

SCHEDULE OF MAINTENANCE CHARGES FOR 2025

1. Policy.

The compensation plan shall be deemed to provide full compensation for services rendered to the Commonwealth by an employee. Lodging, meals, and other maintenance or subsistence provided for Commonwealth employees at Commonwealth institutions or other facilities shall be paid for by employees based on their cost to the Commonwealth and in accordance with the schedule of charges contained herein.

2. Schedule of maintenance charges.

a. Residence - biweekly charge per residence room. The biweekly charge per residence room shall be as follows:

- (1) Unfurnished house or apartment, heat included: \$27.50
- (2) Furnished house or apartment, heat included: \$28.99
- (3) Unfurnished rooms without private bath, including heat and electricity: \$30.89
- (4) Unfurnished rooms with private bath, including heat and electricity: \$45.22
- (5) Furnished rooms without private bath, including heat and electricity: \$32.38
- (6) Furnished rooms with private bath, including heat and electricity: \$45.97

b. Utilities - biweekly charge. The biweekly charge for utilities shall be as follows: Electrical and/or gas service for a house or apartment: \$28.99

c. Laundry - biweekly charge per person. The biweekly charge for laundry per person shall be as follows:

- (1) Linens: \$12.44
- (2) Personal laundry: \$23.73

d. Domestic Service - hourly charge. The hourly charge for domestic service shall be as follows:

- (1) Domestic or maid service: \$16.59
- (2) Cook service: \$18.06

e. Garage - biweekly charge per car. The biweekly charge for garage per car shall be as follows: Garage for private cars: \$17.32.

f. Meals. The charges for meals shall be as follows:

(1) Charges for meals shall be according to the cost of the meals to the Commonwealth, including the cost of raw food and of labor incidental to its preparation and serving. The cost of meals will be maintained on a current basis by institution business managers or other designated officials.

(2) In institutions using a regular biweekly charge for meals, not subject to change from pay period to pay period, the charge will be computed on the basis of the average cost per meal and the average number of meals received biweekly.

3. Application of maintenance charges.

a. Residence. The maintenance charges for residence shall be as follows:

(1) All employees occupying quarters owned or leased by the Commonwealth shall be charged except employees or guests who stay temporarily at an institution on official business or employees who are required as a condition of employment to reside in state-owned housing and whose entire workday is spent in this housing.

(2) An apartment is defined as an individual dwelling unit contained within a building and consisting of more than two rooms, kitchen facilities, and a private bath. Dwelling units within a building which do not meet these criteria shall be counted as furnished or unfurnished rooms.

(3) All furnished rooms in houses or apartments, including baths and kitchens, shall be counted. No charge shall be made for half-baths.

(4) No charge shall be made for more than 10 rooms, rooms not occupied or regularly used, or for rooms used as Commonwealth offices.

(5) If more than one-half the value of the furnishings in the quarters of an employee are Commonwealth property, the charge for a furnished residence shall apply.

(6) When two or more unmarried employees occupy the same quarters, the charge shall be 75 percent of the regular full rate for each employee.

b. Utilities. The maintenance charges for utilities shall be as follows:

(1) The charge for utilities shall not apply to employees who pay for electrical or gas service or both directly.

(2) \$10.57 per room shall be deducted from the biweekly charge for quarters for employees who provide heating at their expense.

(3) No charge shall be made for telephone service provided through an institution switchboard, except for long-distance calls.

(4) No charge shall be made for water and sewer service.

c. Meals. The maintenance charges for meals shall be as follows:

(1) No deduction shall be made for meals if the institution has a cash collection system under which payment is made in cash or by meal tickets when the meal is received. Prices shall not be less than the value of raw food and the cost of labor incidental to preparing and serving the meals.

(2) No charge for meals shall be required of Commonwealth employees and guests who visit an institution in the conduct of official business or attendance of an official function.

(3) Free meals may be provided for nursing or occupational therapy students in their affiliated schools while training at a state institution.

(4) No charge shall be made for meals for employees who:

(a) Are forbidden, for security reasons, to bring a lunch and to leave institution grounds during work hours; or

(b) Are required to eat with patients.

d. Laundry. The maintenance charges for laundry shall be as follows:

No charge shall be made for laundry service provided for uniforms owned or prescribed by the Commonwealth.

e. Domestic. The maintenance charges for domestic service shall be as follows:

(1) A regular bi-weekly charge, not subject to change from pay period to pay period, shall be computed based on the appropriate hourly charge.

(2) No charge shall be made for domestic service provided by inmates.

(3) No charge shall be made for domestic services required to care for that part of an official residence used by an institution head in his or her official capacity, nor to prepare for and clean after official functions at such residence. Domestic services provided an institution head and family, in a private capacity, shall be an assessment.

f. Miscellaneous. Miscellaneous maintenance charges shall be as follows:

(1) If only one spouse is employed by the Commonwealth, he or she shall be charged the full amount for service.

(2) If a husband and wife are employed at the same institution, only one spouse shall be charged the full amount for service.

(3) If a husband and wife are employed at separate institutions and they receive maintenance from one institution, the spouse employed at that institution shall be charged the full amount for services received from the institution. The other spouse shall be charged for any services received from the institution at which he or she is employed.

(4) Food and household items may not be withdrawn from institution storerooms for the personal use of Commonwealth employees.