one (1) point for each completed 4 months. A person who is married or marries whilst in such a flat shall earn two (2) points for each completed 4 months with effect from the date of the marriage or from the date of registration, whichever is appropriate.

4.4.4 Effective Date for Calculating Residence Points

Residence Points shall be calculated from the date staff becomes entitled to University housing.

4.4.5 Residence Points while on Study Leave

Staff on study leave - local and external - shall not earn any residence point during that period.

4.4.6 Forfeiture of Residence Points

On being allocated a house, on campus other than Guest flat, an entitled staff, forfeit all the residence points accumulated.

4.4.7 Electing to move out of Campus

An entitled staff who elects to move out of campus shall not be given points for living outside the University Campus should he again wish to move back to campus. (This would not apply if a person moved from a Guest Flat or Student Room. Such a person shall be allocated the appropriate points if he applies for a Campus House.)

Children/Wards

4.5.1 Definition of One's Children/Ward

- i. A person's children are the person's own delivery.
- ii. A person's ward is one who has been registered by the University as such.

4.5.2 Dependent Children Resident in Ghana shall Earn the Following Points:

- i. 2 point per child under 21 years old. Children over 21 years who are proven students shall qualify for the award of points.
- ii. 2 extra points for children who are of opposite sexes, at least one of whom has reached the age of 10 years.
- iii. The maximum number of wards to be registered for the purpose of housing is two.
- iv. The maximum permissible points for the number of children/wards of each applicant shall not exceed ten (10).

4.6 Pooling Points Together

- 4.6.1 Two or more entitled staff may not pool points together for the purpose of securing a house unless the applicants concerned are brothers or sisters or married couples.

In that case, the points of the applicant with the higher score shall be taken to be the initial score of the group and the status points of the other partner added to the score.

- 4.6.2 Where the two of them are housed separately one of them should give up his/her house and join the other.
- 4.6.3 If two entitled staff share one University housing unit and one of them leaves the service of the University, a temporary accommodation befitting the status of the remaining staff shall be secured for him/her within a reasonable period. He/she shall then apply for permanent accommodation in the usual manner.

4.7 Equal Number of Points

Where the total number of points is the same for two or more persons, preference will be given to the person who, in the opinion of the Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on his application form.

4.8 Refusing a House of One's Choice

An applicant who has been allocated a house of his own choice but who refuses to accept it, shall be barred from applying for another house for a period of three consecutive allocations.

4.9 Reversion to Next Person with Highest Points

If a person with the highest score of points refuses to accept an allocation made by the Housing Committee the next person with the highest points who has chosen that house shall be given the house.

4.10 Family Size and Types of Houses

4.10.1 A Single Person or Person Living Single

Such a person will normally be entitled to a one-bedroom house with a study or two-bedroom flat/house only.

4.10.2 A Married Person without Family

A married person who normally lives without his family for more than seven (7) months in a year shall be deemed to be living single. Such a person will not normally be considered for a 3-bedroom house.

4.10.3 A Person with One or Two Children

A person with less than 3 children shall not normally be eligible for a 3-bedroom house with a study. However, a person with two children who are of opposite sexes, and at least one of whom has reached the age of ten (10), may be considered for such a house.

4.10.4 A Person with at Least Three Children

The person with 3 or more children shall not be eligible for a one-bedroom house and a study or a 2-bedroom flat.

4.10.5 Change of Accommodation

i. *Movement from one Bedroom House/2 Bedroom Flat*

A person living in one bedroom house with a study or two bedroom flat can apply for a change of accommodation after a minimum period of two years.

ii. *Movement from Two Bedroom Houses*

In all other cases, movements shall be permitted only after a minimum stay of four (4) years.

iii. *Movement into other Houses of Similar Facilities*

Movement from one house to another of similar facilities at the same location shall not be permitted. Special cases, however, may be considered on their merit.

iv. *Movement into Houses Acquired with Financial Assistant from Staff Housing Loans Scheme*

Counting from eighteen (18) months from the payment of the last installment of the loan the mortgagee should be given a maximum time frame of five years to vacate his/her official University accommodation.

4.11 VOLUNTARY MOVES

4.11.1 Definition

A voluntary move is where two occupants on their own volition exchange houses with similar facilities but with the approval of the Housing Committee.

4.11.2 Cost of Move

In all cases of voluntary moves, the persons concerned shall bear the full cost of 'touching-up' the houses vacated by them plus transport and labour costs.

4.12 Deadline for Moving into a Vacant House

The winner of a house which has been inspected and certified by the Inspection Team of the Housing Committee to be habitable shall move into the house within a period of two weeks or lose it.

