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IDAHO DEPARTMENT OF PARKS AND RECREATION POLICY AND PROCEDURES MANUAL

PROCEDURE TITLE: DEPARTMENT EMPLOYEE RESIDENCES

APPROVALS: *Nancy Neusel* OPERATIONS DIVISION
Director Policy Owner

1. PURPOSE

This Policy is intended to establish the terms and conditions for use of state-owned residences and privately-owned employee residences on property owned or managed by the Idaho Department of Parks & Recreation (“Department”). It shall be the policy of the Department to maintain state-owned residences for the use of designated employees in certain state parks unless other means for providing security, public safety, and customer service to the State can be satisfied in an alternatively safe and cost-effective basis.

The Department provides residences and/or residential areas in or near specific state parks where the following benefits to the state may be met:

- 1.1 Maintaining a level of security, public safety, and customer service by having park staff available for overnight and extended-hour visitors. This may include emergency response or emergency maintenance of facilities and equipment.
- 1.2 Providing extended protection to State resources by maintaining security of State facilities and equipment and by promoting safe recreation opportunities.
- 1.3 Aiding in the recruitment and retention of qualified personnel at sites where alternate housing may be unavailable or unattainable.

2. DEFINITIONS

- 2.1 Non-primary Resident: An employee or volunteer of the Department who is not considered a primary resident and is approved to live in a State-owned residence or privately-owned residence on Department owned or managed property.
- 2.2 Other Resident: A person who is from another State of Idaho agency, Federal agency, or a member of an IDPR partner organization; who is not considered a primary or non-primary resident; and who is approved to live in a State-owned residence or privately-owned residence on Department owned or managed property.
- 2.3 Primary Resident: A Department employee who is required as a condition of employment to live in a State-owned residence (or privately-owned residence on Department owned or managed property) with the authority and responsibilities to meet PURPOSE 1.1 and PURPOSE 1.2 of this Policy.
- 2.4 Privately Owned Residence: A residence owned privately and placed on Department owned or managed land.
- 2.5 Resident: A Department employee, permanent (classified), temporary (seasonal) or volunteer, or an employee of another State of Idaho agency or Federal agency, or a member of an IDPR partner organization; who lives in a State-owned residence or privately-owned residence on Department owned or managed property.

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2.6 State-Owned Residence: Any residential facility owned by the Department or the State of Idaho.

3. OCCUPANCY

3.1 Primary Resident: A primary resident will be required, as a condition of employment, to live in a State-owned residence, where available. Primary residents will have the authority necessary to meet PURPOSE 1.1 and PURPOSE 1.2 of this Policy. Primary residents may, with appropriate approvals, live in a privately owned residence on Department owned or managed land (See Section 4 of this Policy).

- 3.1.1 By living, it is meant that the residence shall be the employee's principal residence as well as the primary mailing address.
- 3.1.2 Only permanent (classified) employees will be considered primary residents. Exceptions to this Policy are permitted with the written approval of the Operations Division Administrator with a copy in the employee's personnel file
- 3.1.3 When a State-owned residence is vacated the Region Manager, in consultation with the Park Manager, will decide how best to allocate the residence to other staff. For example, if there is adequate primary resident coverage in the park, the vacant residence may be used to house other staff such as seasonal employees or volunteers. Each park will determine the number of primary residences. (See Appendix A).
- 3.1.4 In circumstances where there are more eligible employees than available State- owned residences, the determination of which employee(s) will be offered housing will be based on the following criteria:
 - 1. Seniority of years of service *at that park*,
 - 2. In the event the employee with the highest seniority declines the offer of housing, the State-owned residence will be offered to the next eligible employee with the next highest seniority at the park.
- 3.1.5 In parks where multiple State-owned residences are available, based on identified need for primary resident coverage, the Park Manager with Region-Manager approval may identify additional primary residents.
- 3.1.6 Employees occupying a State-owned residence are required to:
 - 1. Sign a Department Rental Agreement and pay monthly rental fees through payroll deduction (See Appendix E). A copy of the Rental Agreement is provided to the resident, a copy to the Park Manager, and the original is kept with the Region Manager.
 - 2. Abide by all State Park Rules and Regulations (see IDAPA 26.01.20 et seq.), including those detailed in the Department Rental Agreement.

3.2 Non-primary Occupancy: Where multiple residences exist, Department employees or volunteers not considered primary residents may reside in a State-owned residence or in a privately owned residence on Department owned or managed land with the approval of the Region Manager. This approval will be based on the recruitment needs of the park and/or interagency cooperative projects or agreements.

3.2.1 Non-primary residents are required to:

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1. Sign a Department Rental Agreement and pay monthly rental fees through payroll deduction (See Appendix E) if applicable. A copy of the Rental Agreement is provided to the resident, a copy to the Park Manager, and the original is kept with the Region Manager.
2. Abide by all State Park Rules and Regulations (see IDAPA 26.01.20 et seq.), including those detailed in the Department Rental agreement.
3. If the resident is a volunteer, a current, signed volunteer agreement must be on file.

3.3 Other Resident Occupancy: A residence may exist at a park where a primary or non-primary Department resident is not available or needed. When this occurs, a non-Department employee may reside in a State-owned residence or in a privately-owned residence on Department owned or managed land with the approval of the Region Manager. If a Department employee becomes available or is needed the non-Department employee will be provided thirty (30) days notice to vacate the residence or premises.

