

**Office: Human Resources**

**Procedure Contact: Director of Human Resources**

**Related Policy or Policies: Employee Housing (FAD.044)**

## Revision History

Revision Number:	Change:	Date:
	Initial Version	July 14, 2020

### A. Purpose

To establish procedures for providing campus housing to employees.

### B. Procedures

#### 1) Campus Programs:

- A. Verify the availability of campus housing options with University Housing.
- B. Obtain approval from the respective vice president.
- C. Obtain approval from Human Resources before offering housing options to prospective and/or current employees as part of a compensation package.

#### 2) University Housing:

- A. Verify the availability of housing space and that it is not in conflict with student housing needs.
- B. Verify the Fair Market Value of any housing accommodations.
- C. Verify that employee housing arrangements have been approved through Human Resources.

#### 3) Human Resources:

- A. Verify that the components of the employment offer represent fair compensation in relation to other comparable compensation packages provided by the university.
- B. Ensure the terms are included as a Condition of Employment where required.

#### 4) Business Services:

- A. Establish standards for applying IRS regulations.
- B. Verify if the offer meets the conditions for being deemed "excluded" from tax reporting requirements (as specified by IRC §119), or
- C. Process the Net Fair Market Value received by the employee as a taxable fringe benefit through the university payroll system.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.