

Category: Personnel

Policy Title: EMPLOYEE HOUSING

Policy Number:

*Policy Statement:*

Warm and welcoming, BroncBuster Suites are available for faculty or staff who want a transitional place to live while they look for a permanent home in Garden City.

The BroncBuster Suites provides some kitchen including stove, full size refrigerator, garbage disposal and dishwasher. Each suite has a living room, restroom and its own washer and dryer. The suites are located one block south of Spruce Street and the main campus.

Housing overview:

- Employees who wish to reside in the BroncBuster Suites must continue to hold their appointment while in residence. Additional residents are limited to members of the eligible resident's immediate family.
- Employees may live at BroncBuster Suites for up to one year. After the year, an annual review will be considered to determine if employee is eligible to continue to reside in the BroncBuster Suites on a yearly basis.
- If employee is granted an additional year in the employee housing, rent for each subsequent year will increase by an additional \$200 per month.
- Annual maintenance walk-through in May. This will be scheduled with the HR department. Employee must be present.
- A \$800 (No Pets) or \$950 (With Pets) security deposit is required. This will be paid in two equal installments beginning with the first month of rent. This deposit will be refunded after a successful checkout is completed showing no damage other than ordinary wear and tear.
- If there is an annual rent increase, employees will be notified 30 days in advance via their GCCC email. Rent increases are effective in July payroll.
- Employees who wish to move out must submit written notice with at least 30 days prior to moving.
- Each month's rent will be deducted via payroll deduct for the month of. There is no proration.
- By agreeing to live in the BroncBuster Suites you agree to follow GCCC policies and regulations and those of the GCCC Student Housing Handbook.

Reviewed:

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Revised: 04/2024