



STAFF HOUSING POLICY

2018

UNIVERSITY VISION AND MISSION

Vision

The University of Excellence in Discovery and Dissemination of Knowledge

Mission

To discover, harness, apply, disseminate and preserve knowledge for good of humanity

QUALITY STATEMENT

Maseno University is committed to quality through teaching, research and development, providing timely services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development.

The University is internally engaged with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving the highest quality service or product at the committed cost and on time. It is committed to quality through teaching, research and development; providing on time services to foster and develop academic excellence in basic and applied research at all levels of study by training practice oriented manpower, who can contribute effectively to social, intellectual and academic development in the community, nation and community of nations. The University is committed to communicating exhaustively with its customers, and internally with its employees, to continually improve its services, products, processes, methods, and work environment to ensure each customer is receiving highest quality service or product at committed cost and on time.

In order to realize this commitment, the University Management will monitor and review its quality performance from time to time through implementation of an effective quality management system based on ISO 9001:2008 standard.

CORE VALUES OF THE UNIVERSITY

- **Relevance**
The University is committed to ensuring relevance in its programs and activities
- **Excellence**
Excellence shall be targeted in outputs of the university
- **Equity**
The University shall ensure that there is equity in all the opportunities within its jurisdiction
- **Quality**
All outputs and processes of the University shall ensure that quality is maintained
- **Integrity**
The University shall ensure integrity in all their undertaking

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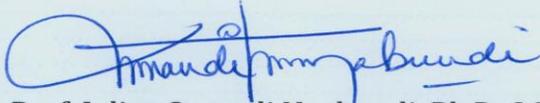
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FOREWORD

Maseno University Housing Policy is a blue print to assist in the management of the University residential houses. Members of staff who are assigned houses shall comply with the University Housing Policy, which may be reviewed by the University from time to time. The Policy covers rules and regulations, procedure and criteria for housing allocation.

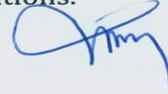
It is to my sincere hope that this policy will guide the University in the management of on-campus staff residential houses.



Prof. Julius Omondi Nyabundi, Ph.D, OGW
VICE- CHANCELLOR

APPROVAL AND COMMENCEMENT

This policy shall be known as Maseno University Staff Housing Policy herein after also referred to as Policy No. MSU/ADM/PO/006 and shall take effect on approval by Council. In exercise of the powers conferred by section 23(1) and section 35(1)(a)(iii) of the Universities Act, Section 19(2)(q) of the Charter for Maseno University 2013 and Schedule I (1.2) (q) of the Maseno University Statutes, Maseno University Council certifies that this policy has been made in accordance with all relevant legislations.



Dated the day of2018

Signed Abdullah Said Date 13th April 2018
Prof. Abdullah Naji Said
CHAIRMAN, MASENO UNIVERSITY COUNCIL

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1.0 : PREAMBLE

Maseno University staff housing policy is a blue print to assist in the management of university residential houses. Members of staff who are assigned houses shall comply with the housing policy, which may be reviewed by the University from time to time.

2.0 : PURPOSE

The purpose of this policy is to provide guidance in the allocation, regulations for tenants, maintenance, code of conduct and sanctions for non-compliance. It aims at ensuring well maintained, clean and safe housing for members of staff.

3.0 : SCOPE

This policy applies to all University housing in Main campus, Kisumu campus and any other campuses or institutions of the University.

4.0 : AUTHORITY

The Deputy Vice Chancellor, Administration, Finance and Development is responsible to the Vice Chancellor and Council on all matters relating to implementation of the University Housing Policy.

5.0 : RESPONSIBILITY

The Registrar responsible for Central Services shall be responsible to the Deputy Vice-Chancellor AFD for:

- i. Coordinating the allocation of University houses
- ii. Ensuring the houses are in good and habitable conditions
- iii. Ensuring tenants abide by the set regulations
- iv. Providing quarterly and annual reports on the status of University housing

6.0: DEFINITIONS

- a. **MSU member of staff:** regular full time teaching and non-teaching members of staff
- b. **Common Aspects:** communal passageways, walkways, entryways, roofs, and all other areas available to residents of university housing.

