



1.6 – Policy on Temporary Housing

Purpose

Through this policy Wesley College (“Wesley” or the “College”) seeks to enable appropriate and successful hiring decisions that are directly related to providing temporary housing to a newly hired employee. The College does not routinely provide housing to newly hired employees. The primary purpose of providing temporary housing is to facilitate the transition of newly hired employees to the community and provide the new employee an opportunity to seek appropriate accommodations.

Applicability

This Policy applies to all full-time benefit eligible faculty and staff positions where a relocation out of state is occurring. Temporary Housing shall be granted on a case by case basis and must not be considered an entitlement.

Policy Statement

Temporary housing will be limited to availability within the dorms and shall be for no more than forty-five (45) days from the first date of employment (start date).

The decision to provide temporary housing will be made between the hiring official and the HR Director with the concurrence of both the Chief Financial Officer and Dean of Students, when applicable. All arrangements must be noted within the faculty or staff appointment letter. The faculty or staff member will be required to sign a Housing Agreement prior to move in.

Occupancy shall be limited to College-related personnel and the College is responsible for inspecting, at any time with notice, the condition of subject facilities on a regular basis for deferred maintenance, health, safety, and code compliance.

Taxation of Housing Benefit

Housing that is provided by the College as a convenience to the employee must be considered additional compensation in accordance with Internal Revenue Code (IRC) Section 119 and shall be treated as such. IRC Section 119 applies when housing is provided free of charge to an eligible faculty or staff member whose job functions do not require living on campus as a condition of employment. Under IRC guidelines the fair market value of the housing is considered taxable and must be included in the faculty or staff member’s gross income and reported on their W-2 form as additional income.