

STAFF HOUSING POLICY

2024



**ATEBUBU
COLLEGE OF
EDUCATION**



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BRIEF HISTORY OF THE ATEBUBU COLLEGE OF EDUCATION

Atebubu College of Education is a Teacher Education Institution in Atebubu (Atebubu Amantin Municipality), Bono East Region. The College was founded in October 1965. The College was the first second cycle institution, and the only Teacher Training College in the Eastern Corridor of the then Brong-Ahafo Region, out of which Bono, Bono East and Ahafo Regions were born. The College began with eighty (80) male students and with the passage of the Education Act in 2008, Act 778, the College is now a tertiary institution, affiliated to the University of Cape Coast and currently running 4-year Bachelor in Primary Education, 4-Year Bachelor in Early Grade Education and 4-Year Bachelor in JHS Education programmes. The College has six Academic Departments: Education Studies, Science, Social Sciences, Languages, Mathematics and ICT, and Creative Arts.

MISSION STATEMENT

Atebubu College of Education is committed to a partnership with students, alumni, sister educational institutions, government regulatory bodies and community stakeholders, providing students with the knowledge, practical skills and professional attitudes to become productive citizen in a challenging, technological and diverse world.

VISION

The Igniting minds, beyond borders: Atebubu College of Education’s legacy – a generation of teachers redefining education.

CORE VALUES

The following Core Values are intended to drive the mission, vision and strategic direction of Atebubu College of Education:

- Excellence and Professionalism
- Commitment and Hard Work
- Gender, Equity, and Social Inclusion (GESI)
- Teamwork and Mentorship



DEFINITION OF TERMS

- i. **Buildings:** Physical structures used for various purposes within the College premises.
- ii. **Land Assets:** The land owned or utilized by the College for its operations.
- iii. **Ownership:** Legal possession or control of buildings or land by the College.
- iv. **Leasing:** Granting the use of buildings or land to others for a specified period under agreed-upon terms.
- v. **Allocation:** The assignment or distribution of housing facilities to eligible staff members.
- vi. **Housing Facilities:** Structures provided for residence, covered by the Staff's Housing Policy.
- vii. **Rental Agreements:** Contracts outlining terms and conditions for renting housing facilities.
- viii. **Equitable Access:** Fair and just availability of housing resources to eligible staff members.
- ix. **Transparency:** Clear and open communication regarding the housing policy and its implementation.
- x. **Deserving Staff Members:** Members considered eligible for housing support based on defined criteria.

- xi. College Workforce:** The collective body of individuals employed by the college
- xii. “Duty post housing”** typically refers to residential accommodations provided by the college to its employees or members who are required to be on call or available for duty at specific times.



ABBREVIATIONS

- i. **SHP** - Staff's Housing Policy
- ii. **GTEC** – Ghana Tertiary Education Commission
- iii. **UCC** – University of Cape Coast
- iv. **UG** - University of Ghana,
- v. **GTEC** – Ghana Tertiary Education Commission



1.0 PREAMBLE

The Atebubu College of Education possesses a considerable number of buildings and land assets, which are utilized for the implementation of its educational and research programmes through various arrangements such as ownership, leasing, and others. The formulation of the Staff's Housing Policy (SHP) is rooted in Article 25 of the 1992 Constitution of Ghana, which asserts the right of all individuals to "suitable and adequate shelter". The SHP takes into account the Labour Act, 2003 (Act 651), outlining the rights and responsibilities of both employers and employees. This policy delineates the principles and guidelines that govern the provision, allocation, and management of housing facilities for College staff members, in accordance with the Rent Act of 1963, which regulates landlord-tenant relations and rental agreements in Ghana. The primary objective is to establish a comprehensive framework that promotes equitable access, transparency, and a supportive living environment for staff members, aligning with the College's mission and vision.

Staff's Housing Policy underwent thorough consultations with the following sources:

- i. Legal counsel was sought to validate that the College's SHP complies with all relevant laws and regulations.
- ii. The previous SHP of the college was reviewed and considered in the development process.

- iii. Staff's Housing Policy from reputable universities such as UG, UCC, and KNUST provided insights and best practices.
- iv. The 1992 Constitution of Ghana, Article 25, and the Labour Act, 2003 (Act 651) were referenced to ensure alignment with the statutory framework.
- v. Harmonized Statutes for Colleges of Education were consulted to incorporate relevant considerations into the SHP.
- vi. The significance of the Harmonized Scheme of Service for Colleges of Education in relation to the SHP was taken into account.
- vii. Shaping the SHP also took into consideration the Harmonized Conditions of Service for Colleges of Education.



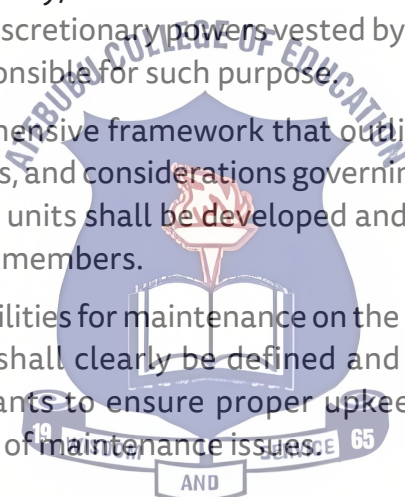
2.0 POLICY GOAL

The overarching goal of this policy is to address the housing needs of deserving staff members, fostering a positive and inclusive atmosphere that contributes to the overall well-being of the College workforce.



3.0 GUIDING PRINCIPLES

1. The College shall prioritize the development and provision of sufficient housing units to meet the accommodation needs of qualified staff.
2. The College's housing units shall be allocated transparently, devoid of discrimination, and no or minimal discretionary powers vested by the appropriate body responsible for such purpose.
3. A comprehensive framework that outlines the criteria, procedures, and considerations governing the allocation of housing units shall be developed and communicated to all staff members.
4. Responsibilities for maintenance on the College's rented premises shall clearly be defined and communicated to all tenants to ensure proper upkeep and efficient resolution of maintenance issues.

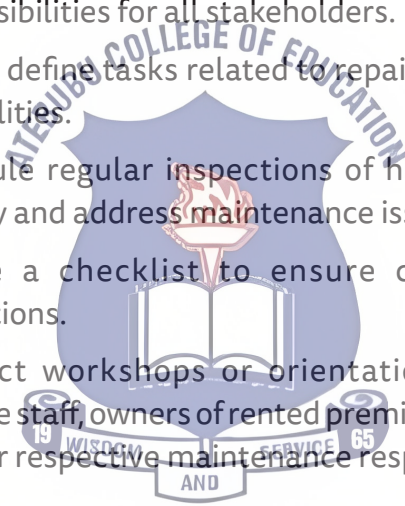


4.0 OBJECTIVES AND THEIR STRATEGIES

The objectives and corresponding strategies of SHP are as follows;

- i. Provide adequate housing units to attract and maintain qualified staffs.
 - Conduct a thorough assessment to identify the current and future housing needs of the Staff
 - Collaborate with real estate developers, private investors, or government agencies to fund and build additional housing units.
- ii. Allocation of housing units will be transparent, devoid of discrimination, with no or minimal discretionary.
 - Form a committee with representatives from various departments and external stakeholders.
 - Create transparent and objective criteria for housing allocation
 - Ensure real-time updates and notifications to applicants on the status of their applications
- iii. Provide a clear-cut framework for the allocation of housing units to all members of staff.
 - Involve legal experts to ensure compliance with relevant regulations.

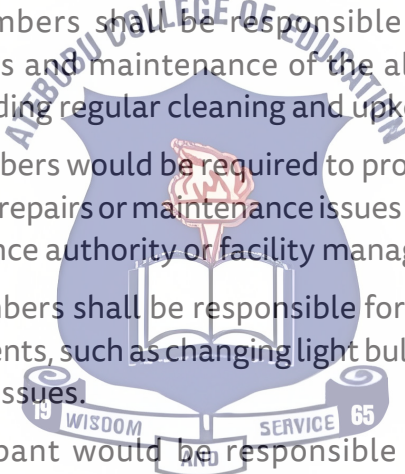
- Clearly articulate eligibility criteria for different staff categories.
 - Develop a point-based system /other measurable metrics to objectively assess applications.
 - Set clear timelines for application submission, review, and allocation.
- iv. Clarify maintenance responsibilities for housing units in the College, owners of rented premises, and tenants.
- Provide a guidelines outlining maintenance responsibilities for all stakeholders.
 - Clearly define tasks related to repairs, landscaping, and utilities.
 - Schedule regular inspections of housing units to identify and address maintenance issues promptly.
 - Create a checklist to ensure consistency in inspections.
 - Conduct workshops or orientation sessions to educate staff, owners of rented premises, and tenants on their respective maintenance responsibilities.



5.0 SUPPORTING PROCEDURE

5.1. MAINTENANCE RESPONSIBILITIES

Giving of study leave of any kind will be subject to the training needs and the availability of adequate staff to work within the department while an individual is enrolled on a programme.

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- i. Staff members shall be responsible for the routine cleanliness and maintenance of the allocated housing unit, including regular cleaning and upkeep.
 - ii. Staff members would be required to promptly report any necessary repairs or maintenance issues to the designated maintenance authority or facility management.
 - iii. Staff members shall be responsible for minor repairs or replacements, such as changing light bulbs or fixing minor plumbing issues.
 - iv. The occupant would be responsible for maintaining any outdoor areas, gardens, or lawns linked to the staff housing unit.
 - v. The occupant shall ensure proper care and maintenance of appliances provided with the housing, including reporting malfunctions for timely repairs.
 - vi. The occupant shall Adhere to safety standards and guidelines within the housing unit, such as proper use of electrical appliances and fire safety measures.

- vii. The occupant shall collaborating with the maintenance team to implement preventive maintenance measures to avoid potential issues.
- viii. The occupant must inform the relevant authorities in the event of a planning an extended absence to ensure that appropriate security and maintenance measures are implemented.
- ix. The occupant shall follow specified procedures for maintenance and inspection when vacating the premises, to ensure the College property is in good condition.

5.2. ESTATE UNIT

The Estate Unit in the Development Division of the College is the sole provider of property management services for the College-owned properties and rented properties. As the College is the owner of land and building assets, the Estate Unit is responsible for the following:

- a. Acting as “building owner” in respect of assets management and compliance with statutory and regulatory building requirements;
- b) Holding in trust of all housing units of the College including the Principal’s Bungalow on behalf of the College;
- c) Advising management on the housing requirements of the College;
- d) The provision of valuation services when the need arises on the College-owned housing units;

- e) The determination of appropriate rent to be paid by the tenants subject to the approval of an appropriate authority;
- f) The provision of valuation advisory services to the College on rented premises;
- g) Liaising with private landlords when the need arises for the renting of houses/apartments to supplement the College-owned accommodation;
- h) Specifications of the minimum requirements for the sound housing units.

5.3. COLLEGE HOUSING UNITS

College Housing Units shall be those houses owned or rented by the college. Allocation of such units shall be based on approved procedures.

5.4. RESERVED HOUSING UNITS

The College Guest House shall be classified as reserved for purposes of allocating them only to guests of the College, namely, Visiting Scholars, External Examiners and College Visitors. Allocation of the houses to any permanent staff of the College shall be temporary for a maximum period of six (6) months only. Any stay beyond the six (6) maximum months shall attract economic rent or eviction from the Residence and Housing Unit.

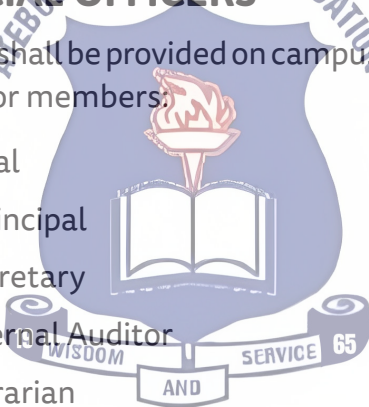
5.5. ACCOMMODATION FOR NEWLY APPOINTED SENIOR MEMBERS AND ENTITLED STAFF

A newly appointed senior member or entitled staff shall be paid rent allowance at the approved government rate. Where the circumstances of the employee require assistance, the college may advance maximum of one (1) year's rent to him/her to recover same from his/her salary over ten (10) months period.

5.6. DUTY POST/RESERVED HOUSING FOR SPECIAL OFFICERS

Duty post housing shall be provided on campus for the following categories of senior members:

- i. The Principal
- ii. The Vice Principal
- iii. College Secretary
- iv. College Internal Auditor
- v. College Librarian
- vi. Financial Officer
- vii. Estate Officer



Where a duty post building is not occupied or if the senior member decides not to occupy such building within a month after inspection and certification by the Residence and Housing Committee, the senior member must provide a written notification to the Chairman of the Residence and Housing Committee of his/her inability to move in. Such building should be given to any officer on special dispensation upon request.

5.7. OFFICES WITH SPECIAL DISPENSATION

Based on the special services rendered by the following officers, special dispensation on accommodation shall be given to them on request.

- i. Head of Security
- ii. Hall Tutors
- iii. One Driver
- iv. Domestic Bursar/ Matron
- v. A Resident Nurse
- vi. Supply Officer
- vii. Any other officer as may be determined by the Academic Board, from time to time.

5.8. ALLOCATION OF VACANT HOUSING UNITS

5.8.1. ADVERTISEMENT FOR VACANT HOUSING UNITS

- i. The estate Officer shall advertise all vacant and habitable College housing units for a period of at least fourteen (14) days. The advert shall indicate relevant information about the housing unit such as house number, location, number of rooms and their dimensions, compound details, etc. Housing application forms should be collected from the office of the Estate Officer and filled in by applicants.
- ii. Completed housing application forms shall be returned to the Estate Officer for vetting. A list of all applicants,

indicating the points declared by the applicant and vetted by the Estate officer would be published for comments. The vetted points will be forwarded to the college housing committee for allocation.

- iii. The Housing Committee shall allocate College housing units to Senior Members or Entitled Staff of the College by considering the vetted points and in line with relevant regulations of the College.
- iv. The Residence and Housing Committee shall determine appropriate rent for rentable housing units based on the recommendation of the Residence and Housing Committee.
- v. The Chairman of the Residence and Housing Committee shall issue an accommodation allocation letter to the staff to whom the housing unit has been allocated. The allocation letter shall indicate the rent payable if applicable and other relevant conditions. The allocation letter shall be copied to the secretary and the Finance Officer for payment and also copied to the estate officer for necessary occupancy arrangements.
- vi. The staff to whom the housing unit has been allocated shall inspect the housing unit in the company of the estate officer or his/her representative.
- vii. The staff to whom the rentable housing unit has been allocated may accept the allocation or otherwise in writing to the Chairman of the Housing Committee within five (5) working days after receipt of the allocation letter and issue copies to the Secretary and the Finance Officer and the Estate Officer.

- viii. Upon acceptance of the allocated rentable housing unit, the Estate Officer shall ensure that the occupant and the designated officials of the College sign a tenancy agreement between the College and the occupant in triplicate. A copy each of the signed tenancy agreement shall be distributed to the Secretary, the Estate Officer, Chairman of the Residence and Housing Committee and the occupant.
- ix. The occupant and the Estate Officer or his/her representative shall take inventory of properties in any allocated housing unit including furniture, equipment fixtures and fittings in the housing unit. The occupant and the Estate Officer or his/her representative shall sign two (2) original copies of the inventory. A copy each of the inventory shall be distributed to the occupant, the Secretary and the Estate Officer.
- x. The Estate Officer shall handover the keys of the housing unit to the occupant and register same.
- xi. The occupant shall take occupancy of the housing unit allocated in line with relevant regulations until voluntary or compulsory vacation of the housing unit.

5.8.2. THE POINT SYSTEM AND METHODS OF ALLOCATION OF VACANT HOUSING/ACCOMMODATION.

- i. Points should be awarded to senior members of staff by virtue of their status in the college as seen below;

RANK	POINTS
1. Chief Tutor /Deputy Int. Auditor or Similar Analogue Grade	50
2. Principal Tutor/ Ast. Deputy Int. Auditor or Similar Analogue Grade	40
3. Senior tutor/ /Senior Int. Auditor or Similar Analogue Grade	30
4. Tutor/Tutor/Ast. Int. Auditor or Similar Analogue Grade	20

5.8.3. ADDED POINT FOR SPECIAL PEOPLE/OFFICERS

Officers or staff members applying for the accommodation may earn additional points for holding such positions.

Principal	20
Vice principal/ College Secretary/ College Internal Auditor/ College Librarian/ Financial Officer	50
Student's affairs officer /Quality assurance/ HOD/ Estate Officer	40
/Unit Head/Chaplain/ Academic affairs officer	30
Guidance and Counselling Officer	20

A person who has occupied any of the aforementioned positions and completed their full term will maintain half of the points accrued even after leaving that role and not assuming any other official responsibilities.

5.8.4. LENGTH OF SERVICE FOR EARNING POINTS

The points shall be earned yearly. This will be calculated beginning from the time the person gains appointment to the College as follows:

5.8.5. CONTINUOUS SERVICE TO THE COLLEGES

Four (4) points per year for the first 3 years of continuous service at the College; 6 points for additional year of service afterwards.

5.8.6. TRANSFERRED STAFF MEMBER

Any senior member who is transferred from one CoE to Atebubu CoE shall be entitled to 3 points yearly.

There shall be 3 points yearly calculated for the number of years served at his /her previous College. This starts from the day he/she had accommodation at his/her previous College.

5.8.7. STUDY LEAVE

Senior staff members on study leave shall earn a number of points to be determined by the accommodation committee for the period of the study leave.

5.8.8. RESIDENCE POINTS

- i. Off-Campus Residence: Any senior member staying in a rented Residence outside the College earns 3points every year. Date for Calculating the Residence points shall be the date the staff member earned appointment to the College.

5.8.9. RESIDENCE POINTS

Family members that shall be entitled to gain points for applicant is one's children, one's wife, or one's husband. These should be members duly registered with the College. Children to draw points to an applicant should not exceed five (5).

- i. 1 point for children under 18years
- ii. 2 points for children above 18years
- iii. 1 additional point for children who are opposite sexes up to 10 years of age.

No pooling of points:

- a. No two staff members shall pool point together unless the applicant concern are married couples in that case. In the case where the two are married couples, the one with the highest points shall be used a starting point and special office or service points shall be added to the other partner score.
- b. Where the married couple occupy different house, one should give up his/her house and join the other.
- c. Where one of the couples leave the college, the remaining one shall be given a house befitting his/ her status.

5.8.10. EQUAL NUMBER OF POINTS

Where the total number of points is the same for two or more persons, preference will be given to the person who, in the opinion of the Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on the application form.

5.9. REVERSION TO NEXT PERSON WITH HIGHEST POINTS

If a person with the highest score of points is unable to accept an allocation made by the Housing Committee, the person with the next highest points, who has chosen that same house, shall be given.

5.10. FAMILY SIZE AND TYPES OF HOUSING UNITS

- a. A person with less than three (3) children/ dependents shall not normally be eligible for a two-bedroom house with a Hall. However, a person with two (2) children/ dependents, who are of opposite sexes, and at least one of them has reached the age of ten (10) years, may be considered for such a house.
- b. A person with three (3) or more children/ dependents who are of the opposite sex and at least one of them over ten (10) years shall normally not be eligible for a one-bedroom house and Hall, or a two-bedroom flat.

5.11. FAMILY SIZE AND TYPES OF HOUSING UNITS

Movement from a smaller house unit or a bigger house unit: A person living in a smaller house unit / bigger house unit can apply for a change of accommodation, after a minimum period of two (2) years.

5.12. SUBLETTING COLLEGE RESIDENCE

No staff occupant in College accommodation shall under any circumstances sublet in whole or in part the accommodation offered for his/her occupation and use.

5.13. USING COLLEGE RESIDENTIAL ACCOMMODATION FOR UNAUTHORIZED PURPOSES/USES

- i. No College accommodation unit shall be put to any commercial uses etc. Breaching of this regulation may lead to a forfeiture of the house and any additional sanctions as may be issued by the Housing Committee.
- ii. Where it is established that a Staff occupant of a College accommodation has willfully or negligently caused damage to the said property, an assessment shall be made by the Maintenance & Works Section or the Estate Section and the total cost of repairs of the damage surcharged to the occupant.

5.14. ISSUANCE OF OCCUPANCY AGREEMENT BY THE COLLEGE

The Residence and Housing Committee shall through the Estate Section issue an Occupancy Agreement between the Staff Occupant on the one part and the College on the other part. The agreement shall spell out covenants/obligations/duties for both the staff occupants and the College, the compliance of which will ensure peaceable enjoyment of the premises by the occupants and also to ensure the premises is kept in good condition of repair.

5.15. VACATION OF COLLEGE ACCOMMODATION

5.15.1. RESIGNATION

A member who resigns from the service of the College shall vacate College accommodation, within two (2) weeks from the date of resignation. If he/she is re-engaged at a later date, his/her previous length of service points shall not be taken into consideration when applying for accommodation anew.

5.15.2. RETIREMENT

Voluntary Retirement: A member who leaves the services of the College on voluntary retirement must surrender his house, within one month from the date of retirement. However, if it is on health ground, he/she shall be given six (6) months to surrender his/her accommodation. If he/she is re-engaged at a later date, his/her previous length of service points shall not be taken into consideration when applying for accommodation anew.

Compulsory Retirement: A member who reaches the compulsory retiring age shall also surrender his/her accommodation, from the date of retirement. However, if such a member is re-engaged immediately on **post retirement contract**, he may be allowed a maximum grace period of one (1) academic year stay in his/her as accommodation, after which he/she must vacate premises. Compulsorily retired staff on contract with the College shall not, after the one-year grace period, be entitled to College accommodation.

All staff who are required to vacate College accommodation, for some compelling reason(s) may, on application to the Chairman of the Housing Committee, be considered for extension of stay not exceeding one (1) month.

Such application should be received at least one (1) month in advance.

5.15.3. DECEASED STAFF

The family of a Qualified Staff who dies while still in the employment of the College may be allowed to stay in College accommodation for a period not exceeding one (1) year. The rent deductible shall be the same as the deceased was paying before death, and should be deducted from his terminal benefits.

5.15.4. VACATION OF POST

A member who vacates his or her post shall vacate his or her College-provided house immediately. Also, the grace period for retention of the house will not apply.

5.15.5. SWAPPING OF STAFF ACCOMMODATION

- a. Situations where two residents, on their own preference, intend to exchange houses with similar facilities, they must seek authorization from the Residence and Housing Committee.
- b. In the swapping of staff accommodation, the persons involved shall bear the full cost of minor repairs (touching-up) of the houses vacated, where needed, plus the transport and labour cost under the supervision of Estate Committee.

5.15.6. DISCRETION/RESERVED POWERS

Except in special circumstances to be determined by the Principal of the College or Chairman of the Residence and Housing Committee, allocation of accommodation shall be made by the Residence and Housing Committee through the Estate Section upon advertisement of vacant or anticipated vacant premises. The Principal of the College or Chairman of the Residence and Housing Committee shall, under exceptional circumstances, have reserved powers to make allocation without considering the Point System Scheme, under urgent conditions. Such decisions/allocation shall be reported to the Residence and Housing Committee afterwards, for its consideration at its next regular meeting.

5.16. DEADLINE FOR MOVING INTO A VACANT RESIDENCE

The winner or successful applicant of a residence, which has been approved to be habitable or after duly renovated

and certified by the joint inspection team of the Residence and Housing Committee and the winner/ new tenant to be accommodated, shall move into the house within a period of one (1) month, or lose it.

5.17. REFUSING HOUSE OF RESIDENCE OF ONE'S CHOICE

An applicant who has been given a house of residence of his/her own choice, but cannot occupy it within a month after inspection and certification by the Residence and Housing Committee, must provide a written notification to the Chairman of the Residence and Housing Committee of his/her inability to move in. Failure to do so will result in the house being reallocated to the next applicant with the highest score.

5.18. OWNER-OCCUPIER/RENTED ACCOMMODATIONS

Senior staff/Entitled Staff who live in their own residence (owner-occupier) or rented apartments shall be paid rent allowance at Government approved rates together with Utility Allowance as determined by the GTEC. To qualify for this facility, the person concerned shall provide the necessary documents.