5. HOUSING OPTIONS

5.1 Owner Occupier Allowance

An entitled staff shall qualify to draw 50% of their basic salary if they show evidence of legal title and physical occupation of the accommodation. Under this category, the staff shall be entitled to the full monetary equivalent of 50% of their basic salary, subject to statutory deductions.

5.2 Staff Occupying University Owned Accommodation

Entitled staffs who occupy a university house shall have their entire rent subsidy of 40% basic less statutory deductions paid to the university. This is regardless of the assessed rental value of the accommodation occupied. The positive difference of the subsidy over the rental value shall be deemed to have accrued to the maintenance account for the up keep of the property.

5.3 Staff Occupying University Assisted Rented Accommodation

Under this category, the university shall pay a rent advance not exceeding two (2) years for entitled staff who apply for this facility. The monthly rent shall not exceed 30% of the basic salary of the staff at the time of processing. On payment of the rent advance to the staff applicant, they shall forfeit their rent subsidy of 40% whether or not it is less than their entitled subsidy. However, staff whose rent exceeds 30% of their basic salary shall pay the difference of the rent to the landlord. Such staff shall receive a UDS cheque of the equivalent of 30% and then source the difference from their own sources. The UDS shall continue to do maintenance in houses under this category. Tenancies subsisting before this policy shall be handled in accordance with the terms of the agreements between the university and the landlords.

5.4 Staff Occupying Self-Arranged Accommodation

Entitled staffs who self-arrange accommodation without any financial burden on the UDS shall be entitled to the entire monetary equivalent of 40% of their basic salary paid to them monthly subject to statutory deductions. Such staff shall not be entitled to UDS maintenance services.

6. LEAVE AND UNIVERSITY ACCOMMODATION

6.1 Sabbatical Leave

UDS Staff proceeding on Sabbatical Leave may keep their University house subject to the approval of the Housing Committee.

6.2 Study Leave

6.2.1 Entitled staff proceeding on more than one year study leave outside the University shall surrender their houses to the Chairman of the Housing Committee before their departure. Exceptional circumstances may be considered on their own merit. Senior Members on study leave tenable at the University may, however, keep their houses.

6.2.2 Persons proceeding on one year leave who surrender their houses before departure shall be credited with three points on their return.

6.2.3 Extension of Study Leave

A staff granted an extension of study leave beyond twelve (12) months shall be required to surrender his University accommodation. An application for extension of leave should confirm the readiness of the staff to surrender the house. Where such a guarantee is not given, the rules of the Housing Committee for recovering the house shall be immediately enforced.

6.3 Leave of Absence

6.3.1 Absence Not Exceeding One Calendar Year

An entitled staff granted leave of absence with or without pay for a period not exceeding twelve (12) months may retain occupation of University housing for the use of members of his family while on leave.

6.3.2 Extension of Leave Beyond One Year

A staff granted an extension of leave beyond twelve (12) months shall be required to surrender his University-provided accommodation. An application for extension of leave should confirm the readiness of the staff to surrender the house. Where such a guarantee is not given the rules of the Housing Committee for recovering the house shall be immediately enforced.

6.3.3 Absence Exceeding One Calendar Year

Entitled staff proceeding on leave of absence without pay for a period of more than twelve (12) months will be required to surrender their houses before leaving. Staff who have served the University continuously for fifteen (15) years with effect from the time they become entitled to University housing may, however, keep their houses for the use of their family for a maximum period of two years.

Staff who benefit from this provision shall, however, have to serve for another fifteen (15) years to qualify again.

6.3.4 Financial Arrangements for Leave of Absence without Pay

Further to 7.3.1 to 7.3.3, where leave of absence is without pay, the staff will be charged economic rent for his university housing during the period. He will, before proceeding on the leave, be required to make satisfactory financial arrangements with the Finance Officer to cover the cost of economic rent.

He shall confirm such arrangements to the Registrar in his letter accepting the conditions attached to the leave.

6.4 Subletting a University House

No University housing unit shall be sublet to non-University staff except with the express permission of the Housing Committee. A University house shall not be used for a business undertaking, trade or for running a school. It shall also not be put to any other use except with the prior approval of the Housing Committee.

7. VACATION OF UNIVERSITY ACCOMMODATION -

RESIGNATION/RETIREMENT/VACATION OF POST

7.1 Resignation

A member who leaves the services of the University on resignation shall vacate University accommodation with effect from the date of resignation. If he is reengaged at a later date, one half of his/her previous Length of Service points shall be credited to him.

