

**PROCESS STEPS FOR NEW CARETAKER REQUESTS / OCCUPANCY AGREEMENTS:
ALVSCE Employees Required to Live in UA Leased or Owned Properties –
As a Condition of Employment**

	Actions	Responsible
1	Written justification to ALVSCE Business Services (DBS) including: <ul style="list-style-type: none"> a) Employee name b) Position title c) Exempt status d) Location e) Business reason(s) which require current employee hire to reside on-site <i>* If position is determined to require recruitment, language regarding occupancy requirement is to be included in the posting and offer letter.</i>	Unit Director
2	Review justification.	ALVSCE DBS
3	If supported, create job description (with requirement to live on-site language) and forward to Connie Yazzie, PDC-Real Estate and Stephanie Rosenberg, Office of the General Counsel. Communicate ALVSCE approval, justification, and request to initiate Occupancy Agreement & associated Addendum(s).	ALVSCE DBS
4	Add information to internal caretaker roster for tracking purposes.	ALVSCE DBS
5	Communicate result, compensation administration, and next steps to Unit Director.	ALVSCE DBS
6	Occupancy Agreement & Addendum(s) developed and finalized for signature.	Connie Yazzie, PDC-Real Estate
7	Employee signs documents.	Employee (coordinated by Connie Yazzie with ALVSCE Unit Director or Supervisor)
8	Employee signed documents returned to PDC-Real Estate.	ALVSCE Unit Director or Supervisor
9	Real Estate Director signs agreement.	Real Estate Director (coordinated by Connie Yazzie)
10	Copy of final signed documents returned to ALVSCE DBS and Office of the General Counsel.	Connie Yazzie, PDC-Real Estate
11	Close file <ul style="list-style-type: none"> 1) Update caretaker roster 2) Track expiration date of agreement (if applicable) 3) Scan documents to ALVSCE Caretaker file 4) Scan documents to ALVSCE employee file 5) Send copy of documents to Division of HR Employee Records for inclusion to personnel file 6) Send copy to ALVSCE Unit Director or Supervisor for their files and to provide to employee for theirs 	ALVSCE DBS

ALVSCE reserves the right to consult with relevant entities on a case by case basis at any stage of the process e.g. Office of General Counsel, Risk Management & Safety, Planning, Design & Construction-Real Estate, University of Arizona Police Department, Facilities Management, Division of Human Resources, etc.