

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES**

Subject: Campus Housing for Employees	Policy Number: 3
Number of Pages: 2	Section: VI
Attachments: 1. Form VI.2.A A. Housing Inspection Checklist	Related Standards & References: None
Effective Date: July 1, 2015	Approved:  James Maccarone, Director

I. Policy: It is the policy of The Department of Human Services, Division of Youth Services to provide campus housing for employees of Oakley Youth Development Center (OYDC) on an as available basis. This benefit is offered, but not guaranteed, and may be rescinded at any time. Requirements of State law concerning housing must be met by the employee/s residing in campus residence.

II. Definition:

Housing – Either a standalone house or apartment that is part of the OYDC complex.

Employee – Any individual who receives pay and benefits as a State employee from the Department of Human Services, Division of Youth Services.

Utilities – Electric, gas, internet, cable, telephone service.

Housing Inspection – A yearly inspection of the dwelling by the Director of Youth Services or his designee will be conducted to ensure the dwelling has been maintained to a satisfactory standard. See Attachment 2.

Upkeep – The normal day to day responsibility of a person residing in a residency.

Housing Tax – Emolument Tax each employee must incur.

Maintenance Request – A request submitted by the employee resident to repair problems with the structure or replacement of furnished items that are beyond repair. See Policy VI.2.

Furnished Items – Heating and air conditioning, stove/oven, refrigerator, dishwasher, garbage disposal or any other appliance installed at the time of occupancy by the employee resident.

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III. Procedures –

1. Once a year each employee residing in a campus residence shall sign an agreement to continue living in the residence. This should be accomplished each June for a one year duration beginning July 1 of the year. Employees failing to sign the agreement will be required to vacate the residence 10 days after this agreement is to be signed. Failure to vacate may result in disciplinary action to include termination.
2. Housing Tax may be prorated for multiple employees residing in a residence. The Division shall determine the value of the tax based on surrounding area rent and the square foot of the residence.
3. Repairs and replacement of broken items shall be accomplished by the maintenance department using the appropriate forms generated by maintenance. The Director of Institutions will receive a copy of the work request to ensure it is managed in a timely manner. See form VI.2.A.
4. Utilities provided by the facility are water, gas, and electricity. Employees are responsible for reimbursing the State monthly the cost of gas and electricity. Employees at their own discretion may contract with local internet, cable or satellite providers, and telephone companies. (discipline)
5. Employees may maintain renters insurance, at their own expense, on personal property within or around the dwelling.
6. Employees are responsible for maintaining all smoke detectors on the property.
7. Any pets maintained by the employee must be contained within the confines of the property.
8. Damage caused by carelessness, maliciousness, or willful neglect by the employee, family members, or guests will be the responsibility of the employee.