

# **Housing Policies Bureau Owned Quarters**

## **2023-2024**

**NAATSI'S'AAN COMMUNITY SCHOOL, INC.**

**Adopted:** February 15, 2024

**APPLICATION:** The following policies apply to all Staff occupying housing on Naatsis'Aan Community School grounds.

**PURPOSE:** The purpose of NCS policies is to maintain safe, attractive, functional, and healthy living conditions for employees and their families so that the housing area is a positive asset to the school and community.

**ENFORCEMENT:** The Principal is responsible and serves as the final authority for the interpretation and enforcement of these rules and procedures. The Principal may initiate corrective action or evict occupants for failure to take reasonable corrective action, repeated minor violations, or one-time flagrant violations.

**ASSIGNMENT POLICY:** Staff housing is principally provided for Teachers who cannot reasonably reside elsewhere and for those who are engaged in duties related to the protection of life and property at the school. Consequently, housing assignments will be made by the Principal or the Facility Supervisor/Housing Coordinator.

**OCCUPANT RESPONSIBILITY:** Occupants are responsible for compliance with these policies. Occupants will be held accountable and liable for any damage(s) to the property that exceeds the normal "wear and tear" during occupancy. Occupants will be held responsible for explaining these policies to family and guests.

### **SECURITY DEPOSIT**

A security deposit of \$400.00 will be payroll deducted upon occupancy.

**VIOLATIONS:** Violations of these housing policies must be reported in writing to the principal to determine further action. The Principal will then convene with the Housing Committee and issue the Occupant a written decision based upon the decision of the Housing Committee.

- If an eviction letter is sent to the Occupant, it must be sent by certified mail; the letter will contain days given to appeal, but it is imperative that the Occupant respond to the written notice.

**APPEAL:** Appeals must be made in writing to the Housing Committee setting forth facts and reasons for the appeal. The Principal's decision will then be made final.

**CHECK-IN AND CHECK-OUT:** Facility Management is responsible for conducting the check-in and check-out inspections of the quarters; the Facility Office and Business Tech. are responsible for the preparation of the required documents.

**INSPECTIONS:** The school reserves the right to enter Employee Housing at reasonable hours with prior written notice to the Occupant. Examination of the quarters allows Maintenance Staff to determine routine maintenance needs, safety inspections, and inventory purposes periodically. There is also an Annual Inspection performed mid-school year, in which Occupants will be notified of the date and time. In emergencies, prior written notice to Occupation may not be made, but every effort should be made to prevent any personal property loss.

Occupants may not be made, but every effort should be made to prevent any personal property loss.

**PRIVACY:** Occupants shall respect the privacy of each Occupant in their assigned quarters and yard. Shortcuts through yards, or climbing over fences, and other forms of trespassing are

prohibited. Occupants must use ordinary rules of courtesy and avoid excessive noise that may disturb the peace of the neighborhood.

**MAINTENANCE:** Occupants are responsible for notifying the Facility Office of any maintenance needs that may arise with a written work request.

**FIREARMS:** The use of firearms, CO-2 guns, air rifles, slingshots, paintball guns, or any other “weapons” is prohibited. Occupants will be held responsible for any injury or damage done by their children, guests, or self through the use of any weapon.

**FENCING:** Fences that are provided by the school shall not be altered in any way. Fences installed by the Occupant will be made permanent for the quarters and will become school property.

**LIVESTOCK:** Occupants will not be able to graze any livestock in or around their quarters. Livestock includes but is not limited to sheep, goats, cows, horses, or poultry. The Navajo Tribal Rangers will be requested to remove all strays from the housing compound.

**PETS:** One household pet is allowed on the premises. Pets are to be restrained in a fenced yard or on a leash and shall not be allowed to run at large or be left alone in quarters for the weekend, overnight, or an extended period. Any costs incurred to remove noxious odors or pet droppings from the premises shall be charged to the Occupant. The Facility Supervisor or Principal may order the removal or disposal of any vicious or deceased pets that may create a health hazard or nuisance to the housing area through the Humane Manner. No aggressive pets will be allowed.

**OCCUPANTS:** Employee Housings are maintained for the benefit of the Occupant (employee) and their immediate family. The immediate family includes the Occupants spouse and unmarried dependent children less than 21 years of age. Occupants are not free to move additional families or other persons into assigned quarters. Subleasing housing to friends, relatives, or other people, written or verbal IS PROHIBITED. Children should not be left unattended at any given time. Occupants violating this procedure will be cause for immediate removal from Employee Housing.

**OPERATION OF SMALL BUSINESS.** The Facility Supervisor may approve the operation of a small business in the home where the tenant provides the following assurances in writing.

