



APPROVED

By decision of the Scientific
Council

(Protocol No. 10 dated
29.03.2021)

RULE

ABOUT EMPLOYEE HOUSING

(with changes and additions introduced by the Scientific Council dated 29.04.21,
Protocol No. 11)

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1. PURPOSE AND SCOPE

1.1. The regulation on official housing (hereinafter - the regulation) defines the procedure for the formation of housing stock and the procedure for providing official housing.

1.2. Developed based on the rules:

- 1) Law of the Republic of Kazakhstan No. 319 of 07.27.2007 "On Education" (with changes and additions);
- 2) By the Law of the Republic of Kazakhstan No. 94 dated 16.04.1997 "On Residential Relations" (with changes and additions);
- 3) Model Regulation No. 237 dated 07.06.2012 (with amendments and additions) on housing commissions of local executive bodies, state enterprises, state institutions;;
- 4) "Sh. Caspian University of Technologies and Engineering named after Yesenov" of the Charter of KEJSC;

2. ABBREVIATIONS AND SYMBOLS

Yesenov University,	–	Sh. Yesenov Caspian University of Technologies and Engineering
RK	–	Republic of Kazakhstan
TC	–	Housing Commission
TTC	–	Public housing fund

3. CONCEPTS AND DEFINITIONS

The following basic concepts and definitions are used in the rules:

- 1) **communal services** - services provided in a dwelling (residential building) and include water supply, sewerage, gas supply, electricity supply, heat supply, garbage removal and elevator service;
- 2) **re-equipment** - change of the premises (premises) due to a change in its functional purpose necessary for life support and use, complete or partial replacement of the internal system of technological and (or) engineering equipment;
- 3) **re-planning** - changing the planning of premises (premises) combined with changing the boundaries of this premises (these premises);
- 4) **official housing** - a housing under a special legal regime provided by the public housing fund and intended for housing university employees during the period of performance of their duties due to the nature of labor relations;
- 5) **Lessor** - Yesenov University;
- 6) **The tenant** is an employee of Yesenov University who can use the housing or a part of it;
- 7) **housing commission** - the commission on housing issues, whose activities are determined by the internal document of the university, and which centrally reviews the issues of providing housing to employees;
- 8) **key employee** - who has professional and business skills, uses them effectively in daily activities, actively participates in the implementation of programs and projects of strategic importance for the industry and/or makes a significant personal contribution to the development and implementation of new equipment and new technologies in production and management processes; and /or a high degree of personal responsibility for making management decisions that significantly affect the development of the university;

9) **invited employee** - an employee invited as a highly qualified specialist required by the university management (both according to the results of the announced competition for vacant positions and outside the competition) to solve tasks in the educational, scientific and other spheres of the university's activities;

10) **family members of the employee** - spouse, children, parents of both spouses;

11) **Housing stock of Yesenov University** - "Zerde" residential building, other service apartments, dormitories;

12) **Maintenance expenses** are expenses for the use and repair of common property, maintenance of the land plot, purchase, installation, use and inspection of common means of calculating the consumption of communal services, payment of communal services consumed for the maintenance of common property, as well as in the future to save money for major repairs of property or its individual types, salaries of service personnel, etc. b. through monthly contributions determined by the decision of the industrial council;

13) **private (separate) residential building** - premises within a residential building (residential building);

14) **furnished apartment** - service apartment, in which: kitchen set, cooking stove, refrigerator, kitchen table with chairs, air conditioner, bed, wardrobe, bedside table, dining table, soft chairs, soft furniture, TV, entrance room, curtains, washing machine, microwave oven;

15) **partially furnished accommodation** - utility accommodation with kitchen set, cooking stove, bed, wardrobe;

16) **standard housing** - utility housing with only a cooktop.

4. GENERAL RULES

4.1. Official housing is provided only to the main and invited employees of Yesenov University for temporary accommodation during the performance of their work duties.

4.2. Office residential premises are not provided to third parties, to persons not specified in the temporary residence contract.

4.3. Office residential premises are not subject to alienation, privatization, reservation, subletting.

4.4. The force of this Regulation applies to all residential buildings from the public housing fund.

4.5. The force of this Regulation applies to all employees of the university who need to provide temporary office accommodation, who are in labor relations and whose main place of work is working at Yesenov University.

4.6. Temporary or permanent registration of employees based on their place of residence is carried out at the request of the President of the society, on the basis of a written application of the employee for one academic year, with subsequent extension if necessary.

4.7. Office residential premises must be suitable for permanent residence of citizens (must meet established sanitary, fire-fighting and technical rules and norms, other requirements of legislation).