7.2 Voluntary Retirement

A member who leaves the service of the University on voluntary retirement must surrender his/her house with effect from the date of retirement. If he is re-engaged at a later date, one half of his previous Length of Service points shall be credited to him.

7.3 Compulsory Retirement

A member who reaches the compulsory retiring age shall also surrender his house from the date of retirement. However, if such a member is re-engaged immediately after the compulsory retirement on post-retirement contract, he may be allowed stay in such a house for the said period after which the house must be vacated.

7.4 Compulsory Retired Staff on Contract

Compulsory retired staff on part-time basis with the University shall not be entitled to University housing but shall be paid the appropriate rent allowance.

7.5 Grace Period for Retention of University Accommodation

All staff who are required to vacate University houses for one reason or the other may, on application to the Chairman of the Housing Committee, be granted a grace period not exceeding three months. Such applications should be received at least two months in advance.

7.6 Deceased Staff

The family of an entitled staff who dies while still in the employment of the University may be allowed to stay in University housing for a period not exceeding six (6) months or when the benefits of the deceased are paid (whichever happens first). The rent deductible shall be the same as the deceased was paying before death and should be deducted from his terminal benefits.

7.7 Vacation of Post

A member who vacated his/her post shall vacate his/her University-provided house immediately. Such a person, when re-engaged, shall earn no service points for his/her previous service with the University.

7.8 Payment of Economic (Market) Rent

Any member who fails to vacate University accommodation as required of him, without prejudice to other actions by the University shall be charged an economic rent at rates to be determined by the University.

7.9 Senior Members on National Assignment

While a Senior Member is on secondment, satisfactory arrangements for replacing the University house occupied by the Senior Member or reimbursement of the economic rent thereto shall be made.

8.0 Senior Member Staff on Sabbatical from Elsewhere

Accommodation for Senior Members coming on sabbatical leave from other institutions shall be subject to this Housing Policy. *Requests for secondment may come only from a notification from the Registrar.*

9. MAINTENANCE OF UNIVERSITY PROVIDED ACCOMMODATION

9.1 Maintenance of University real estates shall be in accordance with the Maintenance Policy administered by the Estate Management Committee.

9.2 Misuse of University Provided Accommodation

9.21 If, in the opinion of the Chairman of the Estate Management Committee, a person has caused damage to University property, an assessment shall be made and the total cost of repairs surcharged to the occupant.

9.2.1 In addition to 9.2.1 above, the occupant shall lose some points as determined from time to time by the Academic Board. (For the present, such a person shall lose one (1) point for every five Ghana cedis (GH¢5.00) worth of damage or part thereof).

9.2.3 Staff who cause willful damage to their University-provided accommodation shall in addition to 9.2.1 and 9.2.2 be barred from contesting for other houses for a period not exceeding 3 years.

10. EVICTION PROCEDURES

- 10.1 An affected staff shall be written to, to indicate within a month when transport should be made available to convey his belongings from the University house.
- 10.2 After a period of one month a member who had not surrendered his house as required, shall have the electricity and water supplies to the house disconnected immediately.
- 10.3 On the disconnection of electricity and water supplies as in 10.1 a letter would be written to the occupant that he would be evicted within a week. The University should then exercise the right of eviction by calling in the Campus Guards and, if necessary the Police, to help effect the ejection.

11. RESERVED POWERS

The Vice-Chancellor or Chairman of the Housing Committee, shall have reserved powers to make exceptions to the scheme if, under exceptional circumstance, it is in the University's interest to do so, such allocation shall be reported to the Committee at its next regular meeting.

APPLICATION FOR HOUSING ON THE CAMPUS

SENIOR MEMBER

1. Name:..... Department:
2. (a) Married/ Single:.....
(b) If married, is your spouse also a Senior Member?
3. (a) Present Appointment:
- (b) Are you a member of Convocation:
4. (a) Date of first assumption of duty:
5. (a) Was there any period when you left or resigned from the service of the University:
- (b) If 'Yes' state period of absence:
6. (a) Period of employment (with dates) in other Ghanaian Universities (if any).....
.....
7. (a) Any current special office (eg. Senior Tutor/Tutor/Chaplain/Manciple):.....
8. (a) Children: (i) Your own:
- (ii) Legally adopted:.....
- (iii) Wards (approved by Registrar):.....
- (iv) Dates and approval of ward by Registrar:
- (b) Number of 8(a) above presently staying with you:
- (c) Particulars of Children:

	<u>Name</u>	<u>Age</u>	<u>Sex</u>	<u>Resident In</u>
1.
2.
3.
4.
5.
6.

