

**PACIFIC UNION COLLEGE
HOUSING PROGRAM FOR
FACULTY AND STAFF**

Welcome to the Pacific Union College Housing Program. The College's Human Resources office is committed to assisting you with your housing needs as a new employee of the College. Gayln Bowers and Susan Sullivan will provide assistance to help you determine the resources needed to establish your home in the Angwin community. You may contact us at 707-965-6231.

The College's Housing Program consists of the following four components.

1. Community Housing – The College serves as a matching coordinator between new employee's housing needs and the available homes in the Angwin community. Homeowners in the community contact the College about available rental housing. The Human Resources office will match your needs with the available housing. Rental rates for community homes range from studio apartments at \$750 to three and four bedroom homes at \$1,500.

2. College Campus Housing – The College has a limited number of employee homes available on campus. These homes are generally older three bedrooms, one bath units. Availability is extremely limited and there is usually a waiting list. Rental rates are in the \$545 to \$1,055 range.

3. Mobile Manor – The College maintains a 46 space mobile home park on the campus. Traditionally, these homes were intended for the married students, but with affordable housing in short supply in the community, many faculty and staff member have begun investing in the homes in the park. The College serves as a matching coordinator between mobile homeowners desiring to sell their residence and interested PUC employed buyers. There is a limited availability of homes in the market at any one time. Beyond the purchase price of the home, the College charges a monthly space rental for the park site.

4. "Woodside" Home Purchase Program – During the 1970's, the College established the Woodside homes purchase program because of the limited affordable housing in the Angwin community. Under this program, an employee purchases the home improvements while the College retains ownership of the land. Again the College serves as a matching coordinator between the seller and the buyer of the improvements. Financing is provided by the College's primary lender – Union Bank of California. Home prices are set utilizing an appraisal method provided for in the ground lease. Availability for these homes is best in the late spring and summer of each year. A waiting list of interested buyers is maintained by the Human Resources office.

PART I – THE SEARCH

After you have accepted employment with the College, the Human Resources office will survey your housing needs including purchase versus rental, number of bedrooms and baths, family room, fire place, pets, landscaping interest, and any special needs. Depending upon the period of time until you commence employment, a comparison of your housing needs will be conducted with the available housing. You may be encouraged to return to the Angwin community for a house search. All effort will be made to match your needs with available housing.

If the College is unable to find a suitable house for you and your family, we will assist you in establishing a relationship with a local real estate person and/or directing you to local housing resources. The College cannot guarantee that it will find housing for you although every effort will be made to assist you.

A. Rental Agreement – Upon finding a rental home, the College will facilitate the signing of a rental agreement. The rental agreement outlines all terms of the housing relationship including rental rate and payment method, term, maintenance, utilities, pets, landscape responsibilities, and other housing issues. Rental payments are deducted via payroll deduction twice monthly.

B. Security Deposit – The College requires a security deposit equal to one month’s rent. This deposit can be paid in cash at the start of the rental agreement or paid over six months via a payroll deduction. The security deposit is governed by the terms of the rental agreement.

C. Housing Assistance Subsidy – As a benefit to employees (salaried only), the College provides community housing rent assistance. Assistance is provided up to \$1,300 (currently \$1020.00 employee portion, \$280.00 College subsidy). Beyond \$1,300, the employee is expected to pay 100%. The rental assistance is subject to taxation. Further details are available in the Human Resources office.

D. Mail Services – Not all homes in Angwin can receive mail at the street address. Should you require a post office box, you may contact the US Postal Service Angwin Office at 707-965-2272. If you wish to have mail delivered to the home, you must provide a mailbox if one does not exist at the house. Be sure to send mail forwarding notices and change of address notifications at least six to eight weeks before the move date.

E. Utilities – Depending upon the home, tenants are expected to establish utility service with the appropriate utility company. Listed are the names and telephone numbers of the service providers.

	Pacific Gas and Electric	800-743-5000	Natural Gas, Electricity
	Howell Mountain Mutual Water	707-965-2205	Angwin Community Water
*	Upper Valley Disposal	707-963-7988	Refuse disposal
	Pacific Union College Recycling Ctr	707-965-7177	Refuse disposal and recycling
	Pacific Bell	Call Directory Assistance	Telephone
**	Pacific Union College Utilities	707-965-6232	Electric, Water, Sewer

*Off-campus homes only. The College contracts directly with Upper Valley Disposal for campus homes and bills the employee.

**PUC provides electric, water, and sewer utility services for all campus homes, Mobile Manor, and most Woodside plan homes.

