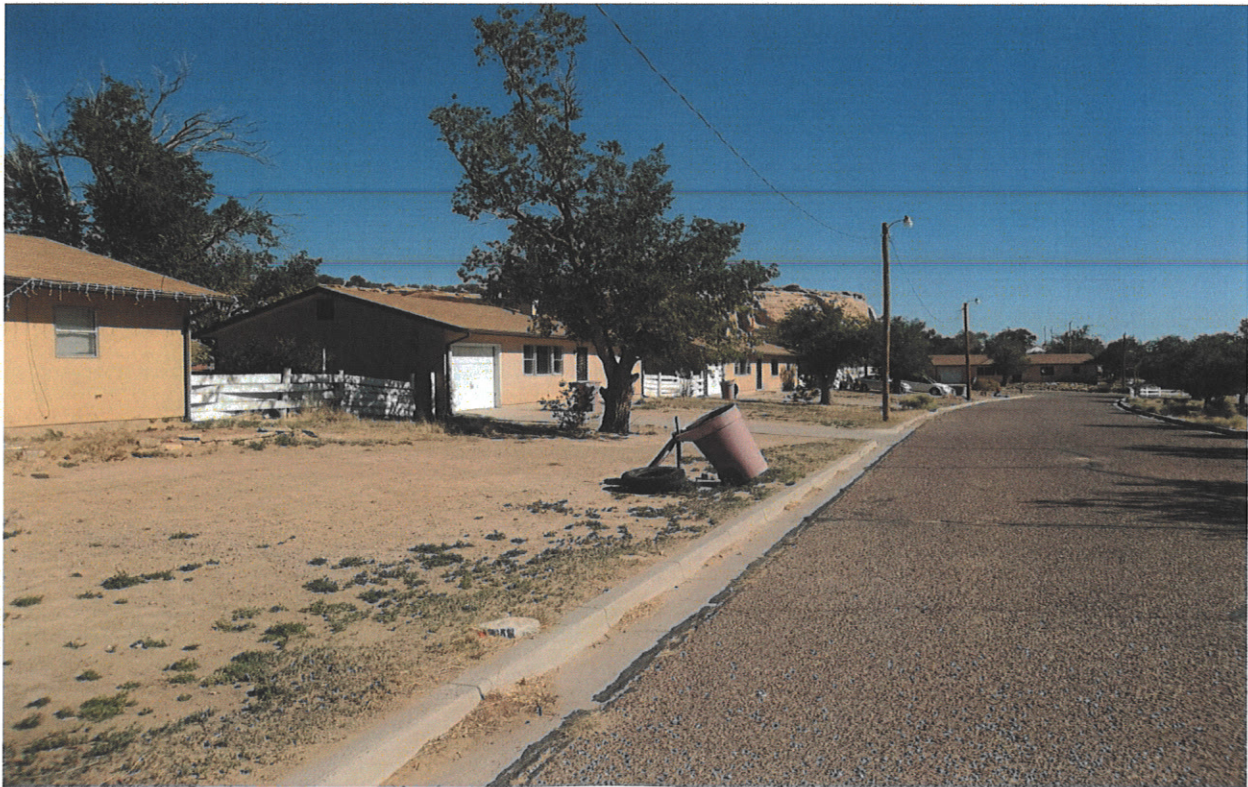


CHILCHINBETO COMMUNITY SCHOOL, INC.

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UNIFORM QUARTERS POLICY AND PROCEDURES MANUAL



Approval Date: 7/01/20

Phyllis J. Henry
School Board

CHILCHINBETO COMMUNITY SCHOOL, INC.

UNIFORM QUARTERS POLICY AND PROCEDURES MANUAL

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CHILCHINBETO COMMUNITY SCHOOL BOARD, INC.

UNIFORM QUARTERS POLICY AND PROCEDURES MANUAL

PURPOSE:

To foster the recruitment and retention of qualified and dedicated employees, it shall be the policy of the Chilchimbeto Community School (CCS) to provide available housing to its employees. To ensure equitability and eligibility are not compromised, this manual establishes procedures to:

- Establish eligibility for housing;
- Identify and assign the responsibilities of the CCS and tenant in the repair, maintenance and improvement of the housing and premises with rental collection;
- Ensure protection from environmental hazards, and promote community harmony; and
- The adoption of the CCS Housing Policies by the Governing Board.

