



Employee Lodging Policy

Policy Number:	OP 01-007
Policy Administrator:	President
Policy Initiator:	AVP, University Affairs & Chief of Staff
Authority:	California State University Maritime Academy
Effective Date:	March 22, 2018
Revised Date:	
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy establishes on-campus residency guidelines for employees of California State University Maritime Academy (Cal Maritime).

Scope:

This policy applies to all employees of Cal Maritime.

Accountability:

The Office of the President is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to allow employees to live on campus, as long as it is required through an employment contract, and/or meets the Exemptions and Exceptions criteria below. All other requests to live on campus must receive written permission by the President of Cal Maritime.

Exemptions and Exceptions:

Training Ship GOLDEN BEAR (T.S.G.B): The T.S.G.B. is an exception to this policy.

When the T.S.G.B. is docked at Cal Maritime, it is used primarily for classrooms, offices, and student residences; therefore, it shall be used as a residence by students. Additionally, due to vessel safety and maintenance requirements, permanent ship officers employed by Marine Programs shall be allowed to stay aboard the T.S.G.B. throughout the academic year in order to deliver instruction and/or training programs, so long as they receive written permission from the President of Cal Maritime.