F. Pets and Landscaping – Before you begin the search process, please review your housing needs in regards to your pets and landscape interests. Angwin homeowners vary in their policies regarding pets, number of pets, and types of pets allowed. Be sure to confirm the policy before entering into housing negotiations.

Landscaping needs and interests vary from tenant to tenant and homeowner to homeowner. Review the expectations with the homeowner to determine if you have a good match between expectations and reality.

PART II – THE MOVE

The College does not provide moving assistance for hourly employees.

A. Moving Services – Salaried employees of the College are assisted in their moving needs through a moving company and/or the College's Custodial Department. After the acceptance of the employment offer,

the College will issue a move requisition to a moving company. Your work and home phone number will be given to the movers to facilitate moving arrangements.

B. Moving Expenses – Under the College's employee handbooks, the following items are reportable moving expenses. Some reimbursed moving expenses (i.e., meals, moving allowance, and house hunting expenses) are subject to IRS taxation codes and will be reported on your payroll at the time of reimbursement to you.

Moving allowance – To assist the employee in their moving expenses such as packing, establishing phone service, miscellaneous household items, etc., the College provides 25% of Category A remuneration for the employee and for the spouse.

Weight limits – Unless otherwise authorized, the maximum weight limit of household goods for a single employee is 7,500 lbs. and for an employee and family 15,000 lbs. Assistance is limited to ordinary personal and household effects and such other things that an employee utilizes in his work or profession.

Automobiles – The College will reimburse the employee for mileage on two vehicles for travel to Angwin. Contact the Human Resources office for the current mileage reimbursement rate. If an employee chooses to ship the second vehicle, the College will only reimburse actual mileage cost not shipping costs.

Travel expenses – During the move to the Angwin community, the College provides a per diem reimbursement for the employee, spouse and family. Hotel/motel reimbursement will be for actual expenses at reasonable rates with at least 500 miles per day of travel. Contact the Human Resources office for current per diem rates.

Automobile registration – Employees moving from another state and required to pay duplicate excise tax/sales tax, license, and inspection fees may report incurred expenses on one automobile. Employees with a spouse may report the expenses on a second automobile. State law requires new residents to register their vehicles within twenty days of moving to the state to avoid any late registration penalties. A driver's license is to be obtained within ten days of moving into the state. Contact the Napa office of the DMV at 707-252-4111 for further information.

Amortization of moving expenses – Moving expenses will be amortized over a period of four years. Years one and two – no amortization; year three and four – 50 percent each

year. Unamortized moving expenses become the responsibility of the employee or the new denominational institution.

Moving expenses are to be reported on the College's travel expense report and submitted to the Human Resources office for reimbursement.

PART III – THE ARRIVAL

A. House Keys – Upon your arrival in Angwin, house keys can be picked up at the Human Resources office. Our office hours are Monday-Friday - 8:00 am to 12:00 pm and Monday-Thursday – 1:00 to 5:00 pm. If your arrival will be outside of office hours, please contact the office to make alternative arrangements.

B. Temporary Housing – If upon your arrival your home is not available, the College will provide temporary housing in the dormitory guest rooms. All efforts will be made to eliminate such a need, however, multiple moves during the same time period may necessitate such a need.

C. First Meals – Realizing that moving to a new community often results in a much needed restocking of the kitchen food basics, the College will provide complimentary cafeteria meal cards for you and your family during your first few days in the community. Dining Commons hours will be provided with the meal card.

PART IV – CHANGES

Sometimes employees determine that their current housing no longer meets their needs. The College is under no obligation to assist you with finding new housing after your initial placement. However, please feel free to contact our office with you needs and for a possible match. The Human Resources office will endeavor to direct you to potential sources for new housing.

A. Purchasing – Should you become interested in purchasing a Woodside plan home, please contact the Human Resources office. Woodside plan purchases are a high demand situation often resulting in a waiting list. Our goal is to match you with a home you can afford that will meet your housing needs criteria.

B. Termination of Rental Agreement – Should you decide to terminate your used of College housing, please adhere to the notification process outlined in your rental agreement. The standard notification period is 30 days. Notification is to be in writing to the Human Resources office.

C. Moving from College Housing to Woodside Plan – Upon purchasing a home under the Woodside plan, the College's Custodial Department will move you from your current home to your purchased home. Move dates are coordinated with the Custodial Department work loads and arranged by the Human Resources office.

Best wishes to you as you begin your employment with the College. Please feel free to contact the Human Resources office for any of your employee housing questions.