



Ohio Administrative Code Rule 5120-5-09 Employees' housing.

Effective: [March 28, 2024](#)

(A) General: The department of rehabilitation and correction may make certain housing facilities available for the use of institutional and departmental personnel who are officially assigned to or on duty at the various institutions. "Housing facilities" are defined as houses, apartments, or rooms, furnished or unfurnished, which are used for permanent or temporary dwellings.

(B) Rules and regulations governing housing: Managing officers are responsible for the housing program within the institution under their jurisdiction, and are responsible for issuing regulations governing the assignment of quarters, the conduct of tenants of such quarters, and for the care of such quarters. Regulations issued by the institution should not conflict with the general rules and regulations outlined in this paragraph.

(1) No person may demand quarters as a matter of right or a condition of employment. Managing officers may determine whether an employee is to occupy quarters and may order that an employee vacate quarters.

(2) If occupancy of any rental unit drops to a point that annual rental income is lower than operating and maintenance expense, efforts should be made to utilize the space for purposes other than employee housing.

(3) All housing accommodations, including garages, will be identified by name or number, or both, and type of facility.

(4) Lessee can contract with a certified or licensed professional for alterations, repairs or changes to plumbing, electrical wiring, wall finishes, etc. All maintenance work will be approved by the staff member responsible for housing maintenance, prior to action by the maintenance department, and will conform to state and local fire regulations and inspection requirements. All remodeling or major repairs must have prior approval by the division of business administration.



(5) The institution will provide the necessary maintenance service to maintain rental quarters in good repair within the scope of funds available.

(6) The cost of utilities for houses and apartments, including outside telephone service, will be borne by the tenant. Where outside services are furnished, payment will be made by the tenant to the utility company. Where services are furnished by the institution, a reasonable cost will be determined by the department of rehabilitation and correction and added to rent for payroll deduction. Where utilities are furnished by the institution at a fixed charge, the employee tenants are expected to use prudent economy in the use thereof. Failure to comply is cause for removal from quarters. Superintendents will take appropriate action where excessive utility costs are incurred or wasteful practices are observed.

(7) An apartment or single room may be shared by two institutional employees with the approval of the superintendent, in which case the payroll deduction may be made from the salary of either of the occupants. An apartment, house, or single room will not be shared by an institutional employee and another person (non-employee) unless such person is the spouse, minor child, or dependent relative of such institutional employee.

(8) An inventory is to be taken each time that a furnished or semifurnished unit is rented and a copy of the inventory provided to the tenant. When a tenant vacates the property the inventory will be checked to note any missing or damaged items. A perpetual inventory record of all state-owned property in each rental unit will be maintained in the business office.

(9) Employee tenants will be responsible for replacement of any items not properly accounted for, and for repair or replacement of state-owned property damaged through actions of the tenant or resident members of his/her family, and pets.

(10) Linen or laundry services shall not be furnished for any house, apartment, or room with the exception of transient quarters.

(11) Employees are not responsible for performing domestic work in rooms, houses, and apartments, or grounds maintenance. The superintendent may assign or authorize inmates to perform occasional outside grounds maintenance or property maintenance under the direct supervision of appropriate



employee.

(12) A staff member, designated by the superintendent, will conduct annual inspections of all housing facilities to ascertain the general condition of the facilities and compliance with fire, housekeeping, and safety regulations. A report of inspection will be made to the superintendent.

(13) Pets shall be kept under control at all times. Dogs and cats may be permitted by specific permission of the superintendent only in individual family dwellings. Horses, cattle and other livestock are not considered as pets for this purpose and shall not be permitted on rental property.

(14) Cooking is not permitted in rental units not provided with kitchen facilities.

(15) Employees and non-employees may share the same room at the corrections training academy.

(C) Rental rates.

(1) The chief of the division of business administration, with the approval of the director, will issue periodically a rental rate schedule establishing the rental rates and utility rates to be charged for the various types of employee rental property.

(2) Rent shall be paid biweekly, in advance, by payroll deduction. Cash or checks collected from transient guests are to be forwarded weekly to the division of business administration for deposit to the property receipts fund.

(3) The rental charges designated for a particular housing unit are based upon the type of housing provided and will be charged to any person occupying said quarters.

(4) Garage rental rates will apply to any garage or parking facility not attached or considered part of a dwelling.

(5) Any exception to the rental rates outlined in this policy must be approved by the division of business administration.



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(D) Inspection and review of housing: An inspection and review of the rental units at all institutions shall be made annually by a representative of the division of business administration, or designee, and at any other time by order of the director.