

Changes to University Housing Policies

And the Transition Plan to
Align Operations with the
Policies

Tuesday, June 24, 2014

2:00PM-3:00PM

Campus Center Executive
Dinning Room

Policy Changes

- The BOR approved revisions to section 9-9, University Housing Assistance Program, Chapter 9, Personnel, BOR policy on April 17, 2014.
- Executive policy E9.230, University Housing Assistance Program was approved by President Lassner.
 - Replaces former Executive Policies E2.209, E5.224 and E5.226 and consolidates them into one executive policy.

Policy Changes (Continued)

Old Policies

- 17 Priority Categories for Assignment
- 3 Year Maximum Term of Stay for Nui and Iki and 1 Year Maximum Term of Stay for Wa'ahila
- Inconsistent Rules Across the Properties

New Policies

- 5 Priority Categories for Assignment
- Maximum Term of Stay Revised based on Priority
- Consistent Rules Across Properties
- Revised Eligibility Criteria

Policy Changes

(New Maximum Term of Stay and Priority System)

PRIORITY	RANK	STATUS	MAXIMUM TERM OF STAYS
1	3	Tenure-Track	3 Years*
2	2, 4, 5	Tenure-Track	3 Years*
3	2, 3, 4, 5	Tenured	3 Years
4	APT	APT	1 Year
5	All Others	All Others	1 Year

* Priority one (1) or two (2) Tenants who have not yet achieved tenure by the end of the maximum term of stay of three years may apply for lease extensions beyond the maximum three-year term of stay. The President has authority to approve these lease extension requests on a case by case basis.

The Transition Plan

- To implement these updated policies, a transition plan was needed to align current operations with policy intent, eligibility requirements, priorities, and term limits.
- The transition plan has been designed to provide:
 - Adequate time for affected tenants to seek accommodation options
 - Maintain adequate occupancy levels
 - Appropriate and timely notification to affected tenants

The Transition Plan (Continued)

- The plan has three major components:
 - 1) Notification
 - 2) Transition
 - 3) Implementation



The Transition Plan (Continued)

- The transition plan affects those who have active leases in the University Housing Program as of May 30, 2014.
- Individuals who were approved for housing after May 30, 2014 are subject to the maximum terms in the new policies.



The Transition Plan (Notification)

- University administration and/or the University Housing Office sent notifications and/or copies of the revised BOR policy and new Executive policy to the following groups:
 - Vice Presidents, Associate Vice Presidents, Chancellors
 - Vice Chancellors for Administration, Mānoa Deans and Directors
 - Exclusive representatives (UHPA, HGEA, UPW)
 - Current tenants in University Housing
 - Current waitlisted applicants
 - Faculty Housing Tenants Association
 - Chief Administrative and Human Resources Representatives
- The University Housing Website has been revised to reflect the policy changes and provide more information.

The Transition Plan (Transition Phase)

- Temporary Procedures for Lease Extensions for those who have active leases in the University Housing Program prior May 30, 2014:
 - A schedule will be created that allows for the transition of individuals from University Housing over a period of time until all tenants are inline with the maximum term of stay policy.
 - Tenants in each phase will be ranked based on a formula with 50% weight on time and 50% weight on eligible tenant's gross income, provided that these tenants have reached the maximum term.
 - The effectiveness of the transition process will be evaluated minimally at the beginning of each calendar year and as needed, during the transition plan period.
 - A new schedule of tenants will be created for each fiscal year.

The Transition Plan (Timeline)

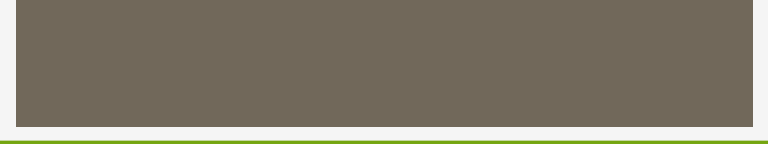
- Phase I: In June 2014, thirty (30) Phase I affected tenants received notice that their lease agreements will expire on June 30, 2015.
- Phase II: In May 2015, Phase II affected tenants will receive notice that lease agreements will expire on June 30, 2016.
- Phase III: In May 2016, Phase III affected tenants will receive notice that lease agreement will expire on June 30, 2017.
- Phases will continue until all affected tenants who are over the maximum terms of stay established in Board of Regents policy, Section 9-9, have been transitioned from the University Housing Program.

The Transition Plan (Formula)

- The following formula will be applied to tenants that:
 - Have reached the Maximum Term of Stay
 - Are not eligible for tenure or have already achieved tenure
 - Have not already given notice to vacate
- $(S(i) / S_{max}) * SW + (T(i) / T_{max}) * TW = EW$
 - $S(i)$ = Eligible Tenant's Salary
 - S_{max} = Highest Salary of Affected Tenants
 - SW = Salary Weight (50%)
 - $T(i)$ = Longest Stay of Affected Tenants
 - TW = Term of Stay Weight (50%)
 - EW = Eligibility Weight

The Transition Plan (Implementation)

- New policies and operations fully inline.
- Tenants who entered University Housing as priority one (1) or two (2) and who will still be tenure-track at the end of the maximum three-year term will be allowed to apply for lease extensions beyond the maximum three-year term of stay.
 - Form UHO 1-14 - Request for a Lease Extension beyond the Maximum Term of Stay is available on the University Housing Website.
 - Must apply no more than one (1) year prior, but not less than four (4) months prior, to their leases expiring.
 - Priority one (1) and two (2) tenants will be allowed to apply for lease extensions beyond the three-year maximum term of stay for as long as they are priority one (1) or two (2) tenants.
 - If an eligible tenant changes priority status while a tenant in University Housing (for example, changing from an APT to a tenure-track faculty member; or changing from a tenured faculty to an Executive/Managerial position), the maximum term of stay for the *new* priority status will apply.
- There will be no exceptions to this policy except as stated in BOR policy.



Form UHO 1-14

Form UHO 1-14

University Housing Request for a Lease Extension beyond the Maximum Term of Stay

To be eligible, the tenant responsible for the lease must be classified as priority one (1) or two (2) tenure-track faculty and must be in good standing with the University Housing Office.

Tenant's Name: _____ UH ID No.: _____

Rental Complex: _____ Apt. No.: _____ Lease Expiration Date: ____/____/____

of Years/Months in University Housing : ____ years ____ months Anticipated Year of Tenure Review: _____

Tenant's Official UH Position Title: _____

Campus /College/Department: _____

Reason(s) for requesting an extension beyond your lease term. Attach separate sheet if necessary.

I hereby certify that I am eligible to request a lease extension beyond the maximum term of stay and that the information provided here is accurate to the best of my knowledge.

Tenant's Signature

Date

DEADLINE: Submit to the University Housing Office (1951 East West Road, Auxiliary Services Building, Room 201, Honolulu, Hawaii 96822) no earlier than (1) year prior, but no later than four (4) months prior, to the lease expiration date.

Questions



Contact Information

Andy Lachman

Manager, University Housing and Food Services
1951 East-West Road
Honolulu, HI 96822

Phone: (808) 956-8449

Fax: (808) 956-2548

Email: lachman@hawaii.edu