

Faculty/Staff Live-On Policy

Policy Name: Faculty/Staff Live-On Policy

Approval Authority: President

Interpreting and Implementing Authority: Human Resources

Effective: January 1, 2024

Last Revised: November, 2023

Next Review Date: 5 years from last revised date

Policy Statement

Wesleyan College may offer live-on housing options for select faculty and staff that work at the College. Some of these live-on positions require staff to function in an on-call capacity and some are part of the faculty or staff appointment. This Faculty/Staff Live-On Policy includes protocol for alcohol on campus, visitors, assigned equipment (keys), domestic partners or spouses, and pets on campus.

Entities Affected by the Policy

This policy applies to all faculty or staff that live in a residential hall, house, and/or apartment on the Wesleyan campus, whether for a short-term period or long term. All faculty and staff that live on campus will be required to know this policy and agree to all aspects of the policy.

Policy Details

Alcohol Policy for Live-On Faculty or Staff

- A staff or faculty member who lives on campus and who is of legal drinking age (21 years or older) may possess or consume alcohol in the privacy of their room/apartment. A staff/faculty member is not allowed to consume alcohol in lounges of residence halls, commons spaces, hallways, patios, or outside their room/apartment while on-campus. A staff/faculty member is not allowed to consume alcohol or be under the influence of alcohol while on-call if serving in an on-call position. A staff/faculty member may not consume alcohol with any undergraduate student even if the undergraduate student is 21 years of age or older, unless during a school sanctioned event in which students and staff and/or faculty are invited and alcohol consumption is sanctioned by the College.
- The staff or faculty member needs to be aware of surroundings when having undergraduate students and student staff visit their apartment when alcohol is present and visible.
- Staff/Faculty in residence are responsible for all the actions of their guests. Guests of a staff or faculty member that are 21 years of age and older (and that are not an undergraduate student) are able to consume alcohol in the staff or faculty member's apartment, but must follow all above policies.

Faculty and Staff in Campus Housing Pet Policy

- **"Approved Animal"** is an ESA or domesticated dog, cat or fish in a tank no larger than 10 gallons.
- **"Owner"** is any person owning or keeping a dog, cat, or fish in a tank no larger than 10 gallons.

Faculty or Staff that live on campus may have a service animal, approved ESA, dog, cat, or fish in a tank no larger than 10 gallons. Faculty/Staff may have no more than one cat or dog and a fish unless approved otherwise. All animals that are not a service animal or ESA, will need to be approved by Auxiliary Services and/or the college's designee. Please refer to the Office of Disability and Advocacy Services for service animal and ESA approval guidelines. Under normal circumstances, the pet should only be allowed in the staff member's living space. Failure to follow all guidelines listed below will result in removal of the Approved Animal from campus within 24 hours.

1. The staff/faculty is considered the Owner of the pet. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence hall or causes difficulties for individuals who reside there. Approved Animals should not cause excessive noise in the residence hall. All animal waste must be cleaned up or picked up immediately and disposed of in outdoor trash bins.
2. The Owner is financially responsible for the actions of the Approved Animal including injury or property damage and cleaning beyond reasonable wear and tear to the same extent that it charges other individuals for damages. The Owner's responsibility covers but is not limited to replacement of furniture, carpet, windows, wall, floor, etc. The Owner is expected to pay these costs at the time of repair and/or move-out.
3. If fleas, ticks or other pests are detected, the residence will be treated using approved fumigation methods by a College-approved pest control service. If it is determined that the pests are attributed to the Owner's Approved Animal, the Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. Immediate payment of these expenses will be required.
4. Approved Animals must be contained within the privately assigned residential area (room, suite, apartment) at all times, except when transported outside for walks or going off campus. When the Approved Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Approved Animals are not allowed in any College facility other than the College residence hall/apartment to which the Owner is assigned.
5. Service Animals may travel freely with their Owner throughout College housing and all other areas of the College.
6. Approved Animals must be taken with the Owner or boarded locally if the Owner leaves campus for a prolonged period of time. Approved Animals may not be left overnight in campus housing to be cared for by another animal friendly resident without prior authorization to include a two night maximum.
7. Housing has the ability to relocate Owners and Approved Animal as necessary at any time. Any violation of this policy or damage to property will be considered as a violation to the employee code of conduct.
8. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
9. Wesleyan personnel shall not be required to provide care or food for any Approved Animal including, but not limited to, removing the Approved Animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether or not to remove the Approved Animal and may not be held responsible for the care, damage to, or loss of the animal.
10. The individual must provide written consent for Disability Resources to disclose information regarding the request for and presence of the Approved Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life staff, Physical Plant staff and potential and/or actual roommates.

