



UNIVERSITY OF EDUCATION, WINNEBA

HOUSING/ACCOMMODATION POLICY



JUNE, 2019

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1.0 Introduction

In his acclaimed theory of needs, Maslow argued that shelter is a physiological need and basic to human survival (Hesse 2006). This means that every individual requires a kind of shelter in the form of housing. The UNDP (1996) report established that improved housing conditions have an immediate and direct impact on human development. The report also has it that, adequate housing is positively correlated with progress in health, literacy and longevity and also social stability of communities. Improvements in housing boost the material and psychological well-being, health and work productivity of individuals as well as school performance.

The current conditions of service for Senior Members and Qualified Staff of public universities (as contained in the Unified Condition of Service of Senior Members of the Public Universities of Ghana), provide that the Universities may provide accommodation to all Senior Members and to Senior Staff of the rank of Principal Administrative Assistant and above or its equivalent. The Universities are, thus, not under strict obligation to provide residential accommodation to its staff upon engagement. The ability to provide housing/accommodation depends on the availability of adequate housing to meet the demand. The huge housing deficit of over 1.7 million units in the country also reflects the situation in almost all public universities, of which UEW is part.

The Management of UEW has from the year 2014 to present embarked on some efforts to expand the housing infrastructure for staff by the construction of new multi-storey residential premises to address the growing demand for on-campus accommodation. The University also encourages staff to secure their own means of accommodation either through rented premises or through Owner-Occupier premises, subject to the payment of appropriate allowances.



5-Storey Residential Apartments at North Campus, UEW

Notwithstanding the inadequacy of official university accommodations, there is still the need to ensure a fair and transparent allocation of the available houses to qualified Senior Members and entitled staff based on regulations and procedures approved by the Academic Board and administered by the Housing Committee.

This policy document (Housing/Accommodation Policy) is therefore aimed at providing guidelines, procedures, rules and regulations for a fairer allocation of official university accommodation to qualified staff and/or Senior Members. Through a process of Point System Allocation, application forms (Appendix 1) are issued to qualified and interested applicants by the Estate Section. Points are accumulated by applicants based on various attributes or capacities such as the rank/status, service point, family size, duties and additional responsibility, etc. The applicant who obtains the highest number of points after the collation of the information vetted by the Housing Committee would be offered the accommodation in respect of which the applications were received.

2.0 The UEW Housing Committee

Schedule B of the UEW Statutes 2007 establishes the Housing Committee as a Standing Committee of the Academic Board. It is made up of the following members:

- Pro Vice-Chancellor - Chairperson
- One Representative of Estate Management Committee
- Four Members (elected by the Academic Board)
- One Representative of FUSSAG
- Estate Officer
- One Member of GAUA

The Housing Committee is tasked with the following responsibilities: -

- a) To carry need assessment of staff housing/accommodation
- b) To identify and allocate to staff the available housing/accommodation
- c) To review the housing accommodation policy and procedures of the University.

To be able to carry out these functions fairly and transparently taking into consideration the competitive demand for official accommodations by qualified staff, the Housing Committee submits for the consideration of Management this proposed Housing/Accommodation Policy to guide the allocation of vacant housing units to qualified and interested staff. This document will ensure a fair and transparent allocation of the University's housing stock.

3.0 Scope of UEW Housing Units

The University's Housing Units consist of those houses/buildings purposely built as residential accommodation across the campuses as well as rented premises taken by the University (as

tenant) for and on behalf of qualified staff. Allocation of such units shall be based on approved procedures.

Briefly, the residential accommodations owned by the University are made up of few multiple storey multi-occupancy facilities, single-storey semi-detached houses, single-storey detached houses, few multi-occupancy single-storey suites and few rented premises.

4.0 Hospitality for Newly Appointed Senior Members and Qualified Staff

A newly appointed Senior Member and/or qualified staff shall be provided with seven (7) days hospitality in the form of being accommodated in a suitable hotel or guest house. This is to give the staff concern some form of respite in seeking accommodation either on-campus or off-campus.

