

New Housing Policy for Board Consideration

1. New Housing Policy for Employee Handbook

Employee Housing Policy. Fort Worden offers a limited number of dedicated on-site housing solely to assist in the operation of the facility. Employees may be requested, as a condition of their employment, to live on-site to fulfill certain needs (e.g., nighttime security, residential manager on duty/on call, maintenance, etc.). Employees would be charged a nominal rental rate as determined by the Executive Director. Dedicated employee housing is for units not available as overnight accommodation rentals. Housing agreements must be in writing and include the business need as justification and must be signed by both the employee receiving the accommodation and the General Manager or Executive Director.

In recognition that some employees may be needed to devote unusual amounts of overtime and/or work irregular schedules during certain times of the year, or remain on campus after regular business hours, such employees may stay on a periodic basis in available accommodations that are not rented with prior approval of the Executive Director or General Manager. The Executive Director may also offer, as a term of recruitment of new staff, to allow a new employee use of dedicated housing for no longer than 60 days, at no charge, at his/her sole discretion.

Motion: Move to adopt the new housing policy and add to the ***Employee Handbook*** in the *Benefits and Leave of Absence* section.