This message is being sent to Provosts, CBOs, SSAOs, CHROS, and Identified Campus Representatives.

**UW SYSTEM ADMINISTRATIVE POLICIES**
**INSTITUTION POLICY DISTRIBUTION**

**Policies for the July Distribution**

There is one policy included in the July Institution Distribution. It is listed below:

- **SYS 250, Residence in System-Owned Property**

To view and comment on the policy, please click on the link above. **Please submit your comments (which may include attachments such as word documents, PDFs, etc.) through the link above.** Doing so ensures your feedback is captured and reviewed during the post-comment period.

The deadline to review and submit feedback for the policy via the comment form is **Friday, August 7**.

**SYS 250, Residence in System-Owned Property**

This policy will be effective upon approval.

**Summary of Policy**

- This policy establishes UWS rules of eligibility and associated conditions for employee rental/occupancy of UWS state-owned residential properties.
  - **Amount of Rent**: Rental rates are established using DOA calculations by the UW System Office of Capital Planning and Budget and Financial Administration.
- **Circumstances of Residence**: This policy provides instruction for employees required to reside in state-owned property, employees permitted to reside in state-owned property, and employees prohibited from residing in certain state-owned property.

- **Lease Requirements**: This policy prescribes the conditions for the form of lease, the duration of lease, the termination of lease, and the prohibition of certain payroll deductions.

- **Annual Occupancy Reporting**: By July 1 of each year, institutions must provide the UW System Office of Capital Planning and Budget with a list of employees occupying state housing, dates of occupancy, and copies of lease agreements.

**Affected Areas on Campuses**

- The business offices of UW institutions controlling residential property work with the UW System Office of Capital Planning and Budget and Financial Administration to determine the amount of rent.

- This policy applies to all UW System employees except for those residing in traditional student housing.

**Campus Implementation**

- Campuses must adhere to the provisions of this policy.

**Additional Communication**

- No further communication is planned at this time

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