4.8. The lessor monitors the fulfillment of the requirements of the temporary residence contract by the lessee.

5 . HOUSING FUND OF YESENOV UNIVERSITY

5.1. The public housing fund is formed from residential premises in accordance with the legislative acts of the Republic of Kazakhstan :

- 1) Registered with Yesenov University in ownership;
 - 2) purchased under civil law transactions and on other grounds;
 - 3) Commissioned as a result of construction;
 - 4) conducted on other grounds.
- 5.2. At least 70% of the KTS housing is service housing for university employees who need service housing; 30% should build housing for specialists who have come under academic mobility programs. The allocation of official housing among university employees (including invited specialists) is carried out according to the quota in the following ratio :
- 1) POW (60 %);
 - 2) Heads of the FSA (40 %) .
- 5.3. is carried out by the Department of Social Support and Development of Youth , which is responsible for monitoring the service housing of the JFK :
- 1) conclusion of contracts, as well as monitoring of their implementation;
 - 2) formalization of acts of acceptance and transfer of housing, etc. b.
- 5.4. Residential buildings are included and excluded from the KTS according to the decision of the TC.

6. HOUSING COMMISSION

6.1. Boys in general

- 6.1.1. A housing commission will be established to review and make decisions on applications for the provision of official housing to applicants.
- 6.1.2. TC consists of an odd number of not less than five people.
- 6.1.3. The Chairman of the TC is the President of the Society.
- 6.1.4. The secretary of the TC is appointed by the President of the Society.

6.2. Duties and functions of the Housing Commission

- 6.2.1. The main task of the housing complex is to consider and solve housing problems.
- 6.2.2. TC functions:
 - 1) check the documents submitted by the candidate;
 - 2) review of documents submitted by the candidate;
 - 3) to make a decision to satisfy the candidate's application or issue a reasoned refusal to the candidate;
 - 4) determining the amount of payment for the use of housing;
 - 5) keeping and conducting the cases (materials) of candidates;
 - 6) request information about candidates and their real estate from state bodies and other organizations;
 - 7) has the right to involve representatives of state bodies and other organizations for clarification, when necessary;
 - 8) have the right to receive comments from candidates.

6.3. Organization of housing commission activities

- 6.3.1. At the TC meeting, the applications of candidates who need to provide temporary use of official housing will be considered.
- 6.3.2. The secretary provides organizational services of TC. The secretary of the TC is not a member of the commission and does not have the right to vote when making decisions.
- 6.3.3. TC Secretary:
 - 1) registers documents received from candidates in the registration log;

- 2) forms the agenda of the TC meeting, provides the commission with the necessary documents, organizes the commission meeting;
 - 3) formalizes and signs the protocol of the TC meeting;
 - 4) Ensures the preservation of documents and materials;
 - 5) Performs other functions to ensure document circulation during TC work.
- 6.3.4. TC meeting is held once a month.
- 6.3.5. Voting members of the housing complex are responsible for the completeness and correctness of the information specified in the decision.
- 6.3.6. The decision is made individually for each applicant.
- 6.3.7. TC members with the right to vote can express their special opinion in writing and attach it to the minutes, which will be marked in the latter.
- 6.3.8. Each member of the TC has one vote. The decision of the housing complex is valid if it is accepted by two-thirds of the participating members. In case of equal votes of the members, the vote of the TC chairman is decisive.
- 6.3.9. The decision of the TC is signed by all its members who have the right to vote.

7. ACCOUNTING FOR EMPLOYEES WHO NEED TEMPORARY OFFICE ACCOMMODATION

The university independently carries out accounting of employees who need to provide official accommodation.

7.1. Registration and deregistration of employees of Yesenov University, who need to provide temporary use of official housing, is carried out by the TC based on the application of the employee in accordance with Appendix 1 to these Rules.

7.2. Employees of Yesenov University, if in Aktau city and adjacent to Aktau city, 50 km. located at a distance of up to 10 km, and at the time of registration and at the time of providing housing, in settlements with urban or suburban route connections, if there is no housing in the ownership right, it is recognized as a need for housing by the State Tax Administration .

7.3. As an exception, housing may be provided to employees who have demonstrated high results (50 percent or more) in implementing the tasks set by the Strategic Development Plan for 2020-2025 before the university in a short period of time.

At the same time, the applicant's indicators should reach 50 percent or more of the indicators provided in the Strategic Plan for the year of housing.