CCS has established a Housing Committee, who is composed of six (6) committee members from various departments. The members appointed for the Housing Committee are Supervisors and Manager from each department.

100. SECTION – ADMISSION/ELIGIBILITY

- A. CCS Housing is for school employees employed by the School and the employee shall be the only occupant in the school quarter.
- B. CCS housing shall be first reserved for certified employees, Administrative positions and essential classified position.
- C. CCS housing assignment shall be made based on established criteria on number of dependents living in the household.
- D. CCS housing assignment shall be made by the designated Housing Committee and Housing Coordinator upon consultation with the Principal to facilitate the recruitment and retention of Administrative and certified personnel
- E. Housing shall be assigned as equitable as conditions will allow using the following criteria.
 - 1. Household size.
 - 2. Housing available at the time.

F. Housing Assignment shall be made in the following priority:

1. Priority List
 - a. Principal
 - b. Certified Contract Employees
 - c. Administrative Personnel
 - d. Essential Classified Positions.

2. Procedures and Assignment Policy
 - a. A full-time single person shall be assigned an efficiency or one bedroom apartment.

 - b. Employees with one child maybe assigned to an efficiency apartments as last the resort.

 - c. When a vacant position occurs during the school year, the vacant housing shall be reserved for supervisor or managers vacant positions.

 - d. The designated Housing Coordinator shall maintain a waiting list, based on the Priority list.

 - e. All newly assigned Tenants shall report to Housing Coordinator who will provide and review the terms of lease agreement, specifically the term of the lease of the agreement and the rental rate for the assigned quarter. Housing Coordinator will also provide the Tenant a copy of the CCS Uniform Quarters Policy and Procedure Manual and other necessary paper work. New Tenants will be expected a “walk through” quarter inspections with the Quarter Maintenance Technician before occupying the assigned quarter. At the time of the initial inspection, the Tenant and the Quarter Maintenance Technician shall note and validate the condition of the house by signing the housing inspection form.

 - f. Background checks are to be submitted before occupancy: Anyone over 18 years of age, family member of the Tenant.
 1. Navajo Nation
 2. Arizona Universal Background Screening
 3. Federal background

200. SECTION – FACILITY MANAGER AND PRINCIPAL:

A. Duties and Responsibilities

It shall be the duties and responsibilities of the Facility Manager/ Principal to:

1. Develop and recommend policies and procedures to the Principal who shall review and in collaboration with the Governing Board shall finalize the policies and procedures.
2. Recommendation will be made by Housing Coordinator/Committee with concurrence of the Principal of the housing needs.
3. Review applications for appropriate housing replacement for employees. Emergency housing assignment is at the discretion of the Housing Committee with concurrence of the Principal-
4. Schedule a monthly Housing Committee meeting.

300. SECTION – OCCUPYING HOUSING

A. New Tenants

The Housing Coordinator will notify the new Tenants of assigned housing in writing. The Housing Coordinator with an assistance of Quarter Maintenance Technician to issue the keys during business hours (8 a.m. – 5 p.m., Monday thru Friday) following payment for some arrangement to pay the required cleaning and damage deposit will be based on the monthly rental rate and rate will be written in the lease housing agreement. Under special circumstances, arrangements to pick up the quarter keys can be made in advance with the Housing Coordinator and/or Quarter Maintenance Technician.

The Facility Manager shall insure the following procedures are completed;

1. When school employee Tenants chooses not to make the deposit at the time keys are being issued. Tenants shall make an arrangement with the Business Office to agree to pay through payroll deduction the required cleaning and damage deposit shall be made within the first two consecutive pay periods beginning of employment.
2. The Quarters Maintenance Technician shall conduct a housing inspection of the Quarters Housing Inspection form showing the results of the inspection shall be posted in the Tenant’s quarter. The Tenant must make any objections or corrections to the housing inspection form in writing within five (5) working days of the original inspection. Bi-annual housing inspection is mandatory and shall be schedule on October 24th and April 24th.
3. Base on the outcome of the bi-annual housing inspections, if the school quarter is not in compliance and/or in need of renovation, Tenant will be informed to submit

work orders for any deficiencies or he/she will be requested to resubmit a housing application. -The application will be placed in the pool of other housing applicants.

