

R-29 REV. 1/77

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STATE OF CONNECTICUT  
**REGULATION**

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OF

NAME OF AGENCY

Department of Administrative Services

Concerning -

SUBJECT MATTER OF REGULATION

Assignment and Termination of State Housing

**SECTION 5-200(k)**

The regulations of Connecticut State Agencies are amended by adding  
 a new section 5-200(k) as follows:

(NEW)

**Section 5-200(k)-1 - DEFINITIONS**

- (a) "Residence" is defined as a set of rooms located in either  
 a detached building or apartment-type building and equipped  
 with individual kitchen or kitchenette facilities.
- (b) "Quarters" are defined as one or more rooms containing no  
 kitchen or kitchenette.
- (c) "Housing" is either a residence or quarters.
- (d) "Employee" is either an employee or an officer as defined  
 by Sections 5-196(i) and 5-196(p) of the General Statutes  
 respectively.
- (e) "Housing agreement" means the written document in which the  
 State and the employee agree on the terms governing the em-  
 ployee's use and occupancy of housing.

**Section 5-200(k)-2 - ELIGIBILITY FOR HOUSING**

- (a) The following regulations apply to housing provided to state  
 employees not covered by collective bargaining agreements  
 except for housing provided under Connecticut General Statutes  
 Sections 10a-72(a), 10a-81(b), 10a-89(a), 10a-108 and 26-3.
- (b) Housing may be authorized for any employee where the Com-  
 missioner of Administrative Services or designee determines  
 that authorization for housing would be in the best interests  
 of the State for one or more of the following reasons.
  - (1) State housing would facilitate the employee's ability  
 to direct, manage or maintain the health, safety and  
 welfare of clients, patients, inmates, students or other

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employees where such responsibilities are a part of  
the employee's duties.

- (2) State housing would expand the employee's ability to  
protect, safeguard or conserve facilities and/or equip-  
ment where such responsibilities are a part of the  
employee's duties.

- (3) State housing would aid in the recruitment or retention  
of employees in those specific job classes or positions  
approved for housing inducements for recruitment or  
retention by the Commissioner of Administrative Services  
or designee.

- (c) Employees occupying housing prior to June 1, 1981 may continue  
to occupy the same premises unless such housing assignment  
is terminated in accordance with the housing termination  
provisions contained herein.

Section 5-200(k)-3 - TERMINATION OF HOUSING ASSIGNMENT

- (a) Housing assignments will be terminated:

- (1) if the employee violates the terms of the housing  
agreement;
- (2) at cessation of employment;
- (3) if the employing agency determines that a facility is  
no longer needed for housing or is needed for other  
agency or state purposes;
- (4) if the employee changes job assignment or otherwise  
becomes ineligible for housing.

- (b) The agency may allow an employee whose housing assignment  
has been terminated for any reason under Section 5-200(k)  
-3(a) of these regulations a grace period of up to six months

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to secure alternate housing.

Section 5-200(k)-4 - CERTIFICATION REQUIREMENTS

- (a) Before any employee is allowed to occupy state housing the agency head or his/her designee shall certify to the Commissioner of Administrative Services, on a form designated by the Department, that the employee is eligible to occupy such housing in accordance with Section 5-200(k)-2 of these regulations and shall obtain approval from said Commissioner or designee of such certification.
- (b) No employee shall certify his/her own housing assignment.

**PURPOSE:** To establish a standardized procedure for eligibility for and assignment to state housing and termination thereof.