

Document of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

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Notice of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Issuance of the *Management Measures of Housing Allocation for Talents*

All units (department) of the SIAT:

In accordance with the spirit of the 3H project of Chinese Academy of Sciences and *Measures of Shenzhen Municipality on the Housing of Talents* (Government Order No. 273), in order to reasonably allocate and manage the housing of various talents in the institute, these Measures are hereby formulated. These Measures have been deliberated and approved by the 3rd Institute Administrative Affairs Meeting of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences in 2018, and are now issued for implementation.

Shenzhen Institute of Advanced
Technology, Chinese Academy of
Sciences

November 13, 2018

**Shenzhen Institute of Advanced Technology, Chinese
Academy of Sciences**

Management Measures of Housing Allocation for Talents

Chapter 1 General

Article 1 The talent housing referred to in these Measures refers to the talent housing allocated by the government authority to the institute in accordance with the *Measures of Shenzhen Municipality on the Housing of Talents*, which will be redistributed by the institution to eligible talents.

Article 2 The allocation of housing for talent housing should be based on the principles of openness, fairness, and impartiality, fully considering factors such as length of service in the institute and professional titles (services). On the basis of meeting government policy requirements, priority should be given to supporting backbone talents at or above the deputy senior (division) level.

Article 3 The Department of Human Resources is responsible for the allocation and management of talent apartments, the Public Finance Department is responsible for withholding rental fees for residents, and the inspection and audit department is responsible for process supervision.

Article 4 According to relevant documents in Shenzhen, employees who apply for and reside in affordable housing should meet the following basic conditions simultaneously:

1. Employees who have signed a full-time labor contract with SIAT and are within the valid period, or post-doctoral researchers who are in SIAT, should pay social security and personal income tax normally.

2. The employee, his/her spouse and minor children do not have any form of self-owned housing (including small property rights and military housing) or housing construction land in Shenzhen, have not purchased or are affordable policy housing, and have not received housing subsidies;

3. The employee and his/her spouse have not enjoyed any form of guaranteed or policy housing policies in Shenzhen (including rental subsidies for outstanding and leading talents, rewards and subsidies for high-level talents, and rental subsidies for leading talents); have already applied for the subsidy for newly introduced talents in Shenzhen must apply one year after the first application is received; and receive supplementary housing rental in Nanshan District are not allowed to apply within the time frame of the supplementary rental.

4. Meeting the educational qualifications, professional titles, and other requirements set by the government authority.

Chapter 2 Backbone Talent Support Policy

Article 5 In order to attract and stabilize backbone talents, the institute has a separate plan from existing public rental housing, providing priority support for special talents who meet the government's housing occupancy conditions. Backbone talents who want to enjoy the policy must fill out the *Housing Application for High-end Talents* and approve it according to the process.

Article 6 Backbone talents generally include scientific research personnel with deputy senior/senior titles, management personnel with deputy director and above, and other personnel who need key support.

Article 7 For the newly introduced talents, their senior professional titles shall be confirmed in the professional title evaluation council, and the employing department shall handle the application procedures for admission after receiving the employment receipt sent back by the talents and confirming the entry time of the talents.

The priority order of housing selection for key talents to apply for housing shall be determined according to the application time for talents to fill in the form, and those who have the same application time shall be given priority to those who have entered the post earlier.

Article 8 Backbone talents who have lived in smaller houses can apply for replacement of larger houses after marriage and childbearing.

Chapter 3 Point Distribution Policy for Intermediate and Junior Talents

Article 9 a point distribution policy will be implemented for intermediate and junior talents applying for public rental housing, and the specific operation methods are as follows:

1. Housing information publicity. Where there is a new housing source, the Department of Human Resources will issue a notice to the institute to solicit the intention, and the qualified applicants will fill in the application form as required.

2. Sorting and distribution of points. The Department of Human Resources will sort the points according to the applicant's situation and publicize them to the institute for three days. Applicants who have no objection after publicity shall select houses according to the order of points and submit occupancy materials.

Where the objection is received and the investigation confirms that it does not meet the requirements, or the house is abandoned, or the application materials cannot be provided as required, the applicant will be replaced according to the order.

3. Waiting policy. Personnel who have not selected rooms during centralized allocation will enter the waiting list in order of points. Where there are vacant houses available, the applicant will be asked to seek the intention to move in according to the order of waiting. If all the people in the waiting room abandon the housing or allocate new housing resources, the original waiting room will be cancelled and the demand for admission will be re-collected for the institute.

