

LODGING FOR OVERNIGHT TRAVEL

SOURCE: OHIO EPA ADMINISTRATION & OCSEA/AFSCME BARGAINING UNIT AGREEMENT

CONTACT: OFFICE OF EMPLOYEE SERVICES

Policy:

1. Whenever practical and feasible, Ohio EPA employees are required to share a room with other employees. Employees required to share a room, but who choose not to, will be reimbursed for lodging in an amount equal to only one-half the double room rate, not to exceed the maximum daily rate authorized by OBM or the OCSEA/AFSCME Bargaining Unit Agreement, whichever is applicable.
2. Changes and/or problems about room sharing assignments that occur on site must be reported to the immediate supervisor or the person responsible for requiring the overnight lodging.
3. Exceptions to the overnight lodging are:
 - Physical disability or condition that warrants the privacy or extra space of single occupancy
 - An uneven number of employees
 - An uneven number of same gender employees
4. Requests for waivers of this policy must be made in advance in writing to the Director or his designee.
5. Management reserves the right to schedule overnight lodging and accommodations for employees when circumstances warrant.

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