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| State of New York OFFICE OF MENTAL HEALTH <hr style="width: 20%; margin: auto;"/> OMH OFFICIAL POLICY MANUAL | Date Issued 5/17/90 | T. L. 90-01 | Section # OM-405 |
| | Section Operational Management - Human Resources Management | | |
| | Directive Employee Housing | | |

A. Policy Statement

Patient-related programs are ascribed the highest priority in the utilization of Office of Mental Health (OMH) property. However, if not otherwise needed, OMH property may be used as temporary housing for employees.

Employee housing shall not be considered part of the terms and conditions of employment and shall only be offered when needed as a recruitment incentive. The use of such an incentive is appropriate when recruitment difficulties are related to specific positions or are related to shortages of affordable housing in specific geographical locations.

Housing shall be offered to employees only on a temporary basis and with the expectation that employees will locate alternative accommodations within a reasonable period of time. Although one-year leases may be used, longer-term leases or the renewal of leases should not be routinely offered and must be reviewed and approved by the regional director or his or her designee.

This policy directive is effective immediately and is applicable only to housing which is vacant on or after this date.

B. Relevant Statutes and Standards

9 NYCRR Part 137
Administrative Support Procedure Manual, Sections 1512, 1905 and 1907