3.3.1 Other Residents are required to:

1. Sign an MOU identifying the relationship of the person to the Department, the specific tasks performed, and the approval by the Region Manager. A copy of the MOU is provided to the resident, a copy to the Park Manager, and the original is kept with the Region Manager.
2. Sign a Department Rental Agreement and pay monthly rental fees determined at fair market value for the location and identified in the MOU. A copy of the Rental Agreement is provided to the resident, a copy to the Park Manager, and the original is kept with the Region Manager.
3. Abide by all State Park Rules and Regulations (see IDAPA 26.01.20 et seq.), including those detailed in the Department Rental agreement.
4. If the resident is a volunteer, a current, signed volunteer agreement must be on file.

4. HOUSING ALTERNATIVES

4.1 Designated employees in specific parks may be permitted to move an approved temporary residence to park property, under the following circumstances:

- 4.1.1 If no State-owned residence exists or is available and the park needs a primary resident(s).
- 4.1.2 To satisfy PURPOSE 1.3 of this Policy.

4.2 Privately owned residences will be approved based on the following standards:

- 4.2.1 Idaho Division of Building Safety approved manufactured or mobile homes. See IDAPA 39-41-5 (10) and (11).
- 4.2.2 Idaho Division of Building Safety approved modular home. See IDAPA 39-41-21.
- 4.2.3 Any recreational vehicle or park trailer manufactured in compliance with .ANSI A119.2 or A119.5
- 4.2.4 HUD approved manufactured home.

4.3 The use of an alternative residence must be requested by the Park Manager and

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receive written pre-approval by both the Region Manager and the Operations Division Administrator. Written approval of the terms of the alternative housing will be filed in the employee's personnel file along with the completed Department Housing Alternative Agreement form. (See Appendix F).

- 4.4** The employee may serve as the primary resident, if eligible, with the duties detailed in PURPOSE 1.1 and 1.2 of this Policy or as a non-primary resident.

5. RESIDENCES ESTABLISHED

- 5.1** The Department will identify and prioritize agency needs for additional State-owned residences based on the following criteria:

- 5.1.1 Current number and location of State-owned residences.
- 5.1.2 Suitable land within the parks for additional dwellings.
- 5.1.3 Staff needs within the parks.
- 5.1.4 Alternative housing available outside the parks.
- 5.1.5 Budget

- 5.2** See Appendix A for list of current State-owned residences and privately-owned residences in Department owned or managed land.

6. RENTAL FEES

- 6.1** Rental Fee Administration:

- 6.1.1 Rental fees will be administered by payroll deduction for primary and non-primary residences.
- 6.1.2 Fees will be prorated at the time an employee moves into or vacates a State-owned residence.
- 6.1.3 Rental fees for non-IDPR employees will be paid to the Department by separate check on a monthly basis.
- 6.1.4 The Park Manager will notify the Payroll Section prior to any employee, primary or non-primary, moving into or vacating State-owned residences or State-owned property with a privately owned residence.
- 6.1.5 No rental fee shall be charged to a Department volunteer as long as they have both a current signed Rental Agreement and a Volunteer Agreement.
- 6.1.6 All residents; primary, non-primary, or other resident are responsible for paying all utilities including but not limited to electricity, telephone, trash, water, sewer, and propane. Utilities will be arranged for by the resident and all billings will be made in the name of the resident. If separate billing is not possible, utilities will be charged as a percent of the Department bill based on the size of the structure and will be itemized in the Department Rental Agreement. Payment will be made to the Park by the resident monthly by separate check.

- 6.2** Primary Residents

- 6.2.1 Primary residents will be assessed a standard rental fee which will be collected by payroll deduction. See Appendix B for a schedule of current fees for State-owned residences as well as privately-owned residences on Department owned and managed land.
- 6.2.2 The standard rental fee will be adjusted annually by the average Change in Employee Compensation (CEC). If no permanent CEC is granted for any

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given year, the standard rental fee for that year will not be increased.

6.2.3 Primary residents are responsible for paying all utilities, including, but not limited to electricity, telephone, trash, water, sewer and propane. Utilities will be arranged for by the employee and all billings will be made in the name of the employee resident. If separate billing is not possible, utilities will be charged as a percent of the Department bill based on the size of the structure and will be itemized in the Department Rental Agreement.

6.2.3.1.1 Payment will be made to the Park by the primary resident monthly by separate check.

6.3 Non-Primary Residents

6.3.1 Non-primary residents will be assessed the same standard rental fee as primary residents, whether they are residing in State-owned residences or privately-owned residences on Department owned or managed land. Where multiple non-primary residents live together in a single dwelling, the rental fee will be based on a per-person occupancy using the Fair Rental Value (See Section 6.3.3) for a two-bedroom house. This is based on a “dormitory style living” for multiple residents rather than by the number of bedrooms for the individual residence. See Appendix B for a schedule per person occupancy rental fee rates.

6.3.2 This standard rental fee will be adjusted as described in 6.2.2 of this Policy.

6.3.3 Fair Rental Value will be assessed based on 75% of the annual Housing and Urban Development (HUD) values. The Department’s rate is discounted to offset the 25% utilities that are included in the HUD rates. The difference between the discounted Fair Rental Value and the amount paid by the non-primary resident will be considered income to the employee and will be subject to all applicable payroll taxes and withholdings. See Appendix C for discounted Fair Rental Values statewide.

