

# MOUNTAIN PARKS ELECTRIC, INC.

## EMPLOYEE POLICIES AND PROCEDURES

SUBJECT: <b>TEMPORARY HOUSING PROGRAM</b>	POLICY NO. <b>E-5</b>
EFFECTIVE DATE: <b>FEBRUARY 27, 2002</b>	PAGE <b>1 OF 1</b>
REVISED DATE: <b>OCTOBER 22, 2003, DECEMBER 12, 2013, MAY 13, 2021, SEPTEMBER 16, 2021</b>	

I. OBJECTIVE

To assist employees with housing rental costs.

II. POLICY

A. Subject to the eligibility limitations set forth in this Policy, MPEI may provide a rent subsidy allowance to a new or relocating employee who is relocating from an area outside or within MPEI's service districts to the Granby, Kremmling, or Walden service districts for actual expenses incurred at 50% of actual rental costs paid, up to One Thousand Dollars (\$1,000.00) per month, for a period of up to twelve (12) months. Employees living in MPEI owned housing are not eligible for this reimbursement. Employees who own a house within the MPEI service territory are not eligible. If an employee receiving rental assistance purchases a house in the MPEI service territory anytime during the twelve (12) month period the remaining subsidy will go towards the down payment of the home thru payroll and taxed accordingly. Paperwork substantiating the purchase of the home will be required to receive the remaining subsidy payment and will be paid after the closing of the home. The subsidy will be paid on a per pay period basis upon the submittal of paid rent receipts or canceled checks and taxed accordingly. Employees should submit requests for payment under this policy to the Manager of Human Resources. Payment will begin upon approval by Human Resources and MPEI's General Manager.

III. RESPONSIBILITY

The General Manager will be responsible for the administration and compliance of this policy.

 , PRESIDENT      DATE: 9/16/2021