



Texas A&M University Qatar

Title: TAMUQ Housing Policy

Policy Statement and Purpose:

To provide details, guidance and clarification to TAMUQ faculty and staff on matters related to allocation, use, and responsibilities of TAMUQ housing

Who Should Read This Policy:

Anyone who is responsible for, or lives on TAMUQ housing.

Contacts:

TAMUQ Human Resources Services
TAMUQ Assistant Dean for Administration & Finance

General:

TAMUQ provides furnished housing and utility service to eligible expatriate employees. Housing eligibility will be outlined in the terms of the employment contract. TAMUQ pays the actual rental and utility fees associated with expatriate housing. Utilities include electricity, water, telephone, and internet service. The housing and utility service provided by TAMUQ to the employee is considered taxable income by the United States Internal Revenue Service (IRS).

TAMUQ housing is provided for the exclusive use of TAMUQ employees, their eligible dependents and hosted short-term visitors. TAMUQ employees will not sublease any part of their assigned units to another person or provide housing to visitors for extended periods of time (generally 30 days or more).

Exceptions to this policy must be approved by the Assistant Dean for Finance and Administration of Texas A&M University at Qatar, or designee.

Housing Assignment:

TAMUQ assigns housing to employees based on:

- Availability
- The employee's position with the university
- The employee's family size (eligible dependents living in Doha on a full-time basis) and composition
 - Dependents are defined as follows. Son, daughter, step-son or step-daughter, or adopted children (both legally adopted or placed for adoption by a placement agency) who are unmarried and under the age of 18 or unmarried, between the ages of 18 & 25 but registered full time in university or technical programs. Grandchildren, for whom the TAMUQ employee is the legal guardian, are also considered dependents if they reside with the employee in Qatar.
- Length of contract/assignment
- Employee preference is given due consideration, but cannot be guaranteed.
- Housing assignment procedures have been developed to allocate this limited resource equitably.

Housing Compound Provisions

Furniture and appliances

- Refer to compound inventory for a list of furniture and appliances provided for your unit. Furniture may vary from unit to unit and from compound to compound.
- Any purchase of furniture and appliances above and beyond that listed in the unit inventory will be the financial responsibility of the employee.

Replacements

- Furniture and appliances will only be replaced in a unit when the replacement terms in the compound contract are met.
- These specifications may differ for each compound.

TAMUQ Provisions - The TAMUQ Housing Manager will assure all housing units are clean and equipped with the basic furnishings and standard appliances provided by the landlord. In addition, housing units will be stocked prior to the employee's initial arrival with a number of food items, towels, bedding and convenience items to use until the employee has the opportunity to shop for household goods.

- Soft Goods
 - Refer to inventory for a list of soft goods provided. Provisions may differ based on unit size and compound.
 - Purchase of soft goods above and beyond those listed in the unit inventory is the financial responsibility of the employee. A soft goods allowance is provided based on employment contract terms.
- Maintenance - In the event maintenance on the housing unit is required, the employee will use the following procedure:
 - Small, non-emergency requests - contact the compound property management office and copy the request to the TAMUQ Housing Manager.
 - Large, non-emergency request – contact the TAMUQ Housing Manager.
 - Emergency request – immediately contact the compound manager and the TAMUQ Housing Manager.
 - Maintenance personnel will have the right to enter during reasonable working hours for purposes of improvements, pest management, repairs, or in the event of an emergency.
- Damages - If the employee is leaving employment with TAMUQ, the cost for damages to the unit, its inventory and/or computing equipment exceeding normal wear and tear will be deducted from the repatriation allowance (employee will be notified of amount).

Computing Services - TAMUQ pays for and contracts with an outside vendor, Qatar Computing Service, to provide initial setup, configuration and testing of all home computer equipment. For all TAMUQ provided software and hardware, Qatar Computing Services will provide basic software support and troubleshooting in addition to any repair or replacement of equipment.

