



## **PROVISION OF TEMPORARY LIVING ACCOMMODATIONS**

Generally, the University will neither provide temporary living accommodations nor reimburse employees for expenses of this nature in situations where the individual is relocating due to employment at Western Michigan University and the individual has not yet obtained a permanent residence.

However, rare exceptions may be made for senior administrative officials, individuals employed in difficult to recruit occupations and tenured faculty. Exceptions can only be granted by the President of the University and must be made in writing. If an exception is granted, then the following guidelines will be used:

- Temporary living accommodations will only be provided through the use of campus facilities.
- Lodging will only be provided for up to 2 months after the date of hire.
- The value of the lodging will be calculated and will be included in the employee's W-2 as taxable income.

For example, the President may agree to provide temporary living accommodations for visiting scholars and coaches. However, the circumstances of each situation will be reviewed to determine whether or not it is appropriate to provide temporary living accommodations to an employee.