

CHAPTER: 300

Business/Budget

DEPARTMENT ORDER:

309 – Allocations and Reimbursements

OFFICE OF PRIMARY
RESPONSIBILITY:

AS

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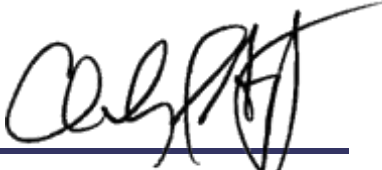
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Arizona Department of Corrections

Department Order Manual





Charles L. Ryan, Director

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PURPOSE

This Department Order identifies selected employee benefits made available by the Department and provides information for applying for and/or receiving those benefits.

APPLICABILITY

This Department Order applies only to Department employees and to those benefits specifically identified. It does not apply to employees of private prisons. Private prison employee benefits are governed by corporate policy.

For information related to:

- Damaged or lost employee property, refer to Department Order #513, Employee Property.
- Tuition reimbursement or other educational assistance, refer to Department Order #509, Employee Training and Education.
- Pay, certain conditions of employment, work hours, assignments or leave, refer to Department Order #512, Employee Pay, Work Hours, Compensation and Leave.

Other benefits may be discussed in specific systems or other written instructions. Employees are encouraged to be familiar with all benefits as discussed in written instructions, statutes or rules.

PROCEDURES

1.0 MEAL ALLOWANCES FOR TRANSPORTATION STAFF

- 1.1 Only staff assigned to the listed locations and/or who work under the circumstances listed in this Department Order shall be eligible for Department funded meals. All other staff shall be ineligible for Department funded meals without written authorization from the Director.
- 1.2 Staff members who shall be provided one Department funded meal per shift include:
 - 1.2.1 Correctional Officers.
 - 1.2.2 Contracted Food Service staff.
 - 1.2.3 Work Program Supervisors who are supervising their crew during meals.
 - 1.2.4 Correctional Officer Cadets who commute to and from the Correctional Officer Training Academy (COTA) and are not compensated with room and board or travel reimbursement.
 - 1.2.5 Correctional Supervisors and Correctional Supervisor Assistants who are unable to leave their post. If the assigned post is off-site, a sack lunch may be provided.
- 1.3 The following staff shall be provided one or more Department funded meals per shift:
 - 1.3.1 Institution staff who work a double shift.
 - 1.3.2 Institution staff who report to duty in response to incidents.

- 1.3.3 Correctional Officer Cadets and staff who are in resident status at COTA and who are compensated with room and board, rather than travel reimbursement.
- 1.4 Designated contracted Food Service staff at an institution shall collect fees for meals from staff and authorized visitors and remit the fees for deposit in the General Fund.
- 1.5 Wardens and Deputy Wardens shall determine the following:
 - 1.5.1 Methods for staff to purchase meals from Department Food Service contractors.
 - 1.5.2 How staff on any shift are provided the opportunity to purchase meals.
 - 1.5.3 Methods for Department funded meals to be properly authorized, counted and documented.
 - 1.5.4 How staff is to store, refrigerate, label, and dispose of sack lunches and how to search sack lunches brought into secure areas.
 - 1.5.5 Designate the authorized location for staff to eat.
 - 1.5.6 How menus shall be made available to staff. Such menus shall be available at least one week in advance.
 - 1.5.7 What beverage service shall be available to staff during meals and at other times.
- 1.6 Meal Allowances for Transportation Staff
 - 1.6.1 The Transportation Officers' assigned institution shall be their designated duty post.
 - 1.6.2 The following procedure shall be followed for reimbursing transportation staff for meals:
 - 1.6.2.1 Day Shift
 - 1.6.2.1.1 Breakfast – Transportation status prior to 6:00 a.m. and workday extended by two hours.
 - 1.6.2.1.2 Lunch – Transportation status six hours and between 11:00 a.m. and 2:00 p.m.
 - 1.6.2.1.3 Dinner – Transportation status extends beyond 8:00 p.m. and workday extended by three hours.
 - 1.6.2.2 Swing Shift
 - 1.6.2.2.1 Breakfast – Transportation status prior to 1:00 p.m. and workday extended by two hours.
 - 1.6.2.2.2 Lunch – Transportation status six hours and between 6:00 p.m. and 9:00 p.m.
 - 1.6.2.2.3 Dinner – Transportation status extends beyond 3:00 a.m. and workday extended by three hours.