- Computer Equipment - The following or similar will be provided by TAMUQ to each expatriate housing unit:
 - Desktop computer
 - Flat panel monitor
 - Desktop printer
 - Mouse, keyboard, and mouse pad
 - Surge strip
 - Wireless router

- The TAMUQ employee is responsible for replacement of :
 - printer paper
 - ink cartridges
 - surge strips
- Computing maintenance and support:
 - Requests for support from Qatar Computing Services will be processed through the existing TAMUQ helpdesk system.
 - The vendor will contact the employee directly to schedule a maintenance visit. Services are expected to be provided during their work week – Saturday through Thursday, 7:30 am until 8:00pm.
- Any damages to the provided computing equipment, beyond normal wear & tear, will be the responsibility of the employee. Any financial responsibility will be determined by TAMUQ and/or it's outside vendor.

Change in Housing Assignment:

- Eligibility – Guidelines concerning assignment of TAMUQ housing are included on the last page of this document. Housing reassignments will be considered in instances encompassed by considerations indicated below:
 - A temporary housing assignment is below acceptable level based on family size and position with the university.
 - In the event TAMUQ determines to discontinue occupancy in all or part of a housing compound, TAMUQ reserves the right to move the occupant to another compound that meets the housing criteria for that employee/family unit.
 - Change in family status as defined by TAMUQ.
 - An employee may apply for a move to different assigned housing after 1 year of service with TAMUQ. Only one employee requested move will be considered within any 3 year period. There must be suitable housing available, according to the housing assignment matrix, in order for the request to be considered.
- Process:
 - The TAMUQ employee submits a move request form to the Housing Manager stating the reason for request to move.
 - If the move request is approved, the employee will sign and submit move memorandum to the Housing Manager within 1 week of approval. The memorandum will serve as a binding commitment of the employee's intent to move.
 - Once the new unit is ready for occupancy, the TAMUQ employee will have five business days to move to the new unit and return the key for the original unit to the Housing Manager along with receipts for cleaning of linens (see below).
- Costs:
 - Cleaning – Upon request and subsequent approval for a move, the TAMUQ employee will pay a cleaning fee directly to the university. The employee will also be responsible for having the linens professionally

cleaned. The linen cleaning receipt will be submitted to the Housing Manager. TAMUQ will only bear financial responsibility for cleaning the original property if the request to move was initiated by the university.

- Damages to property – The employee will bear financial responsibility for any damages, as assessed by the landlord, to the original unit and inventory which exceed normal wear and tear.
- Movement of household goods – The employee will be responsible for any costs incurred for the movement of household items, unless the move was directed by the university.
- Inventory:
 - An employee who moves to another TAMUQ housing unit will not be eligible for an additional soft goods package.
 - All compound provided items will remain in the original unit.
 - All computer equipment, with the exception of the router, should be moved to the new unit. Qatar Computing Services will provide computer set-up at the new unit. This service should be requested through the TAMUQ help desk system.

Vacating TAMUQ provided housing:

- Vacated units will be clean and ready for the next occupant. All personal effects will be removed by the departing employee.
- Prior to vacating the property, the employee will meet with the property management company and review the inventory of furnishings and appliances provided by the landlord at the time of occupancy.
- The departing employee will be financially responsible for replacement of any missing items and damages, as assessed by the landlord, due to personal negligence or that exceed the normal wear and tear of such items.

Pets:

- Please refer to Qatar guidelines for a list of pets allowed for import.
- Accommodation of pets is not an acceptable reason to request a compound or unit move.

Independent Housing Allowance:

- Employees wishing to make their own housing arrangements will be reimbursed for actual expenses up to the allowable annual maximum per family stated in the employment contract.
- The employee will be financially responsible for any maintenance or other expenses incurred while living in housing that is not leased or provided by TAMUQ.
- A decision to elect the independent housing allowance option is a binding commitment with limited opportunity to return to TAMUQ sponsored housing.

- There is no guarantee for continued support of the independent housing allowance. TAMUQ reserves the right to stop paying the allowance and require employees to live in employer provided housing, at any time.