



**PROCEDURE: STAFF HOUSING**  
**Updated May 2020**

**Preamble**

St Stithians College offers staff housing in the context of the College's remuneration philosophy. The first priority is to house designated senior academic staff, followed by the necessity to house staff who fulfil important operational roles. The remainder of the available housing is allocated to selected academic staff within the schools, according to a standard set of criteria, which are applied through due process, which includes defined periods of tenure and review.

**Key Principles**

1. The following key principles determine the allocation of housing:
  - 1.1. The core purposes of staff housing are as follows:
    - 1.1.1. Enabling senior academic staff of the schools (the Rector and the Heads and Deputy Heads of the schools) to be present on campus beyond normal working hours as they fulfil their leadership roles.
    - 1.1.2. Accommodating individuals whose presence on campus fulfils core operational requirements, ensuring the efficient and effective functioning of campus facilities and services.
    - 1.1.3. Enhancing the College's ability to attract and retain staff, particularly teachers who are heavily involved in the extra-mural programme.
  - 1.2. The College seeks to allocate its housing in a manner which fulfils the above core purposes. It does so through a process which is guided by a common framework outlined in this policy.
  - 1.3. The order of priority through which staff housing is allocated is as follows:
    - 1.3.1. To individuals in designated seniority positions as defined below.
    - 1.3.2. To individuals whose operational role requires an after-hours presence on campus.
    - 1.3.3. To teachers who fulfil the following criteria of excellence, either individually or in combination: academic expertise; extra-mural involvement; leadership; pastoral care; and campus synergy.
    - 1.3.4. To teachers for whom the Head regards the offer of school housing as a critical component of employment attraction or retention, but also taking into account the need to look after our younger teaching staff to ensure they remain in the teaching profession.
  - 1.4. The College views its staff housing as a valuable resource which needs to be maintained and respected by those to whom such housing is allocated.
  - 1.5. The houses occupied by the Heads of school and the Rector are specified for this purpose and will remain allocated as such.
  - 1.6. The College Staff Housing procedure includes the provision for the payment of an accommodation allowance to attract staff members in the circumstances where school accommodation is not available as specified in this policy along with filling the strategic intent of the College. This discretionary allowance is subject to review every five years in the case of each individual receiving such an allowance in consultation with the Head based on criteria outlined in this procedure.
  - 1.8. All staff will be required to sign an agreement with a tenure period of 5 years with the option to renew for a further 3 years.
  - 1.9. The Rector, Head of HR and Heads of schools constitute a Housing Committee that has oversight of this procedure and its implementation.

- 1.10. Staff living in school accommodation will be required to pay fringe benefit tax. In addition, a monthly maintenance levy is payable to the school as agreed annually. Staff will also be liable for any municipal charges for their property, where appropriate.
- 1.11. For staff who are allocated housing, a deemed value will be accounted for in their total reward statement to ensure that their total remuneration is correctly reflected when comparing to the market.

## 2. Allocation of Housing

The allocation of staff housing will in the first instance be based on seniority and operational requirements.

- 2.1 **Seniority** - The following staff are eligible for accommodation due to the nature of their positions:
  - 2.1.1. Rector of the College
  - 2.1.2. Heads of Schools
  - 2.1.4. Deputy Heads of Schools
- 2.2. Employees will be eligible to retain their housing benefit for the duration of their employment in one of the above positions.
- 2.3. If any staff in the above-mentioned positions choose not to take up the offer of school accommodation, or if accommodation is not available at the time of appointment to the position, they may be eligible for an accommodation allowance. The decision not to take up the offer of school accommodation may only be made with the approval of the relevant Head of School and the Rector. In the case of the Rector not residing in school accommodation, the Chair of Council will need to approve this.
- 2.4. If the above applies, the designated house within the school pool would then be available for re- allocation within the school, subject to the understanding that the house is designated for occupation by an individual in the roles listed above.

## 3. Operational Requirements – Campus Staff

There is a requirement for certain staff members to be accommodated on or near to campus, in order to perform their specific job-related function at the College, both during the school day and after-hours.

- 3.1. Such staff members are allocated accommodation on the basis of their appointment to the job function. Such accommodation is only allocated whilst the employee holds that particular function. The Rector, in consultation with the relevant Head, has overall responsibility for allocating housing to these staff members.
- 3.2. The following positions will be eligible for school accommodation due to the nature of their position:
  - 3.2.1. Deputy Head of Operations/Maintenance Manager
  - 3.2.2. Catering Manager
  - 3.2.3. Events Supervisor
  - 3.2.4. Designated campus support staff for essential services e.g. AV, Security, Nurse
  - 3.2.5. Designated kitchen staff
- 3.3. If school accommodation for the above-mentioned positions is not available, the individuals may receive an accommodation allowance in order to assist them to live close to the campus. If the staff member chooses not to reside in the accommodation provided to them, they will not be eligible for a housing allowance.
- 3.4. In the case of Kamoka Bush School, all permanent staff are accommodated on the premises.

