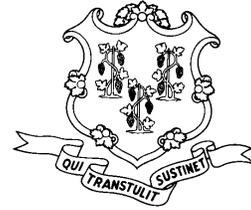




DEPARTMENT OF ADMINISTRATIVE SERVICES  
165 Capitol Avenue  
Hartford, CT 06106-1658



STATE OF CONNECTICUT

## **STATE EMPLOYEE HOUSING POLICY**

Pursuant to Conn. Gen. Stat. Section 5-200 (k), the Department of Administrative Services (“DAS”) shall oversee the State Employee Housing program. All agencies using state housing shall adhere with the following policies.

### **1) Fair Market Value Appraisal Process**

No later than every six years, DAS will retain an appraisal vendor to perform an appraisal of every housing unit. In order to align with fair market values, the appraisal will become the basis for the Manager and the Non-Managerial rent increases.

### **2) Establishing Rental Rates**

A thirty percent (30%) discount will be given to those employees living on institutional grounds; employees will pay seventy percent (70%) of the fair market rental value. The institutional grounds affected are the Department of Mental Health and Addition Services, the Department of Mental Retardation, the Connecticut Military Department, the Department of Correction, the Department of Veteran’s Affairs, the Agriculture Experiment Station, and the Department of Public Safety. The reduction is an attempt to compensate for interruptions such as job-related calls or visits that occur during off-duty hours and for the lack of a traditional neighborhood setting or environment. Employees who do not live on institutional grounds will pay one hundred percent (100%) of the fair market rental value established for renting a similar house or apartment.

### **3) Selection**

Agencies seeking to occupy state owned housing shall provide written justification to DAS prior to employee occupancy in accordance with Regulation of Connecticut State Agencies Section 5-200(k)-2. The agency will further detail the method by which the employee was selected. Agencies will await DAS approval prior to permitting occupancy.

### **4) Certification Process**

Annually, in June of each year, Housing Certification Forms will be sent to each agency with employees residing in state housing. The forms contain information pertaining to housing units, renter, and rental rate as contained on the DAS State Employee Housing System.

Each agency is asked to review the certification forms for accuracy and make any corrections, deletions or additions as necessary. The forms shall be signed by the agency head or designee and returned to DAS. Agencies will also be requested to complete documentation necessary to revise payroll deductions for affected employees.

Employee eligibility, duties, bargaining unit agreements and regulations will again be reviewed by DAS, in conjunction with the agency.

Each agency shall notify DAS, in writing, when an employee is no longer eligible to occupy state housing.

### **5) Rental Rate Review Process**

The Office of the Comptroller provides DAS with a biweekly extract of all payroll deduction codes equal to "STRENT". DAS will monitor the extract to ensure employee payment. In the event of a failed payment, DAS will inform the agency contact, in writing. The agency shall be responsible for contacting the employee and recovering back rent, or informing DAS that the property is vacant.

### **6) Lease Agreements**

Employee housing agreements/leases are permitted when occupancy is either a condition of employment or essential for the proper fulfillment of an employee's job responsibilities. Prior to DAS making such arrangements available, the agency must submit to DAS a written justification requiring DAS approval.

A DAS approved housing agreement/lease must be in place prior to employee occupancy.

If it becomes necessary to commence eviction proceeding against an employee for non-payment, or any other reason, the agency shall notify the Department of Public Works (“DPW”)<sup>1</sup>, unless statutory provisions exist for the agency to handle eviction.

Each agency is required to monitor leased property for compliance with lease provisions (i.e. snow and rubbish removal, etc). If the employee is not in compliance, and the agency is able to secure the employee’s compliance, the agency shall notify the DPW as per the preceding paragraph.

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<sup>1</sup> Although DAS administers the State Employee Housing Program, DPW has jurisdiction over leasing state property.