1.6.2.3 Midnight Shift

1.6.2.3.1 Breakfast – Transportation status prior to 10:00 p.m. and workday extended by two hours.

1.6.2.3.2 Lunch – Transportation status six hours and between 3:00 a.m. and 6:00 a.m.

1.6.2.3.3 Dinner – Transportation status extends beyond 11:00 a.m. and workday extended by three hours.

1.7 If a Department funded meal is provided by an institution, the lunch meal shall not be reimbursed.

2.0 UNIFORM ALLOWANCE

2.1 Eligible employees, as determined by the Director or designee, shall receive a uniform allowance from the first date of employment or assignment until the employee is:

2.1.1 Permanently transferred into a non-eligible position.

2.1.2 Off-duty in any capacity for longer than 30 calendar days, e.g., annual leave, sick leave, industrial injury, etc.

2.1.3 Placed in a disciplinary Leave Without Pay status longer than 80 hours.

2.1.4 Terminated. Employees shall receive the uniform allowance only for the eligible period through the termination date.

2.1.5 Assigned to non-eligible duties for more than 90 calendar days. The employee may continue to receive the uniform allowance beyond the 90 calendar days if approved by the Director or the Division Director for Prison Operations.

2.2 Eligible employees may receive a six month advance on uniform allowance when initially hired or under circumstances as outlined in this section.

2.3 A Uniform Advance Agreement, Form 512-18, shall be signed and dated to be eligible for the advance.

2.3.1 The agreement shall be forwarded by the Budget Unit Supervisor, or designee, to reach the Payroll Unit within the first week of hire.

2.4 Employees who have been advanced the six month allowance are eligible to continue receiving the uniform allowance. However, the first six months of uniform allowance in the payroll system shall be used by the Payroll Unit to recover the \$360 advance and reimburse the cost center's budget.

2.5 If the employee ceases to be eligible for the uniform allowance before the total advance is recovered, the employee's pay or final paycheck shall be reduced by the pro-rated, unearned balance of the uniform allowance. If the final paycheck is insufficient to pay the total advance, the employee shall reimburse the Payroll Unit the remainder due to the Department.

- 2.6 If an employee is terminated while at COTA and is later reinstated into COTA, the amount of the advance recovered at the time of termination shall be reissued. The original Uniform Advance Agreement shall remain in effect.
- 2.7 The uniform allowance shall be paid monthly, on the second payday of the following month.
- 2.8 The amount of uniform allowance shall be \$60 per whole month or \$3 per scheduled workday for partial months, not to exceed \$60.
- 2.9 The Financial Services Payroll Unit shall provide each institution a uniform allowance verification containing:
 - 2.9.1 Employee's name.
 - 2.9.2 Employee Identification Number (EIN).
 - 2.9.3 Uniform allowance received for previous month, amount recovered by Payroll is not reported here.
 - 2.9.4 Space for change amount.
 - 2.9.5 Space for action code (Add, Change or Delete).
- 2.10 The uniform allowance shall be certified/corrected, signed by the Budget Unit Supervisor or designee, and returned to the Payroll Unit by noon on the return date cited in the heading.
- 2.11 Employees terminated or transferred to a non-eligible position during the month shall receive a pro-rated amount of the monthly allowance calculated according to the calendar days worked.

3.0 REIMBURSEMENT OF RELOCATION EXPENSES – The policy for reimbursement of employee relocation is set forth in the State of Arizona Accounting Manual (SAAM). Employees are responsible for reviewing and understanding the regulations and for obtaining all necessary approvals prior to incurring moving expenses for which they expect reimbursement. Relocation reimbursement is subject to taxation as income. On or before September 1st of each year, the Financial Services Bureau Administrator shall report to the Office of Strategic Planning and Budgeting (OSP), the Joint Legislative Board Committee (JLBC), and the Arizona Department of Administration (ADOA) Director, any monies spent in relocation costs during the prior fiscal year.