## 4. Operational Requirements – Boarding House Staff

In order to be present on campus to manage the boarding houses, and to provide oversight and pastoral care to the boarders, designated accommodation is made available for boarding house staff in both the Boys' and Girls' Colleges. Accommodation will only be provided whilst the staff member is fulfilling this role. If for any reason their role changes, they will no longer be eligible for accommodation or be eligible for an accommodation allowance. Tenure in these positions is normally limited to a period of 5 years with an option for a further 3-year extension at the sole discretion of the Head of School.

## 5. School Allocated Accommodation

- 5.1 The balance of accommodation available is distributed per school, in a process approved by the College Executive. The Head has delegated authority to allocate accommodation to the staff of each school in a discretionary manner but following an application process in line with the set criteria and involving formal consultation with the Head of Human Resources and the Rector.
- 5.2 The distribution of school-allocated accommodation is influenced by the historical and current context, as outlined below:
- 5.2.1. The historical legacy of St Stithians as a College of two boys' schools, founded in 1953, which provided a certain number of staff houses, including those attached to the boarding houses. The building of two girls' schools in 1995, and a Junior Preparatory in 2001, was accompanied by a provision of housing for staff of those schools, but with fewer houses than those which existed for the boys' schools. In addition to building new houses, the two girls' schools and the Junior Preparatory benefited from a re-allocation of houses previously reserved for staff members of the boys' schools.
  - 5.2.2. Recognition that in recruiting staff, the boys' and girls' schools operate in a South African context in which a larger number of boys' schools provide housing for their staff in comparison to girls' schools.
  - 5.2.3. The intention of the College is to expand its housing provision and to narrow the differential which currently exists in housing provision for staff across the schools. While the intention of the College strategy is to increase provision of staff housing, the College is not presently, nor will it in the future, provide housing for all its staff,
- 5.3 Criteria for the Head to consider in allocating housing include:
- 6.3.1 **Performance:** Evidence of excellent performance in teaching and learning, as well as involvement and leadership in extra-mural activities. How does the applicant add value to the school and broader College?
  - 6.3.2 **Values alignment:** Does the applicant display the desired behaviour, values and attitudes expected of a Saints employee?
  - 6.3.3 **Skills Shortage:** Is the position that the applicant occupies regarded as a critical skill, i.e. one which we wish to retain and would be difficult to replace? This will be determined with reference to accepted industry norms as a guideline.
  - 6.3.4 **Extra Responsibilities** (sports, cultural, service and/or leadership portfolios): What is the expectation for this applicant to be on campus outside of core hours, specifically during the evenings, weekends and during school holidays?
- 5.4 Only full-time, permanent academic staff are eligible for school-allocated staff housing. Any exceptions to this will be in consultation with the Head of HR (Chair of the Housing Committee) and with approval from the Rector.
- 5.5 The tenure of residence in this category is limited to five years, with an application to the Head to renew for a further three-year period. Only in exceptional circumstances and with approval from the Housing Committee is a staff member allocated a house beyond an eight-year tenure.
- 5.6 Staff in school accommodation are required to pay the costs of municipal and other services.
- 5.7 Any staff member who is aggrieved with the allocation of housing in their respective school may appeal to the Rector in writing.

## 6. Accommodation for Interns

A limited number of single rooms are made available annually to intern teachers.

- 6.1 Allocation of these rooms are subject to a selection process.
- 6.2 Tenure in these rooms will be limited to the length of the intern's contract.

## 7. Introduction of Deposit for new residents

- 7.1 At the start of tenancy, the resident is required to pay a deposit, the amount to be determined from time to time, dependent on the size of the accommodation.
- 7.2 The deposit can be paid over a 12-month period via salary deduction. The deposit is refundable, with interest, at the end of the tenancy and subject to a satisfactory inspection report by the Head of Operations.

- 7.3 In the event that the inspection by the Head of Operations identifies damage to the property, not associated with regular wear and tear, the College reserves the right not to refund the deposit and to use the deposit to offset the costs of repair to those damages.

## **8. Maintenance Levy**

- 8.1 In order to contribute to the costs of maintaining staff accommodation, in addition to the amount reserved in the annual budget, all residents are required to pay a monthly maintenance levy. The only exception applies to staff residing in boarding house accommodation who have a specified duty in their job description to care for students and fulfil boarding house responsibilities.
- 8.2 The amount of the levy is determined from time to time and varies according to the size of the accommodation occupied and is subject to an annual adjustment linked to CPI at the start of each year.

**Approved by the College Executive 20/10/2003**

**1<sup>st</sup> Amendment Approved by College Executive 17/05/2010**

**2<sup>st</sup> Amendment Approved by College Executive 01/03/2016**

**3<sup>rd</sup> Amendment Approved by College Executive via round robin: 1/5/2020**

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