

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #51

SUBJECT: HOUSING

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: DECEMBER 1, 1988; APRIL 28, 1999

REVISION DATE: FEBRUARY 28, 2003, October 1, 2010

This memorandum supersedes and replaces all previous information included in PPM #51 originally issued December 1, 1988. The current PPM is to be replaced in its entirety by this revised issue.

The revision includes the addition of the "Policy" statement, the "Procedure" statement, a new condition No. 9, which increased the total conditions to 10 and a Housing Status Form.

ASSISTANT SECRETARY

This is revision No. 3 to this PPM with an original effective date of December 1, 1988.

IMPORTANT:

Insert this revision notice in PPM file preceding all other information on this subject to maintain a current document file.

THUS DONE AND SIGNED, at Baton Rouge, Louisiana, on September 18, 2025 with the understanding and acknowledgment that this PPM has been effective in its current version since October 1, 2010. By my signature below, this PPM shall remain in effect and active unless otherwise amended, replaced, or terminated by myself or my supervisor, designee, or successor.



H. Brandon Burris
Assistant Secretary

POLICY & PROCEDURE MEMORANDUM #51

SUBJECT: Housing

TO: All Policy & Procedure Memorandum Holders

EFFECTIVE DATE: December 1, 1988

PURPOSE:

Park Housing is made available to employees for the following purposes:

- To provide for the general protection and security of park visitors, the park's natural and cultural resources, and the park's facilities and equipment.
- To provide readily available staff to handle after hours visitor assistance.
- To provide readily available staff for on-site, after hours emergency infrastructure repairs.
- To meet any unique or exceptional circumstances as identified by the Agency.
- To provide for on site decision making.

APPLICABILITY:

On those sites where multiple residences are located, OSP seeks to provide housing to our Managers (first priority), Assistant Managers (second priority), law enforcement rangers (third priority), and to our maintenance personnel (fourth priority), not to exceed two (2) residences at any one site except those where District Managers are housed. At some sites, park housing is not available to employees. In these cases, OSP may provide a monthly housing allowance to District Managers and Managers only.

REQUIREMENTS:

In those instances in which public housing is assigned to an employee, strict adherence to the following is required:

1. District Managers, Managers and Assistant Managers are required to live in park housing when such residences are available. Exceptions to the park residency requirement must be requested in writing, and may only be granted by the Appointing Authority.
2. Park housing will be utilized as the employee's family residence and not as a part-time apartment.
3. Park housing residents are required to provide security and/or maintenance services on the park, as needed, on a 24/7 basis.
4. Park housing residents are required to strictly comply with all OSP rules, regulations, policies and procedures, without exception.
5. Park housing residents shall be assessed the rental fee established for each residence throughout the state, which fee is charged on a monthly basis and paid via payroll deduction to the Office of State Parks. The listings of these fees are available through the Administrative Office.
6. Park housing utility costs are included in the established rental fee, unless the Internal

Revenue Service rules this is to be service-in-kind, in which case such costs become a taxable benefit.

7. Park housing residents will establish their own phone system through the local phone services provider unless it is determined, for security or maintenance reasons, that a park extension line within the residence is needed. In that case OSP will provide this line, with the resident responsible for paying all personal long-distance telephone calls.
8. Park housing units located on park property are intended for the benefit of the park and provided for occupancy solely by the approved employee and his/her immediate family members. A listing of approved residents will be maintained by the District Manager or Manager. Occupancy in excess of one month by anyone other than those pre-approved, requires prior written approval by the Appointing Authority.

“Immediate family” is defined as the spouse/partner of the approved resident and lawful, dependant children. Housing for any other person(s) in custodial care of the approved resident requires approval of the Appointing Authority. However, no residence shall be inhabited by more than the facility can reasonably accommodate.