5.19. LEAVE AND COLLEGE ACCOMMODATION

5.20. STUDY LEAVE

- a Senior Members and/or Qualified Staff proceeding on more than one-year study leave outside the College shall inform the Chairman of the Residence and Housing

Committee, and vacate their House of Residence before their departure. Senior Members and/or Qualified Staff on study leave acceptable by the college and any local institution may however keep their accommodations.

- b. Staff members who proceed on two or more years study leave and surrender their House of residence before departure, shall be offered a priority and credited with one (1) point for every six (6) months on their return, when they so apply for accommodation.

5.21. LEAVE OF ABSENCE

a. Absence Not Exceeding One Calendar Year:

Senior Members and/or Qualified Staff granted leave of absence, with or without pay, for a period not exceeding twelve (12) months, may retain his/her accommodation, while on leave. An occupant, who is granted a leave of absence for less than one (1) year without pay, shall make direct monetary payment of the rate chargeable to the Finance Section.

b. Absence Exceeding One Calendar Year:

Senior Members and/or Qualified Staff proceeding on leave of absence, without pay, for a period of more than twelve (12) months will be required to surrender their accommodations before leaving.

5.22. SENIOR MEMBERS/MEMBERS ON SECONDMENT, SABBATICAL OR NATIONAL ASSIGNMENT

- a. Senior Members/Members on Secondment, Sabbatical or National Assignment shall be charged economic rent if, she /he request for retention of the housing unit he/she occupies.
- b. In such a case or instance, the college will sign a separate tenancy agreement with the staff concerned to ensure that appropriate arrangement of payment is made and the important conditions for keeping the house are spelt out.

Note: Request for secondment shall be made by a representative of Government or the public service at the statues of either a minister or chief Director of the public service or the Chief Executive Officer of the requesting property.

5.23. MAINTENANCE/REPAIRS OF COLLEGE PROVIDED ACCOMMODATION

- a. Normal maintenance Formal request for maintenance shall be made and submitted to Housing Committee for necessary action.
- b. If misuse (refer to misuse of college provided Accommodation) (refer to the occupancy agreement for occupant of College Houses). An assessment shall be conducted and 1/2 of the total cost of repairs surcharged to the occupant.
 - ii. Staff who cause willful damage to the College provided Accommodation shall in addition to b above

be barred from contesting for other houses for a period of not less than 3 years.

iii. Where a member of staff refuses to clear or keep the house clean for sanitation reasons, the staff shall be reprimanded by the housing committee and if it persists the occupant would be asked to vacate the house.

c. Repairs of vacant Housing

The Housing Committee shall conduct an inspection of the house to determine the scope of work and then submit a report within three weeks to administration before repair works is commissioned in a vacant Housing unit.

5.24. EVICTION /EJECTION PROCEDURES FROM OFFICIAL ACCOMMODATION

- a. An affected staff (i.e., anyone who is to vacate a college housing unit) shall be written to, to indicate within a month, when transport should be made available to convey his belongings from the house.
- b. After a period of one month, an occupant who has not surrendered his or her house as required shall have electricity and water supplies disconnected immediately.
- c. On the disconnection of electricity and water supplies as stated in a letter would be written to the occupant that he would be evicted within a week. The College shall then exercise the right of eviction by calling in the campus security and if necessary, the police to help effect the eviction.

- d. **Reserved Powers.** The Principal or Chairman of the Housing Committee shall have Reserved powers to make exception to the scheme if, under exceptional circumstances, if it is in the College interest to do so. Such allocation shall be reported to the committee at its next regular meeting.

5.25. PAYMENT OF TWICE THE MARKET RENT

- a. Any member or Occupant who fails to vacate College accommodation as required of him shall without prejudice to other actions by the College and prior to eviction be charged an economic rent at rates to be determined by the College



6.0 STAKEHOLDERS

6.1. INTERNAL STAKEHOLDERS

Staff housing policy of Atebubu College of Education typically include various individuals and departments within the College which include:

Esate officer: Involves in planning and executing maintenance activities and repairs.

Finance officer: involves in budgeting and allocating funds for housing initiatives; maintaining, or acquiring housing units.

Staff: Involves decision-making processes related to the eligibility criteria for housing allocation and occupancy conditions.

Internal Auditor: Monitors and evaluates the effectiveness of the housing policy and ensures that the allocation process is transparent, fair, and in compliance with internal and external standards.

Information Technology (IT) Department: Supports the development and maintenance of any digital platforms or systems used for housing applications, allocations, and communications.

Staff Housing Committee: Responsible for allocation of housing unit and collaborates with relevant departments to align housing plans with the overall institutional development strategy.

6.2. EXTERNAL STAKEHOLDERS

External stakeholders in the staff housing policy include entities or individuals outside the institution but whose interests or activities are affected by or have an impact on the College's housing policy.

- i. Local Government Authorities: Sets zoning and land-use regulations that influence the College's ability to build or expand housing units.
- ii. Real Estate Developers: Developers in the local real estate market partnering with the College for housing projects.
- iii. Community Residents and Associations: The surrounding community and residents that are concerned with the impact of the college's housing policies on the local community.
- iv. Utility and Service Providers: Companies providing water, electricity, and other essential services to the housing units
- v. Non-Governmental Organizations (NGOs): NGOs focused on housing, education, or community development may have an interest in or collaborate with the college on housing projects.
- vi. Financial Institutions: Involves in providing loans, mortgages, or financial support for housing projects.
- vii. Regulatory bodies: overseeing real estate and housing practices may have an interest in ensuring the college's housing policies comply with regulations.

- viii. Private investors: Involves in real estate or education may be interested in investing in the college's housing projects.
- ix. GTEC: responsible for accrediting educational institutions may consider the quality of staff facilities, including housing, as part of their evaluation criteria.
- x. Alumni: Contribute to the college's reputation and funding
- xi. College Governing Council: Responsible for the formulation, implementing, and overseeing housing policies within the institution.



7.0 MONITORING AND EVALUATION

The College Principal and the Academic Board shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.



8.0 RESPONSIBILITY FOR IMPLEMENTATION

The overall responsibility for the implementation of the Staff Housing Policy is vested in the College Governing Council. The College Principal and Academic Board shall be responsible for the day-to-day administration and implementation of this policy.



