

DAU 7-4 Hostel Policy

Policy Code	Policy Name		
DAU 7-4	Hostel Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Human Resources Directorate - Operation and Maintenance Department	10/ 2023	10/2027	

1. Policy Purpose

This policy clarifies how DAU Provides housing and an appropriate atmosphere for the university's faculty members and employees. This policy also shows rules and regulations of DAU's housing.

2. Policy Scope

All employees of the university, including faculty members and contracted employees on a full-time basis.

3. Policy Statement

DAU provides adequate housing for its faculty members and administrative staff in an appropriate healthy and social environment. The university is committed to paying a monetary housing allowance as one of the components of the salary for all DAU employees, and it is not permissible for the spouses to obtain it if both work at the university.

HRD in DAU has vital responsibilities in housing process such as:

- Handling over units to deserved people,
- Receiving evacuated units,
- Following-up housing contracts renewal or termination,
- Coordinating with other responsible departments to implement their duties in the housing units.

4. Policy Procedure

Rules and Regulations for housing in DAU

- Allocation of housing is related to the availability of a vacant housing unit in DAU housing premises.
- The resident is not permitted to enable others to use the housing, whether by assignment or leasing, and he/she is not permitted to use the housing unit for purposes other than housing.
- For spouses who are working in DAU, no more than one housing is provided.
- The occupant's housing is ended at the end of the work relationship with DAU even by resignation, dismissal, retirement. Residents are given 30 days to vacate their housing.
- If a housing unit is specified for the resident, and the resident is being late in transferring/ receiving it for a period of 15 days (about 2 weeks) from the date of his/her notification, the application is considered null, and his name is removed from the housing waiting list.
- Furnishings, telephones, fiber optic service, water consumption, electricity and other services must be paid according to the invoices issued by the resident.
- No person can enter the housing except those who have permission from the residents. Only in emergent cases which require immediate entrance, this will be done by the competent authority with the preparation of a report of this incident.
- The resident is committed to preserving the housing unit, and does not make any changes to it, whether internally or externally, without prior permission from DAU.
- Resident shall not disturb other residents and shall adhere to moral values and principles.
- Only Fish and ornamental birds are allowed in DAU housing.

- The resident must take all safety measures when using electrical appliances and ensure that devices are compatible with the electrical network in the residence.

Housing evacuating

- Using the housing unit for a purpose other than its intended purpose or rents it out or allows others to use this will cause losing the housing contract.
- The resident's housing right is lost if the resident harms neighbors, environment, buildings, other residents and violates public morals and regulations.
- The resident shall leave the unit if DAU issues a decision to terminate his housing contract after the approval of the authorized unit in DAU.
- When vacating the unit, resident shall hand it over to the university and undertake to liquidate the remaining amounts owed by him related to the rent of the housing unit or utility bills (electricity - water - telephone) as well as evacuating it from his luggage.
- The evacuation form is filled out by the Operation and Maintenance Department to ensure that there is no damage in the housing unit.
- The Maintenance and Operation Department receives the key to the unit to prepare it for others.
- In case of DAU employee death, his/her family will be vacated from the housing unit at the end of the housing contract.

Housing procedures in DAU

- *Requesting Housing:*
 - The [Housing Request.docx](#) form is filled out electronically by those wishing to obtain housing and submitted to HR.
 - HR collects these requests and monitors the vacant housing units.
 - HR reserves and delivers housing units according to the priority of submission and according to the availability of vacant housing units, considering the special cases that the university deems worthy of housing without being committed to the time of applying for housing.
- *Maintenance request procedures:*
 - DAU maintains and cleans the housing unit before handing it to any resident.
 - DAU carries out periodic maintenance of the housing units as needed for basic services without charging the residents with any related expenses.
 - The resident fills out a [Housing Maintenance Request.docx](#), and submits it to the Maintenance and Operation department for taking suitable action.

5. Related Policies/ Documents/ Forms

[Housing Request.docx](#)

[Housing Maintenance Request.docx](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy