

ADM-17.10, "Agency Housing,"

## SCDC POLICY

NUMBER: ADM-17.10

TITLE: AGENCY HOUSING

ISSUE DATE: APRIL 11, 2022

RESPONSIBLE AUTHORITY: DIVISION OF AGRICULTURE

POLICY MANUAL: ADMINISTRATION

SUPERSEDES: NONE - NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: 19-218, 19-219

ACA/CAC STANDARDS:

STATE/FEDERAL STATUTES:

**PURPOSE:** To provide housing for designated supervisory/administrative staff as specified by the Division Director of Agriculture.

**POLICY STATEMENT:** Administrative/supervisory staff members and essential personnel whose duties require long working hours, weekend duty, and emergency response may be required by the Division Director of Agriculture to live on the premises of their institution as a condition of employment. In such instances, staff may be provided Agency owned/leased housing.

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**1. RULES AND REGULATIONS:** All employees living in Agency owned/leased houses shall be required to follow the published rules and regulations listed below.

## 1.1 Acknowledgement and Utilities:

1.1.1 All employees must sign SCDC Form 19-218, "Acknowledgement Of Rules & Regulations Agency-Owned/Leased Housing," and agree to abide by these rules and regulations if living on state property.

1.1.2 Employees who have been provided Agency owned/leased housing will be provided with a SCDC cell phone and will be required to have this phone on their person or nearby in case of an emergency at their institution. No telephone lines, computer connections or internet access will be provided by the Agency.

1.1.3 The Division Director of Agriculture or his designee may enter any dwelling during reasonable hours with at least twenty-four (24) hour notice, or at any time during an emergency to inspect with regard to compliance with SCDC rules & regulations.

1.1.4 Agency owned/leased housing shall not be altered in any manner unless prior authorization from the Division Director of Agriculture or designee.

1.1.5 The employee/tenant must obtain and maintain a renter's insurance for the personal property contents of the provided housing. The Agency will not be responsible for any damages to the employees'/dependents'/relatives'/guests' personal property. The employee will be required to show proof of this insurance prior to moving into the provided housing and each year during the annual inspection of their provided housing.

## 1.2 Firearms/Bows/Pellet/BB Guns/Weapons:

1.2.1 The use of firearms, bows, pellet/BB guns, fireworks or any other dangerous device is prohibited in or around the housing area residences. It shall be the responsibility of the employee to ensure all such devices are under adult supervision when not locked and stored.

1.2.2 Each employee residing within the housing unit will be responsible for ensuring weapons and ammunition are locked and stored separately.

## 1.3 Inspections:

1.3.1 Maintenance and upkeep inspections shall be performed annually on Agency owned/leased housing.

1.3.2 Inspections shall be conducted by the Division Director of Agriculture, or designee.

1.3.3 Inspections shall be completed utilizing SCDC Form 19-219, "Maintenance/Upkeep Checklist," on or before Fiscal Year End, June 30th, each year.

1.3.4 The SCDC Form 19-219 shall be used to ensure proper maintenance/upkeep at all times. However, this checklist shall not be considered all encompassing. Failure to maintain good housekeeping and reasonable care may be grounds for disciplinary actions or eviction.

1.3.5 Any damage sustained to Agency owned/leased housing must be repaired within thirty (30) days from the date the damage occurred or within thirty (30) days of notice. It is the responsibility of the tenant to ensure repairs are not prolonged and are completed in a timely manner.

1.3.6 Any and all cost associated with the repair of damage caused by the tenant to Agency owned/leased housing will be the responsibility of the tenant.

1.3.7 All properties relating to Agency owned/leased housing must be inspected upon termination/resignation of employment. If there are damages to the property and it is found that the damages are negligent on the part of the employee the employee will be held responsible for all cost associated with repairs caused by negligence.

#### 1.4 Landscaping/Yard Maintenance:

1.4.1 Flowers and shrubs are permitted. Once planted, they remain on the residence property unless permission is granted from the Division Director of Agriculture for their removal.

1.4.2 Any structure to be built in the yard must be approved prior to the construction by the Division Director of Agriculture.

1.4.3 There will be no storage of freezers, refrigerators, or appliances of any kind permitted outside. There will no excessive amount of clutter of any kind stored outside.

1.4.4 Yard maintenance is the responsibility of the employee (mowing, trimming of shrubs, etc.).

1.4.5 All toys, bicycles, etc. must be neatly put away when not in use.

1.4.6 Outdoor patio furniture made for that purpose is permitted.

1.4.7 There will be no vehicles stored in yard that are not in use.

#### 1.5 Occupancy:

1.5.1 Occupancy is limited to the immediate family of the employee.

1.5.2 Non-immediate family members (i.e., mother, father and children and visiting guests living in the residence for more than 15 days must be approved by the Division Director of Agriculture.

1.5.3 The employee will not be permitted to sublet home to another person to live on state property without written consent of the Division Director of Agriculture.

1.5.4 Drunkenness, immoral conduct, drug abuse, disturbances, security violations, or any illegal act will not be tolerated.

1.5.5 Any flagrant or repeated violation to these rules and regulations will result in the employee responsible receiving disciplinary action, which may include eviction from the home and possible termination of employment.

#### 1.6 Pets:

1.6.1 Employees will be allowed to have pets, i.e., dogs, cats, provided they are adequately maintained and controlled.

1.6.2 All pets must have current shot records.

1.6.3 Dogs must be penned or on a leash.

1.6.4 No dogs are to be tethered outside.

1.6.5 Pens may be constructed at the owner's expense with the approval of the Division Director of Agriculture after the design plan has been submitted for review.

#### 1.7 Quiet Hours:

1.7.1 No loud parties or excessive noise will be permitted at any time.

1.7.2 Quiet hours are observed from 10:30 p.m. to 6:00 a.m.

#### 1.8 Trash/Garbage:

1.8.1 Trash must be disposed of at approved recycling centers or bins.

1.8.2 There will no burning of household trash in yards.

1.8.3 It will be the responsibility of the employee to dispose of large items and items such as appliances, furniture, tires, etc.

1.8.4 There will be no dumping of trash/garbage on state grounds.

1.8.5 It is the responsibility of the employee to keep grounds free from garbage and litter.

1.8.6 No build-up of litter or unsightly items will be permitted.

1.8.7 The employee is responsible for keeping lawn mowed and manicured, any debris must also be hauled to local recycling centers.

1.9 Vehicles/Parking:

1.9.1 Residents may possess one licensed operational vehicle per licensed driver within the residence (exceptions must be approved by the Division Director of Agriculture).

1.9.2 Vehicles must be parked in designated parking areas only.

1.9.3 Non-licensed/non-operational vehicles will not be permitted and may be towed at owner's expense.

1.9.4 Boats, campers, and utility trailers must be parked in an organized fashion in yard and must be secured.

2. TERMINATION OF EMPLOYMENT:

2.1 Upon termination of employment, those living in Agency owned/leased housing shall vacate the premises within thirty (30) days. All properties are to be left in an orderly, clean fashion upon vacating.

3. EXCEPTIONS:

3.1 Exceptions to any of the above rules and regulations must be authorized by the Division Director of Agriculture or his designee.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT