

## Employee Short-Term On-Campus Overnight Stays

Responsible Office	University Operations	Effective Date	02/23/2023
Responsible Official	SVP for University Operations	Last Revision	5/2/2024

### I. Policy Statement

Fairleigh Dickinson University follows all federal and state laws regarding the extension of benefits to its employees. This policy only applies to employees of Fairleigh Dickinson University; not to vendors or other third parties staying in on-campus housing for short durations.

### II. Procedure

Employees wishing to utilize on-campus residence halls for short-term overnight stays are subject to the following rules and restrictions:

1. All overnight requests (employees or non-employee guests of the University) must be made by contacting the internal reservation administrator for the desired campus. Upon request, the following information must be provided for all parties staying overnight: full name, personal cell phone, emergency contact number, relationship to guest, and departmental GL number. This information will be shared with the Office of Public Safety for emergency situations.
  - a. For requests, please contact:
    - i. Florham: Craig Mourton – 201-692-2477 – mourton@fdu.edu
    - ii. Metro: Angela DePoalo - 201-692-2486 – angela47@fdu.edu
  - b. Overnight guest is prohibited from bringing individuals not noted in original request into campus dormitory facilities
  - c. Parents/Legal Guardians may bring minor/s for overnight stays, but minors must ALWAYS be supervised and in the presence of parent or legal guardian.
2. Once reserved, key cards will be requested by the internal reservation administrator and can be picked up at the campus Public Safety front desk after presenting a valid FDU ID
  - a. When picking up a key card, all employees shall receive a copy of this policy and sign an acknowledgment of receipt.
3. Any individual employee will be permitted to stay a total of five (5) non-consecutive nights per semester without incurring any imputed income
  - a. Any stays that are more than three (3) consecutive nights, or raise the total number of nights in a single semester over five (5) will result in imputed income reported on the employee's end-of-year W-2 tax statement in the amount of \$64.00 per night stayed
  - b. No employee shall be permitted to stay more than 30 consecutive nights at any time.
4. Any employee staying in on-campus housing will be financially responsible for any damage above normal wear and tear resulting from their stay.

5. The University assumes no responsibility for any property of the Employee or Employee's guest, which is lost, stolen, damaged, or destroyed in on-campus housing at any time, including periods when the Employee/Employee's guest are not in the building(s).
6. Cleaning charges will be imposed upon the employee's departmental GL provided by the employee at the time of the initial request.
7. The following activities are prohibited/restricted while staying in on-campus housing:
  - a. Smoking and alcohol are prohibited in all residence hall buildings/rooms and common spaces
  - b. Animals are not permitted with the exception of service or emotional support animals which must be pre-approved by the Office of Housing and Residence Life



**Employee Short-Term On-Campus Overnight Stays  
Policy Acknowledgement**

I \_\_\_\_\_ have received and reviewed a copy of the Employee Short-term On-Campus Overnight Stays policy. I further understand that it is my responsibility to adhere to this policy and may incur imputed income as a result of my stay, as defined in item 3 of the procedures.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date