7.4. In the application, the employee indicates the number of residential rooms for which he applied.

7.5. The application for registration is submitted by the employee to the chairman of the TC and registered in the office of the university . Attached to the application:

- 1) copies of identity documents of the applicant and his family members; ;
- 2) certificate from the place of work of the applicant and his family members;
- 3) copy of marriage (dissolution of marriage, death certificate of spouse) and birth certificate of children (if any);
- 4) certificate on the presence/absence of immovable property owned by the applicant and his family members (spouse, children, parents) who live with him permanently;;
- 5) a document confirming registration at the place of residence;
- 6) a reference from the HR department (indicating the position, work experience, scientific degree and title, industrial and service needs, efficiency and effectiveness of work, qualifications);
- 7) certificate of income of the employee and his family members for the last twelve months;

8) According to Article 68 of the Law of the Republic of Kazakhstan "On Residential Relations", documents confirming that the employee (family) belongs to the socially vulnerable groups of the population specified in Appendix 3.

If necessary, the applicant submits a certificate from the state healthcare institution stating that there is a person with a serious illness in the family giving the right to an additional living room (Appendix 2).

7.6. Within 10 (ten) working days from the date of registration of the application, the TC will check the compliance of the submitted documents with the requirements of paragraph 7.4. in this Regulation.

7.7. If the submitted documents do not match, TC will return them to the employee for processing. The employee applies again to the TC within 10 (ten) working days, while the application is considered to have been submitted on the day of re-registration to the TC.

7.8. Responsibility for the correctness of the information in the documents specified in clause 7.4. and the employee is responsible for timely submission of updated documents in case the facts they confirm change.

7.9. If an employee has been found to be in need as a result of intentional deterioration of his housing conditions during the last five years, he cannot be recognized as needing temporary use of official housing:

- 1) change of living space;
- 2) It is carried out by expropriation of housing suitable for living in the city of Aktau and in settlements adjacent to the city of Aktau;
- 3) destruction or damage to a residential building due to one's own fault;
- 4) the applicant and/or his family members have their own housing (including shared housing) in the city of Aktau and in settlements located up to 50 km from the city of Aktau.

7.10. When all the documents of the residential complex are available, the application of the employee who needs to be provided with official housing will be considered within 1 (one) month from the date of receipt, after examining and checking the housing conditions in detail, and will make one of the following decisions:

- 1) recognition of the need to provide temporary use of official housing to a university employee;
- 2) not to recognize a university employee as needing to provide official housing for temporary use.

7.11. The employee will be notified in writing by the secretary of the TC not later than five working days from the date of the decision on registration or refusal to register.

2. Deregistration of employees who are in need of temporary use of official housing is carried out by the decision of the TC in the following cases:

- 1) If the grounds for housing are canceled based on the employee's personal request;
- 2) Leaving for permanent residence in another locality that is not related to the activities of Yesenov University;
- 3) purchase housing or complete the construction of one's own housing;
- 4) It is carried out on the basis of termination of labor relations with Yesenov University.

7.12. In order to ensure the correctness of the information on the number of employees who need to provide temporary use of official housing, TC carries out re-registration of employees who need to provide official housing for temporary use every year until March 1.

All changes detected during re-registration are entered into personal files of employees.

7.13. Employees will be notified in writing about a change in order within ten days from the date of such a decision.

7.14. In the event of a change in housing conditions, employees who are on the list of those who need to provide temporary housing for temporary use must notify the housing complex in writing, attaching the necessary documents within two weeks.

7.15. Employees who do not have grounds for temporary use of official housing, who were recognized as needy during the reporting period, but were not dismissed for any reason, are transferred from the moment of initial registration to the day when the grounds for temporary use of temporary use arise.

8. PROCEDURE FOR PROVIDING EMPLOYEE HOUSING

8.1. Official residential premises are provided to university employees who do not have housing within a radius of up to 50 km in the territory of Aktau city and settlements adjacent to Aktau city.

8.2. Mandatory conditions for temporary use of office accommodation for employees of Yesenov University:

- 1) work experience not less than 5 years;
- 2) having a scientific degree of the teaching staff ;
- 3) management position ;
- 4) Efficiency and effectiveness of work according to data provided by ARB.

8.3. Service housing is provided to invited employees outside of regular hours .

8.4. In the first place, official residential premises are provided on a full-time basis to newly admitted candidates and doctors of science in the specialty required by the university.

8.5. Office housing is provided for a period of 1 (one) year, with subsequent extension based on the request of the employee, if necessary.

8.6. When considering the application of the applicant who needs official housing, the employee will, if necessary, update the previously submitted documents specified in clause 7.4.