5.0 Duty Post/Reserved Housing for Special Officers

Duty Post housing shall be provided on campus for the following categories of Senior Members who are classified as principal officers of the University:

- (i) Vice-Chancellor

A purpose-built residential facility fully furnished (referred to as the Vice-Chancellor Lodge) shall be provided as a duty post on campus.

Also the following principal officers shall be provided with furnished accommodation on campus:

- Pro-Vice-Chancellors
- Registrar
- Finance Officer
- University Librarian

6.0 Allocation of Vacant Housing/Accommodation Units

6.1 Advertisement for Vacant Housing/Accommodation Units

The Housing Committee shall advertise all vacant University housing units by circulation same widely to Faculties, Departments, Sections Units as well as posting copies of the adverts on appropriate Notice Boards in the University. Housing application forms should be collected from the Estate Section and appropriately completed by applicants. A sample of the application is enclosed herewith in this policy document as Appendix 1.

6.2 Vetting and Collation of Completed Points System Application Forms

Completed application forms shall be returned to the Estate Section for vetting and compilation of the results. The vetting will be done through information obtained from the Division of Human Resources relating to personal data, qualifications, family size, duration of service, position held etc. A list of all applicants, indicating the points accumulated and vetted by the Estate Section, on behalf of the Housing Committee, will be published for the information and comments by qualified and interested staff. The vetted points will be forwarded to the Housing Committee for scrutiny and allocation.

7.0 The Points System Method of Allocation of Vacant Housing/Accommodation

When an applicant applies for housing/accommodation, points are awarded based on the applicants personal data, housing needs and other social circumstances. The more points an applicant accumulates, the better his or her chance of getting an offer of housing/accommodation.

The system for the allocation of houses under the Point System shall be as follows:

7.1 Status Points

Points shall be earned by virtue of the status of the Senior Member or Qualified Staff in the University, as follows:

TABLE 1 - POINT SYSTEM FOR UEW SENIOR MEMBERS/QUALIFIED STAFF

S/N	STATUS/RANK	STAUTS POINTS
1	Professor	40
2	Librarian	40
3	Director of Health Services	40
4	Director of Institute etc.	40
5	Director of Development	40
6	Finance Officer	40
7	Internal Auditor	35
8	Associate Professor	35
9	Deputy Registrar	35
10	Deputy Finance Officer	35
11	Deputy Librarian	35
12	Deputy Internal Auditor	35

13	Senior Lecturer	30
14	Senior Assistant Registrar	30
15	Senior Research Fellow	30
16	Senior Medical Officer	30
17	Senior Accountant	30
18	Senior Librarian	30
19	Lecturer	25
20	Assistant Registrar	25
21	Research Fellow	25
22	Medical Officer	25
23	Estate Officer/Quantity Surveyor	25
24	Maintenance Engineer/Architect	25
25	Planning Officer	25
26	Assistant Librarian	25
27	Accountant	25
28	Assistant Lecturer	20
29	Junior Assistant Registrar	20
30	Junior Assistant Librarian	20
31	Assistant Account	20
32	Chief Technician/Chief Administrative Assistant, etc.	16
33	Principal Technician/Principal Administrative Asst. etc.	14

(SOURCE: UEW)

7.2 Additional Points

Table 2

S/N	ADDITIONAL POINTS	STATUS POINTS
A	Service Points	
1	Points for staff on the job	One (1) every year
2	Points for 2 or 3 years study leave abroad	One (1) every six (6) months
B	Present Accommodation Points	
1	Points for residence on campus	One (1) every year
2	Points for residence off campus	One (1) every six (6) months
3	Points for staff with no accommodation	One (1) every quarter
C	Family Points	
1	Married couple	One (1)
2	Each child (Maximum of five (5) children	One (1) per child
D	Duty Points	
1	Deans/Directors in their post for more than one (1) year	Three (3)
2	Heads of Department etc. in their post for more than one (1) year	Two (2)
E	Couples Points	
1	Staff couples	Two (2)
F	Acting Points	
1	Acting Deans/Directors etc. in their posts for more than one (1) year	Two (2)
2	Acting Heads of Department etc. in their posts for more than one (1) year	One (1)

(SOURCE: UEW)

7.3 Service Points

Points shall be earned in respect of every year of service to the University. This will be calculated from the date applicant qualified for University housing, as follows:

- i) **Continuous Service:** Applicants will earn one (1) point for every year of service to the University.
- ii) **Study Leave:** Applicants on two (2) or more years study leave abroad will earn one (1) point for every six (6) months.

