

Policy 3.09

Residence Life Live-In Staff Occupants

Purpose

Kansas City Kansas Community College (KCKCC) is committed to providing a benefit to attract and retain high-quality residence life staff to enhance the residential experience.

Policy Statement

Full-time residence life live-in staff may have a spouse or domestic partner (as defined by applicable laws) over the age of 18 as an approved additional occupant residing in their approved apartment.

Exceptions to the above may be approved on a case-by-case basis by the Vice President of Student Affairs and Enrollment Management (VPSAEM) and KCKCC President.

Full-time residence life live-in staff and occupants must adhere to all KCKCC policies and procedures, applicable laws, and other requirements as outlined in the residence life staff occupant expectations agreement. Failure to follow the expectations outlined may result in discontinuation for the approved additional occupant to reside in the on-campus housing and disciplinary action of full-time residence life live-in staff.

Before an additional occupant resides in an on-campus apartment, the employee and occupant must sign the live-in occupant expectations agreement. The Dean of Student Services is responsible for ensuring that the occupants are abiding by the tenets of the agreement, which is regularly reviewed and approved by the VPSAEM.

Board Approved: 12/13/2022

Procedure: 3.09A

Residence Life Live-In Staff Occupants

Occupants of Residence Life live-in staff must agree to adhere to the following requirements prior to residing in college-provided housing. The Dean of Student Services is the responsible party for documentation and compliance:

- Complete a KCKCC approved criminal background check. Individuals who do not pass an annual background check may be denied occupancy in a college-owned apartment.
- Comply with all KCKCC policies and procedures, local, state, and federal laws.
- May conduct personal business activities limited to independent work within the apartment.
 - However, must refrain from solicitation to all residential students for personal or public gain (i.e., advertising for personal business venture or non-profit organization, utilizing provided apartment as a “storefront”).
 - Operating businesses must be preapproved. Businesses that necessitate customers coming to Centennial Hall are not approved.
- Maintain access cards and keys in a responsible fashion. Abuse of access will result in the loss of privileges.
- Failure to follow the Occupant Expectations Agreement will result in consequences from KCKCC and/or Student Housing
- Subletting the apartment is not permitted.
- Short-term overnight stays by friends, family or guest must be pre-approved. Any overnight stays more than three days will require a background check of the Staff Occupant’s friend, family, or guest.