4. Tenant shall pay a fee of two hundred dollars (\$200) upon receiving a housing lease agreement to cover all damages made by Tenant in the event of housing lease termination.
 5. The Housing Policy Manual shall be provided to the Tenant at the time of occupancy and when the Tenant is transferring to another unit, the following procedures shall be used. The Tenant will sign the lease and makes a transfer deposit on his/her lease. The Tenant will make a new deposit base upon the move out inspection. The deposit maybe refundable if the housing passes the criteria for housing inspection.
- B. A Tenant requesting to change (transfer) to another house shall:
1. Submit a housing request to the Housing Committee/Coordinator.
 2. The Housing Coordinator shall determine whether the requested housing is available using the criteria described in Section 1. If the requested housing is not available, the Tenant will be placed on the waiting list.
 3. When the requested housing assignment is available, the Tenant will follow the procedures outlined in Section 300 (A).
 4. Housing reassignment shall be made the end of the each academic year depending on availability.
 5. The school shall make every attempt to notify the Tenant of new housing assignment within one (1) week of decision.
 6. If the tenant does not sign a new lease within five (5) working days upon contract renewal, the Housing Committee shall exercise the right to reassign the housing unit to another employee.
- C. Rental Charges
1. The School's rental rates are subject to federal guidelines and annual adjustments are made based on the determinations made by the Federal Government's Consumer Price Index (CPI). Thus, monthly rental rates shall be adjusted at the beginning of each contract period. Tenants will be notified in March, thirty (30) days prior to the adjustment of the rental rate.

2. The rent payment will be on employee's payroll deduction bi-weekly plan during the school year and described in housing lease agreement. The housing agreement will be base on employee's contract. If the employee's contract is terminated, the Housing Agreement will be terminated.
3. Monthly Rental Rate – Appendix "A".

400. SECTION – MAINTENANCE

- A. Definition: Maintenance is defined as maintaining and repairing and/or renovating necessary for a dwelling to be fit and in habitable condition.
- B. Responsibilities:

CCS Facility Manager supervises the daily duties perform by the Facility Maintenance Worker (FMW). The duties are as follows:

1. Repaint all interior and exterior walls and ceilings as needed or on a five (5) year cycle of each dwelling prior to new occupancy.
2. Respond to Work Orders within a reasonable time frame the Quarters by providing Tenant with an immediate written report to include any and all work accomplished, or an explanation as to why the work was not accomplished within a projected date of completion.
3. Provide a checklist and schedule, specifying long-term maintenance prevention measures performed on each quarters.
4. The Tenant is responsible for the cost of the exterminator services in the routine rodent and insect control of the quarter, in both interior and exterior areas of the premises. Facility Management will provide the pest control services when a tenant is not maintaining their quarter.

- C. Tenant's Responsibilities:

In addition to adhering to terms of housing agreement, the Tenant shall specifically:

1. Submit the appropriate and detailed Work Order to the Facility Manager within twenty-four hours of the occurrence of the job that is in need of immediate repair.
2. Permit unattended access to the quarters by designated maintenance personnel responding to the tenant's Work Order.

3. Tenant shall maintain a clean area within the perimeter of the dwelling and within twenty-four foot perimeter of unfenced area adjacent to the dwelling. All trash shall be placed inside the designated receptacle encased in trash bag.
4. Curfew hours: Tenants' dependent children and guests will not be allowed to loiter around the housing compound after curfew hours. Curfew hour for children under the age of 18 years is 9:00 p.m. on weekdays and 10 p.m. on weekends. Tenants will be responsible for compliance of their children and guests.
5. Tenants violating this provision will be notified by the Housing Coordinator to make arrangements for the need to clean up and maintenance of the quarter. Failure to carry out this directive within the time frame set by the Housing Coordinator and shall result in deduction of cost of such cleaning and maintenance from the Tenant's salary or wages.
6. Tenant is responsible to notify the Facility Manager for approval for installation of the satellite dish. The satellite dish cannot be installed on the roof.
7. The Tenant is responsible to establish an account with required fees of NTUA for electrical service and provide formal proof prior to key issuance. NTUA will charge the Tenant monthly for electricity service and the Tenant is responsible for paying the electricity bill directly to NTUA.
8. The Tenant is responsible to establish an account for the Liquefied Propane gas (LPG) and request for refill of propane when it's at 30%. To prevent water freeze damages during winter season, the tenant shall maintain their thermostat at least 55 degree or above at all times. Upon damage due to non-compliance the tenant will be liable for all relevant accruing costs for repairs for up to \$2500.

