



ARAMARK Parks and Destinations- Alaska

SUBJECT NUMBER

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April 15, 2012/ January, 2013

ISSUED BY

**Human Resources
Department**

SUBJECT

Employee Housing

REPLACES

PAGE

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1.0 **PURPOSE**

This Policy sets out the guidelines and rent structure for employee housing at ARAMARK Parks and Destinations- Alaska. It is the intent of APD-AK to comply with all statutes and regulations relating to housing.

2.0 **SCOPE**

This Policy applies to **all** APD- AK employees who reside in employee housing, unless otherwise noted.

3.0 **RESPONSIBILITY**

The Human Resources Department will be responsible for ensuring that these guidelines are clearly communicated and adhered to by the employees who reside in employee housing.

4.0 **INTRODUCTION**

On behalf of ARAMARK Parks and Destinations, we welcome you to Alaska. Our goal is to provide you with a comfortable and affordable place to live during your employment at APD-AK. Living in employee housing will give you the unique opportunity to interact with a variety of employees with different backgrounds and interests. APD-AK is more than a place to work, eat and sleep; it is a place to expand your horizons, form life-long friendships, and create experiences that will stay with you for the rest of your life. To make the experience as memorable for you and for everyone else around you, it is expected that you will consider and respect the feelings, attitudes, safety, welfare and interests of others. It is important to avoid infringing on other people's rights. We require that all employees be responsible individuals both on and off the job. If you follow the simple guidelines outlined below, your stay in employee housing should be an enjoyable one.

5.0 **POLICY/PROCESS**

5.1 **General Information**

Employee housing is a privilege and is not a requirement of employment with ARAMARK. All decisions on housing will be made on a case by case basis and is available on a first come first serve basis. Tenants are issued a copy of this Housing Policy when they check into housing. Tenants must agree to abide by all rules and regulations of this policy as well as all Federal and State laws. Housing privileges and/or employment may be revoked if a tenant is found in violation of any of the rules

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and regulations described in the Housing Policy. We strongly suggest you read and familiarize yourself with this policy. Tenants are required to sign an acknowledgement that states that they have received and reviewed a copy of the employee housing guidebook which includes the rules and regulations as well as any other conditions of their occupancy and that they agree to abide by them. The tenant also signs an Employee Housing Agreement.

5.2 Employee Code of Conduct

Employee conduct should be orderly and respectful of the rights, safety and privacy of others. Employees are expected to keep the facilities clean, treat company property with care, and avoid conduct or actions that offend or disturb others.

5.3 Qualifications for Employee Housing

Housing must be reserved with the Human Resources Office. Requests to live in a specific dorm or housing type will be considered but is not guaranteed. Employees must be at least 18 years of age to qualify to live in employee housing.

5.4 Employee Housing Agreement

The Employee Housing Agreement is a legal and binding agreement. We urge you to read your copy of the entire document. Employees are responsible for all conditions stipulated in the agreement, this policy, the Employee Handbook, as well as local, state, and federal laws.

6.0 GUIDELINES

6.1 Check In

Rates are determined by the Human Resources Department and approved by Senior Leadership. Each tenant will be informed of the rate for the unit that they are assigned prior to their arrival on property. Upon arrival the tenant will check in with Human Resources, receive a copy of the Employee Housing Agreement and sign a payroll deduction agreement allowing the rent to be taken from their paycheck. Each tenant will have their rent payroll deducted. Tenants are responsible for payments when the deductions do not occur for any reason. Failure to meet payment requirements could result in termination of housing privileges.

Tenants are responsible for monitoring their own deductions.

6.2 Keys

You will be issued one key for your housing unit. If you forget your room key or lose it, contact HR to unlock your room or buy a new key. If you need assistance with your keys while the housing staff is off duty, contact Security. There is a charge for a lost key.

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6.3 Linens

APD-AK will provide two sheets, a blanket or bedspread, a pillow and pillowcase. These are to be returned at the end of employment or end of season. **TOWELS ARE NOT PROVIDED.**

6.4 Room Changes

Compatibility is one of the most important issues in housing. The tenant must show some effort in getting along with others and making an attempt to be a compatible roommate. If a tenant is unable to get along with their roommate, a room change may be requested through HR. Room change requests will only be accommodated on space available basis. If a room change request is based on an existing roommate conflict situation, you will be expected to work toward resolution of this conflict before changes are granted. Should the situation arise where you and your roommate(s) are having difficulties living together, it is important that you strive to make the situation better by doing the following:

1. Talk to your roommate(s). Failure to communicate is often the primary reason roommates do not get along.
 2. If talking to your roommate(s) does not alleviate the situation, it is then time to contact Human Resources. A meeting will be set up and during this meeting, you and your roommate(s), in conjunction with HR will discuss issues and create alternatives to help work through the difficulties in your unit. Roommates who have been separated will not be moved back together at any time during the season.
 3. A form must be filled out and signed by all parties involved included the manager that approved the request, and turned into HR.
- Employees are NOT permitted to change rooms without the permission of HR.

