

Joan and Sanford I. Weill Medical College
and Graduate School of Medical Sciences

420 East 70th Street (Suite 2S)
New York, NY 10021
PHONE (212) 746-1001
FAX (212) 746-8876

POLICY ON POSTDOCTORAL TRAINEE HOUSING

Originally Approved 1/2000 Revised 10/2004

POLICY STATEMENT

The Joan and Sanford I. Weill Medical College and Graduate School of Medical Sciences of Cornell University recognizes the important role that housing plays in supporting the mission of the institution. Housing assignment policies, procedures, and eligibility criteria have been developed to assign this limited resource equitably. Assignment of available housing units is guided by the principle that the institution seeks to provide housing at market rates to accommodate eligible postdoctoral trainees, with priority given to new recruits. Compliance with provisions of the Internal Revenue Code requires the assessment of a fair market rent to assigned units. These employees are eligible to occupy housing for a five (5) year period [eligible applicants with visiting appointments are eligible for a one (1) year period], provided they remain full time postdoctoral trainees and eligible for housing under this policy. If an individual is granted an extension on the term of the fellowship, then a written request for an extension of housing eligibility should be directed to the Housing Office by the full-time faculty sponsor.

DEFINITIONS

The following definitions apply to terms as they are used in this policy:

Postdoctoral Trainee	An individual who is employed by the Weill Medical College and who holds an appointment as defined in Section Five (5) of the <i>Academic Staff Handbook</i> . Revisions to the <i>Academic Staff Handbook</i> (e.g., academic appointment title changes) will be incorporated into this policy.
Postdoctoral Trainees Eligible for Housing in WMC Buildings	Academic Staff (as defined above) who dedicate a least seventy-five (75) percent of their work effort to institutional research activities and who hold appointments with one of the following titles: Fellow, Postdoctoral Associate, Visiting Fellow.
Full-Time	An individual who is employed by the Medical College and has an appointment to the Medical College as a postdoctoral trainee; who works a minimum of 35 hours/week as an employee and who has no other employment.
Cornell Housing	All current and future housing operated by the Housing Office of the Weill Medical College and Graduate School of Medical Sciences.

Affiliate Housing

All current and future housing operated by the Housing or Real Estate Offices of any of the neighboring/affiliated medical institutions. Current local affiliates include: New York Presbyterian Hospital; Memorial Sloan-Kettering Cancer Center; Rockefeller University; Hospital for Special Surgery; Manhattan Eye, Ear & Throat Hospital.

Newly-recruited Employee

An employee will be considered newly recruited for the purposes of this policy until six (6) months following the date of employment. Those who apply for housing within six months of their date of employment will retain newly-recruited status until offered housing.

ELIGIBILITY & PRIORITY

Because housing is a limited resource in the New York City metropolitan area, housing eligibility criteria and priority designations must be followed strictly when making assignment decisions for Cornell housing. **Only full-time, postdoctoral trainees employed by the Weill Medical College are eligible for housing in Cornell housing facilities.** Priority for housing assignments will be given as follows:

- PRIORITY A:**
1. **Eligible Newly Recruited Postdoctoral Trainees**
 2. **Currently Housed Postdoctoral Trainees with a Change of Family Status**

PRIORITY B: All Other Eligible Postdoctoral Trainees

Once a priority designation is assigned, it will remain valid until a legitimate offer of housing is made.

REASON FOR POLICY

The Housing Office is responsible for the review of all postdoctoral trainee housing applications and the eventual assignment of qualifying applicants to Cornell housing as available. The *Policy on Postdoctoral Trainee Housing* attempts to ensure a fair and equitable system for allocating a limited number of apartments among those eligible. Due to the finite number of apartments and the number of eligible staff who request housing, not all housing requests may be met. This policy defines postdoctoral trainee housing eligibility criteria; identifies priorities for assignment; outlines the procedures to apply for this housing and clarifies conditions for assignment.

WHO SHOULD READ THIS POLICY

- Medical College and Graduate School Administration
- Department Chairs and their Administrators
- All current Postdoctoral Trainees
- All prospective Postdoctoral Trainee Recruits
- All Faculty who sponsor Postdoctoral Trainees

GUIDELINES

- In order to utilize all housing space for approved postdoctoral trainees optimally, applicants must meet the following minimum occupancy requirements to be eligible for each designated apartment size:

Unit Size	Eligible Occupancy
Studio	Eligible individual Couple
One Bedroom	Couple Couple with one dependent child
Two Bedroom	Couple with one or more dependent children Single parent with one or more dependent children
Three Bedroom	Couple with Two or More Dependent Children Single Parent with Two or More Dependent Children
Two Person Share	Eligible individual in a private room in a shared apartment with one other eligible postdoctoral trainee or student
Three Person Share	Eligible individual in a private room in a shared apartment with two other eligible postdoctoral trainees or students

* Dependent defined as those individuals eligible for IRS dependency.