D. Beautification:

Keeping the school and campus clean and beautiful is the aim of the school and its mission that is, the challenge to be open to ideas, but yet true to our Dine' knowledge and language. Strong cultural aspect of our lives is our prayers and reverence for mother earth. Therefore, beautification and keeping our housing area clean should not be a problem, but an act of faith for what we believe in.

1. Tenants are responsible for maintaining their front and back yard at all times. Failure to comply with the policy, Facility will clean up the yard and tenant will be charged twenty dollars an hour, payroll deducted.
2. Tenants who pay for sod, grass seeds, and other items in beautification efforts can be reimbursed. To be reimbursed, the Tenant must provide a plan of the beautification project with a project cost to Facility Manager, who will

approve the plan and cost. The cost of beautification will not exceed \$300. Upon purchase of the product, the Tenant will submit receipts(s) to the Business Office for approval of reimbursement to cover the cost of the product.

500. SECTION – TENANTS PERSONAL RESPONSIBILITY

Tenants are expected to maintain high standards so their occupancy of quarters does not cause nuisance, disturbance, dissatisfaction or embarrassment to self, others or neighbors or the Pinon Community School Governing Board.

A. Children/Adults Living in Home of Tenant:

1. Tenants are responsible for the actions of their children, wards, and adults (high school and college students) residing with them while occupying quarters in Chilchinbeto Community School Housing.
2. Tenants and their children are expected to respect the rights and privacy of their neighbors.
3. Adults and children should be confined within their leased area and not infringe upon the yards of other Tenants.
4. Any acts of child abuse or neglect shall be reported to the proper authorities.
5. Tenants are responsible for all acts of vandalism committed by their spouse, children and guests and will be held responsible to pay for all damages.
6. The sale, use and/or possession of alcohol and drugs are federal crimes and such offenses are subject to the Navajo Nation and Federal laws. Any tenant(s) committing such offense shall be evicted immediately from CCS Housing.

B. Pets and Livestock:

Pets are defined as dogs, cats, birds, and fish. Livestock is defined as horses, cattle (cow), goats, sheep, and poultry.

1. One household pet is allowed upon premises. Pets are to be vaccinated and must wear current vaccination tags. Pets are to be restrained in a fenced yard or on a leash and shall not be allowed to run at large or be left alone in quarters for overnight, weekend or extended period of time. Any costs incurred to remove noxious odors or pet droppings from the premises shall be charged to the Tenant. The Facility Manager may order the removal or disposal of a pet that is vicious,

diseased, or create a health hazard from housing area through the Navajo Nation Animal Control.

2. Pets must be trained and manageable. Maximum number of pets allowed will be one (1) dog or a cat. If a housedog/housecat must be kept in the house, approval must be obtained from Housing Committee and a cleaning and damage deposit of \$450 will be required to be paid for a pet at the beginning of the housing lease and annually thereafter. This animal damage deposit is non-refundable at the end of the housing contract. Tenant violating this policy will be forced to vacate their occupancy or asked to get rid of their pet.
3. **No dogs will be allowed to be kept on the main school campus housing due to safety of students, visitors, and staff.**
4. Pet owners are responsible for keeping their pets from becoming a public nuisance, such as constant barking or digging in trash and roaming freely over the compound. Dogs are to be on leash or in a fenced yard. Tenant violating this policy will be forced to vacate their occupancy or asked to get rid of their pet.
5. Pet owners shall be responsible for keeping the yard where their dog is penned cleaned, raked and dog droppings disposed on daily basis.
6. Pet owners shall be liable for damage to property done by their pet(s). The liability shall include clean up and reimbursement for all damages done. Pet owner shall be personally liable for injuries caused by their pets. Pet owners shall be ordered to remove a pet that bites, attacks or continues to be a public nuisance.
7. Complaints about pet shall first be brought to the owner's attention. The owner shall be expected to take corrective action. Repeated complaints shall be a cause to remove the pet.
8. Tenants are prohibited from keeping any livestock in the yard or inside fences on school property at any time during the term of the rental agreement.
9. Tenants are advised not to feed stray animals. If a Tenant starts to feed a stray animal, it becomes his/her responsibility. When the Tenant adopts the stray animal they will be subject to this section of the policy.
10. Tenants who go away for the weekend or on holidays must have a responsible person to feed and care for their pets in their absence.
11. Any violation of this provision shall lead to the termination of the Tenant's lease agreement.

C. Parking:

1. Tenants shall park in the designated area base on their lease. Only one (1) vehicle shall per permitted, otherwise a written statement is required for the second vehicle owned by the Tenant is allotted the parking space and will be approved by Housing Committee. Due to limited space and the respect of neighbors.
2. Visitors should not park in areas reserved for residents.
3. Abandoned or non-running vehicles shall not be parked and permitted on the school housing grounds.
4. Tenant shall not engage or solicit mechanical services performed in housing complex from the public.
5. Camping trailers are not allowed due to no parking space for the trailers.
6. Violations of this provision shall lead to termination of Tenant's housing contract.

D. Storage:

1. No objects of any kind, unsightly or deemed a public nuisance shall be kept on Tenant's grounds. These items must be kept in the Tenant's storage area, in the Tenant's residence, or removed from the premise.

E. Safety and Personal Insurance:

1. Tenants are prohibited to keep gasoline, kerosene or other flammable liquids on the premises.
2. Quarter's Maintenance Worker is responsible for the repair of any electrical and/or gas controls of the kitchen range, furnace, refrigerator or water heater when the appliance is non-operational.
3. Water heater and furnace closets must be kept clean and clear of oily rags, junk and other flammable materials. No foreign objects shall be placed in fuse boxes. The vents are to be kept clean free of dust or debris.
4. Tenants should be familiar with safety practices with electrical appliances and the smell of LPG, etc..
5. All firearms shall be prohibited including BB gun, paint ball guns, etc.

6. Fireworks of any types are strictly prohibited within the CCS.
7. The school shall provide each Tenant with a fire extinguisher and an instruction on how to use of the fire extinguisher.
8. CCS provides fire and extended insurance coverage on all school buildings. Coverage on all contents including other personal property situated in, upon or about premise leased to the Tenant shall be the responsibility of the Tenant.
Tenants are strongly encouraged to obtain personal (renter's) insurance to cover any personal damages. Seek legal counsel

F. Resource Conservation:

1. Trees around the school and housing area are precious natural beautification work that benefits all of us. Trees are not to be abused or cut without the permission of the Quarter Maintenance Technician and if the trees present hazard.
2. Tenant must maintain their home site yard free of debris (i.e. trash, invasive plants, and etc).
3. Absolutely no water hauling. Violation to this policy shall result, tenant will be fined of 50 dollars 1st offense, 100 dollars 2nd offense, and 3rd offense, termination of lease.

G. Guests:

1. Guest violating the Housing Policy and Procedures Manual shall answer to the Housing Committee and Principal. Principal and the Housing Coordinator are duly authorized to act on behalf of the Governing Board relative to the established Housing Policy.
2. Tenants must notify Housing Coordinator in writing or email if they are going to have guest. This should include; how long they are staying.

H. Substance Abuse and Drugs:

1. Chilchibeto Community School, Inc. is alcohol and substance abuse free organization. Alcohol is prohibited within the school compound. Violation of this provision shall result in immediate termination of the lease. Security or Police shall be called to intervene in a dispute. When such a call is made, failure to allow the Facility Manager or Police Officer to enter quarters shall result in termination of the tenancy. Security may enter the quarter if there are reasonably suspension relating to alcohol violation.

2. Facility Manager or a Police Officer shall have the right to enter any house when there is a concern over the possibility of a substance abuse, alcohol or disturbance of peace.
3. Excessive noise resulting from family gatherings or other activities shall not be tolerated. Continuing violation of this provision may result in the Tenant's lease to be terminated.