11. Any violation of the above rules may result in immediate removal of the Approved Animal from the College. Additional sanctions to the Owner may be made at this time.
12. Wesleyan reserves the right to amend this policy at any time and without notice as circumstances require.

Faculty and Staff in Campus Housing Equipment and Supplies

Maintain appropriate use of and full control for any/all keys, equipment and supplies assigned to live-on faculty/staff. The professional staff and/or faculty member will also be held responsible to pay for the cost of replacement of keys (\$50), equipment and supplies lost or not returned at the end of the academic year or sooner. A report of lost keys must be made immediately in the event locks need to be changed.

Married/Domestic Partnership Policy

The purpose of the Married/Domestic Partnership policy is to ensure the safety of all students who live in the residence halls and apartments. Safety for the students is the most important factor in the Married/Domestic Partnership policy. Residence Life recognize that there are faculty and staff who live on campus full-time, that are exempt from the traditional Residence Life rules that apply to students who live on campus. Married/Domestic Partnership is defined as an unrelated, unmarried or married person who shares common living quarters with an employee and lives in a committed, intimate relationship. Married/Domestic partnership will only be evaluated for faculty and staff who live in/on campus. The Married/Domestic Partnership policy will not be allowed for student staff who live on campus.

Process for Approval

- The Director of Auxiliary Services and/or the College's designee will review each request case by case.
- The faculty or staff will need to request in writing for permission to have another occupant or occupants live in their apartment and receive approval in advance by the Director of Auxiliary Services and/or College designee.
- The Director of Auxiliary Services will meet with the professional staff to discuss the policy.
- If the additional occupants are not employed by Wesleyan College, then a background check will be conducted by Wesleyan College prior to approval.
- The Director of Auxiliary Services can revoke the approval at any time for any reason.

Guidelines

- Faculty or staff members may only have one adult and up to two children in their apartment/residence hall but must be approved in advance. The Director of Auxiliary Services will make the final decision about the number of people who can reside in apartments depending on location.
- Faculty/staff with children will be placed in apartment, house or suite style living arrangement where students are not living.
- For children, staff or faculty must provide proper documentation to verify status such as a birth certificate with names of both the parent and the child, adoption papers, court order showing legal guardianship or temporary custody, or legal documentation substantiating placement for adoption.
- Other occupants living with the staff/faculty member, will only be given keys and/or card access to their living area and will not be permitted access to any other area outside of their apartment. Interactions with students should be minimized and monitored closely by the faculty/ staff member.
- Romantic relations of any kind with students is expressly forbidden and cause for reevaluation of living privileges.
- Staff/faculty will need to be present when keys and/or card access is given to the other occupants.

- Staff /faculty members are legally and financially responsible for the behavior of all other occupants and must ensure that they do not violate Wesleyan College policies and regulations. Staff/faculty may be disciplined for the actions of the additional occupants.
- Staff/faculty members may also have guests in their living space, but must ensure that guests adhere to all Wesleyan policies and regulations while on campus.

Violations of the Policy

Faculty and staff living on campus that are in violation of any part of this policy may lose privileges outlined in the policy including up to loss of on campus housing.

A staff or faculty member should not engage in any unlawful manufacture, sale, delivery, use or possession of any drugs or drug paraphernalia defined as illegal under local, state, federal, or College guidelines. If any the above items are violated, then the staff or faculty member will immediately be placed on probation or terminated from their position.

Interpreting and Implementing Authority

The Human Resources Office will oversee the policy and all required steps associated to the policy.

Faculty/Staff Live-On Policy Agreement

I have read and agree to abide by the Wesleyan Faculty/Staff Live on Policy.

NAME: _____ DATE: _____

SIGNATURE: _____

_____ No, I will not have a spouse/domestic partner living with me on the Wesleyan Campus.

_____ Yes, I will have a spouse/domestic partner living with me on the Wesleyan Campus.

*If yes, please provide the following information for regarding spouse/domestic partner:

FULL NAME: _____

SOCIAL SECURITY: _____

DATE OF BIRTH: _____

EMAIL: _____

PHONE: _____

Please list any children requested to live in the residence:
