Professional Staff Apartment Accommodations Policy
Office of Residential Life

Residence Hall Directors and Residence Area Directors (RDs), working to meet student needs, are integral members of the Student Affairs team. RDs are young professionals interested in the development of college students. Their major responsibility is to translate the philosophy of the IWU residence hall program into a practical and meaningful set of services, activities, and programs for students. In addition to counseling residents concerning personal and/or academic concerns, RDs are responsible for promoting hall programs and activities, advising hall councils and managing all aspects of residence hall life. In this process, RDs promote the development of skills for leadership, decision making, conflict resolution, fiscal management, problem solving, and self-discipline. RDs live in apartments within the traditional residence halls.

Residence Director’s position description

The Residence Director position requires Residential Life Professional Staff members to live in a University-provided apartment. As it has long been the tradition of IWU, that these apartments are considered “off-campus” living and free of many of the restrictions applied to students, such as visitation and the alcohol policy. The goal is to provide living conditions that offer a balance between the need for live-in staff and the enhancement to personal well-being that living-in can put at risk.

In the spirit of making the RD apartment as livable, welcoming and as inclusive as reasonably possible, and in tune with IWU policies which provide for non-discrimination and domestic partner benefits, additional occupants in the live-in staff apartments may include one other adult occupant who has completed and delivered a signed Professional Staff Apartment Accommodations Agreement to the Office of Residential Life. Additional occupants may also include dependent children or person(s) for which the employee has legal guardianship provided that the total number of occupants does not exceed the number of occupants permitted by local zoning and occupancy statutes and rules. While existing partners may be eligible for tuition benefits, staff members are restricted from intimate relationships with Illinois Wesleyan University students that are not their partners previous to employment. The other adult occupant may not be under the age of 21, and must comply with a background check (this is the same background check conducted for employees).

Definition of established commitment:
Established commitments are those which are lifelong commitments, such as marriage. Such partners are defined as two individuals of the same or opposite sex who live together in a mutually exclusive and enduring relationship similar to marriage, consider themselves life partners, share joint responsibility for their common welfare, and are financially interdependent. Neither partner may be married to someone else, nor related by blood to the other.

In order to be eligible for tuition benefits and health insurance benefits, employees and their domestic partners must sign an Illinois Wesleyan University “Professional Staff Apartment Accommodations Agreement” form indicating that they meet the requirements set forth in that document.

Children of domestic partners may be eligible for this benefit if they meet definition criteria. Additional information concerning the definition of eligible children is available from the Human Resource Office.
Professional Staff Apartment Accommodations Agreement
Office of Residential Life

Employee:

Last Name  First Name  M.I.

Partner:

Last Name  First Name  M.I.  Social Security Number

We certify that we have an established commitment in accordance with the following criteria and eligibility requirements:

- We are legally married and can provide a copy of our marriage certificate.

  OR

- We are each other’s sole Domestic Partner and intend to remain so indefinitely.

- We are jointly responsible for each other’s common welfare and share financial obligations. We can and will, upon request by the University, provide evidence of joint responsibility. Joint responsibility may be demonstrated by the existence of two or more of the following:
  - Domestic Partnership Agreement or Relationship Contract.
  - Joint mortgage or joint ownership of a primary residence.
  - Two of:
    - Joint ownership of a motor vehicle.
    - Joint checking account.
    - Joint credit account.
    - Joint lease.
  - The Domestic Partner has been designated as a beneficiary under the employee’s will, life insurance, retirement plan, or an IRA.
  - Other documentation that is deemed acceptable by the University. A staff member who would like to submit other documents demonstrating a committed relationship should discuss this with the Director of Residential Life.

- We are not married to anyone, and are (i) at least twenty-one (21) years of age and mentally competent to consent to contract, and (ii) not related by blood to a degree of closeness which would prohibit marriage in the state of our residence.

- Our domestic partnership (as defined in items one through three above) has been in existence for at least 6 months prior to the effective date of this Certification.

An ID will be provided for your domestic partner as identification for access into the Shirk Center and for use with the meal plan that will be provided for your partner. In addition, parking stickers are also available for the vehicle of your partner.

By signing below, you are acknowledging that you and your partner understand and will abide by the established parameters above. You also acknowledge that misleading statements made in order to qualify for such residency may be grounds for cancellation of coverage and/or disciplinary action. IWU RDs are responsible for the behavior of those who reside in assigned apartments. Please refer to the accompanying guidelines regarding boundaries and behaviors of additional apartment occupants. Finally, Illinois Wesleyan University reserves the right to revoke the residency of the additional occupant without notice if the student population is found to be at risk due to the partner’s presence.

Signature of Employee  Date

Signature of Domestic Partner  Date

Return this completed form to: Illinois Wesleyan University, Director of Human Resources: 1312 North Park Street, P. O. Box 2900, Bloomington, IL 61702-2900.

For Illinois Wesleyan University:

APPROVED: Name:________________________  Date: