

	State of Alaska Department of Corrections Policies and Procedures	Index #: 201.08	Page 1 of 3	
		Effective: 5/14/2013	Reviewed:	
		Distribution: Public	Due for Rev:	5/2017
	Chapter: Personnel			
	Subject: Department Provided Employee Housing			

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes

AS 33.30.030

AS 34.03.010 - 380

III. Purpose

To establish policies and procedures regarding the rental, leasing, and maintenance of state-leased housing for use by Department employees.

IV. Application

All Staff

V. Definitions

None

VI. Policy

It is the policy of the Department to manage and maintain state-leased housing intended for employee use in a manner consistent with the Uniform Residential Landlord and Tenant Act.

VII. Procedures

A. General Responsibilities:

1. The local administrative officer or approved designee will act as the leasing coordinator and is responsible for rent collections, security deposits, cleaning deposits, coordinating rental collection actions, and maintaining respective files.
 2. Each local administrative officer or approved designee is responsible for the maintenance and operation of state-leased housing in their respective locality.
 3. The Department of Administration / Division of Personnel and Labor Relations (DOA / DPLR) / Department of Corrections (DOC) service center is responsible for deducting rents from employee / tenant payrolls which are automatically set up to transfer the revenues to the necessary budget.
 4. DOA / DPLR is responsible for coordinating all grievance proceedings related to state-leased housing with the respective local administrative officer or approved designee.
 5. State-leased rooms, apartments, and houses are for employees and their immediate families. These units have substantially higher rent, and are considered the employee's primary residence.
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6. If needed and available, State-leased bunkhouse style housing is for the employee only. No family members, friends or non-employees are allowed to occupy state-leased bunkhouses. Bunkhouses may be occupied during non-work days. Employee / tenants will lock their bunkhouse rooms whenever unoccupied.
- B. Employee Check-in:
- When an employee is assigned to state-leased housing, the following procedures will apply:
1. The employee and the local administrative officer or approved designee will make a joint inspection of the assigned housing. During the inspection, the "check-in" portion of the "State Housing Condition Inspection Record" (Form 201.08B) and "Occupancy Notification and Agreement" (Form 201.08A) forms will be prepared, signed, and forwarded to the local administrative officer or approved designee along with the employee's security and clean-up deposit (if applicable). Any received funds will be delivered to the Juneau Central Office. A payroll deduction may be utilized in lieu of a cash deposit.
 2. Upon receipt of Forms 201.08A and 201.08B, the local administrative officer or approved designee will calculate the monthly rental payment for the type of housing assigned. The appropriate form will be forwarded to the DOA / DPLR / DOC service center to establish the payroll deduction for rent. The tenant will be notified of the amount of the payroll deduction. The rent established by DOC for the housing unit will be set via the "Occupancy Notification and Agreement" (Form 201.08A).
- C. Employee Check-out:
- When an employee vacates their state housing, the following procedures will apply:
1. The employee and the local administrative office or approved designee will make a joint inspection of the assigned housing. During the inspection, the "check-out" portion of the "State Housing Condition Inspection Record" (Form 201.08B) and "Occupancy Termination Notification" (Form 201.08C) forms will be prepared, signed and forwarded to the local administrative officer or approved designee. If the lessor requires use of another form, that form will be used instead of the Department form.
 2. The local administrative officer will evaluate all forms and determine if any refund is justified and due to the employee / tenant. If a refund is applicable, action will be taken to issue to the employee / tenant all funds due.
- D. Maintenance:
1. Maintenance is the responsibility of the lessor, unless specifically noted in the Department's contract with the lessor. Employee / tenant requests for maintenance or modifications will be forwarded to the local administrative officer or approved designee. The request for maintenance or modification will then be provided to the lessor for evaluation and performance of request, or reason for denial of request.
 2. Failure of essential services such as water, sewer, electricity or heat for greater than 24 hours must be reported immediately to the local administrative officer or approved designee. They will determine if a temporary rent reduction is appropriate for the loss of essential service(s) and initiate action with the DOA / DPLR / DOC Service Center to implement action.
- E. Subletting:
Subletting is prohibited.
- F. Commercial Business Prohibited:
Employees may not operate any commercial business in or from bunkhouse rooms, or in or from state-leased rooms, apartments, and houses.
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G. Grievances:

All grievances arising from issues associated with state-leased housing will be directed to the local administrative officer or approved designee. The local administrative officer or approved designee will coordinate management of the grievance with support from the DOA / DPLR / DOC Service Center.

H. Facility Condition and Status:

1. The local administrative officer or approved designee will track the condition of state-leased housing.
2. Improvements and refurbishments will be performed as necessary, if not provided by the lessor.
3. Assessment of current conditions and any other factors pertinent to rental rates will be done continuously to determine if the rental rate should be adjusted.

I. Evictions:

The local administrative officer or approved designee will be responsible for carrying out eviction actions with the assistance of the DOA / DPLR / DOC Service Center and law enforcement, if needed.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

5/14/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable Forms to this Policy:

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|---------|---|
| 201.08A | Occupancy Notification and Agreement |
| 201.08B | State Housing Condition Inspection Record |
| 201.08C | Occupancy Termination Notification |