

**SAHTU HEALTH AND SOCIAL SERVICE AUTHORITY**  
**Policy**

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**ADMINISTRATION POLICY**

**EMPLOYEE HOUSING POLICY**

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**Transient Employees**

Subject to availability, SHSSA will provide housing to employees who are transient workers in SHSSA apartments at a nightly rate of:

**All Rates Per Person**

Community	Unit	Bdrm	Type	Single Rate	Shared Rate
Deline	1	2	Apt	40	15
	2	2	Apt	40	15
	3	2	Apt	40	15
	4	1	Trailer	15	N/A
Tulita	5	1	Trailer	15	N/A
	6	1	Trailer	15	N/A
	7	1	Health Center	0	N/A
Norman Wells	8	3	Town House	N/A	15
Fort Good Hope	9	1	Trailer	15	N/A
	10	1	Trailer	15	N/A
	11	1	Apt	20	N/A
	12	1	Apt	20	N/A
	13	2	Apt	40	15

Management reserves the right to decline requests for single occupancy in multiple bedroom units.

Nightly rates include heat, power, water/sewer, telephone, and cable or satellite television. Units are furnished. **Smoking is not permitted in any SHSSA accommodation or worksite.**

Pets are allowed in single accommodations, but due to the high cost of cleaning of apartments when transient workers turnover and the prospect of new workers having pet allergies, a damage deposit equal to one month's rent will be collected in advance from the occupant as well as full cleaning responsibility resting with the occupant in accordance with Schedule A

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**Permanent Employees**

The SHSSA does not have the resources to provide housing to permanent employees who work on a continuous basis in the employing community. SHSSA will only provide housing on a temporary and emergent basis to permanent staff if housing units are available in the time of need. **All units are smoke free.** Rents are as follows:

All Rates Per Person

Community	Unit	Bdrm	Type	Single Rate	Shared Rate
Deline	1	2	Apt	1200	450
	2	2	Apt	1200	450
	3	2	Apt	1200	450
	4	1	Trailer	450	N/A
Tulita	5	1	Trailer	450	N/A
	6	1	Trailer	450	N/A
	7	1	Health Center	0	N/A
Norman Wells	8	3	Town House	N/A	450
Fort Good Hope	9	1	Trailer	450	N/A
	10	1	Trailer	450	N/A
	11	1	Apt	600	N/A
	12	1	Apt	600	N/A
	13	2	Apt	1200	450

Management reserves the right to decline requests for single occupancy in multiple bedroom units.

All rents include heat, power, water/sewer, telephone, and cable or satellite television. Units are furnished.

Pets are allowed in single accommodations, but due to the high cost of cleaning of apartments when workers turnover and the prospect of new workers having pet allergies, a damage deposit equal to one month's rent will be collected in advance from the occupant as well as full cleaning responsibility resting with the occupant in accordance with Schedule A

SHSSA will surplus old apartments, or trailers as market housing becomes available in the communities.

**Payment**

Rent payments by employees can be made to the regional office by credit card at the time your contract is signed. Pre-authorization is required to bill your credit card monthly if your term extends more than one month. Post-dated cheques will also be accepted.

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**Definitions:**

A **transient worker** is an employee that maintains a permanent residence in another community and works on a periodic or rotational basis.

A **permanent employee** is one who does not work on a periodic or rotational basis.

Approved by:



Chad Fehr, Chief Executive Officer