9.0 RESPONSIBILITY FOR MONITORING AND COMPLIANCE

The College Principal, the Academic Board and the Disciplinary Committee shall be delegated to ensure the compliance, monitoring and evaluation of the effectiveness of the policy.

9.1. APPROVAL BODY

The College Governing Council

9.2. INITIATING BODY

The Academic Board

9.3. EFFECTIVE DATE OF IMPLEMENTATION

1st January, 2024

9.4. REVIEW DATE

3years from the effective date (January, 2024 to January, 2027)



10.0 RELATED LEGISLATION

Colleges of Education Act 2012 Act (847)

10.1 RELATED POLICY AND OTHER DOCUMENTS:

Harmonized Statutes for Colleges of Education

Harmonized Scheme of Service for Colleges of Education

Harmonized Condition of Service for Colleges of Education

10.2 OWNER / SPONSOR

College Governing Council

10.3 AUTHOR

Academic Board



11.0 FURTHER INFORMATION

Contact the College Principal for any further information regarding this policy document as and when necessary:

The Principal

Atebubu College of Education

P. O. Box 29

Atebubu

Bono East Region

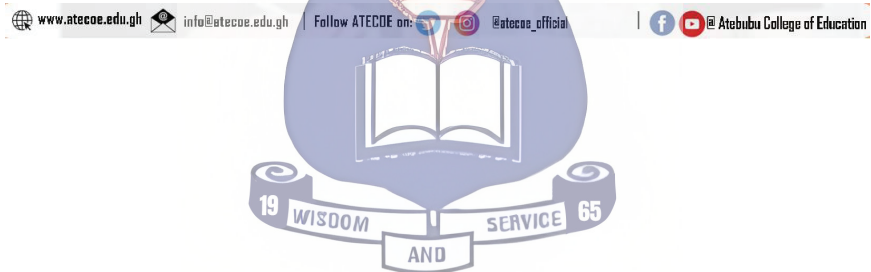
principal@atecoe.edu.gh



12.0 SOCIAL MEDIA HANDLES

The following are the official social media handles of the College:

- i. Facebook-Atebubu College of Education
- ii. X-@atecoe_official
- iii. Instagram-@atecoe_official
- iv. YouTube-@Atebubu College of Education
- v. WhatsApp line-0200288320



ANNEXES

ANNEX A: THE ELIGIBILITY CRITERIA

- i. **Employment Status:** Full-time employment with the college.
- ii. **Job Category:** Different categories of staff may have varying levels of priority or eligibility.
- iii. **Length of Service:** Minimum service duration requirements may apply.
- iv. **Relocation Distance:** Proximity to the college campus may be a consideration.
- v. **Family Size:** Consideration for staff with dependents or larger family sizes.
- vi. **Special Needs:** Consideration for staff members with special housing needs.
- vii. **Availability of Housing:** Based on the availability of housing units.
- viii. **Compliance with Policies:** Adherence to the rules and regulations outlined in the staff housing policy.
- ix. **Good Standing:** Good conduct and compliance with college policies

APPLICATION PROCESSES

- i. Submission of Application:** Staff members interested in obtaining housing must submit a formal application to the Accommodation and Housing Committee.
- ii. Application Form:** Completion of a designated application form providing personal and employment details.
- iii. Documentation:** Submission of required documents, which may include proof of employment, identification, and any other relevant records.
- iv. Priority Categories:** If applicable, indication of any priority categories based on job position, seniority, or other specified criteria.
- v. Review Process:** Evaluation of applications by the Accommodation and Housing committee
- vi. Allocation Decision:** Notification of the allocation decision, typically in writing, specifying the assigned residence.
- vii. Acceptance and Agreement:** Acknowledgment of the allocated housing and agreement to comply with the terms and conditions.
- viii. Occupancy Commencement:** Confirmation of the start date for occupying the assigned residence.
- ix. Orientation:** Provision of any necessary orientation or guidelines related to living in the staff housing.
- x. Appeals Process:** Provision of a mechanism for staff members to appeal decisions if necessary.

ANNEX B: OCCUPANCY TERMS

- i. **Lease Agreement:** Staff members occupying college housing typically enter into a lease agreement specifying the terms and conditions of occupancy.
- ii. **Occupancy Duration:** Clearly defined period for which the staff member is authorized to occupy the allocated housing.
- iii. **Renewal Process:** Procedures and criteria for the renewal of occupancy, including any application or assessment requirements.
- iv. **Termination of Occupancy:** Conditions under which the college may terminate the staff member's occupancy, such as the end of employment or violation of housing policies.
- v. **Residential Conduct Rules:** Expectations regarding behavior and conduct while residing in college housing.
- vi. **Maintenance Responsibilities:** Clarification of responsibilities for routine maintenance and upkeep of the allocated residence, outlining tasks that fall under the staff member's purview.
- vii. **Notices and Communication:** Communication protocols, including notice periods for any changes in occupancy status or termination.
- viii. **Occupancy Transfer:** Procedures for transferring occupancy to another eligible staff member, if applicable.
- ix. **Guest Policy:** Guidelines for hosting guests in the college housing and any associated regulations.

- x. Utilities and Expenses:** Explanation of how utility costs and other related expenses are handled, including any payments or reimbursements.
- xi. Changes in Employment Status:** Procedures and implications if there are changes in the staff member's employment status during the occupancy period.
- xii. Compliance with Policies:** Adherence to all relevant housing policies outlined by the college.

ANNEX C: ATEBUBU COLLEGE OF EDUCATION APPLICATION FOR A HOUSING UNIT

FILE NO.....

1.(a) Name: Prof./Dr./Mr./Mrs./Ms.....

(b) Department/School/Unit.....

(c) Location.....

2.(a) Present appointment:.....

(b) Designation: Senior Member Senior Staff

3.(a) Date of first appointment.....

(b) Entitled Staff only: Date of promotion

4.(a) Was there any period when you left or resigned from the service of the College?:.....

(b) If 'yes' state period of absence:.....

5. (a) Have you worked in other College of Education?.....

(b) If 'yes' state Period of employment (with dates).....

6. Any current special office? (e.g. Principal/ Vice Principal/ Secretary /HoD/etc.)

7. (a) Have you previously held any special office? (e.g. Principal/ Vice Principal/ Secretary /HoD/etc.).....

(b) If 'yes' state the dates.....