6.3.4 Multiple residents in a single dwelling will be charged on a “dormitory style living” using the Fair Rental Value assessed for a 2-bedroom residence, regardless of the actual number of bedrooms in the residence.

6.4 Other Residents

6.4.1 Other Residents will be assessed rent based on the discounted HUD fair market value. This rate is adjusted annually.

6.4.2 There is no Taxable Fringe Benefit associated with a resident who pays the full Fair Rental Value (minus the 25% for utilities).

7. VACATING STATE-OWNED RESIDENCES

7.1 When a State-owned residence becomes vacant, the use of the residence will be determined by the Region Manager after consultation with the Park Manager.

7.2 The new resident, primary or non-primary, will be determined by seniority of service in that park in accordance with Section 3.1.3 of this Policy. Exceptions to this Policy will require Region-Manager approval.

7.3 All residents—primary, non-primary, or other resident—will provide written notification of the intent to vacate State-owned residences at least fourteen (14)

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days prior to the intended date of vacating.

- 7.4 The duties of the primary resident are a condition of employment. It is the responsibility of the primary resident whose employment has not changed, but who wishes to vacate the State-owned residence, to obtain written approval through the chain of command from the Operations Division Administrator at least fourteen (14) days prior to the intended date of vacating. Exceptions to this Policy must be approved in writing by the Operations Division Administrator.
- 7.5 The Department reserves the right to reduce the time period for the notification of vacancy to residents for failure to comply with the terms of the Department Rental Agreement or if their employment with the Department is terminated for disciplinary reasons.
- 7.6 The Region Manager will ensure that a final inspection of the State-owned residence(s) and associated premises is completed and documented as soon as is reasonable after the date the residence is vacated (See Appendix G Department Inspection Form).

8. RESIDENT RESPONSIBILITIES: Primary, Non-primary, and Other Residents

- 8.1 The State-owned residence physical area limits (“residence area”) will be set by the Region Manager and documented in the Department Rental Agreement (or Department Housing Alternative Agreement). The residence area is for personal use by the resident(s) and their families/guests.
- 8.2 The resident is responsible for everyday maintenance of the State-owned residence and/or associated residence area, including such things as upkeep of the premises in a clean and sanitary manner, small routine repairs and the care of any surrounding grass or landscaping.
 - 8.2.1 Interior painting of non-standard colors will be approved by the Park Manager in advance. Restoration of painted surfaces to standard colors will be at the employee’s expense and will occur prior to vacating the residence. All upkeep and maintenance, including any painting, will be done only during the employee’s non-work time. Equipment, tools, and fuel used for State-owned residence or residence area upkeep are at the employee’s own expense. Exceptions to this are permissible with Region Manager’s approval.
 - 8.2.2 Any changes or improvements made to the residence area, including but not limited to above-ground structures, fencing, carports, dog runs, garden areas, non-standard interior or exterior painting, etc, will require written pre-approval by the Region Manager.
- 8.3 Residents may keep pets within the rental premises as long as they are not disruptive to normal park functions or aesthetics and they are contained within a fenced area or maintained on a leash when outside of the residence. Pets are defined as domestic cats and dogs. Any other animals must be approved in writing by the Region Manager.
- 8.4 A resident or members of the resident’s family who also reside in the State-owned residence are prohibited from profiting from use of State land or facilities. Examples of this would include subletting the residence or operating a private business from the residence, etc. Exceptions may be granted with written pre-

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approval from the Operations Division Administrator.

8.5 The State will insure the State-owned residence only for fire and extended coverage. The resident is responsible for insuring all personal belongings.

8.6 Penalties/Appeal

8.6.1 State-Owned Property/Residences Misused: All residents will be held accountable for any misuse, malicious, or willful destruction of State property and State-owned residences. All residents will comply with all State Park Rules and Regulations (See IDAPA 26.01.20 et seq.).

8.6.2 All residents must remedy any damages documented by the exit inspection, prior to the effective date of any promotion or lateral transfer.

8.6.3 All residents vacating State-owned residences will pay all final fees and any damage documented by the exit inspection at the time they actually leave the residence.

8.6.4 Non-adherence to Policy: Failure to adhere to the terms of this Policy may result in disciplinary action by the Department up to and including dismissal.

8.6.5 Right of Appeal: All actions set forth in this Policy may be appealed to the Director in writing.

9. DEPARTMENT RESPONSIBILITIES

9.1 The Region Manager will be responsible for ensuring that all necessary agreements are completed, signed, and forwarded to the employee's Personnel File; for alerting Payroll of the appropriate deductions; and for ensuring that inspections are done annually, at vacancy, and as necessary to maintain the condition of Department-owned properties.

9.2 The Department will be responsible for the provision of materials and labor to repair and maintain physical structures such as roofing, flooring, plumbing, and electrical equipment, State-owned appliances, and interior and exterior wall coverings (excluding non-standard color painting pursuant to Section 8.2.1. of this Policy).

9.3 The Department will be responsible for inspecting all State-owned housing and associated premises annually, upon vacancy, and at other times as necessary; and will provide reasonable notice (a minimum of a two (2) days notice) to the employee. (See Appendix G Department Inspection Form).