- 3.1 Reimbursement of relocation expenses for a current employee requires the approval of the Director or designee. Reimbursement for a newly hired employee who is relocating from outside the State of Arizona shall be approved by the ADOA Director or designee.
 - 3.1.1 For current, permanent Department employees, the gaining facility or bureau shall submit a request for approval by the appropriate Division/Assistant Director which summarizes how the benefit or expected benefit to the State and the Department derived from paying for the employee's move demonstrably exceeds its cost. This conclusion and any additional justification for the move shall be documented in writing.

- 3.1.2 Employees agree to repay all funds received if they leave the Department within one year after receiving payment for moving expenses. An employee who has been transferred for the Department's convenience is not required to repay the funds.
- 3.1.3 Upon approval, the relocating employee shall in advance of the move, submit through their chain of command the Request for Moving Expenses, Form 309-1. Before engaging any contractor to be used as a common carrier or mobile home hauler, the employee must submit to the agency three separate estimates. This shall stand as the prior written agreement between the Department and the employee. The original form shall be sent to the Human Resources and Development Group (HRDG), Human Resources Operations Unit for the personnel file and a copy given to the employee.
- 3.1.4 If the employee is receiving reimbursement for moving expenses from any other source, or has received reimbursement from the State of Arizona within the last five years, he/she is not eligible for reimbursement.

4.0 EMPLOYEE HOUSING

- 4.1 The Warden at each institution with employee housing shall appoint staff members to the Housing Committee, which shall include, at a minimum:
 - 4.1.1 A Deputy Warden.
 - 4.1.2 A Chief of Security.
 - 4.1.3 The Physical Plant Manager/Administrator.
 - 4.1.4 Other members as deemed appropriate by the Warden that may include an employee living in staff housing.
- 4.2 Employees who wish to apply for employee housing shall:
 - 4.2.1 Submit an Employee Housing Application, Form 309-2, to the Housing Committee in which the Warden will approve or deny.
 - 4.2.2 Resubmit their application annually, before January 31, if they wish to remain on a waiting list.
- 4.3 Wardens who wish to apply for employee housing are required to complete the Employee Housing Application, and submit it to the applicable Regional Operations Director for approval.
- 4.4 The institution's Housing Committee shall:
 - 4.4.1 Disregard seniority or length of State Service, and assess the following priorities and criteria when evaluating Employee Housing Applications and making recommendations to the lessor.
 - 4.4.2 Ensure the security and safety needs of the institution are met.
 - 4.4.3 Ensure the physical needs of the institution are met.

- 4.4.4 Maintain administrative records of each housing agreement for five years after the termination of the lease, in accordance with the Employee Housing Agreement, Form 309-3, including the process used to select each lessee and appropriate documentation related to each lessee.
 - 4.4.4.1 Authorize agents of financial lending companies to legally repossess employee-owned mobile homes, in the presence of the Warden or designee, which are situated on Department-owned property.
- 4.5 The Warden or designee, acting as the lessor, shall execute a lease between an employee, as the lessee, and the Department using a completed Employee Housing Agreement. Among other provisions and covenants, the agreement shall include:
 - 4.5.1 A description and location of the housing unit or space to be leased.
 - 4.5.2 A description and the Department identification number of each item of Department-owned property (e.g., a major appliance, to be used as part of the employee housing unit to be leased).
 - 4.5.3 A schedule of all fees to be provided and assessed (e.g., rent, utilities, maintenance, property fees and any other chargeable services).
 - 4.5.4 Special conditions such as a stipulation requiring prior approval by the Housing Committee for any and all alterations/modifications to the housing structure or property.
 - 4.5.5 A disclosure statement by the lessee of any other resident of the leased house or property, including the name, age, sex and relationship to the lessee.
 - 4.5.6 A description of the institution grounds which are accessible to persons who are not employed by the Department.
 - 4.5.7 Standards of conduct for residents of employee housing issued by the Housing Committee.
 - 4.5.8 General rules for employee housing as outlined in Attachment A.
 - 4.5.9 A stipulation that the Warden is authorized to evict any lessee from employee housing for misconduct, failure to comply with the Employee Housing Agreement or any other action(s) that could cause embarrassment to the Department.
 - 4.5.10 A reference to the lessee upon vacating the premises as outlined in Housing Agreement Covenants.
- 4.6 Staff scheduled to reside in Department housing shall complete the Checklist and Rating Schedule for Apartments and Houses, Form 309-4 at move-in and again at move-out.
- 4.7 If the Employee Housing Agreement includes alterations, additions or modifications of employee housing/premises, the Warden shall comply with Department Order #401, Prison Construction, before entering into the agreement with the employee.