6.5 Cleanliness – Trash and Recycling

ALL tenants must keep their living space clean and free of trash and debris.

You will need to keep your housing unit in clean and orderly condition at all times. When two or more people live in a small area, it is important that each person do their part to make the area comfortable and livable for others. Trash and debris should be picked up daily around the dorms and in the dorm hallways.

Cleaning equipment (brooms, vacuums) may be checked out from Human Resources. Dispose of your trash in the covered dumpsters provided near your living area. To prevent harm and possible death to wildlife, it is important to properly dispose of all garbage.

Trailer & RV Spaces: Tenants are responsible for removing trash, and debris in their yard and surrounding areas.

The Housing staff will regularly check the condition of the yards and notify the tenants of any work that needs to be done. It will be the responsibility of the tenant to correct the issues.

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Recycling: We expect all APD-AK employees to be an active participant in our recycling program. Recycling containers are provided in the housing area.

6.6 Vehicles

All vehicles must be registered and operable. Be sure to ask for a Parking Agreement when checking in. A Parking permit will be issued and must be displayed on the vehicle, preferably in the left corner of the rear window of the vehicle. Employee parking areas are located on each property or nearby land assignment. When driving (or walking) be aware that bus traffic is very heavy especially when tours are departing or returning. For your safety, always yield to busses and trucks, and as a courtesy, to our guests.

6.7 Drugs and Alcohol

Employees who are 21 years of age may responsibly possess and consume alcoholic beverages in their housing unit. Employees under 21 who possess and/or consume alcoholic beverages in employee housing or on APD-AK property will be terminated. Under NO circumstances may alcohol be in an open container unless in a specified common area space or in the room of someone over 21 years of age. It is illegal for those of legal age to purchase, serve, or otherwise provide alcoholic beverages for those under the age of 21. Distribution, sale or providing alcoholic beverages to minors or hosting a gathering where alcohol and minors are present is expressly prohibited. Persons who are over 21 and are drinking in the rooms of underage residents or providing underage residents alcohol will be subject to disciplinary action, up to and/or including termination.

Whether or not a person drinks alcoholic beverages is a personal decision, but individuals are held personally accountable for their actions. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance will be subject to disciplinary action which may include termination of employment.

Consuming or purchasing alcohol while wearing your APD-AK uniform is not permitted. Public displays of intoxication will not be tolerated and will result in disciplinary action up to and including termination.

Controlled or illegal drugs may not be possessed or consumed.

Drug and alcohol laws are strictly enforced by APD-AK and by state and federal authorities.

Federal “zero” tolerance laws and policies regarding controlled or illegal drugs and alcohol are strictly enforced within the land assignment at Doyon/ARAMARK Joint Venture and Glacier Bay Lodge and Tours.

ANY VIOLATION OF THE DRUG & ALCOHOL POLICY MAY RESULT IN IMMEDIATE TERMINATION!

6.8 Weapons

Weapons, firearms, explosives and other dangerous or unauthorized materials are not allowed in employee housing or on employee housing property.

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6.9 Smoking

NO SMOKING IS ALLOWED IN ANY TYPE OF EMPLOYEE HOUSING! Smoking is only allowed in designated areas which must be at least 50 feet from any building entrances. All cigarette butts must be disposed of properly.

6.10 Pets

No pets are allowed in dorms. Full-time/regular staff may have pets upon approval of the District Manager. All other APD-AK employees are not permitted to have pets on APD-AK property unless approved by their GM/DM. Harboring a pet or stray animal or feeding wildlife is also prohibited. If a pet is approved, they must be properly secured, picked up after and noise must be controlled. If you are walking a dog around the housing property, it must be on a leash and all waste must be disposed of properly.

6.11 Maintenance

Please report immediately all maintenance problems to your Resident Advisor or to Human Resources. Please do not contact maintenance staff directly. A maintenance request form will be submitted to the Maintenance Department.

6.11 Quiet Hours

Noise should be kept to a minimum. Remember we live together as a small community and must be considerate of our fellow employees. Specific quiet hours are in effect from **10:00 P.M. to 7:00 A.M., seven days a week.** Noise in your unit should be low enough not to be heard outside the unit or in a neighboring unit between those hours.

6.12 Guests

Tenants are responsible for their guests at all times. Requests to have overnight guests must be requested at least one week in advance and must be approved by HR. All guests must respect the privacy and property of roommates and follow all housing guidelines. The maximum time guests are allowed to stay on property is one week. Guests are permitted in the housing units for up to four (4) hours when visiting an employee if they have registered with Human Resources. Guests visiting more than four (4) hours must be approved by Human Resources and have the consent of the other occupants of the housing unit.

Terminated employees may not be guests in any housing unit. Residents of employee housing who harbor a terminated employee will be subject to eviction and further disciplinary action up to and including termination.

6.13 Inspections

HR and Security will conduct monthly property inspections for any violations. It is your responsibility to keep your living area in accordance with the guidelines. The purpose of the inspection is to check the conditions of all the units to assure that employees are living in a safe and healthy environment. During these inspections, all the fire alarms, smoke detectors, extinguishers and other life safety equipment are checked to verify that they are operational. All units are also checked for cleanliness. Residents who refuse to correct deficiencies found during the inspections will be subject to the consequences as outlined in the Employee Handbook.

