



George Deukmejian, Governor

ALL ACCOUNTING OFFICERS  
ALL EMPLOYEE RELATIONS OFFICERS  
TO: ALL PERSONNEL OFFICERS

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EFFECTIVE DATE : August 20, 1984  
EXPIRATION DATE: Indefinite  
DATE OF ISSUE : August 21, 1984

SUBJECT: Regulations Implementing Benefits for  
Non-Represented Employees

On August 16, 1984, statutes were enacted that: (1) ratified the collective bargaining agreements for 17 out of 20 bargaining units; and (2) gave the Department of Personnel Administration (DPA) authority to adopt regulations to implement employee benefits for employees excluded from, or otherwise not subject to, collective bargaining. The rulemaking statute (Government Code Section 3517.8) further gives the DPA authority to adopt these regulations by filing them directly with the Secretary of State with an immediate effective date.

On August 20, 1984, the DPA adopted amendments to regulations (copies attached) which govern various conditions of employment for non-represented employees. These regulations are effective as of August 20, 1984. It should be noted that implementation of these regulations for non-represented employees makes agreements in the various Memorandum of Understanding (MOU) governing reimbursements for travel and per diem operative on August 20, 1984. For specific allowances for represented employees please refer to the applicable MOU. The changes to conditions of employment for non-represented employees include:

1. Per Diem (Section 599.619). The per diem rates are raised to \$66.00 statewide and up to \$86.00 designated high cost areas. Also the ZIP codes for the designated high cost areas have been expanded, and there are numerous changes and clarifications to the administrative guidelines.
2. Air Travel Rates and Air Travel Insurance (Section 599.628). For non-represented employees, the rate of reimbursement for flight in the employee's privately-owned aircraft is raised to 42 cents per statute mile and the limit for air travel insurance is raised to \$50,000 in case of death or dismemberment.
3. Reimbursement for Sale of a Residence (Section 599.716). The time limit for reimbursement for sale of a non-represented employee's residence has been increased to 2 years.
4. Automobile Mileage Rates (Section 599.631). The new automobile reimbursement rates are 16.5 cents per mile when a State car is available, and from 20.5 cents to 30 cents per mile when a State car is not available or use of a private car is economically advantageous to the State. The rates for travel to and from a common carrier terminal and for specialized vehicles have also been increased.


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5. Health Benefit Contributions (Section 599.920). The Employer's contribution for medical plans has been raised to \$86 for employee only, \$167 for employee plus one family member, and \$209 for employee plus two or more family members. These increased rates also apply to annuitants. Please note that these increases were effective July 1, 1984, pursuant to Chapter 258, the Budget Act.
6. Reimbursement for Professional Licenses (Section 599.922). Reimbursement for the renewal of professional licenses has been extended to non-represented employees in various classes within the occupational fields of professional scientist, nursing, and medical and social services support. This is in addition to the provision for professional engineering.

If you have questions regarding any of these matters, please contact the Employee Compensation Branch at (916) 445-1542 or ATSS 485-1542.

  
DAVID J. TIRAPELLE, Chief  
Programs and Policy Division

Attachment

599.619. Subsistence Allowance - Non-Represented Employees.

For the purposes of regulations governing claims for reimbursement, a non-represented employee is: an employee excluded from the definition of State employee in Section 3513(c) of the California Government Code (SEERA); an employee designated as supervisory under Section 3522.1 of the California Government Code (SEERA); a non-elected officer or employee of the executive branch of government who is not a member of the civil service.

The employee on travel status shall be reimbursed for lodging, meals and incidental expenses. The circumstances of travel will determine the rate allowed.

(a) Short-term subsistence allowance will be authorized when the traveler incurs expenses comparable to those arising from the use of good, moderately priced establishments, catering to the general public. The short-term allowance is intended for trips of such duration that weekly or monthly rates are not obtainable and will be discontinued after the 30th consecutive day in one location unless a continuation has been previously approved by the appointing power. After 30 consecutive days in one location, employees may claim the long-term allowance.

In computing ΥΝΕ/ΣΥΟΡΙ/ΥΠΕΡ/ΣΥΝΣΑΞΕΝΣΕ/ΥΤΑΥΕΙ/ΑΠΛΩΑΝΣΕΛ/ΥΝΕ/ΤΟΠΛΩΑΝΣΗ ΥΕΙΘΟΟΥΣΕΘΕΛ/ΩΠΙΤ/ΒΕ/ΑΠΛΩΑΝ/ΤΟΥ/ΔΗ/ΖΑ/ΚΟΟΥ/ΡΕΤΙΘΟ/ΟΥ/ΡΑΥ/Υ/ΥΝΕΡΕΘ/Ι allowances for continuous travel of more than 24 hours and less than 31 consecutive days, one full allowance will be paid for each complete 24 hours of travel, beginning with the traveler's time of departure, in accordance with the following:

