



28 April, 2014

Housing Procedures and Guidelines

PSUAD provides accommodation or cash-in-lieu for newly joining Employees. Paris expatriates are provided accommodation and not cash-in-lieu. The maximum value of the accommodation varies based on employment type and the Employees' grade/rank as outlined in their contracts of employment. Unless stated otherwise in their contracts, regular Employee's may elect to take cash-in-lieu of their accommodation entitlement. Cash-in-lieu is set at 70% of the accommodation value and is paid in monthly instalments.

To assist employees with housing related issues, the following guidelines have been provided. In no case are the guideline intended to replace the language in the policy manual relating to housing benefits. If an employee has a question or comment they may contact the HR Department.

1) New Joiners – initial accommodation assignment

Upon arrival to the UAE, employees shall be accommodated in a hotel for up to a maximum of 14 nights. This period will be reduced if the accommodation is identified and the apartment is ready. For local hires, the hotel stay is not normally provided as it is expected that housing arrangements will have been finalized between time of offer and actual start date.

The University does not own any accommodation. New joiners will be accommodated in property rented in the local market. Where the University does not have any accommodation on hand at the time of the Employee's joining, the University will assist the Employee to source accommodation (within a set maximum value) and the University will then contract with the landlord on their behalf. While the lease will be with the University, any additional fees (eg. agent fees, security deposits, etc.) where applicable, will be borne by the Employee.

Employees may select accommodation at rates above their limits provided the amount in excess of the limit is paid for by the Employee either directly to the landlord or deducted from their payroll on a maximum of three monthly instalments.

In addition to unfurnished accommodation, the University may, at times, have access to furnished accommodation that may be made available to Employees / Paris Expats. New joiners are requested to inform the HR Department of their interest in such accommodation in advance of their time of joining. Generally, for new joiners with contracts / assignments of less than three years, the University will provide furnished accommodation.

In all cases, Employees are responsible for water and electricity costs (if applicable). HR will assist the Employee with the setting up of their utilities account. Additionally, to avoid any potential maintenance issues at the time of departure, HR in coordination with the employee, will complete a "check-in" report (which will be repeated at time of "check-out").

2) Maintenance and Insurance

At the time of moving in, the new Employee will be advised as to the method of reporting any maintenance related issues. Normally this involves advising an on-site building management company or contacting the landlord directly. Though rare, an Employee may from time-to-time have difficulty in dealing with the landlord or his/her representative. In such cases the Employee may contact HR and HR will in-turn try to assist in resolving the matter.

Any damage to the residence beyond normal wear and tear will be the responsibility of the concerned Employee and shall be charged and paid for by the respective Employee.

It should be noted that household content insurance is not included in the lease. As such, Employees are strongly encouraged to arrange appropriate insurance coverage.

3) Accommodation Renewal

For Employees who have taken their accommodation under a lease held by PSUAD, the HR Department will contact the Employee approximately 3 months before the lease expiration date to confirm whether or not the Employee wishes to remain in the accommodation.

Depending on the response, the HR Department will contact the landlord (or representative) to discuss the exit or renewal plans. HR is responsible for negotiating renewals of housing contracts.

4) Change in Accommodation

While Employees' may request to change their accommodation arrangements (eg. move to a new location or from furnished to unfurnished), such requests will only be approved where it does not prove disadvantageous to the University to process. All requests should be made in writing with as much advance notice as possible.

Change in accommodation during a lease year is not normally possible as the landlord will retain the full-years payment or impose a significant financial penalty for a mid-contract cancellation.

Change from University provided accommodation to cash-in-lieu (or visa-versa) may be requested with the understanding that this would not normally be considered more than once during the Employee's employment period.

5) General Comments

Employees entitled to PSUAD accommodation shall not under any circumstances sublease the residence to any other party whatsoever.

Housing allowances may be adjusted annually up or down by the Management Council as may be deemed necessary and according to the market conditions.

Employees and Paris Expats are normally required to vacate University provided accommodation no later than one month following their last day of work (for staff) or last day of teaching/exams (for Faculty – recognizing that pay entitlement may extend beyond the last day of teaching/exams).