9. Park housing residents are required to maintain the residence and surrounding area clean and well-groomed. A maintenance agreement will be developed by the District Manager and/or Park Manager and the park housing resident, prior to occupancy, setting forth a clear understanding of the resident’s responsibility for cutting grass, minor repairs and routine maintenance. Supplies and equipment for such services are to be provided by OSP. Park-owned tools and supplies may not be stored at the resident’s housing unit, except during scheduled maintenance/repairs.
10. Park housing residents shall be responsible for providing their own furnishings, including appliances other than a refrigerator, built in dishwasher and oven/stove.
11. Park housing residents may unobtrusively store on the premises, vehicles which are operable, personal items and equipment. Storage building structures may not be brought onto the premises without prior written approval from Parks Chief of Operations. Residents are responsible for the security of all personal items brought onto the premises and for insuring such items, if desired. OSP will not maintain liability insurance on nor be responsible for personal property brought onto park premises by the resident.
12. Park housing residents are not permitted to structurally alter the residence, either through addition or modification, without written approval from the Chief of Operations. Such approval will only be granted after consultation with and consent from the Chief of Resource Development. Residents may change wall and floor coverings, paint and perform other cosmetic changes with prior written approval from the District Manager and assigned Resource Development personnel.
13. Animals/pets are not permitted inside park housing as of the promulgation date of this revised policy. Residents will be permitted to keep existing animals/pets until they expire, but are not permitted to secure any additional animals/pets unless those pets are penned or in runs. Within thirty (30) days of approval and distribution of this policy, Park Managers will provide the District Manager with an inventory of all animals/pets currently residing in park housing, along with a physical description and photographic documentation of each animal/pet.

NOTE: All animals covered within this exemption shall be penned, in runs, or restrained on a leash when outdoors. The construction of the pen or run shall be at no cost to OSP in either materials or labor. The location of the pen or run shall have the approval of the District Manager. All pens or runs must be kept in good, safe, and clean condition. All animals shall be properly fed and cared for, including all vaccinations required by state law. Residents are responsible for insuring that their animals do not disrupt the park’s visitors/employees/operations, other residents, or unnecessarily detract from a peaceful park atmosphere.

14. Park housing units are state buildings and, as such are subject to random health and safety inspections. Each residence will be inspected by the District Manager a minimum of two (2) times per year. The District Manager may be accompanied by the Chief of Operations or a member of the Resource Development team. Park housing residents may not refuse an inspection and may not limit access to any part of the state-owned dwelling.
15. Upon any change in status regarding the provision or non-provision of park housing, a Housing Status Form (Exhibit A) must be completed within 48 hours of the change and forwarded through the District Manager to the Administrative Office.

TERMINATION

Any housing agreement in existence between the Office of State Parks and a qualifying resident may be terminated, with or without cause, reason or explanation, by the Appointing Authority upon thirty days written notice. Such notice is not required in those instances in which further delay would result in damage to the housing unit or render the unit uninhabitable or irreparable. Customary eviction procedures required by law are inapplicable to park housing agreements.

Prior to vacating a park housing unit, the resident shall be responsible for:

1. Removing all personal items and property from the unit and surrounding premises;
2. Insuring that the residence is left in "broom clean" condition; and
3. Returning all keys to the residence to the Park Manager or District Manager

Upon the resident's departure, the District Manager or Park Manager will conduct a final inspection of the residence and surrounding premises for damage or abuse to the structure and appliances, normal wear and tear expected. The resident shall be responsible for paying the reasonable repairs or maintenance which may be required.

Rental payments shall be prorated on a daily basis until such time as the unit is fully cleaned and vacated, all personal property and belongings removed, and all keys properly surrendered.

To insure the integrity and habitable re-use of any park housing unit, eligible residents shall be required to execute a Housing Agreement (Exhibit B) fully acknowledging the requirements set forth herein, and authorizing the Office of State Parks to withhold payment of their final paycheck and terminal leave payout to cover any expense incurred by OSP I cleaning the housing unit or repairing damage caused thereto by the fault or negligence of the resident.

ENFORCEMENT

Compliance with the foregoing requirements is mandatory. Employees assigned a park housing unit are expected to treat the dwelling and surrounding premises as their own. Proper upkeep, cleaning, maintenance and repairs are required. In addition to being removed from park housing for non-compliance with the requirements set forth within this policy, and being responsible for payment of repairs/maintenance caused by the resident's fault/negligence, disciplinary action, including the possibility of termination from the classified service, will be imposed for failure to comply with the mandatory requirements set forth herein.

