



ST. FRANCIS UNIVERSITY COLLEGE
OF HEALTH AND ALLIED SCIENCES
(SFUCHAS)



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STAFF HOUSING POLICY

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1. SCOPE:

SFUCHAS is an emerging University which still has a long way to go to have self-sufficient infrastructures including Staff Houses. The College developmental investment is ongoing in various areas of making itself capable of meeting all demands that the Higher Institution may require to reach its highest dimensions.

Staff Housing being one of the area that needs a close rapport of its sort, this policy endeavors to demarcate all matters of staff housing at SFUCHAS.

2. DEFINITIONS:

University/ College: In this policy this shall refer to "St. Francis University of Health and Allied Sciences" (SFUCHAS)

DP/PAF: This shall refer to Deputy Principal Administration and Finance.

Staff / Employee: Shall refer to an employee who is a member of workers at SFUCHAS.

Housing/House: For the purpose of this policy house shall mean a flat, Bungalow or room (s).

Housing Committee: This refers to the committee that shall oversee the Housing matters for staff. Its members shall be appointed by the DP/PAF or any appointed official by the office of DP/PAF.

3. OBJECTIVES TOWARDS STAFF HOUSING:

Houses and land belonging to the College, when offered for rent, will be offered first to the faculty and staff according to the restrictions. These restrictions are intended:-

- i. To encourage members of the faculty and staff, whose frequent and formal contact with students enhances the total educational mission of the College.
- ii. To live on the campus and encourage the early assimilation of certain new employees into the life of the community.
- iii. To assure that certain houses are made available for members of the administration who, by direction of the trustees, must live on the campus.
- iv. To protect the investment of the College in houses and land in and around the campus
- v. To provide a consistent plan under which houses and land will be made available to faculty and staff

4. HOUSING AT SFUCHAS;

4.1. Nature of Housing:

The College may, build, erect, or hire housing for the purpose of accommodating its employee. The college is under no obligation to house its employees except in cases where such obligation is specified in the Contract.

4.2. Preference in Staff Housing:

The College will give assistance to its employee seeking accommodation unless it is not possible due to financial reasons to provide housing for all employees.

In doing so, Employees will therefore be divided into two grades; entitled and eligible.

Preference for housing will be given to the entitled employee. The entitled and eligible are defined as follows.

Entitled: Shall include all employees of the College on academic duties, senior staff, those on Religious/Secular employment or lay volunteers, Heads of Department and those on special duties as approved by the Principal.

Eligible: Shall include all the rest of the employee of the College, other than entitled staff.

5. HOUSING AT IFAKARA:

5.1 Opportunity; Staff Housing at SFUCHAS is expected to improve as days go on basing on the following indicators:

- i. Presence of well-expressed SFUCHAS Investment Policy which among other things, it covers on investment in staff Housing.
- ii. Good and strong relation that SFUCHAS shares with her neighbouring institutions and indigenous community of Ifakara with facilities of the same.
- iii. Availability of land for constructing Staff Houses at SFUCHAS
- iv. Existence of updated Staff Manual, which amongst other things prescribes issues on Staff Housing.
- v. Location advantage of Ifakara, the fast growing town with entrepreneurs who are willing to invest in Staff Housing and other services of the like

5.2. Areas that need to be improved

There are several areas that need to be improved for assuring both quantity and quality of staff housing services at SFUCHAS. These are as follows:

- i. Lack of motivated local investors investing in Staff Housing.
- ii. Lack of University's Staff Housing facilities nearby the College
- iii. Lack of legal agreement / contract between tenant staff and the university on Housing facilities.
- iv. Unreliable Power in Ifakara town.

6. POLICY STATEMENT:

- a. Salaried employees allocated houses shall be required to pay monthly rent at the prescribed fixed amounts depending on the size and types of accommodation provided as fixed by the Management Committee annually. Such rent shall be exclusive of water and electricity charges
- b. Houses are allocated to employee on the clear understanding that such allocation shall not create any tenancy of such accommodation between the occupant, and the College, or any estate or interest in it to the occupant, but purely as servant of the College.
- c. Houses are allocated to employee on the clear understanding that the occupants of the houses conduct themselves in a manner conducive to good neighborliness, and to the good name of the College. Employees residing in College houses are expected to refrain from enjoying in any activities that may become a nuisance to neighbors to bring the College in dispute.
- d. Keeping of animals birds, a machine etc. for any purpose on any

College estate is not permitted.

- e. The College shall not pay for water, gas or electricity consumed by the tenant. Payment for water, gas and electricity shall be the responsibility of the employee occupying the College house. A deposit as determined by Management is payable prior to occupation of the house.
- f. No employee shall be allowed to let or submit, in full or in part the premises allocated to him/her. In addition, no employee shall be allowed to occupy the house with any person other than the employee's spouses, children or other dependents and non - paying guest.
- g. An employee allocated a house shall, be required to sign an inventory of all furniture and fittings in the house and shall be personally accountable for any damage or loss other than that resulting from normal wear and tear, irrespective of whether or not he/she had signed an inventory. Any inventory items that are damaged should be noted in writing to the Head of Personnel matters at the commencement of his/her occupation of the house.
- h. No employee shall cause any alterations to any house without the prior written approval of the College.
- i. Furniture and fitting belonging to the College house may not be removed from the house without the written authority of the College.
- j. The College shall have the absolute authority to remove any furniture or articles belonging to the College from any house at any time.
- k. The College shall be at liberty to authorize any of its officials, with notice, to enter any of its houses for the purpose of inspecting or carrying out repairs, which it considers necessary. If the occupant does not present himself at the inspection without acceptable reasons, the College will take alternative steps to ensure inspection is done after a second notice fails.
- l. When the College can not meet the demands of Staff Housing, the respective staff will be assisted by the College to look for Housing out of the campus at reasonable rent rates.

- m. An employee who will be provided with College Housing will not be entitled to House allowance.
- n. A tenant staff shall be required to sign an agreement form during the handover of the house.
- o. Housing will be issued to employees entitled for such service only.

7. POLICY IMPLEMENTATION

In order for this policy to be effectively implemented the following will be adhered to:

There shall be a smooth collaboration between DP/PAF, Human Resources Manager and Estate Manager in the following areas:-

- i. In determining the number of available houses and facilities of the like.
- ii. In determining the number of staff available vis-à-vis the demand for staff housing.
- iii. In determining, allocating housing to qualified staff.
- iv. All private housing providers should inform the University management about their house, quality, location, rent rate, capacity and contacts.
- v. Implementation of this policy shall be guided by the existing college's Staff Manual and any laws that the College will reason necessary.