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WE RESERVE THE RIGHT TO INSPECT YOUR ROOM AT ANY TIME, WITHOUT NOTICE.

6.14 Wildlife

We have the unique opportunity to witness, up close, various species of Alaskan wildlife. Please respect our coexistence with creatures that might be in the area. **DO NOT ATTEMPT TO PET, FEED, OR APPROACH ANY OF THESE ANIMALS FOR ANY REASON.** Feeding animals disrupts their hunt for food and endangers their survival. These animals can be dangerous and should be afforded the utmost respect. By all means, enjoy our unique setting from a safe distance, but please do not disturb the animals.

Coolers, food, beverages and garbage (until disposed of in the dumpsters) must be kept inside the housing units so it will be accessible to wildlife. If you live within the boundary of Denali National Park and Preserve, the National Park Service will conduct frequent inspections of employee housing areas. Fines may be issued to occupants for improper storage of food items and garbage.

6.15 Termination of Employment

Employees are required to vacate housing immediately after employment has been terminated either by APD-AK or the employee. Employees who successfully complete their work agreement will have twenty-four hours to move. Appropriate plans to leave the property within this timeframe should be made.

6.16 Check Out

When you are ready to check out, follow these steps with HR. Clean and vacuum your area and do a final walk-through with HR. Turn in your key, uniforms, nametag, ID card, linens and any property or materials that were issued to you. Be prepared with an address for your last check as well as an address for your W-2.

6.17 Laundry Facilities

We expect you to use the washers and dryers respectfully. Please be considerate of other employees who need to do their laundry. Report any maintenance issue with the laundry facilities immediately to Human Resources.

Shower and laundry facilities are located at each employee housing area. These are available at no charge to the employees residing in employee housing.

While doing your laundry, it is a good idea to watch closely; losses occur when so many people share the same facility.

7.0 HOUSING

7.1 Types of Housing

Employee Housing is currently comprised of several different types of housing units. The majority of the units are double occupancy dorms. There are some single occupancy dorms and dorms designed for managers or couples which are very limited. Employee Housing also consists of bunkhouses, cabins, 1, 2 or 3 bedroom mobile homes, RV spaces.

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7.2 Assignment of Employee Housing

Requests for specific types of housing are not guaranteed. The type of housing assigned is to be determined by the General Manager/District Manager and Human Resource Manager based on business need and availability.

The majority of tenants will be occupying a double occupancy dorm. Since single and couple dorms are limited they are assigned to priority positions and returning employees in good standing.

8.0 MISCELLANEOUS

8.1 Complaints

It is the responsibility of the tenant to make sure that all complaints are reported. Complaints made by a tenant will be investigated by the Human Resources department. All issues will be kept confidential, whenever possible, for the safety of all parties involved. Once the investigation is completed, the housing office will meet with the tenant to review the outcome of the investigation.

8.2 Internet

Terminals are made available in common employee areas at each property for employees to access the Internet. Employees are not permitted to use terminals that have been provided in guest areas. Please respect posted time limits and other restrictions when using the terminals provided. Since the Internet is provided over a shared network significant security risks exist. The use of credit cards, online banking and other services that require the transmission of personal information is not recommended. Anyone caught attempting to collect personal information from the shared network is subject to discipline and/or termination.

The use of file sharing services is not permitted on the Internet services provided. Bandwidth is limited. APD-AK reserves the right to restrict access without notice to any websites or services that are consuming bandwidth to an extent that the overall performance of the Internet services provided are adversely affected.

Although wireless access points are provided for Internet access in many employee common and residential areas, wireless access is not provided to all employee housing. All of the usage limitations and cautions noted above also apply to wireless access. APD-AK reserves the right to restrict access to the wireless network.

8.3 Protecting your Property

The security of your property depends on you and your fellow residents. Do not prop doors open. APD-AK does not assume responsibility for lost, stolen, or damaged personal belongings.

8.4 Meals

If you live in employee housing without kitchens, you must be on the meal plan. State law prohibits cooking in rooms without kitchen facilities. Three meals per day are

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served at a dining hall on each property at a charge of \$12.50 per day. Meal service times will be posted in each dining hall. Meal privileges may not be transferred nor will refunds be made for missed meals. Employees on the meal plan must show their ID at every meal- so be prepared.

Employees are encouraged to use the dining hall nearest their housing area.

Coffee, tea, and other beverages are available to employees not on the meal plan, but they cannot take other food items. Employees not on the meal plan may purchase meals for themselves upon presentation of their ID card. All employees may purchase meals for their guests. Cost for employees not on the meal plan is as follows:

Breakfast \$7, lunch \$8, and dinner \$10.

Shirts and shoes are required to be worn in the dining halls.

Meal status can only be changed at the beginning of a pay period.

Please note that this policy may be revised at any time. Human Resources will notify you in writing of any changes made to this policy.