

Chapter: Employee Benefits
Title: Campus Housing

Effective Date: 12/1/11
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New

ACA Standard(s): N/A
Statute(s): General Appropriations Act, Article V, Rider 13

(a) **Policy.**

Employees of the Texas Juvenile Justice Department (TJJD) may live in available state-owned campus housing in accordance with state law and the provisions of this policy. The TJJD state-owned housing program is a cost recovery program.

(b) **General Provisions.**

- (1) Employees who live in state-owned campus housing must:
 - (A) abide by all terms of the lease agreement;
 - (B) provide assistance to the acting duty officer or serve as the acting duty officer when required to do so; and
 - (C) have a mailing address other than the campus address.
- (2) Employees in the following positions are authorized to live in available state-owned campus housing:
 - (A) superintendent;
 - (B) assistant superintendent;
 - (C) dorm supervisor of the facility's designated security dorm;
 - (D) facility business coordinator; and
 - (E) employees in other positions who are approved to live in available state-owned campus housing in accordance with the procedures set forth in (d) below.
- (3) Rental payments may be paid by payroll deduction or direct payment submitted to the facility business office.
- (4) Lease terms for state-owned campus housing may not exceed one year in duration.

(c) **Rental Rate Assessment.**

- (1) Rates for each dwelling are approved by the executive director prior to the beginning of each fiscal year. The rates are based on:
 - (A) fair market rental values determined by the General Land Office, which typically include an estimate for utility usage cost; and
 - (B) an analysis prepared by the director of facility business management in coordination with the payroll manager of the actual utility usage and maintenance costs incurred for each dwelling in the previous fiscal year. If the analysis indicates that such costs for the dwelling are higher than the rent collected for the previous fiscal year, the rental rate will be increased for the upcoming fiscal year to an amount that will ensure recovery of such costs.
- (2) An employee first employed by the agency before September 1, 1999, is charged a monthly rental rate equivalent to at least 20 percent of the dwelling's fair market rental value.
- (3) An employee first employed by the agency on or after September 1, 1999, is charged at least 100 percent of the dwelling's fair market rental value.

- (4) If both spouses are agency employees and are living in state-owned housing:
 - (A) only one spouse is charged for housing; and
 - (B) the rental rate for employees hired before September 1, 1999, will apply if one of the spouses was hired prior to that date.

(d) **Procedures.**

(1) **Request and Approval Process.**

- (A) An employee applies for housing through the local business office by submitting a written request.
- (B) The facility superintendent prioritizes assignments of additional housing and submits a written request for approval of a housing assignment to the director of youth services or designee (e.g., via email).
- (C) The director of youth services or designee:
 - (i) approves or disapproves the request in writing. If the request is disapproved, a reason for disapproving the request must be provided; and
 - (ii) forwards a copy of the approved or disapproved request to the facility business coordinator.
- (D) The facility business coordinator notifies the employee whether the request was approved or disapproved.

(2) **Documentation.**

(A) **Lease Agreement.**

- (i) Upon approval of a request for housing, the facility business coordinator:
 - (I) explains to the employee his/her rights and obligations under the lease agreement, BSD-400, including provisions regarding move-in and move-out procedures;
 - (II) ensures that the employee signs the lease agreement; and
 - (III) routes the original lease agreement to the director of facility business management for signature.
- (ii) The director of facility business management:
 - (I) signs the lease agreement;
 - (II) routes the original lease agreement to the Contracts, Procurement, and Support Services Department for tracking and filing; and
 - (III) forwards a copy of the completed lease agreement to the facility business coordinator.
- (iii) The facility business coordinator:
 - (I) provides the employee with a copy of the completed agreement;
 - (II) maintains a copy of the completed agreement; and
 - (III) notifies the local human resources administrator (HRA) of the agreement and whether rental payments will be paid by payroll deduction or by advance cash payments.

(B) **Personnel Action Request (PAR).**

If the rental payments are paid by payroll deduction, the local HRA or designee submits a completed Personnel Action Request (PAR) - Pay/Benefit Change form, HR-002-D, to Central Office Human Resources to start, change, or stop the payroll deduction. A copy of the signed lease agreement must accompany the PAR to start or change the payroll deduction. Both documents must be received by Central Office Human Resources by the regular payroll due date.

(C) **Housing Ledger.**

The facility business coordinator maintains a housing ledger which records all housing lease agreements and PARs for each of the campus living quarters and for each employee authorized to live in state-owned campus housing.

(3) **Housing Inspections.**

(A) The facility business coordinator inspects each housing unit inside and outside:

- (i) when the employee moves in to the residence;
- (ii) at least once every six months to ensure that current living arrangements and conditions reflect the terms of the housing lease; and
- (iii) after the employee moves out of the residence.

(B) The facility business coordinator forwards any concerns identified during a housing inspection to the director of facility business management and director of youth services.

(4) **Lease Renewals.**

If neither the agency nor the employee has provided notice of intent to terminate the lease, the facility business coordinator coordinates the completion of a renewal lease agreement prior to August 31 in accordance with documentation procedures established in (d)(2)(A) above.

(5) **Reporting Requirement.**

In accordance with the General Appropriations Act, Article IX, Section 11.04 (c), the director of facility business management or designee prepares an annual report listing all employees who receive agency housing, the fair market rental value of housing supplied by the agency, and the amount of revenue recovered to meet the mandated goals. The report is submitted to the chief financial officer for approval prior to submission to the Texas Legislature.