Documents should contain information about the applicant (i.e., position, name of the structural unit), which should be submitted in a folder where paper documents are bound, in a separate folder.

8.7. A temporary residence contract is concluded with the employee who has been allocated official housing, and a warrant for accommodation is issued.

8.8. The contract of temporary residence in a residential house is drawn up in two copies, one copy is kept in the accounting department, the other is given to the applicant and is the only document granting the right to live in a residential house. The temporary residence contract is concluded for one year.

8.9. The temporary residence contract specifies the family members living with the tenant. The tenant's family members include his spouse living with him, as well as children and parents.

Based on the decision of the housing complex, it is allowed to accommodate other dependents of the tenant as members of his family.

8.10. The contract for temporary accommodation should include the description of the serviced accommodation provided (including its current condition), the periodicity of control over the condition of the residential premises, the rights, duties and responsibilities of the Parties.

8.11. The employee's refusal of the proposed housing must be formalized in writing.

9. SETTLEMENT AND DISCHARGE PROCEDURE

9.1. The employee who received the warrant will settle in the housing within five working days, otherwise he is considered to have lost the right to provide housing for temporary residence and has the right to re-apply for housing on general grounds.

9.2. In the event that a spouse who worked at the university was issued a warrant for housing, the dismissal of one of them does not lead to a violation of the Agreement on renting housing. The right of warrant remains with one of them.

9.3. At the time of accommodation, the employee signs the act of accepting and handing over the residential premises.

9.4. An employee living in an official residence shall use it for personal residence (together with family members), observe the rules of maintenance of the residential premises, carry out current repairs in the residential premises at his own expense, raise expenses for its maintenance, utilities and other undertakes to pay the obligatory payments on time.

9.5. When vacating the housing, the employee :

- 1) current maintenance;
- 2) to repay the arrears of payments and provide a certificate of their absence;
- 3) in case of material damage, he is obliged to compensate it.

9.6. The employee gives the premises according to the acceptance-handover act .

10. PROCEDURE FOR PAYMENT OF EXPENSES FOR KEEPING A RESIDENTIAL HOUSE, UTILITIES AND OTHER SERVICES AND COMPENSATION FOR DAMAGE CAUSED TO HIS PROPERTY

10.1. Payment of expenses for housing maintenance, utilities and other services is carried out from the date of signing the contract based on the personal request of the employee by deducting from his salary or through the bank.

10.2. The tariff for housing maintenance expenses is approved by the industrial council depending on the type of official housing:

- 1) equipped;
- 2) partially furnished;
- 3) standard.

10.3. Utility and other payments are paid directly in the organization, to the providers of these services.

10.4. The university can cover the costs of housing for the invited foreign specialist.

10.5. The worker bears full financial responsibility for the security of the fixed premises and inventory.

10.6. When the tenant intentionally or negligently damages or destroys the property, the tenant does not properly use the housing, engineering networks and common areas, leads to the deterioration of technical characteristics, damage to the property, destruction of the housing, premises elements, the employee shall, on the basis of the act, require full restoration of the property or monetary compensation. performs repayment.

10.7. The control of damage caused to the property of the university is carried out by the social department .

11. BREACH AND TERMINATION OF LEASE

11.1. The temporary residence contract may be terminated at any time by agreement of the parties.

11.2. The contract of temporary residence may be terminated out of court at the request of the lessor:

- 1) In cases where the tenant and his family members living with him have not fulfilled the obligations under the temporary residence contract;
- 2) it is carried out in cases where the tenant has not paid expenses for housing maintenance and (or) utility services for more than two months;
- 3) in cases where the tenant or other citizens who are responsible for their actions violate or damage the official residential premises;
- 4) when the rights and legal interests of neighbors are constantly violated;
- 5) in other cases where the employee violates the order and conditions of use of official housing;
- 6) non-use of official residential premises according to their purpose;

- 7) Self-admission to full-time educational institutions in the Republic of Kazakhstan and abroad;
 - 8) it is terminated in cases where untrue information about the need for housing of the resident worker is found;
 - 9) if employees receive private housing (under the state housing program, rent, mortgage, purchase, donation, etc.);
 - 10) Illegal actions of officials are prohibited when solving the issue of housing.
- 11.3. The contract of temporary residence is terminated in the following cases:
- 1) expired;
 - 2) at the personal request of the employee;
 - 3) Loss (destruction) of official accommodation;
 - 4) termination of labor relations with the university;
 - 5) when leaving the official residence for more than 6 months;
 - 6) when a single tenant dies;
 - 7) It is terminated in other cases provided by the current legislation of the Republic of Kazakhstan.