- 4.8 The Warden shall submit any proposed revisions to the Employee Housing Agreement to the appropriate Regional Operations Director who shall:
 - 4.8.1 Approve or disapprove each proposed revision.
 - 4.8.2 Endorse and return the approved revisions to the Warden.
 - 4.8.3 Inform the involved individuals of the decision.
- 4.9 The Warden shall:
 - 4.9.1 Enter into the agreement by completing and signing all necessary forms.
 - 4.9.2 Ensure that the lessee, and any other signatory, signs the agreement.
 - 4.9.3 Within ten working days after entering into the agreement with the employee, forward a copy of the Employee Housing Agreement to:
 - 4.9.3.1 Each signatory, including the lessee.
 - 4.9.3.2 The appropriate Regional Operations Director.
 - 4.9.3.3 The Housing Committee.
 - 4.9.3.4 The institution's Business Unit Manager.
 - 4.9.4 Authorize the lessee to occupy the employee housing, consistent with the Employee Housing Agreement.
 - 4.9.5 Immediately request the Payroll Unit to begin payroll deductions for all fees in accordance with the Employee Housing Agreement, by completing the Housing Payroll Deduction Summary, Form 309-5.
 - 4.9.6 Request, in writing, for the Payroll Unit to terminate payroll deductions when the Employee Housing Agreement is no longer in effect.
 - 4.9.7 Approve each intra-institutional transfer of major appliances, and forward documentation of the transfer to the Housing Committee to be filed in the administrative record of the housing agreement.
 - 4.9.8 Approve each inter-institutional transfer of major appliances, and complete and forward a Fixed Asset Transfer, Form 304-3, to the Central Office Fixed Assets Unit. Department-furnished appliances shall be included as memo asset as outlined in the SAAM.
 - 4.9.8.1 The Warden or designee and the institution's property custodian shall include Department-furnished appliances in the institution's annual inventory. An inventory of Department-furnished appliances shall be conducted when there is a change in staff occupancy of a state-owned housing unit.

5.0 PROFESSIONAL SOCIETY DUES AND LICENSES

- 5.1 Membership in professional societies or professional license fees may be obtained in the name of the Department, institution or an individual if the following apply:
 - 5.1.1 The Department derives a benefit from the employee participating in the organization.
 - 5.1.2 The professional license fee pertains to the job being performed by the employee.
- 5.2 Requests for memberships or licenses shall be forwarded to the appropriate Business Administrator for review and approval prior to forwarding the request to the Deputy Director or Division/Assistant Director for approval.
- 5.3 The request shall be provided to the Deputy Director or Division/Assistant Director in a memorandum giving sufficient details to assist in determining:
 - 5.3.1 The appropriateness of the membership and/or license.
 - 5.3.2 The benefit the Department shall derive from participating in the organization.
 - 5.3.3 The costs involved.
 - 5.3.4 The period of time of the membership and/or license.
- 5.4 All requests shall be forwarded to the appropriate Business Administrator.
 - 5.4.1 Approved Requests – Approval and payment shall be subject to the availability of funds.
 - 5.4.2 Denied requests shall cite the rationale for disapproval.

