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| <b>Employee Housing</b>   | <b>ACA Standards: None</b> |                          |                                   |
| <b>Robert Patton, Director</b><br><b>Oklahoma Department of Corrections</b> |                            | <b>Signature on File</b> |                                   |

## **Guidelines for Employee Housing Assignment and Provisions for Associated Charges and Benefits**

### I. Assignment of Housing

#### A. Designated Staff

Wardens, deputy wardens, and chiefs of security may be required to reside in housing designated for that position, if available.

#### B. Assignment of Additional Available Housing

##### 1. Farmland Housing

Housing situated on farmland will be offered to the highest ranking farm staff employees and then to successively lower ranks of farm staff employees, as applicable. Seniority will be considered if more than one staff member of a rank is employed.

##### 2. Institutional Housing

Additional available housing at all institutions will be assigned according to the following order of priority:

- a. Current occupant of agency-owned housing;

- b. Highest ranking building maintenance person;
- c. Highest ranking medical staff person;
- d. Highest ranking mental health staff person;
- e. Business manager;
- f. Highest ranking food service staff person;
- g. Highest ranking farm staff person (seniority will be considered for ranking purposes);
- h. Unit managers; and
- i. Chaplain.

The associate director will approve all other requests.

C. Housing Assignments

Upon assignment to agency-owned housing, a "Housing Agreement" ([Attachment A](#), [B](#), or [C](#), attached) will be completed and signed by designated personnel, outlining the responsibilities of the landlord, which will be the Department of Corrections (DOC), and the tenant, which will be the employee assigned to agency-owned housing. Failure to comply with this agreement may result in eviction.

II. Associated Charges and Benefits

A. Rental Charges

1. All employees, except wardens, deputy wardens, and chiefs of security, will be charged a monthly rental rate equivalent to five cents per square foot per month for agency-owned housing.
2. Trailer lot space will be rented at the rate of \$25 dollars per month per lot.
3. No rental charge will be made to personnel assigned to transient quarters. The maximum length of stay allowed in transient quarters will be 30 days or for the duration of the assignment/temporary project.
4. Notice of any rental adjustment for agency-owned housing will be given in writing at least 90 days in advance of rate change.

B. Utilities and Telephone

1. All employees residing in agency-owned housing, except the

wardens, deputy wardens, and chiefs of security, will pay their own utilities if the housing is separately metered. If housing units or trailer lots are not separately metered, then tenants will be charged 15 cents per square foot, per month for utilities. Utility charges will be subject to change provided all tenants are given written notice at least 90 days in advance of any rate change.

2. The base line telephone charge and the cost of one instrument for private telephone service will be provided at each warden and deputy warden residence. Business lines may be installed and maintained in the director's home and the agency's public information officer's residence. All personal long distance charges and associated tax and surcharges will be paid by the respective employee.

C. Billing

The facility business manager or designee will bill and collect rents and fees by the fifth working day of each month. These funds will be deposited in the revolving fund.

D. Maintenance and Inspection

1. Any agency-owned housing made available for assignment will be inspected by a staff member designated by the warden and all necessary repairs, maintenance, and cleaning will be completed prior to habitation. Additional inspections may be conducted on an as needed basis as directed by the warden.
2. Procedures for the routine maintenance and inspection of agency-owned housing and for the development and enforcement of local residency rules will be established. Local residency rules will be subject to approval by the warden and division manager.
3. Offender labor may be used to perform routine maintenance work to include upkeep of grounds and the repair of any state-owned residence.

III. Prohibited Activities or Allowances

A. Offender Labor

Offenders will not provide personal service (e.g., in-house services, washing personal vehicles, tending gardens, providing child care or caring for pets, etc.) to any employee or family member.

B. Subsistence Allowance

No allowances for actual subsistence expenses of families and guests will be provided.

IV. References

Policy Statement No. P-120100 entitled "Management of State Funds and Assets"

57 O.S. 510 (A) (5) and 525

V. Action

The appropriate division manager is responsible for compliance with this procedure.

The General Counsel is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated

Replaced: Operations Memorandum No. OP-110350 entitled "Guidelines for Employee Housing Assignment and Provisions for Associated Charges and Benefits" dated November 21, 2012

Distribution: Policy and Operations Manuals  
Agency Website

| <u>Attachments</u>           | <u>Title</u>  | <u>Location</u> |
|------------------------------|---|-----------------|
| <a href="#">Attachment A</a> | "Housing Agreement" (Wardens/Deputy Wardens/<br>Chiefs of Security) | Attached        |
| <a href="#">Attachment B</a> | "Housing Agreement" (Institutional Personnel)                       | Attached        |
| <a href="#">Attachment C</a> | "Trailer Lot Agreement" (Institutional Personnel)                   | Attached        |