11.4. In cases of violation or termination of the temporary residence contract, the tenant and his family members are subject to eviction from the official residential premises where they live within seven days from the date of receiving the notice of termination (violation) of the temporary residence contract without providing another housing.

11.5. In case of refusal to vacate the office premises, the Tenant and his family members are subject to eviction by court order.

12. KEEPING A TEMPORARY EMPLOYEE'S ACCOMMODATION

12.1. When the worker and his family members are temporarily absent, their housing is kept for a period of up to six months.

If the employee and his family members are absent for more than six months, the period will be extended at his request.

12.2. Residence of an employee who is temporarily absent from work (on the basis of a personal application with supporting documents attached) stored:

- 1) Going to work under an employment contract (on exchange);
- 2) in case of going to study (internship);
- 3) when going for treatment.

12.3. If the family members specified in the contract do not live in the housing, then the society has the right to resettle the temporarily absent employee, including the one obtained in electronic form, in the housing for the duration of the contract.

Temporary placement may be terminated if an employee or his family member is returned prematurely.

APPENDIX 1
Yesenov University
To the Regulation on service dwellings

**Yesenov University
To the Chairman of the Housing Commission**

— (Last name, first name .)

— (Last name, first name .)

— (position, structural unit)

contact details _____

—

—

APPLICATION

use . to the list of employees who need to provide official accommodation for my temporary

Add on :

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)

" _____ " _____ 20 _____ y. _____
(signature , ^{surname, first name} .)

APPENDIX 2
Yesenov University
To the Regulation on service dwellings

**LIST
of severe forms of some chronic diseases**

Approved by the resolution of the Government of
the Republic of Kazakhstan
No. 1309 dated November 8, 2011

- 1) mental illnesses with persistent psychotic symptoms and marked personality changes that make it impossible for those around them to live with the affected person;
- 2) organic and post-traumatic damage of the central nervous system with permanent severe disorders of limb functions and pelvic organ functions;
- 3) feces, urine and vaginal snake eyes, bladder stoma, unnatural anus;
- 4) severe form of bronchial asthma, continuous recurrent course, frequent attacks, III degree advanced respiratory failure;
- 5) severe types of hereditary progressive neuromuscular dystrophies with loss of motor functions;
- 6) Type I diabetes, severe form .

APPENDIX 3
Yesenov University
To the Regulation on service dwellings

THE LIST
citizens, belonging to socially weak groups of people

RK "On residential relations" From the law
from 16.04. 1997 No. 94
(with changes and additions
26.12.2019 No. 284-VI)

People's social vulnerable groups include:

- 1) Great Homeland of the war disabled people and participants;
- 1.1) Great Homeland of the war disabled people and participants equalized people ;
- 2) 1 and 2 groups disabled people ;
- 3) disabled families with children or raising them;

- 4)Kazakhstan of the Republic Government persons suffering from severe forms of some chronic diseases mentioned in the list of approved diseases;
- 5)for age it depends pensioners ;
- 6)To adulthood to the full until orphans under the age of twenty-nine who lost their parents and children left without parental care. When such persons are called up for military service, their age is extended to the period of military service;
- 7)returnees ;
- 8)environmental earthquakes , natural and people who lost their housing due to man-made emergencies;
- 9)lot has a child families ;
- 10) state or public families of people who died (deceased) during the performance of duties , military service, during the preparation or implementation of a space flight, during the saving of human life, during the protection of law and order;
- 11) complete not families .

APPENDIX 4
Yesenov University
To the Regulation on service dwellings

**Decision of the Housing Commission to provide housing from the Yesenov Housing Fund
No. _____**

Aktau city " _____ " _____ 20 ____ year.

The Housing Commission of Yesenov University decided to provide an official residence for temporary residence to an employee: _____
(last name, first name, patronymic of the employee)

family member _____
person,
(propisyu)

address: _____,

consisting of _____ rooms, area _____ square meters.

Family composition :

No	Kinship degree	T.A.J.

<p>Resident house commission Chairman :</p> <p>_____</p> <p>(etc.)</p> <p>_____ signed</p> <p>M.P.</p>	<p>Members of the commission:</p> <p>1. _____</p> <p>(name , signature)</p> <p>2. _____</p> <p>(name , signature)</p> <p>3. _____</p> <p>(name , signature) 4.</p> <p>_____</p> <p>(name)</p> <p>(g . , hand)</p> <p>5. _____</p> <p>(b.e. , signature)</p> <p>6. _____</p> <p>(b.e. , signature)</p>
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