

State of California

M E M O R A N D U M

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TO:
ACCOUNTING OFFICERS
LABOR RELATIONS OFFICERS
PERSONNEL OFFICERS
TRAVEL AND RELOCATION LIAISONS

FROM:
Department of Personnel Administration
Labor Relations Division

SUBJECT:
New and Revised Travel and Relocation Rules for Excluded
Employees

CONTACT:
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This memo transmits new and revised Department of Personnel Administration (DPA) rules governing the travel and relocation reimbursements for excluded employees. These rules are effective at 12:01 a.m., January 1, 1996. In addition to the rules, a summary of changes and recommendations for implementation and administration are included in this package.

In order to provide consistent travel and relocation reimbursements and rule application to all employees, the State is proposing that these rules be referenced in each of the 21 bargaining unit agreements currently being negotiated. We anticipate that specific overtime meal language will continue to be included in most bargaining unit agreements. Departments will be notified when represented employees in each bargaining unit become subject to these rules and of any variations specified in the contract language through subsequent Personnel Management Liaison Memoranda. Until such notification is issued, reimbursements for represented employees will remain at status quo.

In an effort to ease the transfer of the administration of these programs to each department and to provide more flexibility in their application, the excluded employee rules now include clearer language, expanded options, better defined responsibilities, some absolute limits, fewer requirements for exceptions, and where an exception is provided, the authority to approve the exception is delegated to the appointing power. Where there was a rule in place that was specifically dedicated to excluded employees, that rule has been revised. Where there was a

rule in place that was not specific in its title to either represented or excluded employees, a new rule has been developed that is based on the provisions in the old rule but is dedicated to excluded employees. These rules were developed in conjunction with 15 departmental representatives over the last 18 months.

This package is being distributed in advance of the effective date of the rules in order to give departments the opportunity to make the procedural changes they deem necessary to accommodate the added delegations, features, and flexibility of the programs. In addition, DPA will hold information meetings on November 20 and 22 to assist department teams in understanding the changes and incorporating them into their department programs.

OVERVIEW AND RESPONSIBILITIES

1. Travel

Rules: In addition to clearer language and incorporation of some current policy, these rules now emphasize the State's responsibility for determining when and how travel expenses should be incurred, and supervisor and department accountability for claims approved. Some rules include exception criteria, some do not. Along with the delegation of exception approval to the appointing powers, there is considerable added flexibility in long-term assignment reimbursements, receipt requirements, contracting, and conferences and conventions. (See Attachment A--1996 Travel Program - Summary and Rules.)

Department Responsibility: Because departments will no longer request exceptions through DPA, it is important that, using the rules and current policy, each appointing power identify those individuals to whom exception approval authority is being delegated. Acting on behalf of the appointing power, those designated as approval authorities for a department will be responsible for reviewing and approving or denying exceptions to the DPA rules in accordance with the exception criteria.

2. Relocation

Rules: As with the travel rules, we have added clarification, incorporated some existing policy, and eliminated the need for some exceptions. However, major changes in these rules are the stated conditions under which 100 percent reimbursement for relocation is mandatory, establishment of the 50-mile plus commute distance criteria, and the added option of partial reimbursement of relocation expenses for those types of appointments that do not meet the criteria for mandatory relocation. (See Attachment B--1996 Relocation Program - Summary and Rules.)

Department Responsibility: The changes in the relocation rules provide for greater ease in administering mandatory relocations. However, the added flexibility of partial reimbursement of relocation expenses for miscellaneous appointments and transfers may require that appointing

PML95050.txt

powers establish guidelines for State reimbursement of all or partial relocation expenses for a non-mandatory type of appointment, and identify those individuals to whom exception approval authority is being delegated. In addition, all persons with authority to make hiring commitments should be fully knowledgeable of the relocation rules, withholding liability and conditions under which they may make an offer of relocation reimbursement.

We recommend that you include your travel and relocation liaisons in developing any new procedures related to these program changes. It is critical that the department exception criteria and delegated signatures be on file in the department accounting office and at the State Controller's Office Division of Audits.

Information Meetings: DPA will hold information meetings in the morning and afternoon on November 20, 1995, November 22, 1995, and December 15, 1995. Space in each meeting is limited. Please call 324-0476 to make reservations.

If you have any questions regarding the revised travel and relocation rules, contact Terrie Jordan at 324-9377. Employee questions should be directed to their department travel and relocation liaisons.

Rick McWilliam
Chief of Labor Relations

Attachments

NOTE: Attachments are not included in office vision version of this PML, but will be distributed via regular mail.