600. SECTION – TERMINATION OF HOUSING LEASE

- A. Tenant's employment or a signed contract does not grant the employee the right to school housing. Failure to abide by the lease agreement shall subject a Tenant termination of the lease agreement in accordance to the approve Pinon Community School's Housing Policy.
- B. Any Tenant, or resident of any school housing who engage in unlawful activities, disorderly conduct that maybe hazardous to the health, safety or disturbance to the neighborhood shall be subject to termination of the lease agreement.
- C. Any alleged violations shall be brought to the attention of the Housing Coordinator. The Facility Manager shall assign a security to investigate the violation and submit the finding to the Housing Coordinator.
- D. Upon receipt of any violation of this policy, the Housing Coordinator will convene a meeting with the Housing Committee and shall conduct further inquiry as it deems appropriate before making its final decision to terminate lease. The final decision shall be concurred by the Principal.
- E. Tenants should report illegal acts such as: drinking alcoholic beverage, smoking unlawful substances, domestic violence and other such illegal acts taking place within the school housing or compound will be reported to the school Facility Manager, and Navajo Police, immediately.
- F. Facility Maintenance Worker will provide a written statement to the Facility Manager for the purpose of the school's investigation of the incident.

700. SECTION – VACATING HOUSING

- A. Tenant(s) shall furnish the Facility Manager at least thirty (30) calendar days notice in writing of Tenant's intention to vacate the premises.

- B. Continuation of Tenant's occupancy is incumbent upon the employment of Tenant with the Chilchinbeto Community School and/or other contractual agreement with the Chilchinbeto Community School Board. Upon Tenant's termination of the Tenant's contract and/or other agreements, the Tenants must vacate the premise within ten (10) calendar days. The request must be to the Housing Coordinator in writing and must be approved by the Principal. Final payment of rent will be calculated and paid to last day of occupancy.
- C. Tenants are subject to final checkout clearance through the Housing Committee to be released. This does not happen until Tenants are completely vacated and cleared upon inspection of their premises.
 - 1. Check out inspection will be performed when all personal belongings of the Tenant have been removed out of the premise and before the Tenant vacates the premises. Premises should be thoroughly cleaned including all appliances and fixtures, i/e. cabinets, refrigerator, oven, toilets, shower, and sinks. The Housing Coordinator and the Quarter's Maintenance Technician with the Tenant present will perform the housing inspection. Keys will be returned to the Housing Coordinator. Checkout form is attached.
- D. Tenants shall be responsible for any unsatisfactory move out inspection. If the cost of damage and cleaning or repair caused by the Tenant exceeds the deposit, the balance shall be taken out of the employee's last paycheck or other compensation due employee before they are provided with final clearance.

In addition to the housing deposit, the following will be applied if it is deemed necessary.

- 1. Interior of house is dirty (Walls, floor, windows & fixtures) - \$100.00 each.
- 2. Household Appliances includes range, refrigerators, cabinets & fixtures for \$100.00 each.
- 3. Yard includes trash, weed growth, pet droppings for \$75.00 each.

800. SECTION – REVIEW AND REVISION

The terms of the Housing Policy Manual are subject to review and revision by the Housing Committee and Principal with final approval by the Governing Board. Tenant/employees and/or other tenants shall be given thirty (30) days prior notice of change(s) and/or additions to the policy. Tenants shall be required to sign a new housing lease

agreement to acknowledge the new revisions or any amendments to the Housing Policy Manual.

900. SECTION – ADMINISTRATIVE REVIEW OF PRINCIPAL DECISION

Any Tenant who submits a grievance in reference to the Housing Committee's decision may within three (3) working days of receipt of written decision of the Housing Committee request for administrative review by the Principal. The request for the administrative review shall be in writing with specific reasons as to why the Tenant disagrees with the Housing Committee's decision. The decision of the Principal shall be final and shall be written and delivered to the Tenant within thirty (30) calendar days from the date of receipt from Tenant.

Acknowledgement: All tenants shall receive a copy of these Uniform Quarters Policy and Procedures Manual upon assignment of quarters. The tenant shall read the procedures and acknowledge receipt by a signed copy. The signed copy shall be maintained with the housing records.

CHILCHINBETO COMMUNITY SCHOOL

UNIFORM QUARTER POLICY AND PROCEDURES MANUAL

ACKNOWLEDGEMENT

I, _____, the undersigned, have read and understand the preceding Pinon Community School Uniform Quarter Policy and Procedures Manual and, hereby agree to abide by these rules as a condition of occupancy of my assigned quarter.

Tenant's Signature and Title

Date Signed

Principal and/or Housing Coordinator

Date Signed

Facility Manager

Date Signed