

## **Residences - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 The purpose document is to outline the policy and procedures related to the assignment of on campus residences and the responsibilities of residents to maintain residences.

### **2.0 Scope**

- 2.1 This policy applies to expatriate faculty and staff employed by AUIB who are assigned on-campus residences.

### **3.0 Definitions**

- 3.1 Expatriate - an individual holding a foreign passport or an Iraqi-born individual who has held foreign citizenship since the age of 18.

### **4.0 Policy**

- 4.1 Expatriate faculty and staff (excluding administrative ranks below director) are required to live in on-campus residences.
- 4.2 Residences include utilities - electricity, tap water, and internet service at no cost to residents.
- 4.3 Residences, which include flats and villas, are assigned to expatriate faculty and staff only. An expatriate holds a foreign passport. An Iraqi-born individual must have held foreign citizenship for their adult life (since age 18) to qualify as an expatriate.
- 4.4 Residences are assigned to positions by the Director of Human Resources (HR) and are reserved when the position is approved.
- 4.5 Priority for two-bedroom apartments may be given to married couples in order to accommodate their housing needs effectively.
  - 4.5.1 The spouse must also be an employee to qualify for two-bedroom units.
- 4.6 Married couples with one spouse being a university employee will be allocated a single-bedroom apartment but may apply for a two-bedroom apartment based on seniority, availability, and approval by the HR Director. Single employees will be entitled to a single bedroom apartment though exceptions will be considered for senior positions, subject to availability and approvals. Employees with children on campus may qualify for a two-bedroom apartment, subject to availability and approval by the HR Director.
- 4.7 Pets are not permitted in residences.

4.8 The spouse of a resident, as defined by Iraqi law, may live with the resident for more than one month if approved (see Policy and Procedures for Recruiting and Hiring).

4.8.1 Otherwise, the spouse stays for less than one month per semester.

4.9 A resident who requests to be moved to another residence may be accommodated if possible. The resident will be charged a \$100 relocation fee.

4.10 Residents who wish to share accommodation may do so if a two-bedroom residence is available. Each resident sharing accommodations will be paid a \$500 monthly stipend.

4.11 Residents must maintain residences including contents in clean and good working order. Damage beyond ordinary wear and tear may be charged to the employee. Residents are responsible for reporting maintenance issues promptly.

4.12 Residents are expected to maintain general peace and quiet. If the resident plans an event such as a party or dinner, that may disrupt neighbors, the resident should consult with neighbors beforehand as a matter of courtesy.

4.13 Residences will keep balconies and open patio areas free of items.

4.14 The resident shall permit University and third-party maintenance personnel to enter the residence as needed, with advance notice to the resident unless there is an emergency.

## **5.0 Procedures**

5.1 The HR Director or designee shall coordinate all residence occupation and maintenance issues with the University's third-party maintenance suppliers.

### **Related Policies and Documents**

Recruiting and Hiring Policy

Code of Conduct Policy

Occupancy Agreement