

**TITLE: GUIDELINES ON THE USE OF RESIDENCES RESERVED FOR
MANAGEMENT STAFF**

ENFORCEMENT DATE	REQUIRED AUTHORIZATION	RESPONSIBLE FOR FOLLOW-UP
July 4 th , 2014	Administrator	Material Resources Coordinator

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1. PREMISES

- 1.1 In cases where finding available housing on the Commission scolaire du Littoral (CSL)'s service territory proves difficult, the school board may provide housing to employees.

To this end, the CSL has acquired a building inventory which includes not only buildings for educational purpose, but also residential and storage facilities.

- 1.2 Considering the particularities of their work, which by definition consists of supervising employees, as well as the close quarters living environment of their host community, the CSL may set aside certain residences for the exclusive use of management staff to ensure their well-being.

2. GOAL:

The present document aims to provide guidelines on the use of residences reserved for management staff.

3. INVENTORY

The inventory of residences reserved for management staff is compiled independently from the regular housing inventory. Residences reserved for management staff can be found in Appendix 1.

4. ALLOCATION OF HOUSING

- 4.1 The allocation of housing is jointly coordinated by the Material Resources Department, the Human Resources Department and the management staff concerned.
- 4.2 Subject to availability within its building inventory, the school board may provide a single-family home to management staff with real housing needs, hired over 50 km from their place of employment or in the event of a lack of a road link.
- 4.3 The school board may not allocate a residence to management staff working within a village located on its territory, which is accessible by road and within a 70 km radius of a home owned, in whole or in part by the said employee or their spouse or dependant.

5. REFERENCES TO THE POLICY ON THE USE OF COMMISSION SCOLAIRE DU LITTORAL HOUSING

- 5.1 Application

Subject to a particular agreement, these guidelines are provided under the principles of the *"Policy on the Use of Commission Scolaire du Littoral Housing,"* which forms an integral part of the guidelines.

Rules applicable to housing use, maintenance and insurance; to the roles, responsibilities, rights and obligations of the parties; to services provided, etc. are valid for all tenants, including members of management staff.

6. RENT

6.1. School administration

In exchange for ensuring front line response duties relating to housing belonging to the CSL within their community, it is understood that school principals and administrators will pay no rent to occupy a CSL residence.

6.2 Other management staff

6.2.1 Subject to a particular agreement, other management staff will pay the rental amount established in *Annex E* of the *“Policy on the Use of Commission Scolaire du Littoral Housing.”*

6.2.2 An administrator who must travel on a regular basis and who sees him/herself allocated more than one residence in the course of his/her duties, will—if at all—only pay one rent.

All costs and incidental expenses related to additional residences will be borne by the CSL.

7. TAXABLE BENEFIT

7.1. Under applicable tax laws within the province of Quebec, the difference between the rent paid by the tenant and the market price is considered a taxable benefit.

7.2 Employees should also be aware that 6 consecutive months of residency within the territory entitles one to the Northern Residents’ Tax Deduction.

7.3 Market price is intermittently determined by the CSL according to the *“Guidelines for determining the local market price for the rental of housing units.”*

8. REFUSAL

When a manager refuses to occupy the single family home allocated them by their employer, the school board may use this residence at its discretion and offer it to an employee according to the conditions set forth in the *“Policy on the Use of Commission Scolaire du Littoral Housing.”*

Such a situation, however, does not invalidate the residence’s particular status and management staff retain priority rights over it. The residence will thus always be compiled independently from the regular CSL housing inventory.

9. DESIGNATION

Only the Material Resources Department may, at its discretion, assign or change (temporarily or not) a residence status of *“reserved for the exclusive use of management staff.”*

In assigning a designation, the Material Resources Coordinator must, among other things, take into account the manager’s status within the host community; his/her needs in terms of family, privacy and intimacy as well as of avoiding interactions with staff members which he/she supervises.

Appendix 1

List of single-family homes reserved for the exclusive use of management staff, by village:

Kegaska:	None
La Romaine:	02M6
Chevery:	03M2
Harrington:	04A2
Tête-à-la-Baleine:	06M2
Mutton Bay:	07M1
La Tabatière:	08A2
St-Augustin:	09M5
Vieux-Fort/ St-Paul:	11M1
Middle Bay:	None
LBS:	14M2 & 14M4
Port-Menier:	16A1