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APPENDIX A
List of Current Department Rental Units/Properties
 Rev. Jan/2012

Farragut – 2 primary residences required
 Hells Gate – 2 primary residences required
 Heyburn – 3 primary residences required (this includes both Heyburn residences and the Mowry residence)
 Priest Lake – 2 primary residences required

North Region			
	LOCATION	Type	ADDRESS
1	Dworshak State Park	2 Bedroom, Apartment	3284 View Point Road Ahsahka, ID 83520
2	Farragut State Park	3 Bedroom, Modular	31200 Residents Loop Athol, ID
3	Farragut State Park	3 Bedroom, Modular	31103 Residents Loop Athol, ID
4	Farragut State Park	1 Bedroom, A-frame with attached family room	31052 Residents Loop Athol, ID
5	Farragut State Park	1 Bedroom, A-frame	30954 Residents Loop Athol, ID
6	Farragut State Park	2 Bedroom, Bunkhouse	30782 Residents Loop Athol, ID
7	Hells Gate State Park	3 Bedroom, Wood Frame House	4126 Ranger Lane Lewiston, ID 83501
8	Hells Gate State Park	2 Bedroom, Wood Frame House	4200 Ranger Lane Lewiston, ID 83501
9	Heyburn State Park	2 Bedroom, House	1376 Chatcolet Road Plummer, ID
10	Heyburn State Park	3 Bedroom, House	129 Rocky Point Loop Road Plummer, ID
11	Heyburn State Park	3 Bedroom, House	22143 S Mowry Road Plummer, ID
12	Heyburn State Park	4 Bedroom, House	54 Lower Chatcolet Road Plummer, ID
13	Priest Lake State Park	3 Bedroom, House	145 C Indian Creek Park Rd Coolin, ID 83821
14	Priest Lake State Park	4 Bedroom, House	145 D Indian Creek Park Rd Coolin, ID 83821
15	Priest Lake State Park	3 Bedroom, Modular	145 E Indian Creek Park Rd Coolin, ID 83821
16	Priest Lake State Park	Studio Cabin	Lionhead
17	Priest Lake State Park	1 Bedroom, Apartment	316 Indian Creek Park Rd Coolin, ID 83821
18	Priest Lake State Park	2 Bedroom, Bunkhouse	145 B Indian Creek Park Rd Coolin, ID 83821
19	Priest Lake State Park	2 Bedroom, Apartment above Shop	Lionhead
20	Round Lake State Park	3 Bedroom, Modular	Shop area at Round Lake State Park
21	Winchester State Park	3 Bedroom, Modular	610 Business Highway 95 Winchester, ID 83555

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APPENDIX A Continued
 List of Current Department Rental Units/Properties
 Rev. Jan/2012

Bruneau Dunes – 1 primary residence required
 Castle Rock – 1 primary residence required
 Harriman – 1 primary residence required
 Lake Cascade – 1 primary residence required
 Land of the Yankee Fork – 1 primary residence required
 Massacre Rocks– 1 primary residence required
 Ponderosa – 2 primary residences required
 Thousand Springs – 1 primary residence required

SOUTH REGION			
	LOCATION	TYPE	ADDRESS
1	Bruneau Dunes State Park	3 Bedroom, Wood Frame House	27766 Sand Dunes Road Mountain Home, ID 83647
2	Castle Rocks State Park	3 bedroom, Guerdon, Manufactured Home, (1995)	3043 S Elba-Almo Rd Almo, ID
3	Castle Rocks State Park	3 bedroom, Manufactured Home (2007)	3039 S Elba-Almo Rd Almo, ID
4	Eagle Island State Park	1 Bedroom, House	3583 W State Street Eagle, ID 83616
5	Harriman State Park	3 Bedroom, House	3489 Green Canyon Road Island Park, ID
6	Harriman State Park	3 Bedroom, House	3489 Green Canyon Road Island Park, ID
7	Harriman State Park	2 Bedroom, House Ranch Foreman's	3489 Green Canyon Road Island Park, ID
8	Harriman State Park	2 Bedroom, Jones House	3489 Green Canyon Road Island Park, ID
9	Harriman State Park	2 Bedroom, Ranch Office	3489 Green Canyon Road Island Park, ID
10	Henry's Lake State Park	1 Bedroom, Cabin	HC 66 Box 20 Island Park, ID
11	Henry's Lake State Park	2 Bedroom, Trailer	HC 66 Box 20 Island Park, ID
12	Henry's Lake State Park	2 Bedroom, Trailer	HC 66 Box 20 Island Park, ID
13	Lake Cascade State Park	3 Bedroom, Modular	980 Dam Road Cascade, ID
14	Lake Cascade State Park	3 Bedroom, Modular	1760 A West Mountain Rd. Donnelly, ID
15	Lake Cascade State Park	3 Bedroom, Modular	1760 B West Mountain Rd. Donnelly, ID
16	Lake Walcott State Park	Trailer, Privately Owned	959 East Minidoka Dam Rupert, ID
17	Land of the Yankee Fork State Park	3 Bedroom, House	HC 67 Box 2005 Challis, ID 83226
18	Lucky Peak State Park	1 Bedroom, Apartment	74 Arrowrock Road Boise, ID 83716
19	Massacre Rocks State Park	3 Bedroom, Modular	3608 Park Lane American Falls, ID
20	Ponderosa State Park	3 Bedroom, Modular	Ponderosa, State Park McCall, ID
21	Ponderosa State Park	3 Bedroom, Modular	Ponderosa State Park McCall, ID