Article 10 Points policy. The initial points for junior positions are 10 points, and for intermediate positions are 19 points; as of January 1st of that year, 3 points will be accumulated for every full year of employment, and no points will be accumulated for less than 1 year.

1. Personal points=position points+years of employment points

2. If the same person concurrently holds a management support position and a professional technical position, the position score will be calculated based on whether it is high or low;

3. If the scores are equal, the order will be based on the date of employment>married person>childbearing person;and if the aforementioned conditions are consistent, it will be determined by drawing lots.

Chapter 4 Check-in and Management

Article 11 Applicants who have obtained the check-in qualification must submit the check-in filing materials to the Department of Human Resources as required. After the Ministry of Housing and Urban-Rural Development approves and issues the move-in notice, the applicant shall go to the Department of Human Resources to handle the relevant check-in procedures.

Article 12 The rent of the talent apartment shall be deducted from the employee's salary by the Department of Human Resources on a monthly basis. If the rent cannot be deducted from the salary, the rent must be paid in advance until the middle/end of the year (the first half of the year shall be paid until June 30, and the second half of the year shall be paid until December 31). Other rental expenses (water, electricity, gas, property, etc.) shall be implemented according to the system of the Property Management Department of the housing source.

After check-in, those who apply for check-out within one month of check-in will increase the vacancy cost in the institute. At this time, in addition to settling the relevant water and electricity charges, the applicant himself must bear the rent and property costs for the whole month.

Article 13 Talent apartments shall not be subleased or lent privately, nor shall they engage in illegal and criminal activities. The occupant should cherish the house equipment, not destroy the reconstruction and unauthorized decoration, and the economic losses caused by personal factors should be borne by the occupant personally. If the facilities and equipment of the house are damaged, the occupant shall be responsible for the maintenance. The occupant must pay the rental fee on time, and violators have the right to take back the house and pursue the responsibility of the occupant and claim for losses.

Article 14 During the occupancy period, the occupant should cooperate with the unit to conduct a general survey of talent apartments. The Department of Human Resources will review the admission qualification from time to time, and those who cheat the admission qualification by fraud or intentional concealment will be punished according to the seriousness of the case and notified to the institute.

Article 15 In case of failure to meet the occupancy conditions or need to leave during the occupancy period, the employee shall immediately report to the Department of Human Resources and settle the rental expenses and move out of the house within 15 days. The employee dimission shall settle the expenses and move out of the house before leaving. The Department of Human Resources shall be responsible for the examination and approval of the relevant procedures for the withdrawal of the employees. After the acceptance is qualified and the handover procedures are completed, the deposit of the house will be returned.

Article 16 The occupant shall pay the housing rent from the date of issuance of the occupancy notice by the Ministry of Housing and Urban-Rural Development, and shall bear the property management fee for the entire month.

Article 17 Housing for talents belongs to the nature of swing houses, and in principle, the lease term of employees shall not exceed 6 years. If the lease term exceeds 6 years, the institute has the right to take back the house or collect the rent according to the market price.

If the inability to continue moving in is due to force majeure factors (such as the expiration of the contract and the revocation by the Ministry of Housing and Urban-Rural Development), the employees who have been renting for less than 2 years will be given priority replacement if there are vacant housing resources in the courtyard. Those who have rented for more than two years should reapply for housing in order of points.

Article 18 Employees who reapply for public rental housing in the institute after terminating their lease will need to deduct points from their original years of stay when sorting their points. Three points will be deducted for every full year of stay, and less than one year will be counted as one year. In addition, the lease term of the newly signed housing contract plus the existing lease term shall not exceed 6 years.

Article 19 Where there is any change in information (purchase of house, increase of occupancy personnel, etc.) during the occupancy period, it is necessary to report to the Division of Human Resources in advance and apply for housing extension or information change. Where there is no information change during the period of entry and exit verified by the Ministry of Housing and Urban-Rural Development in advance and no longer meets the move-in conditions, the expenses must be settled and the person must move out within 7 days.

Chapter 5 Bylaw

Article 20 These Management Measures are interpreted by the Department of Human Resources. In case of changes in government policies, the Department of Human Resources will revise the methods according to policy requirements.

Article 21 The rental subsidy resources approved by the institute from Nanshan District shall be allocated with reference to these Measures.

Article 22 These Measures shall be implemented as of the date of promulgation.

Public Finance Department of Shenzhen Institute of Advanced
Technology, Chinese Academy of Sciences Issued on December 6, 2018
