

## Procedures and Guidelines to Policy DO- Employee Housing

Per **Policy DO – Telluride School District Affordable Housing Policy**, Telluride School District (the District) will use available Employee Housing to best serve the District and endeavor to balance the need for recruitment and retention. As such, specific housing units may be rented or sold as the Board of Education (BOE) determines what is in the best interest of the District. Previous offerings of rental or sale will not bind the District to make the same decision in the future for a specific unit. This document is for the purpose of communicating with the employees of the District the process that will be used to make these determinations, but it is also understood that they may be changed from time to time as needs of the District change and is not binding.

- The BOE, with consultation of the Superintendent, will determine whether retention or recruitment or both are a priority for any given year. They will then determine whether each unit is for sale or rental. It is understood that once a unit has sold the owner retains ownership as long as the deed restrictions are met or until the owner chooses to sell.
- Employees of the District will be notified in the normal manner of available units for rent or sale by May 1 of each year. Also, any tenants that will not be renewed will be notified by June 1 of the need to vacate.
- Employees will be notified within 30 days of any unit available for resale. This is not controlled by the BOE and could be noticed anytime of the year. **Applications for purchase will be accepted for 21 days after notification.**
- The Housing Authority Committee (HAC) will convene within **10** days of the end of the application period and process all applications based on the needs of the District.
- The HAC will develop a recusal process to handle conflicts of interest on the HAC.
- Once a unit has been designated a rental unit, the Superintendent has the authority to offer a contract or a renewal of a contract, that is consistent with the direction of the BOE for recruitment and/or retention. The Superintendent will determine at his/her sole discretion to whom said contracts will be extended. All rental contracts will be from July 1 to June 30 and never be for more than 1 year at a time, though they may be renewed when it meets the District's need for retention. A contract may be for less than 1 year if the lease starts after July 1 but will not extend past June 30. A rental contract may be terminated 30 days after employment is terminated. A written amendment to the current contract will suffice to extend a rental contract. Rates may be changed July 1 of any year with 30 days **prior written** notice.
- Rental rates will be set by the Board of Education in consultation with the Superintendent's office consistent with Affordable Housing rates in the area and will not change based on occupants. These rates may be reviewed by the BOE from time to time.
- Whenever the Superintendent occupies District housing for rent, the Board of Education will conduct all negotiations and extend a contract at their sole discretion. By this

process the Superintendent is never considered to have a conflict of interest when serving on the HAC.

- The Superintendent may, from time to time, assign to the HAC the job of reviewing rental applications, but at no time will this abrogate the superintendent's authority to make the final decision **regarding whom** to extend a contract to and when the contract will be renewed.

Adopted by The Board of Education: August 30, 2016

**File: DO** – Telluride School District Affordable Housing

TEA Agreement: Appendix H (for reference only)