

Employee Residency Requirement Procedure	Procedure Number	6.1.6P
	Effective Date	January 29, 2020

1.0 POLICY & PURPOSE

Laramie County Community College (LCCC) believes that the interests of the community and the College are best met when LCCC’s leadership is present and visible in the communities they serve. The Board of Trustees have determined that administrators have a special need to develop strong community relationships to gain a greater understanding, awareness and engagement of the College and its mission with the community it serves. Furthermore, the Board of Trustees have identified that administrators of the College hold the primary responsibilities for the continuous management of the organization, and timely response to key operational and safety concerns.

Therefore, pursuant to LCCC’s Employee Residency Requirement Policy 6.12, the purpose of this procedure is to outline the delineate the parameters of how the College manages the Employee Residency Requirement for employees defined as administrators to have their primary residence within the College’s service area (Laramie and Albany counties).

2.0 REVISION HISTORY

Adopted on: 1/29/20

Revised on: Renumbered from 6.12P to 6.1.6P on 3/5/26 per Cabinet approval on 1/20/26

3.0 PERSONS AFFECTED

Employees hired or re-hired after the date associated with the final adoption of this procedure and associated policy, and that are classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1). Employees classified as administrators and employed prior to this date are exempt from the requirements of this procedure and the associated policy.

4.0 DEFINITIONS

- A. *Administrators* – Employees classified as administrators are defined under LCCC Procedure 6.1.1P(5.0)(B)(1). This classification will appear on those employees’ job advertisements, job descriptions, and employment contracts.
- B. *Primary Residence* – For the purposes of this procedure, an LCCC employee may have at most one primary residence. The primary residence is where the person spends the majority of his or her nonworking time, which is most clearly the center of his or her domestic life, and which is designated as his or her legal address and legal residence for voting. The fact that a person is domiciled in Wyoming shall not by itself satisfy the requirement of primary residency hereunder.

- C. *LCCC's Service Area* – Laramie and Albany counties of Wyoming are LCCC's service area.

5.0 PROCEDURES

A. Administrator's Residency Requirement

- 1) Employees classified as administrators under LCCC Procedure 6.1.1P(5.0)(B)(1) must maintain or establish their primary residence within the LCCC Service Area within 120 days of their employment start date for the administrator position.
- 2) If an employee classified as an administrator fails to maintain or establish their primary residence within the LCCC Service Area within 120 days of their employment start date, they will be subject to discipline at any stage of the general discipline procedures within LCCC's Employee Conduct and Discipline Procedure 6.10P(5.0)(B)1-4 or be subject to Termination of Employment pursuant to Procedure 6.10P(5.0)(C).

B. Proof of Residency

- 1) At or beyond 120 days of the administrator employee's position's start date, LCCC may request proof of residency within the LCCC Service Area.
- 2) Proof of residency may include, but is not limited to the following documents showing residency within Laramie or Albany County:
 - i. Utility bill
 - ii. Charge account statement
 - iii. Bank account/life insurance statement
 - iv. Mortgage statement
 - v. Rental lease or rent receipt on landlord's letterhead
 - vi. Homeowner's/renter's insurance policy
 - vii. Voter registration
 - viii. Motor vehicle insurance receipts
 - ix. Wyoming issued driver's license or State IN-DISTRICT

C. Requests for Exceptions and Extensions

- 1) Requests for exceptions and extensions to the employee residency requirement must be made in writing to LCCC's President prior to the expiration of 120 days of employment start date.
- 2) In considering exceptions or extensions, LCCC's President may consider extenuating circumstances including, but not limited to the following:
 - i. Critical need or hardship to the employee
 - ii. Housing availability within the LCCC Service Area
 - iii. Other issues such as the employee's personal family needs pertaining to the school year, special educational needs, controlling family obligations, conflicting residency requirements affecting a spouse, or medical requirements
- 3) Requests must clearly state, and be supported by evidence, the extenuating circumstance(s) impacting the employee to the extent that an exception from this policy and procedure is thought necessary.

- 4) Exceptions or extensions to this procedure may be granted in the LCCC President's sole discretion. Exceptions may be granted for a set or indefinite period of time, but are subject to review and withdrawal at any time; once granted, indefinite exceptions will not be withdrawn without affording the employee 120 days in which to establish primary residency within the LCCC Service Area.
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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Tara Nethercott, Board Counsel	10/29/19
Approval by President's Cabinet		1/14/20
Ratified by College Council	Jamie McKim, College Council Co-Chair	1/29/20
Approval by President (Signature)		1/29/20