8. (a) Marital Status: (Married/Single).....

(b) If married, is your spouse a Senior Member/Entitled Staff?
Yes / No

(c) If yes, please provide the following information:

i. Name of Spouse:.....

ii. Grade:

iii. Department:

iv. Date of first appointment (if Entitled Staff, state the date he/she became entitled)

9. (a) Number of Children:

i Your own

ii. Wards (approved by Registrar).....

iii. Dates of approval of ward(s) by Registrar

(b) Number of the above presently living with you:.....

(c) Particulars of children/registered ward(s): (up to 5)



Name	Sex	Age	Resident In
1.			
2.			
3.			
4.			
5.			

10. Residence Information

Do you currently live on campus? YES/NO

If YES, go to 10a; if NO, go to 10b

(a) On-campus residence information

Address of Housing Unit	No. of Bedrooms	Date First Occupied

(b) Off-campus Residence information: *(to be completed only by persons currently living at any rented premises outside ATECOE campus):*

i. How many years have you lived off-campus:

ii. Off-campus housing information

Address of Housing Unit	Dates of Occupancy (i.e., From.....To....)
i.	
ii.	
iii.	
iv.	

11. (a) State any Period(s) (month and year) of Study Leave/ Leave of Absence

Address of Housing Unit	Dates of Occupancy (i.e., From.....To.....)
i.	
ii.	
iii.	

(b) State location and address of house occupied prior to Study Leave/Leave of Absence

.....

12. Reasons for requesting housing change:

.....

.....

.....

.....

13. State order of preference for advertised housing units:

i.....

ii.....

iii.....

14. Affirmation

The information given here is complete and correct to the best of my knowledge. (Applications would be rejected for false, inaccurate or incomplete information).

SIGNATURE: DATE:

Tel: Email:.....



ANNEX D: SOME EXPLANATORY NOTES AND COMMENTS ON THE REGULATIONS GOVERNING ALLOCATION OF COLLEGE HOUSES

i. (7.1) STATUS POINTS

These are based on the number of Publications required for promotion and Salary levels of Applicants.

ii. (7.2) ADDITIONAL POINTS FOR SPECIAL OFFICERS

An applicant cannot claim points for more than one of the various categories of Officers/Duty Posts listed, in the same application.

iii. (7.5) DEPENDANTS POINTS

There is not much point differential that would unduly disadvantage Senior Members and Entitled Staff of the same status, but with different family situations; such as those without dependants.

iv. (7.6) POOLING OF POINTS

For pooling of points only the status, special office, and length of service points of a senior member or an entitled staff's spouse would be added to that of the principal applicant.

ANNEX E: OCCUPANCY AGREEMENT FOR OCCUPANTS OF COLLEGE

THIS AGREEMENT is made on the day of.....20
BETWEEN

ATEBUBU COLLEGE OF EDUCATION, a Public College of Education established under the laws of Ghana (hereinafter referred to as **"THE UNIVERSITY"**) acting per its duly authorized representative which expression shall where the context so requires or admits include her successors and assigns of the one part **AND** of

(Hereinafter referred to as **"THE OCCUPANT"**) of the other part.

1. An occupant of college house must be in the employment of the college.
2. An occupant of a college house shall use the house and its precincts for residential purpose only. A college house shall not be used for a business undertaking or a trade. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university housing for the next 6 years.
3. The use of college house or lands adjoining thereto shall be only with the express written permission of the Chairman of the Housing Committee. The Chairman of the Housing Committee shall inform the Housing Committee from time to time of all instances in which he has given or refused permission.
4. There shall be no rearing of animals in the buildings constituting the allocated house (e.g.) out- houses, garages, living rooms, kitchens etc.)

5. No improvements or alterations including the fixing of air conditioners shall be made to a college house without the express written permission by the Estate Officer/ Chairman of Accommodation and Housing Committee. The Estate Officer shall notify the Housing Committee of all cases in which permission has been given or refused.
6. No dangerous, noisy, offensive or other act tending to a nuisance shall be engaged in a University house. The Housing Committee upon a report from the Housing Officer shall determine this matter. The decision of the Housing Committee shall be final.
7. A college house shall not be used for the purpose of holding live concerts or other similar performances in breach of Rule 6 above.
8. No one to whom a college house has been allocated shall assign, sub-let, mortgage or part with the house or any part thereof whether gratuitously or for valuable consideration. This shall be without prejudice to a person in the employment of the college being asked to occupy the house while the person to whom it has been officially allocated is temporarily away from the college; in any event, such an arrangement shall only be entered into with the express permission of the Chairman of the Housing Committee.
9. Where permission is granted under these Rules for an act likely to inconvenience occupants of neighboring houses, notice of such permission shall be given to the occupants of all the houses likely to be so affected. Programme such as parties and crusades in the residential areas should end by 10:00pm or the noise levels reduced to

the national allowable noise levels (55 decibels in the day and 48 decibels the night) for residential areas.

10. An occupant of the upper floor of a University housing facility which has more than one floor shall not pound 'fufu' or engage in other acts likely to cause damage to the house or suffer same to be done. The occupant shall be held responsible for making good the costs of repairing any such damage which shall be forwarded to the Director of Finance for necessary action.
11. Where animals are lawfully reared the occupant shall take the necessary steps to pen or house pets in such a manner as not to constitute nuisance to occupants of other premises or the University or cause damage to college property.
12. College or its agents shall have the right to enter at reasonable time during daytime except in circumstances where the living habits of the occupant make this impossible, any college house to review its condition so as to enable the college to give notice of any want of repair to the occupant. Upon notification, the occupant shall effect such repairs as are his/her liability within the time frame specified in the notice. In the event the repairs remain unaffected within the specified time, the college may execute such repairs as it may deem necessary and charge the cost thereof to the occupant.
13. An occupant who has vacated a University house for whatever reason shall not return there or to lands adjoining thereto at any time thereafter for the purpose of harvesting any crops or for any other purpose without the permission either of the person then lawfully occupying it or where it is unoccupied the college. Trees

or their fruits by whosoever planted become part of college land and thereby owned by the college. However, neither the college nor its agents shall exercise any rights over them while the house is occupied.

