

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

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AG CENTER PS-2  
Version: 3

## **POLICY ON LSU AGRICULTURAL CENTER HOUSING**

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### **Purpose**

To revise the policy regulating LSU Agricultural Center housing.

### **General Policy**

Certain employees of the LSU Agricultural Center have job responsibilities which require the individual to be available during irregular work hours, to perform extended work days, or to be on call for 24-hour duty during emergencies. It is to the Agricultural Center's benefit that these individuals be readily available for emergencies and to provide security for University owned property, facilities, equipment, and livestock. It is therefore a policy of the LSU Agricultural Center that certain employees selected by appropriate administrators, and as approved by the Chancellor, shall be required to reside on University owned property as a condition of their employment. Such condition shall be at the sole discretion of the University and may be terminated at any time by the Chancellor.

Those individuals, who are required to reside on University property, at the convenience of and to the benefit of the LSU Agricultural Center, shall be provided with appropriate housing.

Housing is provided to certain employees to allow them to properly perform the duties of their position. Housing is not provided as compensation for additional work duties. The existence of a house is not justification to assign an occupant to it.

A statement shall be included on the appointment form that such individuals shall be required to reside in University owned housing as a condition of their employment in that position.

### **Procedure**

Whenever housing is assigned, it should be reported on a personnel action form. The employee should be given a copy of this policy statement and the housing agreement form should be completed by the employee and the unit head. A copy of this agreement should be forwarded with the personnel action form to the LSU Agricultural Center's Personnel Office. If the program of work changes at a certain locations, or whenever an employee who resides in University housing changes positions, the unit head should review the circumstances to see if the change requires housing. Any changes in housing should also be reported by means of a personnel action form and a revised copy of the housing agreement.