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SOUTH REGION			
	LOCATION	TYPE	ADDRESS
22	Ponderosa State Park	3 Bedroom, Modular	Ponderosa State Park McCall, ID
23	Ponderosa State Park	2 Bedroom, Cabin	Kokanee Cove Ponderosa State Park McCall, ID
24	Ponderosa State Park	Modular, Privately Owned	Ponderosa State Park McCall, ID
25	Ponderosa State Park	3 Bedroom, Apartment	Kokanee Cove Ponderosa State Park McCall, ID
26	Thousand Springs, Billingsley Creek	3 Bedroom, Modular	Highway 30 N of Hagerman Hagerman, ID
27	Thousand Springs, Bonnieview	3 Bedroom, House	3361 S. 1300 E. Wendell, ID 83355
28	Thousand Springs, Malad Gorge	3 Bedroom, House	1074 E 2350 S Hagerman, ID 83332
29	Three Island State Park	3 Bedroom, Modular	625 State Park Road Glenns Ferry, ID

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APPENDIX B
 Rental Fees

STATE-OWNED RESIDENCES

Primary Residents

Monthly Rental Fee for all units, except apartments\$103.00
 Monthly Rental Fee for apartment units\$ 51.50

Non Primary Residents*

Monthly Rental Fee for all units, except apartments\$103.00
 Monthly Rental Fee for apartment units\$ 51.50
 Monthly Rental Fee for individual multiple residents\$ 25.75

***FOOTNOTE:** Residents not required to live at the park, but who are approved to live there as a convenience, are taxed on the difference between what they pay in rent and the fair rental value of their residence, also known as a Taxable Fringe Benefit (TFB). The resident’s rent is taxable because they are paying less rent than the regular public would pay in the county they are working in. Thus, their taxes (fed, state, FICA) are a little higher. The **TFB** is included in the gross salary when calculating the taxes. Once the **TFB** fringe benefit amount is determined, it is used in the calculation of the applicable taxes and benefits, and then removed from their earnings total before the net pay is figured.

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APPENDIX C

FY 2013 Discounted Fair Market Rents for Existing Housing

Metro FMR Area	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom	Counties of FMR
Boise City-Nampa, ID HMFA	\$323	\$432	\$543	\$800	\$890	Ada, Boise, Canyon, Owyhee
Coeur d'Alene, ID MSA	\$360	\$429	\$543	\$773	\$953	Kootenai
Gem County, ID HMFA	\$281	\$350	\$473	\$698	\$839	Gem
Idaho Falls, ID MSA	\$315	\$372	\$503	\$710	\$891	Bonneville, Jefferson
Lewiston, ID-WA MSA	\$302	\$382	\$493	\$638	\$873	Nez Perce
Logan, UT-ID MSA	\$355	\$357	\$473	\$681	\$831	Franklin
Pocatello, ID MSA	\$279	\$352	\$470	\$692	\$832	Bannock, Power

Non-Metro Counties	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
Adams	\$323	\$432	\$543	\$800	\$890
Bear Lake	\$348	\$350	\$474	\$698	\$828
Benewah	\$376	\$396	\$470	\$630	\$832
Bingham	\$376	\$392	\$470	\$692	\$695
Blaine	\$521	\$524	\$691	\$964	\$1,016
Bonner	\$350	\$423	\$502	\$731	\$889
Boundary	\$345	\$347	\$470	\$585	\$821
Butte	\$357	\$359	\$470	\$682	\$821
Camas	\$372	\$374	\$475	\$656	\$830
Caribou	\$368	\$371	\$470	\$657	\$821
Cassia	\$279	\$348	\$470	\$692	\$832
Clark	\$368	\$371	\$470	\$692	\$821
Clearwater	\$376	\$396	\$470	\$647	\$821
Custer	\$370	\$372	\$503	\$692	\$880
Elmore	\$353	\$355	\$480	\$686	\$851
Fremont	\$386	\$388	\$525	\$654	\$705
Gooding	\$364	\$366	\$470	\$661	\$832
Idaho	\$356	\$359	\$470	\$658	\$832
Jerome	\$309	\$361	\$470	\$685	\$699
Latah	\$385	\$387	\$496	\$731	\$878
Lemhi	\$376	\$396	\$470	\$692	\$821
Lewis	\$380	\$384	\$470	\$692	\$695
Lincoln	\$376	\$396	\$470	\$638	\$832
Madison	\$366	\$368	\$473	\$698	\$839
Minidoka	\$376	\$396	\$470	\$692	\$739
Oneida	\$376	\$396	\$470	\$675	\$801
Owyhee	\$431	\$576	\$724	\$1067	\$1186
Payette	\$345	\$347	\$470	\$659	\$793
Shoshone	\$343	\$383	\$470	\$605	\$668
Teton	\$430	\$452	\$536	\$722	\$950
Twin Falls	\$344	\$378	\$491	\$645	\$838
Valley	\$363	\$439	\$521	\$767	\$922
Washington	\$345	\$347	\$470	\$692	\$821

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APPENDIX E
DEPARTMENT RENTAL AGREEMENT
IDAHO DEPT. OF PARKS AND RECREATION

This residence rental agreement, hereinafter referred to as AGREEMENT is made between _____, hereinafter referred to as EMPLOYEE/TENANT, and the Idaho Department of Parks and Recreation, hereinafter referred to as OWNER, for the rental premises described as:

Building number _____,
 Located in _____ State Park,
 County of _____, State of Idaho, and the following associated property:
 _____.