6.0 REIMBURSEMENT OF PERSONAL FUNDS

- 6.1 Prior to obligating the Department through the expenditure of personal funds, the employee shall obtain approval from the appropriate Budget Unit Supervisor or designee.
- 6.2 The employee expending personal funds shall provide the Budget Unit Supervisor or designee with the original invoice or receipt for the goods/services purchased in order to receive reimbursement.
- 6.3 Employee reimbursements shall be processed in accordance with SAAM, Topic 55, Section 36.
- 6.4 Except as otherwise provided, to the extent practicable, the use of employee reimbursements should be avoided in favor of direct vendor payment (by warrant or electronic payment) or payment by Purchase Card (P-Card) or Travel Card.
- 6.5 Revolving Sub-Fund Accounts shall not be used for any Department staff reimbursements in accordance with Department Order #303, Bank Accounts.

- 6.6 Employee reimbursements are to be made exclusively through the authorized payroll system utilizing the ADOA Employee Expense Reimbursement, Form GAO-502, posted on the General Accounting Office (GAO) Website <https://gao.az.gov/publications/forms>.

DEFINITIONS/GLOSSARY

Refer to the Glossary of Terms

ATTACHMENTS

- Attachment A - Employee Housing Rules
- Attachment B - Employee Housing and Utility Rate Schedules
- Attachment C - Moving Reimbursement

FORMS LIST

- 309-1, Request for Moving Expenses
- 309-2, Employee Housing Application
- 309-3, Employee Housing Agreement
- 309-4, Checklist and Rating Schedule for Apartments and Houses
- 309-5, Housing Payroll Deduction Summary

AUTHORITY

- A.R.S. §35-196.01, Expenditure of State Monies for Certain Purposes; Report
- A.R.S. §38-624, Lodging Expenses; Meal and Incidental Expense Reimbursement and Long-Term Subsistence Allowance; Items Covered by Reimbursement; Amount Predetermined by Department of Administration
- A.R.S. §41-722, Powers and Duties Relating to Finance

ATTACHMENT A

EMPLOYEE HOUSING RULES

The following are general rules for employee housing at all institutions that maintain employee housing or mobile home spaces.

CONDUCT – Employees and their families who reside in State residences or use State mobile home spaces shall conduct themselves as good neighbors and representatives of the Department. If residents cannot resolve among themselves complaints pertaining to behavior, a written complaint shall be filed within five business days with the Warden or Deputy Warden clearly outlining the complaint.

CONSTRUCTION/ALTERATIONS – No storage sheds, car ports, patio covers or landscaping shall be added without prior approval of the housing committee.

FIRE REGULATIONS – Residences shall conform to local and State fire codes, and related Department Orders.

FIREARMS/WEAPONS – Firearms and weapons kept in employee housing on or adjacent to institutional property shall be locked in an approved gun safe or stored in the institution armory.

GARDENS – Gardens are allowed, but shall be in or adjacent to the yard, and shall be approved by the housing committee and in compliance with Executive Order 2004-28, Implementation of Statewide 5% Water Use Reduction Plan. Gardens are restricted to only those who have a metered water system and pay their own water cost.

GUESTS – Overnight guests are allowed, but only individuals listed on the housing application shall be permanent residents.

INTOXICANTS – Discretion shall be observed in the use of intoxicating beverages in staff housing.

INVESTIGATIONS – Alleged violations of housing rules shall be investigated by the housing authority. Alleged employee misconduct, or alleged violations of Department Orders, shall be referred to the Inspector General and the local law enforcement authority.

MAINTENANCE/APPEARANCE – Occupants of staff housing shall ensure that lawns and assigned housing perimeters are kept in such condition as to enhance the general appearance of the institution. Exterior building maintenance and painting of staff housing units shall be the responsibility of the maintenance staff.

MOBILE HOMES – Privately owned mobile homes situated on state-owned spaces shall be the appropriate size for the space provided. It shall be the responsibility of the owner/employee to meet the same maintenance and appearance (painting) standards as state-owned structures.

NOISE – Excessive noise shall not be tolerated and shall be investigated by the housing committee.

SPEED LIMITS – The speed limit shall not exceed 15 miles per hour in employee housing areas. Exceptions for local conditions may be imposed.

ATTACHMENT B

EMPLOYEE HOUSING AND UTILITY RATE SCHEDULES

I. **RENTAL FEE SCHEDULE** - All fees are deducted from the employee's paycheck in accordance with the Employee Housing Agreement.

