

Live-in Agreement for all RD Staff Living in a University Apartment

The following policies were developed to foster a balance between the needs of individual staff members, the needs of the students within residential communities in which staff live, and the University. The purpose of providing RD staff an apartment is to enable these staff members to build communities that support the mission of the department and the institution.

Apartment Occupancy

- RDs are expected to use the apartment as their primary residence while employed.
- RDs are not permitted to create income through apartment use (i.e. sub-leasing or renting).
- RDs must identify all other occupants of the apartment to the Department of Housing and Residence Life, including their full legal name and permanent address, in writing to their supervisor.
 1. Other occupants of the apartment may be a partner or spouse and/or dependents of the RD. Any exception to this policy must be pre-approved in writing by the Director of Housing and Residence Life.
 2. Other occupants of the apartment may not in any way keep the RD from fulfilling their job responsibilities.
 3. Total occupancy for the apartment is limited to those guidelines set forth by the University fire code.
 4. Other occupants will be issued a University ID for access to the residence hall and dining halls. Other occupants must abide by all University policies pertaining to the use of the University ID.
 5. All occupants must abide by all policies of Tulane University and the Department of Housing and Residence Life.
 6. RDs are responsible for the conduct of all other occupants of the apartment.
 7. Failure to follow the above policies may result in the eviction of other occupants and may result in job action for the Resident Director.
 8. All other occupants of the apartment must vacate the apartment no later than the time the RD vacates the apartment.

Apartment Keys

- RDs will be issued a key for their apartment, and other occupants of the apartment may each be issued a key to the apartment at the request of the RD.
- All keys for the apartment shall be signed out by the RD. The RD is responsible for the return or replacement of those keys.

Mail

- RDs (and their partner) may receive a personal mailbox for their personal mail. This mailbox will be located in the Mail Center in Bruff Commons. RDs will receive the application for a personal mailbox at the time of onboarding and the assignment of an email address.
- The HRL Office has a central mailing address (below) where mail is delivered throughout the year. RDs may use this address for all business correspondence. While personal mail may also be received at this location, we would encourage RDs to utilize their personal mailbox.

Business Mailing
27 McAlister Drive Housing & Residence Life Irby Hall New Orleans, LA 70118

Utilities, Telephone, Voicemail, Cable and Data

- Utilities, including electricity, gas, water, sewer and trash removal are provided at no cost to the RD.
- Basic wireless and wired data access are provided at no cost to the RD. If the university is providing basic cable, this will also be provided to the RD at no cost.
- All staff members are provided with an office phone line and an office mobile phone.
- Long distance codes for office lines are distributed by Telecommunications. The RD assumes responsibility for all costs associated with non-work related long-distance phone calls and enhanced phone capabilities.
- It is not possible to install an additional outside telephone line in the apartment.

Apartment Furnishing, Storage, Cleaning and Decoration

- All staff apartments are different, depending upon the building, but furniture and kitchen appliances (refrigerator, stove) are provided in all apartments.
- Each RD is provided with a full or queen size mattress and box spring for the Master Bedroom.
- Staff may bring or purchase their own furniture for the apartment. However, any furniture existing in the apartment prior to the RDs residence may not be removed. RDs need to take all furniture that is their own with them when they leave the position and apartment.
- Live-in staff may not paint or hang wallpaper in any part of the apartment.
- Live-in staff may not use nails or tape to hang any object on the walls of the apartment. Staff are encouraged to use removable adhesive hooks to hang décor when possible. If a staff member needs to hang something that requires a nail or screw they should work with their supervisor to have the work done by a maintenance staff member.
- All apartments will be cleaned prior to staff move in. Live-in staff must keep their apartments reasonably clean. Housekeeping staff does not service staff apartments, as this is the responsibility of the staff member.
- All maintenance and repair needs shall be promptly reported through the campus service wave system
- The University reserves the right of authorized personnel to enter the licensed space for housekeeping, maintenance or inventory purposes, and to protect interests related to the University's educational mission.

End-of-occupancy Inspection

- When an RD vacates their apartment, the staff member's supervisor and the Assistant Director for Housing Facilities will conduct an inspection of that living space. This inspection will occur after the apartment has been cleaned by the RD and immediately prior to leaving.
- RDs are responsible for the cost of additional time and materials necessary to clean the apartment beyond reasonable wear and tear of the apartment.

Meal Plans

- RDs are provided with a meal plan which consists of 8 swipes a week in the university dining hall and \$520 Wavebucks per semester to be used in any dining facility on campus. Additional Wavebucks or NOLA bucks may be purchased online at a cost to the RDs. Dining swipes are not available during the summer months.
- Unused Meal plans points do not carry over from year to year.

Alcohol

- Use of alcohol is permitted in the apartment by persons of legal age with the apartment door closed, excluding Tulane students.
- RDs should exercise discretion and subtlety in bringing alcohol into their apartments.
- Tap-able containers are not permitted in the apartments.
- RDs are seen as role models for the students and therefore should not be making choices that put their professional credibility into question.

Smoking

- Smoking is **prohibited** in all areas of the residence halls, **including the RD apartments**. Tobacco use, including electronic cigarettes, is not permitted on university property.

Parking

- RDs may purchase parking passes at their own cost. RDs are not provided parking passes by HRL or the university.
- RDs and other occupants may not park near the residence halls during resident move-in periods. There may be other times when the university asks the RD to park somewhere other than in the designated space. The university will make every effort to provide appropriate notice, should this be necessary.
- It is the responsibility of live-in staff to pay for any parking tickets received when their vehicle is not parked in an appropriate location as designated by their parking permit.

Pets

- A maximum of 1 small pet (including dogs and cats) are allowed to reside in the RD apartments, provided it weighs no more than 30 lbs.
- Campus leash and pet waste clean-up policies apply to all Live-in staff.
- Pets are not allowed in RD offices or the central office.
- RDs should consult with their supervisor when considering obtaining a pet. More information about the RD Pet Policy may be obtained by the RD's supervisor.

Policies and Procedures

- Live-in staff members, other occupants and their guests are subject to all other applicable policies listed in the University Policies, as well as Housing and Residence Life Policies and Procedures.
- In the event administration of the University orders one or more Tulane campuses to close because of a hurricane, natural disaster, or other emergency, HRL may require that RD to vacate their apartment.

I agree to the policies and guidelines set forth in this document and understand that a failure to comply with these may result in fines and/or job action.

Signed, Resident Director

Signed, Assistant Director / Supervisor

Date

Date