DEFINITIONS

The term "OWNER" is defined as the Idaho Department of Parks and Recreation.

The term "PRIMARY RESIDENT" means an employee who is required as a condition of employment to live in a State owned residence or a privately owned residence on State owned or managed property and who has the authority and responsibility to meet Purpose 1.1 and 1.2 of the Department Employee Residences Policy.

The term "NON-PRIMARY RESIDENT" means an employee who is not required to live in a State owned residence or a privately owned residence on State owned or managed property but has been approved to do so.

The term "OTHER RESIDENT" means a person who is from another State agency, Federal agency, or a member of an IDPR partner organization, who is not considered a primary or non-primary resident and is approved to live in a State owned residence or privately owned residence on Department owned or managed property.

The term "Rental Premises" is defined as a residence building together with any other structure(s) or surrounding area(s) of land that are made available to the EMPLOYEE/TENANT for his or her use as described in this AGREEMENT. An exhibit map of the rental premises may be incorporated as a part of this AGREEMENT at any time, whether furnished by the OWNER or the EMPLOYEE/TENANT.

TERM

The term hereof shall commence on _____, _____ and continue on a biweekly basis thereafter, until either: (1) EMPLOYEE/TENANT leaves the employ of the OWNER, or (2) either party shall terminate the same by giving the other party proper notice as described in Department Policy VI-70, Section 7. OWNER reserves the right to terminate this AGREEMENT for any reason, including convenience. EMPLOYEE/TENANT shall remove all personal property from the Rental Premises and vacate the Premises within 14 days of termination of employment or receipt of a notice of termination.

The Director of the Idaho Department of Parks and Recreation shall have the authority to

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extend or reduce the periods specified above for continued occupation of the rental premises following termination of employment, or death or disability of EMPLOYEE/TENANT, if requested to do so by the EMPLOYEE/TENANT or by spouse/family members in the event of death or disability.

RESIDENT DESIGNATION

EMPLOYEE/TENANT has been designated as a (check one):

- PRIMARY RESIDENT
- NON-PRIMARY RESIDENT
- OTHER RESIDENT

INCORPORATION OF EMPLOYEES RESIDENCES POLICY

EMPLOYEE/TENANT verifies that he or she has reviewed the Department Employee Residences Policy No. VI-70 and that said Policy, together with any/all policy appendices, worksheets, inspection forms, computation tables contained therein, shall be considered an exhibit document and incorporated as a part of this AGREEMENT as if fully set forth herein.

RENT

Rent shall be determined by the provisions of the DEPARTMENT EMPLOYEE RESIDENCES Policy No. VI-70.

Rent for the Rental Premises shall be paid as follows: During the period that EMPLOYEE/TENANT is on the payroll of the OWNER, by payroll deduction each payroll period. If EMPLOYEE/TENANT is not on the payroll, then EMPLOYEE/TENANT shall pay by check or cash payable to the Payroll Unit on or before the 5th day of each normal state payroll period.

UTILITIES

EMPLOYEE/TENANT shall be responsible for the payment of the following utilities:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Water | <input type="checkbox"/> Trash |
| <input type="checkbox"/> Propane/Natural Gas | <input type="checkbox"/> Other (list) |
| <input type="checkbox"/> Telephone | |
-

MAINTENANCE

The respective maintenance responsibilities of the EMPLOYEE/TENANT and OWNER are set forth in sections 8 and 9 of the Department Employee Residences Policy.

If the Rental Premises is equipped with a fireplace or wood burning heating unit, precautions need to be taken to see that the chimney is clean and safe. The OWNER is willing to assume the cost of an annual professional inspection and cleaning. The EMPLOYEE/TENANT

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is responsible for the scheduling of this annual inspection and cleaning, and is further responsible for any additional cleanings, if needed depending on use.

All maintenance of Rental Premises, whether the responsibility of the EMPLOYEE/TENANT or the OWNER, shall be done to maintenance standards agreed to by the Park Manager and the Region Manager for the park. The Region Manager or designee shall have the authority to prioritize any major maintenance projects for rental premises and accomplish them as budget funds allow.

Alterations of the Rental Premises are not permitted without the approval of the Operations Division Administrator.

INSPECTIONS

An inspection of the interior and exterior of the Rental Premises may be made annually or at other times by the Region Manager or designee upon reasonable notice (generally two or more working days) to the EMPLOYEE/TENANT. Inspectors shall make every effort to respect the privacy rights of the EMPLOYEE/TENANT and their family.

EMPLOYEE/TENANTS are encouraged to conduct safety inspections of the Rental Premises on a more frequent basis.

LIMITATIONS OF USE

The use of State-owned rental premises shall be subject to the limitations outlined in the Department Employee Residences Policy. All EMPLOYEE/TENANTS, their families and guests shall be responsible to abide by the provisions contained in this policy. Occupancy and use of State-owned residences are restricted to the EMPLOYEE/TENANT and the EMPLOYEE/TENANT'S immediate family. This AGREEMENT shall incorporate by reference any/all other Department rules, regulations and policies regarding employee housing in effect as of the date of this AGREEMENT.

