
 <b>HAWAII HEALTH SYSTEMS CORPORATION</b> <i>Quality Healthcare for All</i>	<b>Department:</b>  Human Resources	<b>Policy No.</b>  <b>ADM 0013A</b>
		<b>Supersedes Policy No.</b>
<b>POLICY</b>		
<b>Subject:</b>  <b><i>Employee Housing and Rental</i></b>	<b>Approved By:</b>    HHSC Board of Directors By: Donna McCleary, M.D. Its: Secretary/Treasurer	<b>Approved Date:</b>  September 23, 2021  <b>Last Reviewed:</b>  January 26, 2021

**I. PURPOSE:**

To determine and apply employee Housing Rental Rates and Housing Benefits for Living Quarters on Hawaii Health Systems Corporation (HHSC) facility campuses, as appropriate. This policy applies to all employees of HHSC, including officers, managers, supervisors, and non-supervisory employees.

**II. DEFINITIONS:**

“Housing Rental Rates” means any consideration, not otherwise prohibited by law, paid to rent employee housing under this policy.

“Housing Benefits” means any consideration, not otherwise prohibited by law, provided to employees for use for employee housing under this policy.

“Living Quarters” means a structure, or part of a structure, which is used as a home, residence, or sleeping place by one person or by two or more persons maintaining a common household, to the exclusion of all others; provided however that stays up to and no more than 30 days shall not require a fair market analysis.

“Fair Market Value Rental Assessment” means a real property assessment survey done annually to determine applicable Housing Rental Rates.

**III. POLICY:**

All employee occupants shall pay for the rental of Living Quarters, subject to exceptions for those contracted vendors or service providers whose contracts specifically contain agreed upon housing arrangements. Each Regional CEO shall be responsible for obtaining a Fair Market Value Rental Assessment of all property used for living quarters within their respective regions on an annual basis. The Regional CEO shall be responsible for ensuring that the appropriate Housing Rental Rates are applied according to this policy and applicable procedures.

**IV. AUTHORITY:**

None

**V. RELATED PROCEDURE(S):**

ADM 0013B

**VI. REFERENCE(S):**

None.