- Offers of housing will only be made to eligible postdoctoral trainees who intend to occupy institutional housing as their primary residence. The apartment must be occupied by the individual to whom it is assigned. Subleases or private arrangements for another person to occupy the apartment are not permitted without the written approval of the Housing Office. Violations of this provision may jeopardize the tax exempt status of the institution and may result in immediate termination of the housing agreement.
- Eligible postdoctoral trainees may occupy only one apartment unit within Cornell or affiliate housing.
- Individuals currently assigned to institutional housing may request reassignment only if their family size increases beyond the eligible occupancy level for their apartment or, conversely, if their family size decreases and a smaller apartment is preferred (documentation confirming this change in family status must accompany the application for reassignment). Postdoctoral trainees approved for transfer may be required to pay prorated painting and cleaning charges on the vacated apartment in accordance with formulas established by the Housing Office.
- Individuals currently in shared housing whose family status changes while in residence or whose families join them, must vacate shared housing immediately. In such cases, the postdoctoral trainee will be relocated to family housing if available. Alternatively, those whose family size decreases during their tenure in WMC housing will be required to relocate to the appropriate sized apartment if they are no longer eligible to reside in their current apartment.

- Postdoctoral trainees who lose housing eligibility status under this policy will be permitted to extend their occupancy in institutional housing for a maximum of two (2) months beyond the termination of their eligibility status. Any such extension requests should be submitted in writing to the Housing Office by the individual's full-time faculty sponsor and should not be considered approved unless written confirmation is received.

APPLICATION PROCEDURES

- To apply for institutional housing at Weill Medical College, postdoctoral trainees must complete an *Application for Postdoctoral Trainee Housing* and submit all necessary paperwork to the Housing Office in Lasdon 2S. For an application to be complete, the following must occur:
 - **Applicant Completes Part I** - All information requested in Sections A & B must be provided. Applicant must provide signature certification (Section C) to confirm that all application submissions are true and accurate.
 - **Applicant Submits Supporting Documentation** - If applying for family housing, applicant must submit documentation verifying eligibility status of any dependents (marriage certificate, birth certificate(s), etc).
 - **Department Completes Part II** - Postdoctoral Trainee employment status is confirmed in Section A. The applicant's full-time Faculty Sponsor must provide signature certification (Section B) to confirm that applicant appointment information is true and accurate.
- Within each postdoctoral trainee priority classification, approved applicants are ranked by the date that their completed applications and all required supporting documents and verifications are received by the Housing Office. Although they may apply for housing at any time following an offer and acceptance of employment, postdoctoral trainees will not be eligible to occupy institutional housing earlier than thirty (30) days prior to their employment start date.
- Applicants may change their arrival date or the date they need housing to a later date by submitting changes in writing to the Housing Office.

CONDITIONS OF ASSIGNMENT

- Eligible postdoctoral trainees will not be promised or offered housing earlier than two (2) months prior to their start date or the date they need housing.
- Postdoctoral trainees on the list for housing will have the opportunity to accept a single legitimate offer of housing. The assignment offered will be one in which the applicant's family status corresponds to the minimum occupancy requirements as previously outlined in the Guidelines Section of this policy. Individuals who decline a legitimate offer of housing will be removed from the list for housing and may not reapply for a period of six (6) months at which time they will be re-prioritized.
- The definition of a legitimate offer is based on occupancy requirements; not building preference, apartment location within a building, nor any other building/ apartment criteria. Single individuals who request studio apartments may be provisionally offered a space in a shared apartment when a studio is not immediately available. However, acceptance or rejection of the offer of a space in a shared apartment will affect neither the priority designation of their studio application nor its ranking by date. Any person requesting to remain on the waitlist for a studio, after accepting an offer of shared space, must do so in writing to the Housing Office after the formal letter of offer has been received.

- When offered housing, postdoctoral trainees must take occupancy of their assigned apartment within thirty (30) days of either the offer or the listed arrival date (or the date for which they requested housing). If an individual fails to accept housing within this time frame, the offer will be deemed void and the applicant will be removed from the list for housing.

RENT PRO-RATION

WMC pro-rates its housing by quarter of the month according to the following schedule (except Sutton Terrace). Please arrange your travel dates accordingly.

<u>Move in date</u>	<u>Prorating schedule for month of move</u>
1st - 7th	Full month's rent
8th - 14th	3/4 of monthly rent
15th - 21st	1/2 of monthly rent
22nd - 28th	1/4 of monthly rent
29th - 31st	-0-