7.4 Residence Points

In addition to the points that accrue on account of Service Points (7.3 above), Residence Points may be earned as follows:

- i) Applicants with campus accommodation will earn one (1) point for every year.
 - ii) Applicants with off-campus accommodation will earn one (1) point for every six (6) months.
 - iii) Applicants without any accommodation/temporary accommodation will earn one (1) point for every quarter.
- **NB:** The effective date for calculating Residence Points shall be the date staff becomes entitled to University housing.

7.5 Family Points

- (i) Married applicants will earn one (1) point
- (ii) Applicants with children/dependents will earn one (1) point for each child

up to a maximum of five (5) children

NB: Definition of children/dependants

- One's children are one's own issues.
- One's ward is a child who has been registered by the University, in one's name, and duly recognized as such.
- Children/dependents in this context are those children/dependents who are below 21 years.

(Source: UEW)

7.6 No Pooling of Points

Two Senior Members and/or Qualified Staff may not pool points together for the purpose of securing a house unless the applicants concerned are married couples. In that case, the points of the applicant with the higher score shall be taken to be the initial score of the group and the status, special office as well as the service points of the other partner shall be added to the score.

Where the two of them are housed separately one of them should give up his/her house and join the other.

7.7 Equal Number of Points

Where the total number of points is the same for two or more persons, preference will be given to the person who, in the opinion of the Housing Committee, has a more urgent claim. The Committee shall be guided by the reason(s) an applicant states on the application form.

7.8 *Reversion to Next Person with Highest Points*

If a person with the highest score of points is unable to accept an allocation made by the Housing Committee, the person with the next highest points, who has chosen that same house, shall be given the house.

8.0 Family Size and Types of Housing Units

- a. A person with less than three (3) children shall not normally be eligible for a three-bedroom house with a study.
- b. A person with three (3) or more children shall normally be eligible for three-bedroom accommodation.

9.0 Change of Accommodation

- a. **Movement from One or Two-bedroom flat/House** - A person living in a one-bedroom flat with a study/two-bedroom flat/house, can apply for a change of accommodation, after a minimum period of two (2) years.
- b. **Movement from One House to another House** – In all other cases, movements shall be permitted only after a minimum stay of four (4) years.

10.0 Swapping of Accommodation

- a. Where two occupants, on their own volition, intend to exchange houses with similar facilities, they must obtain written approval from the Housing Committee.
- b. In all cases of swapping of residence, the persons concerned shall bear the full cost of

"touching-up" (minor repairs) the houses vacated, where needed, plus the transport and labour cost. The 'touching-up' (minor repairs) will be carried out under the supervision of Maintenance & Works Section.

11.0 Discretion/Reserved Powers

Except in special circumstances to be determined by the Vice-Chancellor or Chairman of the Housing Committee, allocation of accommodation shall be made by the Housing Committee through the Estate Section upon advertisement of vacant or anticipated vacant premises.

The Vice-Chancellor or the Chairman of the Housing Committee shall, under exceptional circumstances, have reserved powers to make allocation outside the Point System Scheme if, it is in the paramount and immediate interest of the staff and in the University's interest so to do. Such allocation shall afterwards be reported to the Housing Committee for its consideration at its next regular meeting.

12.0 Deadline for Moving into a Vacant Accommodation Unit

The winner or successful applicant of a house, which has been inspected to be habitable or after duly renovated and certified by the joint inspection team of the Housing Committee and the new tenant to be habitable, shall move into the house within a period of one (1) month, or lose it.

13.0 Refusing an Accommodation of One's Choice

An applicant who has been allocated a house of his/her own choice, but who cannot occupy it within a month after inspection and certification by the Housing Committee, must notify the Chairman of the Housing Committee in writing of his/her inability to move in. Failure to do so will result in the house being reallocated to the next applicant with the highest score.