QUESTIONS

Questions regarding the applicability or requirements of this policy should be directed to the Chief of Operations.

EXHIBIT A

OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION, and TOURISM

INTRAAGENCY CORRESPONDENCE

DATE: _____

TO: Human Resources

FROM: Office of State Parks

RE: Housing Status

Please make the following adjustments to:

Name: _____

Position: _____

Site: _____

Effective Date: _____

Please check one:

- ☐ Deduct \$50 bi-weekly for housing.
- ☐ Deduct \$25 bi-weekly for housing.
- ☐ Pay housing allowance of \$200.
- ☐ Stop paying housing allowance of \$200.
- ☐ Stop deducting for housing.
- ☐ Stop paying for housing allowance of \$200 and deduct \$50 bi-weekly for housing.
- ☐ Stop paying for housing allowance of \$200 and deduct \$25 bi-weekly for housing.
- ☐ Stop deducting for housing and pay housing allowance of \$200.

Supervisor: _____

Date: _____

District Manager: _____

Date: _____

Approved By: _____
Appointing Authority

Date: _____

***NOTE: Form must be completed within 48 hours of any change.**

EXHIBIT B

OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION, and TOURISM

HOUSING AGREEMENT

Employee

Job Title

Site

Date of Occupancy

WHEREAS, The Office of State Parks has determined that its mission and the interests of public service will best be served by providing housing at SITE to be continually occupied by EMPLOYEE;

WHEREAS, EMPLOYEE hereby acknowledges the requirement imposed upon him/her by the Office of State Parks to continually reside in said housing;

WHEREAS, EMPLOYEE acknowledges the financial benefit received by him/her from residing in said housing;

WHEREAS, EMPLOYEE acknowledges his/her obligation to pay a monthly rental fee of \$_____ for said housing via payroll deduction;

WHEREAS, EMPLOYEE acknowledges his/her obligation to properly clean, maintain and repair said housing during his/her occupancy thereof;

WHEREAS, EMPLOYEE acknowledges his/her obligation to return the home and surrounding premises in a clean and habitable condition upon separation from employment or release from the obligation to reside therein;

WHEREAS, EMPLOYEE has read and hereby acknowledges the applicability of and his/her obligation to comply with the terms, conditions and requirements set forth within PPM #51;

THEREFORE, in consideration for the benefit of residing in said housing, EMPLOYEE does hereby agree and covenant:

- a) That he/she hereby authorizes payment, via payroll deduction, of the monthly rental fee required for said housing;
- b) That he/she will continually maintain the home and surrounding premises in a clean and healthful state;
- c) That he/she will render the home available for inspection, as requested, by authorized OSP representatives;
- d) That he/she will reimburse OSP for any expenses incurred for maintenance or repairs to the home caused by his/her fault or negligence; and
- e) That he/she will reimburse OSP for any cleaning expenses incurred for rendering the home and surrounding premises healthful and habitable upon his/her separation from employment or release from the obligation to reside therein.

CONSIDERING THE FOREGOING, the reimbursement obligations set forth herein shall become due and payable upon receipt by **EMPLOYEE** of an itemized statement from OSP and will be paid:

- 1) Directly by employee via certified funds within five days of receipt; or
- 2) Via payroll deduction authorized by employee; or
- 3) In whole or in part from employee=s final paycheck and/or terminal leave entitlement, with **EMPLOYEE** hereby granting consent to OSP to withhold his/her final paycheck and/or required annual/compensatory leave payouts to satisfy such reimbursement obligations.

FURTHER, in the event civil litigation is necessary or ensues because of **EMPLOYEE=S** failure to satisfy his/her obligations to satisfy the requirements set forth herein, he/she shall be responsible for payment of all costs and reasonable attorney fees incurred by OSP.

EMPLOYEE

CHIEF OF OPERATIONS

DATE

DATE