



**ACCRA
TECHNICAL
UNIVERSITY**

HOUSING POLICY

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1. INTRODUCTION

Accra Technical University housing scheme is uniquely designed and built to cater for all university permanent staff. The categories of staff entitled to the university housing are Senior Members, Senior and Junior Staff. Subject to the availability of the housing unit, the University shall allocate a two (2) or three (3) bedroom housing unit to a Senior Member, one (1) or two (2) bedroom unit to a senior staff, and a one (1) bedroom or studio to a junior staff.

The allocation of University housing unit to staff shall be governed by regulations approved by the Academic Board and administered by the Housing and Residential Committee, whose functions, are in Schedule D of the Accra Technical University Statutes. Those functions are:

- a) To keep under review the accommodation and Guest facilities of the University and to determine their adequacy to the needs of the university and advise the Vice-Chancellor appropriately.
- b) To advise the Vice-Chancellor on the establishment and administration of an equitable system for allocating housing units based on the housing policy.
- c) Allocate housing units to staff of the university in accordance with an approved allocating system.
- d) Review the housing policy of the university from time to time subject to the approval of the Academic Board.
- e) Ensure that university accommodation is occupied by full-time university staff who have been allocated such facility.
- f) Review of rent payable for the housing unit in line with government policy/directives.

2. UNIVERSITY HOUSING UNITS

These facilities shall include all Housing and Residential facility owned by the University. Allocation of such accommodation shall be based on the university approved procedures.

3. RESERVED HOUSING UNITS

The University shall reserve (when necessary) part of the ATU Akwaaba Lodge rooms for purposes of allocating them only to guests of the University.

4. ALLOCATION OF HOUSING UNITS TO KEY OFFICERS AND TENIURED SENIOR MEMBERS

Housing shall be provided on campus or off campus for the following categories of Senior Members:

Key/Principal Officers

- (i) Vice-Chancellor
- (ii) Pro Vice-Chancellor
- (iii) Registrar
- (iv) Director of Finance
- (v) Director of Works and Physical Development
- (vi) Director of Internal Audit
- (vii) Librarian

Essential Service Staff

There shall be preferences given to the following during allocation of the Housing Units on Kinbu Campus:

- (i) Medical Officer or Critical Medical Staff (on Kinbu campus)
- (ii) Nursing Officer
- (iii) Security Officer
- (iv) Environmental Services Officer
- (v) Driver dedicated for Ambulance Services
- (vi) Dean of Students' Affairs (On-campus housing unit)
- (vii) University Electrician

5. ALLOCATION OF VACANT HOUSING UNITS

5.1. Advertisement for Vacant Housing Units

The Estate Office shall prepare and advertise all vacant University housing units on behalf of the Committee through the Public Relations Office. Housing application forms shall be picked from the Estate office or downloaded from the university website and filled in by applicants.

5.2. Vetting of Completed Application Forms

Completed application forms, together with a written application, shall be returned to the Office of the Pro-Vice Chancellor on or before the deadline. A list of all applicants, indicating their accumulated points shall be vetted by the Residence and Housing Committee and the results published for comments. Following that queries raised by an applicant will be referred to the Residence and Housing Committee for redress.

6. THE POINTS SYSTEM

6.1 Length of Service

This is the main criterion that qualifies an applicant for the University's housing unit. This shall be strictly scrutinized and coordinated by the Committee.

The number of years and months in service shall be calculated in full.

Example:

10 years as 10 points

15 years as 15 points

10 years and 11 months as 10.92 points

7 years and 6 months as 7.5 points

6.2 Additional Criteria

6.2.1 Senior Members (Special Service)

Table 1

S/No.	Current Office	Points	Former Offices	Points
1	Vice Chancellor / Internal Auditor / Librarian	10	Vice Chancellor	10
			Pro-Vice Chancellor	9
2	Deans / Directors	8	Deans / Directors	8
3	Vice-Deans/Deputy Directors	7	Vice-Deans/Deputy Directors	7
4	Heads of Depart- ments	6	Heads of Departments	6
5	Units Heads / Exams Officer / De- partmental Liaison Officer / Coordina- tors	4	Unit Units Heads / Exams Officer /De- partmental Liaison Officer / Coordinators	4
6	Academic Coun- seller	2		

6.2.2 Special Service (Standing and Ad hoc Committee)

Table 2

Standing Committee	Points	Ad hoc Committee	Points
Chairman	4	Chairman	2
Member	2	Member	1

6.3 Community Service

Any community service that is documented on file will attract one (1) mark.

7. Points Assigned to Grade / Rank

A. Senior Members (Teaching)

Table 3

S/No.	Rank	Points
1	Professor	10
2	Associate Professor	9
3	Senior Lecturer / Senior Research Fellow	8
4	Lecturer / Research Fellow	6
5	Assistant Lecturer	5

B. Senior Member (Professional)

Table 4

S/No.	Rank	Points
1	Development Officer	9
2	Dep. Registrar/Dep. Librarian/Deputy Finance Officer/Deputy Internal Auditor/Dep. Dev. Officer/ Procurement Officer /Planning Officer/Medical Director	8
3	Snr. Asst. Registrar/Snr. Asst. Librarian/Snr. Accountant/ Snr. Asst. Internal/Auditor/Snr. Asst. Procurement /Snr. Asst. Development Officer/ Snr. Asst. Planning Officer/ Liaison Officer/Snr. Asst. Liaison Officer/Quality Assurance Officer/Research and Innovation Officer/Students' Guidance and Counselling Officer/Spots Coach	6

4	Asst. Registrar/Asst. Librarian/Jnr. Asst. Librarian / Accountant/Asst. Internal Auditor/Asst. Dev. Officer/Asst. Planning Officer/Jnr. Asst. Planning Officer/Asst. Liaison Officer/Asst. Quality Assurance Officer/Asst. Research and Innovation Officer/Asst. Students' and Guidance & Counselling Officer/Asst. Sports Coach	5
5	Jnr. Asst. Registrar	4

C. Senior Staff – (Teaching)

Table 5

S/No.	Rank	Points
1	Chief Instructor	10
2	Principal Instructor	9
3	Senior Instructor	8

D. Senior Staff – (Professional)

Table 6

S/No.	Rank	Points
1	Chief Admin. Asst/Chief Accounting Asst/Chief Procurement Asst/Chief Planning Asst/Chief Liaison Asst/Chief Development Asst/Chief Transport Asst/Chief Security Asst/Chief Technician/Chief Technologist/Chief Stores Asst/Chief Auditing Asst/Chief Research Asst/Chief Library Asst/Chief Quality Assurance Asst/Chief Nursing Asst.	10
2	Principal Admin. Asst/Prin Accounting Asst/Prin. Stores Asst/Prin. Auditing Asst/Prin. Procurement Asst/Prin. Planning Asst/Prin. Liaison Asst/Prin. Technologist /Prin. Research Asst/Prin. Library Asst/Prin. Nursing Asst	9

3	Snr. Admin. Asst/Snr. Procurement Asst/Snr. Acct. Asst/Snr. Stores Asst/Snr. Auditing Asst. Snr. Planning Asst/Snr. Liaison Asst./Snr. Development Asst/Snr. Transport Asst. /Snr. Security Asst. /Snr. Technician /Snr. Technologist/Snr. Research Asst/ Snr. Nursing Asst/Snr. Library Asst/Snr. Quality Assurance Asst	8
4	Admin. Asst/Accounting Assit./Stores Asst/ Procurement Asst/Planning Asst/Liaison Asst/ Development Asst/ Transport Asst/Security Asst/ Technician/Research Asst/Quality Assurance Asst/ Library Asst	7

E. Junior Staff

Table 7

S/No.	Rank	Points
1	Snr. Stores Clerk /Snr. Welder/Snr. Clerk/Snr. Porter/ Snr. Accounts Clerk/Snr. Audit Clerk/Snr. Driver/ Jnr. Security Asst./Jnr. Library Asst/Snr. Domestic Asst/Snr. Cook/Snr. Carpenter/Snr. Electrician/Snr. Mason/Snr. Plumber/Snr. Technical Asst/Snr. ICT Clerk/Hospital Laboratory Asst	10
2	Clerk/Grade 1/Accounts Clerk Grade 1/Audit Clerk Grade 1/Porter/ICT Clerk Grade1/Welder Grade 1/ Snr. Security Guard/Jnr. Library Asst Grade 1/Driver Grade 1/Domestic Asst.	9
3	Snr. Telephonist/Waitress/Technician Asst. 1/Mason Grade1/Welder 1 /Plumber Grade 1/Painter Grade 1/Carpenter 1/Porter 1/Stores Clerk II/Cook/Baker I/Clerk II/Security Guard I/Accounts Clerk II/Audit Clerk II/Jnr. Library Asst II/Domestic Asst/Driver II/ Snr. Sanitary Labourer/Snr. Conservancy Labourer	8

4	Welder II/Painter II/Plumber II/ Snr. Typist/Snr. Gardener /Technical Asst/Electrician II/Security Guard II/Porter II	7
5	Health Care Asst/Sanitary Labourer/Cook II/ Telephonist I/ Carpenter II/Mason II/Typist I/ Telephonist II/Health Care Asst/Snr. Messenger/ Gardener I/Labourer/Gardener II/Ungraded Fitter/ Ungraded Mason/Ungraded Painter/Ungraded Welder/Ungraded Gardner	6
6	Receptionist	
	II/Typist II/Cleaner/Messenger	5

8. EQUAL NUMBER OF POINTS

Where the total number of points is the same for two or more persons, the following criteria shall be followed:

- i. Check files for recent appointments
- ii. HR Directorate to ensure that applicant provides all official ATU documents that may give an added advantage
- iii. Check files for queries, warnings, and other punitive sanctions
- iv. Compare other service rendered by the staff in contest.

9. REVERSION TO NEXT PERSON WITH HIGHEST POINTS

If a person with the highest score of points is unable to accept an allocation made by the Housing Committee, the person with the next highest points, who has chosen that same house, shall be allocated the housing unit.

10. CHANGE OF ACCOMMODATION

a. Movement from One Housing unit to another Housing unit – In all other cases, movements shall be permitted only after a minimum stay of Three (3) years.

b. The occupant moving shall however, bear the cost of minor renovations (Committee to define and/or give examples) for the said housing unit. Repair of structural or major defects (Committee to define and give examples) shall be borne by the University.

c. The Housing Unit to be vacated shall be assessed by the Estate Office to ensure it is in a good state.

11. SWAPPING OF RESIDENCE

- i. There shall be no swapping of the allocated university housing unit.
- ii. Anyone with peculiar challenges with regards to occupancy should put it into writing addressed to the Residence and Housing Committee for consideration.

12. PROCEDURE FOR RENDERING A VACANT LOT FIT FOR PURPOSE

12.1 DEADLINE FOR MOVING INTO A VACANT HOUSING UNIT

The successful applicant of a housing unit, which has been inspected after renovation and certified by the joint inspection team of the Housing and Residence Committee and the new tenant to be habitable, shall move into the house within a period of one (1) month, or lose it.

12.2 (Committee to Provide Appropriate heading for this section)

The Estate Office shall ascertain the condition of the facility first, then proceed to evaluate and cost materials and labour works involved and forward the estimates to the Residence and Housing Committee. All works should be undertaken by the Estate Office.

A beneficiary of the housing unit shall be allowed to pre-finance in consultation with the Estate office within three months and take occupancy within a month.

Receipts for renovations shall be refunded to the said beneficiary after it is presented to the Estate Office and thence to the Finance Office.

13. When an Offer is Declined

An applicant who has been allocated a house, but who cannot occupy it within a month after it has been inspected and certified by the Housing and Residence Committee, shall notify the Chairman of the Housing and Residence Committee in writing of his/her inability to move in. Failure to do so will result in the house being reallocated and the applicant will also be barred from applying for another house, at the next allocation exercise, but may become eligible thereafter.

14. SUBLETTING UNIVERSITY RESIDENCE

No University housing unit shall be sublet. A violation of this provision shall result in:

- i. an immediate eviction of the person in occupation
- ii. a withdrawal of the allocation; and
- iii. a sever sanction against the staff not exceeding the market rental value for which the housing unit has been illegally occupied and a forfeiture of future allocations

15. PUTTING UNIVERSITY RESIDENCE TO OTHER USES

No University housing unit shall be put to any commercial use. Breaching of this regulation may lead to forfeiture of the house and additionally, not to be entitled to university accommodation for the next 5 years.

16. VACATION OF UNIVERSITY ACCOMMODATION

- a. Resignation

A staff who leaves the service of the University on resignation shall

vacate the University's accommodation, within one (1) month of the date of resignation. If he/she is re-engaged at a later date, his previous length of service points shall not be credited.

b. Retirement

i. Voluntary Retirement: A staff who leaves the services of the University on voluntary retirement shall vacate the house within three (3) months of the date of retirement. If he/she is re-engaged at a later date, his/her previous length of service points shall accrue to his/her credit.

ii. Compulsory Retirement: A staff who reaches the compulsory retirement age shall also vacate his housing unit within three (3) months of the date of retirement. However, if such a member is re-engaged immediately after the compulsory retirement, he may be allowed a maximum period of six (6) months stay in such facility after retirement.

c. Dismissal/Separation:

The university shall take steps to retrieve from a dismissed staff all properties in his/her possession including vacation of his/her residential accommodation effective the date of dismissal.

17. GRACE PERIOD FOR RETENTION OF UNIVERSITY ACCOMMODATION

i. Deceased Staff: The family of a Staff who dies while still in the employment of the University may be allowed to stay in University housing unit for a period not exceeding six months. The rent deductible shall be the same as the deceased was paying before death, and should be deducted from his terminal benefits.

18. PAYMENT OF MARKET RENT

Any staff, who fails to vacate University accommodation as required of him, shall, without prejudice to other actions by the University and prior to eviction, be charged the market rent to be determined by the University in consultation with the Land Valuation Division.

19. MAINTENANCE OF UNIVERSITY-PROVIDED ACCOMMODATION

a. Planned Routine Maintenance

The University shall maintain the housing units every five years.

b. Reactive Maintenance

Formal request for repairs shall be made and submitted to DWPD for the necessary action.

c. Misuse of University-Provided Accommodation

i. If misuse (refer to the Occupancy Agreement for Occupants of University Houses) has caused damage to University property, an assessment shall be made by the Estates Department. The occupant shall bear the full cost of repairs. This cost may be deducted at source from his salary /benefits.

ii. Staff who cause willful damage to their University-provided accommodation shall, in addition to b.(i.) above, be barred from applying for other housing units for a period not exceeding five (5) years.

20. REPAIRS OF VACANT HOUSING UNIT

The Director of Works and Physical Development (DWPD) shall conduct an inspection of the housing unit to determine the scope of work and then submit a report within three weeks to the Residence and Housing Committee before repair work is commissioned on a vacant housing unit.

21. EVICTION PROCEDURES

a. An affected staff (i.e. anyone who is to vacate a University housing unit) shall be written to, to indicate, within a month, when transport should be made available to convey his belongings from the University house.

b. At the expiration of the stipulated time, a staff who has failed to vacate his housing unit as required shall have the electricity and water supplies to the house disconnected immediately.

c. On the disconnection of electricity and water supplies, as stated in 21.b. above, The University shall exercise the right of eviction by calling in the campus Security and, if necessary, the Police, to help effect the eviction.

Comments:

1. Committee to Include a provision to capture tenured officers who live in their own housing units

APPENDIX 1 ACCRA TECHNICAL UNIVERSITY APPLICATION FORM FOR UNIVERSITY ACCOMMODATION



FILE NO.....

1. (a) Name: Prof./Dr./Mr./Mrs./Ms.....
- (b) Directorate/Faculty/Dept:.....
- (c) Location.....
2. (a) Present appointment:.....
- (b) Designation: Senior member Senior Staff Junior staff
3. (a) Date of first appointment.....
4. (a) Was there any period when you left or resigned from the
service of the University:
- (b) If 'yes' state period of absence:
5. (a) Have you previously held any special office? (e.g. Former
Dean/Director, Head of Hall/Dept. etc.....
- (b) If 'yes' state the dates
6. (a) Marital Status: (Married/Single):
7. (a) Number of Children:
 - i Your own
 - ii. Wards (approved by Registrar).....
 - iii. Dates of approval of ward(s) by
Registrar.....
- (b) Number of the above presently living with you:.....
- (c) Particulars of children/registered ward(s): (up to 5)**

Name	Sex	Age	Resident In
1.			
2.			
3			
4			
5			

8. (a) State any Period(s) (month and year) of Study Leave/Leave of Absence

From	To
i.	
ii.	
iii.	

(b) State location and address of house occupied prior to Study Leave/Leave of Absence

.....

SIGN: DATE:

Tel:

Email:.....

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Accra Technical University
Public Affairs Directorate

Email: info@atu.edu.gh/pr@atu.edu.gh
<https://atu.edu.gh>

Tel: 0332095371/0543264917/0544368159