#115, Hotel Accommodation Program

Policy Information

Chapter: Personnel

Supersedes: New

Local Procedure(s) Required: No

Applicability: All staff

Security Level: "B" – Anyone may have access to this document.

Approved: Date Signed: 11/12/2026

SIGNED

Jon Murad, Commissioner

Date Effective: 11/27/2026

Purpose

This policy outlines the use of State-funded hotel accommodations and staff eligibility for the program.

Authority

28 V.S.A §§ 1, 101, 102

Definitions

Turnaround: The amount of time between the end of a shift and the beginning of the next consecutive shift.

Security Shift: A designated security work period assigned at a correctional facility or hospital that focuses on maintaining safety and security and involves direct supervision of incarcerated individuals.

Policy

The DOC's policy is to provide security staff with hotel accommodations when they have an eight-hour or less turnaround between consecutive security shifts. This policy acknowledges the importance of staff safety, rest, and recovery for those who work long hours. Its purpose is to centralize program oversight, support staff well-being, and allow for early identification of potential burnout. This policy also outlines the structured approach for addressing the program's financial and operational components. This policy applies exclusively to hotel accommodations for security staff with an eight-hour or less turnaround between consecutive security shifts; all other lodging requests must follow the State of Vermont travel and lodging requirements and guidance.

General Procedures

A. Staff Eligibility

Staff who meet the following criteria shall be eligible for a hotel accommodation:

1. Work a consecutive security shift in a facility or hospital setting that results in an eight-hour or less turnaround between shifts; and
2. Receive approval from the Superintendent or Central Operations Division Director, or designee.

B. Approval Process

1. The Superintendent or Central Operations Division Director, or designee, who is responsible for the site where the security shift takes place has authority over hotel stay approvals.
2. A staff member who wishes to receive the hotel accommodation shall submit the following information to the Superintendent or Central Operations Division Director, or designee, at a minimum:
    a. The facility or site where the shifts take place;
    b. The check-in and check-out dates for the hotel stay;
    c. Start and end date and time of the shift before hotel stay and after hotel stay;
    d. The supervisor currently on shift;
    e. The Superintendent or Central Operations Division Director, or designee; and
    f. If the request requires an exception to the eligibility (e.g., weather or another factor that makes the commute dangerous or other extenuating circumstances), the security staff member shall provide the reason for the exception.
3. The Superintendent or Central Operations Division Director, or designee, shall be notified of the request, and may approve or deny the request. If the request requires an exception, the Superintendent or Central Operations Division Director, or designee, has full discretion for this determination and shall document the approval or denial and the basis for the exception.

4. When the Superintendent or Central Operations Division Director, or the designee, approves or denies the request, the business manager, security staff member, and the supervisor on shift shall be notified of the final decision.

C. Hotel Stay Rule

When a hotel accommodation is approved, staff shall not have any guests in the hotel.