- c. **Costs and Charges:** costs relating to the occupancy of university housing including, but not limited to, monthly house rent and basic utilities such as electricity, water, and such other services as may, from time to time, be provided by the University.
- d. **Family:** the spouse and children of the individual to whom the university housing has been assigned. Other relatives are considered to be third parties.
- e. **Housing Committee:** the committee responsible for the administration of staff housing in the university.
- f. **Repair Costs:** costs, expenses, damages, losses, or charges incurred by MSU in repairing university housing as a result of MSU members of staff use of the university housing.
- g. **University Housing:** on-campus housing made available to MSU staff by the University.
- h. **University Rules:** the policies, rules, and regulations of the University as established or amended by the University at its sole discretion.

7.0: GENERAL RULES AND REGULATIONS

- a. The allocation of university housing is determined by the Housing Committee based on the availability of such accommodation, eligibility, and family size. Requests for university housing, or relocation, should be addressed to the Registrar (Administration and Central Services). Changes in family status which might affect eligibility for university housing, or type of housing provided, should be promptly notified to the Housing Committee.
- b. MSU residential houses shall only be used as living accommodation and may not be used for any other purpose.
- c. MSU members of staff to whom university housing is availed shall not under any circumstances sublet University residential house.
- d. Occupants residing in university housing shall abide by all university rules and regulations.
- e. Occupants residing in university housing shall not use university housing for any political campaign activity or related purpose, nor for any organized religious movement activity.

- f. Some University houses may be designated as duty houses for purposes of accommodating staff who by nature of their duty are required to be on campus both day and night. Rent shall not be charged on duty houses.
- g. Drugs, weapons, or material prohibited either by the Government of Kenya laws or by university rules/regulations shall not be used or stored in university residential houses.

8.0: HOUSING RULES AND REGULATIONS

- a. The provision of university housing is a privilege, and occupants are expected to make all reasonable efforts to take care in their use of MSU housing facilities and to treat fellow residents with due respect.
- b. Occupants are expected to keep noise to a minimum and to keep their residential areas clean and well cared for. Complaints regarding noise or other nuisance should be made to the Registrar (Administration and Central Services).
- c. For safety reasons, occupants are requested to ensure that young children are accompanied when using the University's public areas or playgrounds.
- d. For safety reasons, no flower-pots or other objects may be hung outside windows or balconies, and nothing shall be thrown or permitted to fall outside the building.
- e. Occupants shall not modify or alter MSU housing, internally or externally, in any way, including erecting canopies, changing light fixtures, modifying plumbing or electrical installations, or similar structures on such housing. Exceptions to this rule may be made, provided that the modifications or alterations are in conformity with standards established by the estates department, and only after receiving authorization in writing from the DVC (Administration, Finance and Development).
- f. Members of staff shall officially clear from the University residential house in case of termination of contract by either party. Vacation shall be immediately after separation and in case of resignation and retirement, the last day of service shall be the last day of tenancy. Inspection of the house shall be conducted by the estates department to verify the status/ condition of the house.
- g. The University carries insurance in respect of the university property and for liability to third parties arising from the fault or negligence of the University. MSU teaching and non-teaching members of staff are responsible for insuring their personal property against risks such as fire, accidental damage, or theft.
- h. Refuse should be deposited in the designated areas/ internal garbage pits out obviate outbreak of diseases.

- i. The toilets and other sanitary fixtures may only be used for the purposes for which they are intended and shall not be used for refuse disposal of any kind. To conserve water, taps shall not be left running, unless in actual use.
- j. Occupants shall take precautions not to overload existing electrical circuits and shall, under no circumstances, alter the amperage of the existing circuit breakers.
- k. The sidewalks, passageways, walkways, and driveways used in common shall not be obstructed or used by occupants for any purpose other than for the purposes of entry or exit to or from their respective residential houses and the common elements.
- l. Occupants shall not harm or alter any of the landscaping work on university property. No one shall uproot existing hedges or trees without approval from University administration.
- m. Occupants shall not keep pets and domestic animals in university housing quarters.
- n. MSU staff shall take all reasonable precautions to ensure that occupants and visitors observe these rules and regulations. Staff residing in the University houses shall be responsible for any losses, costs, charges, or damages incurred by the University by reason of a breach of these rules and regulations by them, their occupants, or visitors. The University may recover such losses, costs, damages, or charges in the same manner as maintenance expenses and other costs and charges relating to the premises.