9. (a) State housing occupied outside the campus.
- i. From:..... To.....
- ii. From:..... To.....
- iii. From:..... To.....
- iv. From:..... To.....
- (b) State periods (with dates) in University Guest Flat or as married person in Guest Flat.

10. (a) State housing occupied on the campus:
- (b) Number of bedrooms in Housing Units:
- (c) Date you first occupied it:

11. (a) State period(s) of study leave/leave of absence:.....
-
- (i) From:..... To:.....
- (ii) From:..... To:.....
- (b) State housing occupied prior to study leave/leave of absence:

12. Please declare the number of points you think you have earned:-

<u>Applicant</u>	<u>Estate Officer</u>
(a) Status (see 3):	(a):.....
(b) Service (4-6, 11a):	(b):
(c) Special Office (7):	(c):
(d) Children (8):	(d):.....
(e) Residence (9,10,11a).....	(e):
(f) Others (2b, 11b):	(f):
Total:.....	Total:.....

13. State fully reasons for requesting housing change:

.....
.....
.....
.....

14. State order of preference (see advertised units):-

1.
2.
3.

15. Affirmation:

The information given here is completed and correct to the best of my knowledge. (Applications would be rejected for false, inaccurate or incomplete information)

Date:

Signed:

CODE OF CONDUCT FOR OCCUPANTS OF
UNIVERSITY HOUSES

1. An occupant of University house must be in the employment of the University.
2. An occupant of a University house shall use the house and its precincts for residential purpose only. A University house shall not be used for a business undertaking, trade or for running a school.
3. The use of University house or lands adjoining thereto shall be only with the express written permission of the Chairman of the Housing Committee. The Chairman of the Housing Committee shall inform the Housing Committee from time to time of all instances in which he has given or refused permission.
4. There shall be no rearing of animals in the buildings constituting the allocated house (eg out-houses, garages, living rooms, kitchens etc.)
5. No improvements or alterations including the fixing of airconditioners shall be made to a University house without the express written permission by the Chairman of the Estate Management Committee. The Chairman of the Estate Management Committee shall notify the Housing Committee of all cases in which permission has been given or refused.
6. No dangerous, noisy, offensive or other act tending to a nuisance shall be engaged in a University house. The Housing Committee upon a report from the Estate Management Committee shall determine this matter. The decision of the Housing Committee shall be final.
7. A University house shall not be used for the purpose of holding live concerts or other similar performances in breach of Rule 6 above.

8. No one to whom a University house has been allocated shall assign, sub-let, mortgage or part with the house or any part thereof whether gratuitously or for valuable consideration. This shall be without prejudice to a person in the employment of the University being asked to occupy the house while the person to whom it has been officially allocated is temporarily away from the University; in any event such an arrangement shall only be entered into with the express permission of the Chairman of the Housing Committee.
9. Where permission is granted under these Rules for an act likely to inconvenience occupants of neighbouring houses, notice of such permission shall be given to the occupants of all the houses likely to be so affected.
10. An occupant of the upper floor of a University housing facility which has more than one floor shall not pound 'fufu' or engage in other acts likely to cause damage to the house or suffer same to be done. The occupant shall be held responsible for making good the costs of repairing any such damage which shall be forwarded to the Finance Officer for necessary action.
11. Where animals are lawfully reared the occupant shall take the necessary steps to pen or house pets, poultry, livestock and other animal concerned in such a manner as not to constitute nuisance to occupants of other premises or the University or cause damage to University property.
12. The University or its agents shall have the right to enter at reasonable time during daytime except in circumstances where the living habits of the occupant make this impossible, any University house to review its condition so as to enable the University to give notice of any want of repair to the occupant. Upon notification, the occupant shall effect such repairs as are his/her liability within the time frame specified in the notice. In the event the repairs remain uneffected

within the specified time, the University may execute such repairs as it may deem necessary and charge the cost thereof to the occupant.

13. An occupant who has vacated a University house for whatever reason shall not return there or to lands adjoining thereto at any time thereafter for the purpose of harvesting any crops or for any other purpose without the permission either of the person then lawfully occupying it or where it is unoccupied the University. Trees or their fruits by whosoever planted become part of University land and are thereby owned by the University. However, neither the University nor its agents shall exercise any rights over them while the house is occupied.
14. For the avoidance of doubt, it is hereby stated that nothing contained in the preceding rules shall affect the power of the Housing Committee to decide any matter or take any other decision relating to or respecting University houses or their occupation thereof.