14.0 Owner-Occupier/Rented Accommodations

Senior Members and Entitled Staff who live in their own accommodations (owner-occupier) or rented accommodations shall be paid rent allowance at rates approved by Government as well as Utility Allowance as determined by the University from time to time.

To encourage Senior Members and Entitled Staff to diligently provide for their own accommodation, by way of owner-occupier properties, Management through the Finance Section will consider and ensure an upward adjustment of the amount payable to staff as Owner-Occupier Allowances.

15.0 Leave and University Accommodation

15.1 Study Leave

- a. Senior Members and/or Qualified Staff proceeding on more than one-year study leave outside the University shall inform the Chairman of the Housing Committee, and vacate their accommodations before their departure. Senior Members and/or Qualified Staff on study leave **tenable** at UEW and any local University may however keep their accommodations.

- b. Persons proceeding on more two years study leave, who surrender their accommodations before departure, shall be given priority and credited with one (1) point for every six (6) months on their return, when they so apply for accommodation.

15.2 Leave of Absence

- a. **Absence Not Exceeding One Calendar Year:** A Senior Members and/or Qualified Staff granted leave of absence, with or without pay, for a period not exceeding twelve (12) months, may retain occupation of University accommodation for the occupation and use of his/her family, while on leave. In instances where one is granted leave of absence for less than one (1) year without pay, the Occupant shall make direct monetary payment of the rate chargeable to the Finance Section.
- b. **Absence Exceeding One Calendar Year:** Senior Members and/or Qualified Staff proceeding on leave of absence, without pay, for a period of more than twelve (12) months will be required to surrender their accommodations before leaving.

16.0 Subletting University Residence

- No staff occupant in University accommodation shall under any circumstances sublet in whole or in part the accommodation offered for his/her occupation and use.

17.0 Using University Residential Accommodation for Unauthorized Purposes/Uses

- No University accommodation unit shall be put to any commercial uses etc. Breaching of this regulation may lead to a forfeiture of the house and any additional sanctions as may be issued by the Housing Committee.
- Where it is established that a Staff occupant of a University accommodation has wilfully or negligently caused damage to the said property, an assessment shall be made by the Maintenance & Works Section or the Estate Section and the total cost of repairs of the damage surcharged to the occupant.
- A staff occupant or occupants who cause(s) wilful damage to their accommodation shall, in addition to being surcharged for the total cost of the damage, may, upon due consideration by the Housing Committee, be barred from contesting or applying for other accommodation for a period of two (2) years.
-

18.0 Issuance of Occupancy Agreement by the University

The Housing Committee shall through the Estate Section issue an Occupancy Agreement between the Staff Occupant on the one part and the University on the other part. The agreement shall spell out covenants/obligations/duties for both the staff occupants and the University, the compliance of which will ensure peaceable enjoyment of the premises by the occupants and also to ensure the premises is kept in good condition of repair.

19.0 Vacation of University Accommodation

- ***Resignation***

A member who resigns from the service of the University shall vacate University accommodation, with effect from the date of resignation. If he/she is re-engaged at a later date, his/her previous length of service points shall not be taken into consideration when applying for accommodation anew.

- ***Retirement***

Voluntary Retirement: A member who leaves the services of the University on voluntary retirement must surrender his house, with effect from the date of retirement. If he/she is re-engaged at a later date, his/her previous length of service points shall not be taken into consideration when applying for accommodation anew.

Compulsory Retirement: A member who reaches the compulsory retiring age shall also surrender his/her accommodation, from the date of retirement. However, if such a member is re-engaged immediately on **post retirement contract**, he may be allowed a maximum grace period of one (1) academic year stay in his/her as accommodation, after which he/she must vacate premises.

Compulsorily retired staff on contract with the University shall not, after the one year grace period, be entitled to University accommodation..

All staff who are required to vacate University accommodation, for some compelling reason(s), may, on application to the Chairman of the Housing Committee, be considered for extension of stay not exceeding one (1) month.

Such application should be received at least one (1) month in advance.

- ***Deceased Staff***

The family of a Senior Members and/or Qualified Staff who dies while still in the employment of the University may be allowed to stay in University accommodation for a period not exceeding one (1) year. The rent deductible shall be the same as the deceased was paying before death, and should be deducted from his terminal benefits.

