

JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
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ADMINISTRATIVE PROCEDURE BUSINESS ADMINISTRATION: NO. 555	
Effective	August 21, 2019
Last Revised	August 15, 2023

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STAFF RESIDENCES

PURPOSE

The James Bay Lowlands Secondary School Board, in its commitment to providing a staff complement that will have continuity from year to year, recognizes the need to provide Board-owned rental units when community rental accommodations are not available or deemed appropriate.

PROCEDURES

1. Residences

The Board will purchase and maintain houses and/or apartments as needed in accordance with the budget development process.

2. Housing Committee

2.1. The Housing Committee shall consist of the following:

- two (2) teacher representatives;
- the facilities manager;
- the director of education; and
- the finance and human resources administrator.

2.2. Assignment of staff by the Board, in consultation with the Housing Committee, to houses/apartments, from year-to-year, will be on the following basis:

- a) First Assignment: one (1) residence shall be reserved for the director of education.
- b) Second Assignment: one (1) residence shall be reserved for the principal.
- c) Third Assignment: one (1) residence shall be reserved for the vice-principal.
- d) Fourth Assignment: residences shall be assigned to teachers based on need and seniority with the Board.
- e) Fifth Assignment: one (1) residence shall be reserved for the finance and human resources administrator.
- f) Sixth Assignment: one (1) residence shall be assigned to support staff based on need and seniority with the Board.

3. Occupancy

- 3.1. Prior to occupying the assigned residence, all tenants will be required to sign an Occupancy Agreement and to comply with all the terms and conditions set forth, including the rules and regulations established by the Board and attached thereto.

4. Rent

- 4.1. Rental fees will be determined by the Board and reviewed on an annual basis.
- 4.2. The annual rent is divided by the number of pay periods in the year, based on the position of the renting staff member.
- 4.3. Professional or other people from out-of-town on Board or school business may use a vacant unit on a casual or short-term basis. The Board will determine conditions of use of vacant units on a case by case bases.

5. Application for a Housing Change

- 5.1. Staff members wishing to change houses/apartments must make an application in writing to the finance and HR administrator who shall bring it to the Housing Committee, if needed, for consideration.
- 5.2. The application must state the reason(s) for the request for change. The finance and HR administrator shall respond in writing indicating either the acceptance of the application or the reason(s) why the application was denied.

REFERENCE DOCUMENTS***Legal:***

Education Act, section 169.1 Duties and Powers of Boards: Effective stewardship of resources; managing resources

Education Act, Section 286 Duties of Supervisory Officers: Supervise business functions; supervise use and maintenance of buildings and property

Board:

Board Policy GOV-25 Financial Stewardship: Budget Process
Occupancy Agreement