



## TRANSMITTAL MEMO

**TO:** TJJJ Staff  
**FROM:** Office of the General Counsel, Policy and Standards Section  
**SUBJECT:** PRS Transmittal  
**DATE:** May 7, 2021

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Please be advised that changes have been made to the Personnel Policy and Procedure (PRS) Manual. These changes will go into effect on **May 15, 2021**.

### SUMMARY OF CHANGES

#### PRS.05.05 Job Descriptions

- Added that a job description is reviewed and, if necessary, revised:
  - before posting a job vacancy;
  - when changes occur in a position's *minimum qualifications, physical demands, or working conditions* (in addition to changes in the position's job functions); and
  - at least once every five years if a review has not occurred within that period for other reasons.
- Added that the Human Resources Department coordinates the five-year reviews of job descriptions.
- Specified that Central Office Human Resources ensures the *minimum qualifications* for the position (in addition to the duties and job functions) are aligned with the position's state title and classification.
- Added that supervisors and employees review and sign job descriptions within seven days after final approval of a revised job description for a current position.
- Clarified that when a supervisor reviews a job description with an employee, the supervisor is responsible for explaining that the job description is used as part of the performance evaluation process.
- Clarified that Central Office Human Resources makes copies of job descriptions available on the M: drive, rather than making them available only to human resources administrators.

#### PRS.19.11 State-Owned Housing

##### **ELIGIBLE EMPLOYEES**

- Made the following changes to the list of positions that are eligible for campus housing:
  - added facility operations manager, youth safety manager, team leader, other key campus leadership positions, OIG lieutenant, and maintenance supervisor;
  - removed security dorm supervisor and facility business coordinator; and
  - modified the "other" category to be limited to employees who are in direct-care or maintenance positions, if approved on a case-by-case basis.

##### **APPROVAL PROCESS**

- Added that a director may request approval for an eligible employee directly from the deputy executive director for state services.
- Clarified that the deputy executive director for state services (rather than the director of youth services or designee) makes all housing approval decisions.
- Removed the requirement for a disapproval decision to include the reason for disapproval.
- Specified that the deputy executive director for state services (rather than the director of facility business management) signs all leases.
- Removed the requirement to use the *original* document for routing and filing.

## **RENTAL RATES AND PAYMENT**

- Removed the option of paying rent by direct payment to the facility business office. All rent is paid via payroll deduction.
- Specified that rental payments are taken from the employee who is named as *Resident* in the lease (rather than stating that only one spouse is charged for rent if both spouses are employees).
- Removed provisions relating to the rental rate being based on the fair market value. Rents are based on cost recovery.
- Specified that the payroll manager alone (rather than in conjunction with the director of facility business management) prepares the analysis of utility and maintenance costs.
- Removed a provision that allowed for a rental rate that is 20% of the fair market value if the employee (or the employee's spouse, if both spouses are employees) was first employed before September 1, 1999.
- Added that a designee of the executive director may approve the rates for each dwelling.

## **OTHER CHANGES**

- Clarified that the purpose of providing campus housing is so that certain employees may be readily available to respond to campus incidents.
- Added that, when requested by the campus shift administrator, the employee in campus housing must immediately respond to the scene if physically able to do so.
- Removed the requirement for the employee in campus housing to serve as the acting duty officer when required to do so.
- Added that the lease agreement must include a provision that prohibits the lessee from transferring the lease to another employee.
- Specified that the business manager sends any concerns identified during a housing inspection to the deputy executive director for state services (rather than sending them to the director of facility business management and the director of youth services).
- Specified that the director of fiscal affairs and budget (rather than the director of facility business management) ensures housing-related reports are prepared, as required by the General Appropriations Act. Removed the list of specific items to be included in the report.
- Specified that one agency-wide housing ledger is maintained in a central location, rather than each business manager maintaining a separate ledger. Business managers are responsible for maintaining their sections of the ledger.
- Added that the business manager provides the human resources administrator with a copy of the signed lease, rather than simply notifying the human resources administrator of the lease.
- Added that the *facility business manager ensures* a completed Personnel Action Request and a copy of the signed lease are sent to Central Office Human Resources (rather than specifying that the human resources administrator or designee sends them). These documents must be sent *each time a new or renewal lease is signed* (rather than only when the payroll deduction starts or changes).