HOUSE OR APARTMENT GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RENTAL CHARGE
0 - 500	\$20
501 - 1000	\$30
1001 - 1500	\$40
1501 - 2000	\$50
2001 - 2500	\$60
2501 - 3000	\$70
3001 - 3500	\$80
3501 - 4000	\$90
TRAILER PAD FOR EMPLOYEE-OWNED HOME	MONTHLY RENTAL CHARGE ⁽¹⁾
ALL SIZES	\$10
STATE-OWNED TRAILER GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RENTAL CHARGE
0 - 500	\$15
501 - 1000	\$25
1001 - 1500	\$35
1501 - 2000	\$45
2001 - 2500	\$55
2501 - 3000	\$65
3001 - 3500	\$75
3501 - 4000	\$85

A.) **DISCOUNTED RATE FOR ASPC-SAFFORD - FORT GRANT**

Because of the distance to grocery stores, restaurants, laundromats and other conveniences not available within 30 miles of Fort Grant, rental rates shall be discounted by 50%. The \$5 charge for water/sewer/refuse is non-discountable, as are electric and gas charges.

B.) **DISPOSITION OF RENTAL FEES COLLECTED**

Until further notice, rental fees collected shall be deposited into the General Fund.

(1) The rental fee includes a non-discountable \$5 per month charge for domestic water, sanitary sewer and refuse pickup.

II. **UTILITY RATES** - All fees are deducted from the employee's paycheck in accordance with the Employee Housing Agreement.

A.) ELECTRICITY - Until meters are installed, interim electric rates will be based on actual square footage of the living unit, times the costs per month appearing below.

AIR CONDITIONED	EVAPORATIVE COOLED
ASPC - FLORENCE: \$0.100	\$0.060
ASPC - DOUGLAS: \$0.072	\$0.043
ASPC - SAFFORD: \$0.084	\$0.050
ASPC - SAFFORD - FORT GRANT: \$0.060	\$0.036

The values shown are cost per square foot per month based upon the actual gross livable area of the unit. They have been adjusted based upon the elevation of the institution.

B.) GAS - Until meters are installed, interim gas rates are as follows:

HOUSE, APARTMENT, OR MODULAR GROSS EXTERIOR SQUARE FOOTAGE	MONTHLY RATE
0 – 500	\$5
501 – 1000	\$5
1001 – 1500	\$10
1501 – 2000	\$10
2001 – 2500	\$10
2501 – 3000	\$15
3001 – 3500	\$15
3501 – 4000	\$15

C.) DISPOSITION OF UTILITY FEES COLLECTED - Fees collected for electric and gas usage shall be applied toward the institution's electric or gas bill.

ATTACHMENT C
MOVING REIMBURSEMENT

	Paid On-Duty Time	Lodging	Meals	Mileage	Procurement and Payment Process	Moving Supplies
Before The Move						
Making arrangements for sale of current residence	Up to 40 hours total for 1 and 2	Not Eligible	Not Eligible	Not Eligible		
For house hunting (must meet the requirements of being in travel status)		Up to 5 nights	Up to 5 calendar days of per diem	Up to 2 round trips (current State Rate)		
For the actual move and for the employee to become established in the new residence, one of three options must be selected:						
(Mileage at the Current IRS rate, contact the Financial Services Bureau).						
Using privately-owned vehicle	Up to 40 hours	One night	Not Eligible	Up to 3 round trips		Up to \$250 must provide receipts
Using rental truck or trailer	Up to 40 hours	One night	Not Eligible	1 one-way trip for privately owned vehicle	Receiving Business Office shall issue a P.O. for truck and/or trailer rental.. Employee should submit receipts for gas purchase reimbursement	Up to \$250 must provide receipts
Using commercial mover	Up to 40 hours	One night	Not Eligible	1 one-way trip for privately owned vehicle	Employee shall obtain three quotes and submit them to the receiving Business Office. The receiving Business Office shall notify the employee and issue a P.O. to the selected vendor.	None
Moving Mobile Home						
	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Employee shall obtain three quotes and submit them to the receiving Business Office. The receiving Business Office shall notify the employee and issue a P.O. to the selected vendor.	None