

Guideline #	AD-103-G1	Revision #	01
Accessibility level	A	Effective date	27-Apr-2015

### HOUSING AND HOUSING ALLOWANCE GUIDELINE:

- A) The following rules govern faculty and staff members who are enrolled with the University housing and furniture allowance:
- The housing allowance for all employees ranges between a minimum of 15,000 SAR and a maximum of 25,000 SAR per calendar year (12 months). It is normally calculated as twice/thrice the monthly basic salary of the faculty/staff member if s/he is bachelor/married and as long as the calculated allowance falls between SAR 15,000 and SAR 25,000; otherwise it is SAR 15,000/25,000 if the calculated allowance is less/higher than SAR 15,000/25,000.
  - The furniture allowance is set to half the amount of the housing allowance; it is paid in two equal installments, the first installment is paid with the housing allowance and the second installment is paid exactly one year later.
  - The staff member may request the second installment of the furniture allowance as an advance payment in line with FBSU policy and procedure.
  - The housing allowance at FBSU is granted on a yearly basis. Employees at FBSU who are enrolled in the housing policy are required to submit their housing renewal applications to the Housing Committee Coordinator no later than May 30 of every year.
  - The Housing Committee in consultation with the President office reserves the right to either approve the housing allowance or to provide furnished housing.
- B) Housing Rules and Regulations for Residents of FBSU provided housing (Al-Hamra Compound, Al-Morooj Building, etc.): FBSU Personnel who are assigned housing must conform to the housing rules and regulations; these rules may be amended by the University at its sole discretion at any time.
- **Housing Assignment:**
    1. Housing assignments are normally carried out by the Housing Committee in consultation with the President.
    2. Occupants must sign an inventory sheet of the furniture, appliances and other items available in the apartment in addition to some other relevant housing forms.
    3. Occupants are expected to make all reasonable efforts to take care in their use of FBSU housing facilities.
    4. At the end of a housing assignment, the Housing Committee Coordinator with the occupant would inspect the condition of the apartment (including the furniture and appliances) for liability discharge. Normal wear and tear is accepted.
    5. The Housing Committee in consultation with the President reserves the right to relocate an occupant to a different apartment if deemed necessary.
    6. The Housing Committee in consultation with the President reserves the right to terminate a Housing assignment at any time if the respective occupant fails to comply with the Housing rules & Regulations.

## BENEFITS POLICY

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### Behavior and Discipline:

1. Occupants of apartments shall be expected to display at all times respectful conduct within the Compound/Building and to treat fellow residents with due regard and consideration.
2. Smoking is strictly prohibited in the public areas of the Compound/Building.
3. Parties and social gatherings in or around an apartment in the Compound/Building require written prior approvals from the Housing Committee Chair.
4. Noise level in an apartment and within the Compound/Building must be kept at its minimum at all times especially after 8.00 p.m.
5. Children shall not be allowed to play outside the Compound playground and they must always be accompanied by a guardian within the Compound/Building.
6. Cycling shall be generally prohibited except in designated areas of the Compound.
7. Car speed within the compound is limited to 10 km/hr.
8. Driving in housing compound shall be restricted to faculty and staff members; visitors otherwise should seek permission from the security office.
9. For safety reason, occupants shall not block or alter sidewalks, walkways, and driveways for any purpose.
10. Pets shall not be permitted in apartments.
11. Occupants shall not harm or alter any of the landscaping work on compound/Building. No one shall uproot existing plants or plant new ones.
12. An occupant breaching the housing policy might be liable to disciplinary action up to eviction from the apartment.

### Visitors:

1. Occupants shall inform the Compound Security Office about their expected visitors. They shall be held responsible for their visitors to observe the Housing Rules & Regulations.
2. Occupants shall not allow visitors to stay overnight in the Compound/Building for more than two consecutive days without prior permission from the Housing Committee.
3. Occupants shall not leave their visitors unattended in the public areas of the Compound/Building.

### Security:

1. Occupants are advised to lock all external doors at all times.
2. The Security Office has the right to inspect an apartment upon instruction from the Housing Committee Coordinator in case of an emergency; otherwise, the Housing Committee Coordinator, upon providing a 24-hour notice in writing, shall have the right to enter the residence for the purposes of undertaking some work as the Housing Committee deems necessary.
3. Occupants shall be fully responsible for their personal belongings and valuable Items.
4. Occupants shall report immediately to the housing Committee Coordinator any suspicious security or health threats.

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5. Occupants shall not change any door lock (or add new ones) in the apartment without securing the written approval of the Housing Committee. A copy of the key to any new lock shall be given to the Housing Committee Coordinator/security office.

▪ **Charges:**

1. Occupants shall pay the cost of electricity, water, telephones, internet, and other services as determined by the Housing Committee. FBSU may deduct all costs directly from the occupant salary.
2. Occupants shall report any furniture, appliances or property damage must be reported immediately to the Housing Committee Coordinator. Residents shall be responsible for any damage, except for normal wear and tear furniture, resulting from misuse; in such cases the Housing Committee shall estimate any due charges for deduction from the residents' salaries or compensations if they exist, otherwise residents shall then settle such charges on University demand.

▪ **Maintenance of Accommodation:**

1. An occupant shall be responsible for keeping the apartment and its neighborhood clean. When deemed necessary by the Housing Committee, a free of charge repainting of the premises may be carried out; painting may be granted free of charge once per year; otherwise surcharges would be imposed.
2. All air-conditions, lightings, cooker stoves, water heaters and other electrical appliances must be switched off when not in use. Proper and safe usage of these appliances shall be the occupant's responsibility.
3. Occupants shall not be allowed to alter or change the housing structure in any way; i.e. changing plumbing, light fixtures, floor carpeting, or move furniture outside the apartment.
4. The Housing Committee Coordinator shall have the right to make repairs in an apartment after 24 hours prior notice to the occupant if possible. When necessary, repairmen may enter the apartment at the discretion of the Housing Officer/Security Office. However, every effort should be made to observe the occupant's privacy.
5. The occupant shall inform the Housing Committee Coordinator for any repair by submitting a maintenance request form. For urgent repairs, the occupant must contact the Security Office at once for immediate action.
6. The occupant shall evacuate the apartment by the date specified by the Housing Committee; otherwise a surcharge would be imposed.
7. When deemed necessary by the Housing Committee, occupants should facilitate the renovation of their apartments.

▪ **Revision of Rules and Regulations:**

1. The Housing Committee in consultation with the president shall revise the Rules and Regulations as needed.