- ***Vacation of Post***

A member who vacates his post shall vacate his University-provided house immediately. Also the grace period for retention of the house will not apply.

20.0 Payment of Twice the Market Rent for Refusal to Vacate Accommodation

Any member, who fails to vacate University accommodation as required of him/her, shall, without prejudice to other actions by the University and prior to eviction, be charged twice the economic rent as ascertained by the Estate Section.

21.0 Senior Members on Secondment, Sabbatical or National Assignment

A Senior Member and/or Qualified Staff on secondment shall be charged economic rent if he/she requests for retention of the accommodation unit he/she occupies. In such an instance, the University will sign a separate tenancy agreement with the staff concerned to ensure that appropriate arrangement for payment is made and the relevant conditions for keeping accommodation are spelt out clearly.

22.0 Repairs/Maintenance of University Accommodation

Maintenance practices in the University can be conveniently classified as follows:

- *Minor Repairs* – regular, unplanned, corrective maintenance operatives that are carried out as and when the need arises. It may include works such as replacement of plumbing, electrical, carpentry fittings e.g. malfunctioning ironmongery, sanitary fittings and fixtures, changing of nets, bulbs etc. shall be carried out by the Staff Occupant.
- *Preventive or Scheduled Maintenance* – where buildings (equipment or facilities); are inspected, maintained and protected before break down or other problems occur shall be undertaken by the Maintenance & Works Section under the Directorate of Works and Physical Development (DWPD).
- *Major Repairs* – such as renovation, repainting, reroofing, extension/alteration, civil/structural works etc. which would require expertise and profession knowledge shall be supervised by the DWPD.
- *Emergency Repair* – works that are necessary to put in hand immediately to avoid serious consequences e.g. bust pipeline, transformers catching fire etc. shall be carried out by the Maintenance & Works Section under the DWPD.
- *Cleaning Operations* – day to day operations executed to keep the building and their facilities and surroundings in a good condition, e.g. sweeping, scrubbing, dusting etc. shall be undertaken by occupants of these premises and also routinely supervised by the Maintenance & Works Section.
- *Procedure for Repairs/maintenance of Vacant Accommodation* – the Directorate of Works and Physical Development through the Maintenance & Works Section shall conduct

inspection of the vacant accommodation to assess and ascertain the extent/scope of repair works required to be done and then submit estimates for the consideration and approval by the Vice-Chancellor before works are commenced on the said accommodation.

23.0 Ejection Processes and Procedures from Official Accommodation

- Staff Occupant(s) of University accommodation who is/are expected to vacate the premises shall be written to, at least three months prior to the effective date for vacation of the accommodation, informing him/her of the need to vacate the premises on the given date. Letter of Reminder may, further, be sent to the affected occupant(s) informing him/her of failure to comply with the vacation order.
- If after a period of one month, the occupant(s) who has not surrendered his/her accommodation, and has no evidence to show that he/she has been granted an extension to stay, then the Estate and the Maintenance Section shall ensure that electricity and water supplies to the accommodation are disconnected. This is geared towards making the occupation of the premises inconvenient for the staff occupant(s).
- If after the disconnection of electricity and water supplies to the said accommodation, the occupant(s) refuses to vacate the premises within a week, he/she would be forcibly ejected. The University shall exercise the right of ejection/eviction through the Directorate of Security Services, the Directorate of Works and Physical Development, and the Estate Section and, if necessary, the Police may be called upon to help effect the ejection/eviction.

**APPENDIX 1: UNIVERSITY OF EDUCATION, WINNEBA (UEW) HOUSING/
ACCOMMODATION APPLICATION FORM**

FILE NO.....

