

Personal Care Assistants

The following information provides clarification on the responsibilities of the PCA, the student, and Disability Resource Center (DRC).

Student Responsibilities:

- Informing the DRC of the need for a PCA and providing appropriate documentation.
- Employing the PCA (hiring, training, paying, replacing, ensuring back-ups, etc.).
- Ensuring the PCA abides by all Northeastern University policies, including but not limited to, the Student Code of Conduct.
- Establishing a non-disruptive mode of communication between themselves and the PCA in the learning environment.
- Ensuring the PCA is acting as a non-academic participant in the learning environment.
- Paying for housing or other fees associated with living on campus, if applicable.

PCA Responsibilities:

- Remaining available to assist the student with personal needs in the learning environment.
- Acting as a non-academic participant in the learning environment.
- Abiding by all Northeastern University policies, including but not limited to, the Student Code of Conduct.
- When an educational environment requires students, for safety or health related reasons, to meet certain criteria, such as a background check, inoculations, or personal protective equipment, the PCA must meet the same requirements.

DRC Responsibilities:

- Notifying faculty of PCA attendance in the learning environment.
- Addressing faculty and student concerns regarding a PCA in the learning environment.
- Facilitating discussions between the faculty and student regarding PCA related questions and/or concerns, upon request.

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Information about PCAs & Housing:

- Eligibility: The caregiver's eligibility for Northeastern University housing is contingent upon the student's continued occupancy of Northeastern University housing, the DRC's continued determination that a caregiver is a reasonable accommodation for the student, the student's continued desire to employ a caregiver, and the caregiver's compliance with the terms and conditions of their service agreement.

- Assignment of Space: The assignment of space in a designated University Housing and Dining Services housing facility associated with a student is a part of their reasonable accommodation as approved by DRC, it is not a lease agreement. The DRC accommodates housing preferences when possible, but does not guarantee assignments based on preferences. The University reserves the right to reassign the caregiver to another space, residence hall room, or residence at any time.
- Termination of Agreement by Caregiver: If a caregiver terminates their relationship with a student, the caregiver is no longer eligible for Northeastern University housing. The caregiver will have 24 hours to vacate the room and return keys to Housing staff.
- Termination of Agreement by the University: Northeastern University reserves the right to terminate a caregiver's access to housing at any time for violation of the terms and conditions of the housing agreement, disruption to the residence hall community, changes in space availability, failure to adhere to university or Housing policies, if the caregiver ceases to meet the eligibility requirements set forth above, or for other reasonable causes, as determined by Housing. Unless Northeastern University determines that the health or safety of the community requires immediate vacancy, the caregiver will have 24 hours to vacate the room and return keys to Housing staff.
- Liability/Personal Property: The University is not responsible for loss or damage to personal property in Housing facilities due to fire, theft, water, interruption of water, heat, utility problems, or other causes. Caregivers are encouraged to carry personal property insurance. Any claims about property loss will be referred to the University Office of Risk Management.
- Responsibility of Caregiver for the Facilities: Caregivers are provided with a room key and an electronic access device and will be held financially responsible for loss of these devices via the student account of the resident. Any damage associated with the caregiver may be assessed to resident.
 - Furniture and mattresses are not to be moved from one room to another. A service charge will be assessed if furniture is moved from other rooms or public areas into the caregiver or resident's room.
 - When their occupancy period ends, caregivers must remove all personal belongings and garbage from their room and return all keys and electronic access devices. Remaining personal items will be sent to OSU Surplus for public auction or disposal.
 - Charges will be assessed for keys not returned and to cover the cost of excess cleaning services or other staffing to remove personal belongings after the caregiver has vacated.
- Safety and Security: The caregiver agrees to take primary responsibility for their own safety and security, and to support the safety and security of fellow residents, the buildings, and the dining areas. The University and Housing will work cooperatively with caregivers to promote a safe and secure environment, although absolute safety cannot be guaranteed. The caregiver agrees to read and abide by security policies and precautions stated in the UHDS Student Policy and Information Guide, and other University publications that are made available to the caregiver.

University Housing reserves the right to enter a room for safety, security, and maintenance purposes.