9.0: COMPLIANCE

Any breach of the housing rules shall lead to sanctions which include but not limited to the following:

- (i) Verbal warning
- (ii) Written warning
- (iii) Immediate vacation of the university residential house
- (iv) Disciplinary action as per university statutory instruments.

10.0: CHARGES

- a. The charges for the use of university residential houses are in accordance with a scale approved by the University management and are due at the end of each month.
- b. MSU staff shall be held responsible for any and all damage to university housing resulting from a violation of these rules and regulations or any other university rules. The staff residing in University houses shall be responsible for all costs and charges as determined by the University and the University may deduct any such amounts from compensation due to the member of staff. If no compensation is due, members of staff shall settle such costs and charges on demand by the University.

- c. The staff residing in University houses will be charged for all repairs made as a result of their use of MSU housing. However, MSU members of staff shall not be charged for maintenance and repairs resulting from normal wear and tear. The University shall deduct the costs of the repairs from any compensation due to them. If no compensation is due, members of MSU members of staff shall settle such costs and charges on demand by the University.
- d. Charges are normally assessed and deducted on a monthly basis, in arrears. Members of staff residing in University houses shall inform the Registrar (Administration and Central Services) at the earliest possible opportunity, of any intention to vacate university housing and, in any case, provide the University with not less than three months' notice, in writing, of their intention to vacate the premises.

11.0: REPAIRS

For urgent repairs: water leakage, broken glass, electrical faults, etc, please contact the estates department of MSU. In case of an emergency, the University shall have the right to enter any residence without prior notice in order to carry out repairs deemed necessary to prevent damage to the fabric of the building or the safety of its occupants. All such works shall be appropriately supervised and documented in writing by the University in accordance with estates department service request procedures.

12.0: RENOVATIONS AND ALTERATIONS

The University shall be responsible for ensuring that the premises are clean and in good condition when delivered to the legitimate residential member. Thereafter, it shall be the responsibility of member of staff to ensure that the premises are maintained in good condition. Any renovations, alterations, re-painting, or decorating of a permanent nature shall be in accordance with university standards and requires prior approval, in writing, from the DVC, AFD. The University will repaint and/or renovate the premises when the housing committee deems it necessary, but not more frequently than once every five years.

13.0: KEYS AND LOCKS

- a. The estates department provides two sets of keys for each unit; additional keys may be requested from the estates department. For security purposes, MSU personnel are advised not to have MSU houses keys copied outside the University.
- b. MSU personnel shall not change any lock in the campus residences or add any new locks without obtaining the written consent of the estates department. A copy of the key to any new lock shall be provided to the estates department.

14.0: PROCEDURE FOR HOUSING ALLOCATION

14.1 Housing Allocation Committee

The Housing Allocation Committee shall have membership as follows:

Deputy Vice Chancellor, AFD - **Chairman**

Registrar, ACS - **Secretary**

Finance Officer

Estates Manager

Senate Representative

14.2: Requirements

- (i) Applicants must be full time members of staff in Maseno University.
- (ii) Consideration for University residential houses will depend on availability of vacant houses.
- (iii) Applicants shall submit a duly filled-in application for university residential house form.

14.3: Procedure

- (i) All applications for university housing should be submitted the Registrar (Administration and Central Services) who will in turn forward the applications to the housing committee secretariat.
- (ii) The housing committee secretariat will analyze all applications and prepare a document for discussion.
- (iii) The chairman of housing committee will convene a meeting to consider requests from prospective applicants for university housing.
- (iv) The housing committee shall score all the shortlisted applicants based on approved university housing scale.
- (v) The chairman of housing committee shall communicate the outcome to successful applicants. The unsuccessful applicants shall also receive regret note.
- (vi) A list of successful applicants shall be forwarded to the Finance Officer with an authority note instructing him/her to effect rent deduction through check-off system.
- (vii) Successful applicant MUST acquaint themselves with the university housing policy.

14.4: Criteria for approval of university housing

In deciding whether or not to allocate university residential house, the following

considerations shall be taken into account:

- (i) The length of service in the university
- (ii) Applicant designation and grade
- (iii) Applicant family size

For transparency purposes, a housing scoring scale will be applied.

14.5: Appeal

Applicants who are dissatisfied with the decision of the housing committee may appeal to the DVC (Administration, Finance and Development) within two (2) weeks from the date of receipt of the committee verdict.

15.0: REVIEW

This document shall be reviewed every five years or earlier as need for amendment may arise.