

Chapter: Employee Benefits	<b>Effective Date: 5/15/21</b>
<b>Title: State-Owned Housing</b>	Page: 1 of 3
Statutes: General Appropriations Act — Article V Rider 17; Article IX §11.02	Replaces: PRS.19.11, 12/1/11

(a) **Policy.**

TJJD provides state-owned campus housing to certain employees so they may be readily available to respond to campus incidents.

TJJD employees 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) when requested by the campus shift administrator, immediately respond to the scene in the event of a campus incident if physically able 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) facility operations manager;
- (D) youth safety manager;
- (E) team leader;
- (F) other key campus leadership positions;
- (G) Office of Inspector General lieutenant;
- (H) maintenance supervisor; and
- (I) other direct-care or maintenance staff who are approved on a case-by-case basis.

(3) Rental payments must be paid by payroll deduction from the employee named as *Resident* in the lease, which is the employee whose position is the basis for the housing approval.

(4) Lease terms for state-owned campus housing may not exceed one year in duration.

(5) The lease agreement must include a provision that prohibits the lessee from transferring the lease to another employee.

(c) **Rental Rate Assessment.**

(1) Rates for each dwelling are approved by the executive director or designee before the beginning of each fiscal year.

(2) The rates are based on an analysis, prepared by the payroll manager, of the actual utility usage and maintenance costs for each dwelling in the previous fiscal year. If the analysis indicates that these 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 designed to ensure recovery of the costs.

(d) **Procedures.**

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

Campus housing is requested by either of the following two methods.

- (A) A director may request the deputy executive director for state services to approve campus housing for an eligible employee. The deputy executive director for state services approves or disapproves the request.
- (B) An employee may submit a written request for campus housing through the local business office. The request is processed as follows:
  - (i) The superintendent prioritizes assignments of additional housing and submits a written request for approval of a housing assignment to the deputy executive director for state services.
  - (ii) The deputy executive director for state services:
    - (I) approves or disapproves the request in writing; and
    - (II) sends a copy of the approved or disapproved request to the facility business manager.
  - (iii) The facility business manager notifies the employee of the decision.

(2) **Documentation.**

(A) **Lease Agreement.**

- (i) Upon approval of a request for housing, the facility business manager:
  - (I) explains to the employee his/her rights and obligations under the [lease agreement, BSD-400](#), including move-in and move-out procedures;
  - (II) ensures that the employee signs the lease agreement; and
  - (III) sends the lease agreement for approval.
- (ii) The deputy executive director for state services:
  - (I) signs the lease agreement;
  - (II) sends a copy of the completed lease agreement to the Contracts Department for tracking and filing; and
  - (III) forwards a copy of the completed lease agreement to the facility business manager.
- (iii) The facility business manager:
  - (I) provides the employee and the human resources administrator with a copy of the completed lease agreement; and
  - (II) keeps a copy of the completed lease agreement.

(B) **Personnel Action Request.**

The facility business manager ensures a completed [Personnel Action Request – Pay or Benefit Change form, HR-002-D](#), and a copy of the signed lease are sent to Central Office Human Resources each time a new or renewal lease is signed. Both documents must be received by Central Office Human Resources by the regular payroll due date.

(C) **Housing Ledger.**

The facility business manager maintains the sections of the agency-wide housing ledger that apply to his/her facility. The housing ledger is kept in a designated, centralized location and contains a record of all housing lease agreements and Personnel Action Requests 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 manager inspects each housing unit inside and outside:

- (i) when the employee moves in;
- (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.

(B) The facility business manager sends any concerns identified during a housing inspection to the deputy executive director for state services.

(4) **Lease Renewals.**

If neither the agency nor the employee has provided notice of intent to terminate the lease, the facility business manager coordinates the completion of a renewal lease agreement before August 31 in accordance with documentation procedures listed in [\(d\)\(2\)\(A\) above](#).

(5) **Reporting Requirement.**

The director of fiscal affairs and budget ensures any housing-related reports required by the General Appropriations Act, Article IX, are prepared. The reports are submitted to the chief financial officer for approval prior to submission to the Legislative Budget Board or any other required recipient.

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