A. Personal Particulars

1. Name:
2. Department:
3. Rank/Status:
4. Date of Assumption of Duty (Month/Year):
5. Present Bungalow/Flat/House No.:
6. Date of Occupation (Month/Year):
7. Previous Bungalow/Flat/House No.:
8. Mobile Number:

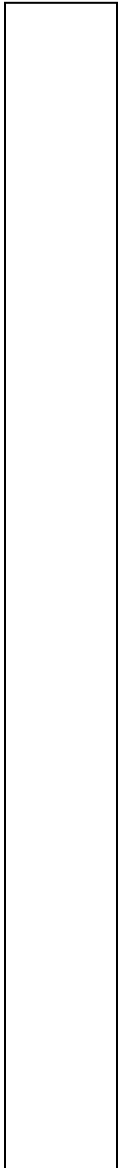
B. Status Points: 40, 35, 30, 25, 16, 14, 12, 10

C. Service Points:

- (i) Applicants will earn one (1) point for every year of service.
- (ii) Applicants on 2 or more years study leave abroad will
Earn 1 point for every six (6) months.

D. Present Accommodation Points:

- (i) Applicants with campus accommodation will earn 1 point
for every year.
- (ii) Applicants with off-campus accommodation will earn
one (1) point for every six (6) months.
- (iii) Applicants without any accommodation/temporary



accommodation will earn one (1) point for every quarter.

E. Family Points

- (i) Married applicants will earn one (1) point
- (ii) Applicants with children will earn one (1) point for each child up to a maximum of five (5) children.

F. Duty Points

- (i) Applicants performing special duties (Deans/Directors) in their posts for more than one (1) year will earn 3 points.
- (ii) Applicants performing special duties (Heads of Dept, etc) in their posts for more than one (1) year will earn 2 points.

G. Couples Points

- (i) Staff couples will earn two (2) points.

H. Acting Points

- (i) Ag. Deans/Directors, etc. in their posts for more than one (1) year will earn two (2) points.
- (ii) Ag. Heads of Department etc. in their posts for more than one (1) year will earn one (1) point.

TOTAL

I. Bungalow/Flat/Suite applied for

- a. 1st Choice
- b. 2nd Choice

Date: Signature:

Tel: Email:

(SOURCE: UEW Estate section)

TABLE 3 - POINT SYSTEM FOR UEW SENIOR MEMBERS/QUALIFIED STAFF

S/N	STATUS/RANK	STATUS POINTS
1	Professor	40
2	Librarian	40
3	Director of Medical Services	40
4	Director of Institute, etc	40
5	Director of Development	40
6	Finance Officer	40
7	Internal Auditor	40
8	Associate Professor	35
9	Deputy Registrar	35
10	Deputy Finance Officer	35
11	Deputy Librarian	35
12	Deputy Internal Auditor	35
13	Senior Lecturer	30
14	Senior Assistant Registrar	30
15	Senior Research Fellow	30
16	Senior Medical Officer	30
17	Senior Accountant	30
18	Senior Librarian	30
19	Lecturer	25
20	Assistant Registrar	25

21	Research Fellow	25
22	Medical Officer	25
23	Estate Officer/Quantity Surveyor	25
24	Maintenance Engineer/Architect	25
25	Planning Officer	25
26	Assistant Librarian	25
27	Accountant	25
28	Assistant Lecturer	20
29	Junior Assistant Registrar	20
30	Junior Assistant Librarian	20
31	Assistant Accountant	20
32	Chief Technician/Chief Adm. Assistant, etc.	16
33	Principal Technician/Principal Adm. Asst. etc.	14

(SOURCE: UEW)

TABLE 4 – ADDITIONAL POINTS

S/N	ADDITIONAL POINTS	STATUS POINTS
A	Service Points	
1	Points for staff on the job	One (1) every year
2	Points for 2 or 3 years study leave abroad	1 every six (6) months
B	Present Accommodation Points	
1	Points for residence on campus	One (1) every year
2	Points for residence off campus	One (1) every six (6) months
3	Points for staff with no official accommodation	One (1) every quarter
C	Family Points	
1	Married couple/staff	1
2	Each child (Maximum of 5 children)	1 (every child)
D	Duty Points	
1	Deans/Directors in their post for more than one (1) year	3
2	Heads of Department etc. in their post for more than one (1) year	2
E	Couples Points	
1	Staff Couples	2
F	Acting Points	
1	Ag. Deans/Directors etc. in their posts for more than one (1) year	2
2	Ag. Heads of Department etc. in their posts for more than one (1) year	1

(SOURCE: UEW)