1. The unit will remain the tenant’s primary residence.
2. The business activity will not disrupt the basic residential nature of the housing site.
3. The business will not **allow** permanent structural changes to the unit that could adversely affect a future tenant’s use of the unit.

NCS Facility Supervisor shall rescind this approval upon violation of any of the above assurances. All approved businesses shall comply with all applicable laws.

**DECORATIONS:** Occupants may hang pictures and other moderate wall decorations that do not cause damage to the walls.

**YARDS:** Yards and assigned spaces are to be kept clean at all times. Occupants may beautify their assigned yards as long as it is not a fire hazard. Employee Housing that presently has

trees, shrubbery, and grass are to be properly maintained. Tree houses are prohibited. Snow/ice removal is the responsibility of the tenant.

**OUTDOOR STORAGE:** Items stored outdoors need to be organized and not present a safety/fire hazard; or living space for rodents or snakes. All flammable materials should be stored properly away from Employee Housing.

**PARKING:** Motor vehicles shall only be parked in designated parking areas. Parking in yards or lawns close to Employee Housing is prohibited. Abandoned vehicles and blocked vehicles must be removed from the housing areas. Parking of farm equipment, stock, horse trailers, etc. will be away from quarters in designated areas. Motorcycles and/or four-wheelers are permitted and will only be operated to and from the campus entrance to the employee housing. The speed limit in the housing area is 5 MPH.

**CONTROLLED SUBSTANCES:** Controlled substances include alcoholic beverages and mood or mind-altering drugs. The use or sale of controlled substances within the housing area or on school grounds is prohibited. Violations of these provisions are considered cause for immediate termination of the Housing Agreement and will result in immediate eviction from the housing (quarters).

**WATER CONSERVATION:** Occupants shall practice water conservation to ensure an adequate supply of water for school needs. **Water hauling is not allowed.**

**UTILITIES:** Occupants provide all light bulbs and electricity costs unless otherwise agreed upon. The school will furnish water, propane, and Internet access in some houses, at no cost to Occupants in quantities known as normal consumption units. Previously existing equipment may be used by the current occupant but will not be maintained by the school.

**MAINTENANCE: Permanently** attached items (such as furnaces, air conditioning, light fixtures, windows, doors, etc.) will be maintained by the school. Other items paid for in the Occupant Agreement (including a washer, dryer, refrigerator, and range) will also be maintained by the school.

**KEY DISTRIBUTION:** Only two keys for the exterior door will be furnished by the school. All keys are to be turned in to the Facility Office when the Occupant vacates quarters.

Absolutely no locks are to be changed without the permission of the Facility Office and the Facility Supervisor. Occupants locking themselves out of their housing after hours and requesting the door to be opened will bear the cost of the service.

**TRASH DISPOSAL:** Any trash ready for disposal is to be deposited in plastic bags and put in the provided trash containers. Occupants will be responsible for cleaning up trash containers. Burning refuse in housing areas is strictly prohibited for environmental health safety.

**CURFEW HOURS:** To discourage vandalism, Occupants, dependent children, and guests will not be allowed to loiter around the housing after curfew hours. Curfew hours for children under the age of 18 years old will be 10:00 P.M. on weekdays and midnight on weekends.

Occupants will be responsible for compliance by their children and guests.

**CHECK-OUT:** The Facility Office will set up the date and time (at the request of the occupant) for the check-out inspection to be performed. It is the Occupant's responsibility to thoroughly clean the

housing before vacating. All appliances, sinks, bathrooms, and vents will be specially checked for cleaning. A bill for collection will be issued for damages and other costs not covered by the deposit. The final salary clearance will not be released until housing is cleaned to the satisfaction of the Facility Supervisor. Occupants are responsible for notifying the appropriate utility company to transfer service for utilities back to the school.

**EFFECTIVE DATE:** These Policies will be in effect as soon as this agreement is signed and dated at check-in.

**ACKNOWLEDGEMENT:** Occupants shall receive a copy of the policies upon assignment of Employee Housing. Occupants shall read the policies and acknowledge receipt by a signature. The signed copy shall be maintained with the Facility Offices' housing records and be made final until the Occupant checks out.

**CERTIFICATION:**

I, the undersigned, have read and understand the preceding Naatsis'Aan (Navajo Mountain) Community School Employee Housing Policies, and hereby agree to abide by them as a condition of occupancy of my assigned government quarters.

\_\_\_\_\_  
Occupant Name (print)

\_\_\_\_\_  
Date

Assigned Employee Housing. # \_\_\_\_\_

Housing Committee:

\_\_\_\_\_  
Facility Supervisor/Housing Coordinator

\_\_\_\_\_  
Principal