SERVICE REQUIREMENTS OF EMPLOYEE/TENANTS

Employees in park housing provide a valuable service to the Department and the State. EMPLOYEE/TENANTS shall be responsible for the courteous treatment of all park visitors who may request information or assistance at the residence. EMPLOYEE/TENANTS may also be required to provide emergency work by their supervisor. Because of the proximity of the rental premises to the park, EMPLOYEE/TENANTS may be called upon more frequently than employees who reside outside the park. EMPLOYEE/TENANTS shall not be required to remain at the residence during off-hours for on-call duty, except in specific cases of emergency.

INSURANCE AND LIABILITY

OWNER'S liability for any damages or injuries to the person or property of the EMPLOYEE/TENANT or any other person on the rental premises, is defined by, and limited to, the terms of the Idaho Tort Claims Act, title 6, chapter 9, Idaho Code. OWNER is not

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responsible for, and does not provide insurance for, any theft or other loss of the personal property of EMPLOYEE/TENANT or other persons occupying the Rental Premises. EMPLOYEE/TENANTS are advised, but not required, to purchase insurance at their own expense to protect themselves in the event of any injuries or damages arising from their use of the Rental Premises, or the theft, damage or destruction of their personal property.

DEFAULT

If EMPLOYEE/TENANT shall fail to pay rent when due, or perform any term in this AGREEMENT, or violate any term in the Department Employee Residences Policy, then EMPLOYEE/TENANT shall be deemed to be in default. After written notice of such default given in the manner required by law, the OWNER, at its option may terminate all rights of EMPLOYEE/TENANT hereunder. If EMPLOYEE/TENANT abandons or vacates the property while in default of the payment of rent, the OWNER may consider property left on the premises to be abandoned and may dispose of the same in any manner allowed by law. In the event the OWNER reasonably believes that such abandoned property has no value, it may be discarded. All property on the premises is hereby subject to lien in favor of OWNER for the payment of all sums due herein under, to the maximum extent allowed by law.

ENTIRE AGREEMENT

The foregoing, along with any attached exhibits, constitutes the entire AGREEMENT between the parties and may be modified only in writing signed by both parties. The following exhibits, if any, have been made a part of this AGREEMENT before the parties' execution hereof: Idaho Department of Parks and Recreation Procedures Manual No. VI-70, Revision 9/13.

The undersigned EMPLOYEE/TENANT hereby acknowledges receipt of a copy hereof:

OWNER OR OWNER'S AGENT	EMPLOYEE/TENANT
Title	Title
Date	Date
OWNER Address	EMPLOYEE/TENANT Address
Telephone	Telephone

Retype	New	Revision
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

APPENDIX F
DEPARTMENT HOUSING ALTERNATIVE AGREEMENT
IDAHO DEPT. OF PARKS AND RECREATION

This residence rental agreement, hereinafter referred to as AGREEMENT is made between _____, hereinafter referred to as EMPLOYEE/TENANT, and the Idaho Department of Parks and Recreation, hereinafter referred to as OWNER, for the rental premises described as:

Site Description: _____,
 Located in _____ State Park,
 County of _____, State of Idaho, and the following associated property:
 _____.

DEFINITIONS

The term "OWNER" is defined as the Idaho Department of Parks and Recreation or its agents.

The term "PRIMARY RESIDENT" means an employee who is required as a condition of employment to live in a State owned residence or a privately owned residence on State owned or managed property and who has the authority and responsibility to meet Purpose 1.1 and 1.2 of the Department Employee Residences Policy.

The term "NON-PRIMARY RESIDENT" means an employee who is not required to live in a State owned residence or a privately owned residence on State owned or managed property but has been approved to do so.

The term "OTHER RESIDENT" means a person who is from another State agency, Federal agency, or a member of an IDPR partner organization, who is not considered a primary or non-primary resident and is approved to live in a State owned residence or privately owned residence on Department owned or managed property.

The term "Residential Structure" is defined as the EMPLOYEE/TENANT'S privately owned housing structure.

The term "Rental Premises" is defined as a physical residence area together with any other structures or surrounding areas of land owned or managed by the OWNER that are made available to the EMPLOYEE/TENANT for the placement of his or her Residential Structure as described in this AGREEMENT above. An exhibit map of the Rental Premises may be incorporated as a part of this AGREEMENT at any time, whether furnished by the OWNER or the EMPLOYEE/TENANT.

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APPROVAL

The recommendation for _____
(EMPLOYEE/TENANT) to move their _____
_____ (description of RESIDENCE
STRUCTURE) to _____ (description of PREMISES)
has been made by _____, Park Manager and
approved by _____, Region Manager and
_____, Operations Division Administrator.

TERM

The term hereof shall commence on _____, _____ and continue on a biweekly basis thereafter, until either: (1) EMPLOYEE/TENANT leaves the employ of the OWNER, OR (2) either party shall terminate the same by giving the other party proper notice as described in Department Policy VI-70, Section 7. OWNER reserves the right to terminate this AGREEMENT for any reason, including convenience. EMPLOYEE/TENANT shall remove the Residential Structure within 14 days of termination of employment or receipt of a notice of termination.

The Director of the Idaho Department of Parks and Recreation shall have the authority to extend or reduce the periods specified above for continued occupation of the Rental Premises following termination of employment, or death or disability of EMPLOYEE/TENANT, if requested to do so by the EMPLOYEE/TENANT or by spouse/family members in the event of death or disability.

RESIDENT DESIGNATION

EMPLOYEE/TENANT has been designated as a (check one):

- PRIMARY RESIDENT
- NON-PRIMARY RESIDENT
- OTHER RESIDENT

INCORPORATION OF EMPLOYEES RESIDENCES POLICY

EMPLOYEE/TENANT verifies that he or she has reviewed the Department Employee Residences Policy and that said Policy, together with any/all policy appendices, worksheets, inspection forms, computation tables contained therein, shall be considered an exhibit document and incorporated as a part of this AGREEMENT as if fully set forth herein.

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<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

RENT

Rent shall be determined by the provisions of the DEPARTMENT EMPLOYEE RESIDENCES Policy No. VI-70.

Rent for the Rental Premises shall be paid as follows: During the period that EMPLOYEE/TENANT is on the payroll of the OWNER, by payroll deduction each payroll period. If EMPLOYEE/TENANT is not on the payroll, then EMPLOYEE/TENANT shall pay by check or cash payable to the Payroll Unit on or before the 5th day of each normal state payroll period.

UTILITIES

EMPLOYEE/TENANT shall be responsible for the payment of the following utilities:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> Water | <input type="checkbox"/> Trash |
| <input type="checkbox"/> Propane/Natural Gas | <input type="checkbox"/> Other (list) |
| <input type="checkbox"/> Telephone | |
-

MAINTENANCE

The respective maintenance responsibilities of the EMPLOYEE/TENANT and OWNER with regard to the Rental Premises are set forth in sections 8 and 9 of the Department Employee Residences Policy. EMPLOYEE/TENANT is solely responsible for any maintenance and repair to the Residential Structure. Residential Structures will be maintained to present a neat and aesthetic appearance consistent with surrounding structures and the Park environment. All maintenance of Rental Premises, whether the responsibility of the EMPLOYEE/TENANT or the OWNER, shall be done to maintenance standards agreed to by the Park Manager and the Region Manager for the park. The Region Manager or designee shall have the authority to prioritize any major maintenance projects for rental premises and accomplish them as budget funds allow.

Alterations of the Rental Premises are not permitted without the approval of the Operations Division Administrator.

INSPECTIONS

An inspection of the Rental Premises may be made annually or at other times by the Region Manager upon reasonable notice (generally two or more working days) to the EMPLOYEE/TENANT. Inspectors shall make every effort to respect the privacy rights of the EMPLOYEE/TENANT and their family.

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EMPLOYEE/TENANTS are encouraged to conduct safety inspections of the Rental Premises on a more frequent basis.

LIMITATIONS OF USE

The use of State-owned rental premises shall be subject to the limitations outlined in the Department Employee Residences Policy. All EMPLOYEE/TENANTS, their families and guests shall be responsible to abide by the provisions contained in this policy. Occupancy and use is restricted to the EMPLOYEE/TENANT and the EMPLOYEE/TENANT'S immediate family. This AGREEMENT shall incorporate by reference any/all other Department rules and regulations and policies regarding employee housing in effect as of the date of this AGREEMENT.

SERVICE REQUIREMENTS OF EMPLOYEE/TENANTS

Employees residing in State parks provide a valuable service to the Department and the State. EMPLOYEE/TENANTS shall be responsible for the courteous treatment of all park visitors who may request information or assistance at their residence. EMPLOYEE/TENANTS may also be required to provide emergency work by their supervisor. Because of the proximity of the rental premises to the park, EMPLOYEE/TENANTS may be called upon more frequently than employees who reside outside the park. EMPLOYEE/TENANTS shall not be required to remain at their residence during off-hours for on-call duty, except in specific cases of emergency.

INSURANCE AND LIABILITY

OWNER's liability for any damages or injuries to the person or property of the EMPLOYEE/TENANT or any other person on the rental premises, is defined by, and limited to, the terms of the Idaho Tort Claims Act, title 6, chapter 9, Idaho Code. OWNER is not responsible for, and does not provide insurance for, any theft or other loss of the Residential Structure or personal property of EMPLOYEE/TENANT or other persons occupying the Rental Premises. EMPLOYEE/TENANTS are advised, but not required, to purchase insurance at their own expense to protect themselves in the event of any injuries or damages arising from their use of the Rental Premises, or the theft, damage or destruction of their Residential Structure or personal property.

DEFAULT

If EMPLOYEE/TENANT shall fail to pay rent when due, or perform any term in this AGREEMENT, or violate any term in the Department Employee Residences Policy, then EMPLOYEE/TENANT shall be deemed to be in default. After written notice of such default is given in the manner required by law, the OWNER, at its option may terminate all rights of

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EMPLOYEE/TENANT hereunder. If EMPLOYEE/TENANT abandons or vacates the property while in default of the payment of rent, the OWNER may consider property left on the premises to be abandoned and may dispose of the same in any manner allowed by law. In the event the OWNER reasonably believes that such abandoned property has no value, it may be discarded. All property on the premises is hereby subject to lien in favor of OWNER for the payment of all sums due herein under, to the maximum extent allowed by law.

ENTIRE AGREEMENT

The foregoing constitutes the entire AGREEMENT between the parties and may be modified only in writing signed by both parties. The following exhibits, if any, have been made a part of this AGREEMENT before the parties' execution hereof: Idaho Department of Parks and Recreation Procedures Manual NO. VI-70, Revision .9/13

The undersigned EMPLOYEE/TENANT hereby acknowledges receipt of a copy hereof:

OWNER OR OWNER'S AGENT

EMPLOYEE/TENANT

Title

Title

Date

Date

Address

Address

Telephone

Telephone