

**Procedures for Assigning Housing Slots for North Division Residents.
In accordance with Article XXXIV of the collective bargaining agreement.**

1. In accordance with the parties' collective bargaining agreement, beginning July 1, 2010, North Division shall be allotted 10 apartments within Montefiore's Housing properties.
2. The parties have discussed the following procedures.
3. All eligible interested north division residents ("applicants") will fill out an online housing application that can be found at montefiore.org/housing.
4. North Division applicants shall be considered outside of the existing criteria for other House Staff applicants interested in housing and will be assigned using a lottery format.
5. For the initial selection, applications must be received (via the online application) no later than May 1, 2010; applications are automatically time stamped by the application software.
6. The House Staff office shall review the applications received and shall override the default "priority" in the application software to reflect "NORTH" for any North Division applicants.
7. The housing office will print a paper version of the application of all "NORTH" priority applications that were received by the deadline and were confirmed as eligible House Staff members by the House Staff office.
8. All of these applications will be placed into one container.
9. No later than May 5, 2010, a lottery drawing will be held to determine which applicants will receive housing.
10. The drawing will take place at 3300 Bainbridge Avenue.
11. A representative from CIR will be invited to witness the drawing.
12. The first 10 applications chosen at random by the Housing office from the container will represent the applicants who will be offered housing.
13. The remaining applications will be chosen at random to create an order for a waitlist.
14. The waitlist will remain in effect for the academic year.

15. In future academic years, each May, a new lottery will be held, provided there are fewer than 10 housing slots assigned to North Division residents for July. Assignments after this new lottery will be without regard to any prior waitlist. If there are no expected vacancies for July, a lottery will be held only once it becomes known that there will be a vacancy.
16. North Division units will be assigned prior to the assignment of any priority “1” applications.
17. The first 10 applicants will be offered units that best fit their preferences, if available. If an applicant’s preferences cannot be met, an offer of the closest available unit will be made.
18. In the case that one of the chosen applicants declines to take the offered unit, a unit will be offered to the next applicant on the waitlist for the same size unit, and so on. (For example if the declined unit is a 2 bedroom, but the first waitlisted applicant is only eligible for a 1 bedroom unit, we will continue on to find the first waitlisted applicant that is eligible for the available 2 bedroom unit.)
19. Occupancy standards and all other housing policies shall remain in effect for North Division applicants.
20. Since the waitlist will only remain in effect for one year, applicants must reapply for future lotteries if they remain interested in future available units.
21. In accordance with Article XXXIV(1), MMC shall use the same selection criteria for the North Residents as it uses for other residents. MMC shall continue to meet with CIR to review the selection process and discuss any issues that may arise.