14. For the avoidance of doubt, it is hereby stated that nothing contained in the preceding shall affect the power of the Housing Committee to decide any matter or take any other decision relating to or respecting college houses or their occupation thereof.
15. Staff vacating college housing Unit must give a notice of at least one month to the Chairman of the Housing Committee through the Estate Unit before leaving.

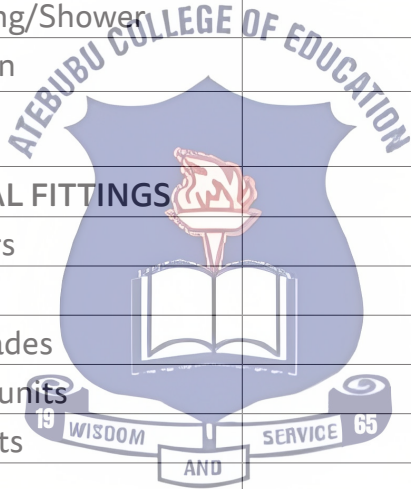
ANNEX F: ATEBUBU COLLEGE OF EDUCATION

INVENTORY (MOVE-IN MOVE-OUT INSPECTION) FORM

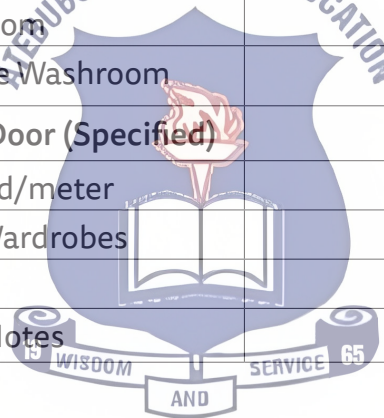
OCCUPIER..... STATUS.....
 HOUSE NO..... TYPE OF HOUSE.....
 LOCATION..... DATE.....
 DATE OF RENNOVATION/CONSTRUCTION OF HOUSE.....

DESCRIPTION	AGE AND CONDITION
(A) BUILDING FABRIC	
1. Roofing	
2. Ceiling	
3. Walls	
4. Floor	
5. Louvres/Windows	

6. Window/Door Frames	
7. Mosquito nets	
(B) SANITARY FITTINGS	
1. Water closet – bowl	
2. Seat and cover	
3. Cistern	
4. Lavatory basin	
5. Bathroom Wash Basin	
6. Water Heater	
7. Pipes & Fitting/Shower	
8. Kitchen Basin	
9. Wall Mirror	
(C) ELECTRICAL FITTINGS	
1. Lamp Holders	
2. Bulbs	
3. Globes & shades	
4. Fluorescent units	
5. Socket outlets	
6. Plugs Head	
7. Door Bell	
6. Cooker unit	
7. Ceiling fan	
(D) ELECTRICAL FITTINGS	
1. Entrance Door	
2. Living Room Door	
3. Kitchen Door	
4. Kitchen Store	



5. Kitchen – to – courtyard	
6. General Bedroom	
7. Madam’s Bedroom	
8. Master Bedroom	
9. Master Bedroom’s Washroom	
10. Door to garage	
11. Garage main door	
12. General toilet	
13. Bathroom	
14. General wash toilet	
15. Boy’s Bedroom	
16. Out – House Washroom	
17. Any other Door (Specified)	
18. Switchboard/meter	
19. Bedroom Wardrobes	
20. Closets	
21. Any other Notes	



NOTE:

1. Where a key is lost by the tenant and cannot be replaced by him or her, the lock will be replaced at the tenant’s expense.
2. Only repairs arising out of reasonable wear and tear shall be borne by the Authority.
3. Tenants are under obligation to keep their premises in a reasonable decorative repair.

4. All breakages, damages and structural defects caused negligently during the tenancy shall be repaired at the expense of the tenant.

I agree with the above report and condition set thereto.

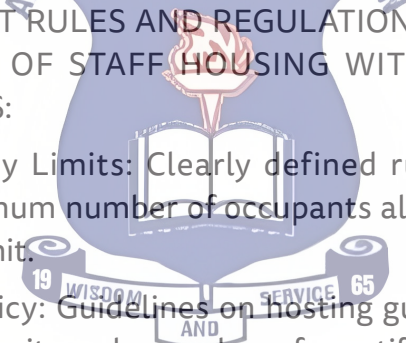
SIGNATURE OF OCCUPANT:

DATE:

ESTATE OFFICER:

DATE:

ANNEX G:

- 
- 1.1 RELEVANT RULES AND REGULATIONS GOVERNING THE USE OF STAFF HOUSING WITHIN COLLEGE PREMISES:
 - i. Occupancy Limits: Clearly defined rules specifying the maximum number of occupants allowed in a staff housing unit.
 - ii. Guest Policy: Guidelines on hosting guests, including duration limits and procedures for notifying the college about guest stays.
 - iii. Subletting Restrictions: Rules prohibiting the subletting of staff housing units without prior approval from the college authorities.
 - iv. Compliance with Policies: Adherence to all relevant college policies, including those related to behavior, safety, and community standards.

- v. **Use of College Property:** Regulations governing the use of college-owned furniture, appliances, and other amenities within the staff housing unit.
- vi. **Noise and Disruption:** Policies addressing noise levels and disruptive behavior to maintain a conducive living environment for all residents.
- vii. **Alterations and Modifications:** Guidelines on whether and how staff members are allowed to make alterations or modifications to the housing unit.
- viii. **Pets Policy:** Regulations regarding the keeping of pets within staff housing, including any restrictions or requirements.
- ix. **Health and Safety Standards:** Compliance with health and safety standards, covering aspects such as electrical safety, fire prevention, and emergency procedures.
- x. **Reporting of Issues:** Procedures for promptly reporting any maintenance issues, damages, or security concerns to the appropriate college authorities.
- xi. **Prohibited Activities:** Explicitly outlining activities that are prohibited within the staff housing premises, ensuring a safe and respectful living environment.
- xii. **Inspections and Access:** Rules governing the college's right to conduct inspections, access the premises for maintenance, or respond to emergencies.
- xiii. **Termination of Occupancy:** Conditions under which the college may terminate the staff member's occupancy, such as violation of rules or employment termination.
- xiv. **Disciplinary Actions:** Consequences for non-compliance with housing rules and regulations, including potential disciplinary actions.