	<u>Statewide</u>		<u>Designated High Cost Areas</u>	
(1) Lodging . . . . .	\$88/00	\$39.00	Up to \$48/00	\$55.00
			(with receipt)	
Breakfast . . . . .	4.00		\$4/00	\$ 5.00
Lunch . . . . .	7/28	7.00	7/28	8.00
Dinner . . . . .	12.00		12/00	14.00
<u>ΙΝΣΙΔΕΝΣΙΑ</u> Supplement	8/78	\$4.00	8/78	4.00
<u>ΑΠΛΩΑΝΣΕ</u> . . . . .	\$62/00		Up to \$70/00	\$86.00
<u>Total</u>		<u>\$66.00</u>	<u>with lodging receipt</u>	

(2) Designated High-cost Areas. To be eligible for the higher lodging allowance, the employees must be required to travel to designated areas of San Francisco, Los Angeles, or San Diego and must furnish a commercial lodging receipt for the day(s) of travel which bears one of the following ZIP codes:

San Francisco: 94102, 94103, 94104, 94105, 94107, 94108, 94109, 94110, 94111, 94112, 94114, 94115, 94116, 94117, 94118 94121, 94122, 94123, 94124, 94127, 94129, 94131, 94132, 94133, 94134

Los Angeles: 90004, 90005, 90006, 90007, 90010, 90012, 90013, 90014,  
 90015, 90017, 90019, 90020, 90021, 90024, 90025, 90028,  
 90035, 90036, 90038, 90041, 90045, 90046, 90048, 90049,  
 90057, 90064, 90067, 90069, 90071, 90077, 90210, 90212,  
 90230, 90245

San Diego: 92101, 92103, 92106, 92108, 92109, 92110

Receipts bearing other than the above ZIP codes, or no receipts, will limit reimbursement to the statewide rate. ~~of \$62.00~~

(3) For travel which is the last fractional part of a period of travel of more than 24 hours, the authorized allowance for meals or lodging will be paid. If the travel extends past 9 a.m., a breakfast may be claimed; if the travel extends past 7 p.m., a dinner may be claimed; if the travel extends overnight, lodging may be claimed.

(4) In computing allowances for continuous travel of less than 24 hours, when the travel is not performed wholly between 6 a.m. and 7 p.m., the following allowances will be authorized when appropriate expenses have been incurred:

	<u>Statewide</u>		<u>Designated High Cost Area</u>
Lodging	\$39.00	. . . . .	Up to \$55.00 with receipt
Breakfast	4.00	. . . . .	5.00
Dinner	12.00	. . . . .	14.00

(5) If the cost of a meal or meals is included in a conference fee or is otherwise paid for or provided, the traveler may claim up to the total per diem allowance (\$66.00 statewide, \$86.00 high cost areas), when supported by receipt, for lodging expenses.

(b) Long-term subsistence allowance of ~~\$39.00~~ \$41.00 per day will be authorized when the traveler incurs expenses in one location comparable to those arising from the use of establishments catering to the long-term visitor.

(1) An employee on long-term field assignment who maintains a permanent residence elsewhere while living at the job location may claim the full long-term allowance if one of the following exists:

- (A) Permanent residence is occupied by employee's dependents, or
- (B) Permanent residence is maintained at a net expense to the employee exceeding \$200 per month.

To qualify for this allowance, an employee must submit substantiating evidence of either condition to the appointing power in accordance with its requirements.

599.619 continued

(2) An employee on long-term field assignment who does not maintain permanent residence away from the job site will be authorized a long-term subsistence allowance of ~~\$20.00~~ \$21.00 per day.

(3) Employees may claim the appropriate allowance for every 24-hour period on travel status. Allowances for partial day travel status will be as follows:

- (A) Less than 12 hours . . . . . ~~\$20.00~~ \$21.00
- (B) 12 to 24 hours . . . . . ~~\$30.00~~ \$41.00

(c) A non-commercial subsistence allowance of ~~\$30.00~~ \$41.00 per day will be authorized when the traveler incurs expenses comparable to those arising from the use of non-commercial subsistence facilities such as, but not limited to, hours trailers or camping equipment.

(1) Employees will be eligible to claim this allowance for every 24-hour period on travel status. Allowance for partial day travel status will be as follows:

- (A) Less than 12 hours . . . . . ~~\$20.00~~ \$21.00
- (B) 12 to 24 hours . . . . . ~~\$30.00~~ \$41.00

(d) Out-of-State Subsistence Allowance. For out-of state travel, state employees will be reimbursed actual lodging expenses, supported by a voucher, and will be reimbursed for meal and ~~INCIDENTAL~~ supplemental expenses at the designated high cost rate in accordance with Section 599.619(a) (1). Failure to furnish lodging receipts will limit reimbursement to the statewide lodging rate specified in Section 599.619(a)(1).

(e) Out-of-Country Subsistence Allowance. When employees are authorized to travel outside the United States, and maintain a permanent U.S. residence occupied by the employees' dependents or maintained at a net monthly expense exceeding \$200, reimbursement of subsistence expenses may exceed established rates only upon prior approval of the specific rates by the Department of Personnel Administration.

(f) Exceptions to these provisions to provide higher subsistence allowances may be approved in advance by the Director of the Department of Personnel Administration.

Note: Authority cited: Sections 3517.8, 19815.4(d), 19816 and 19820,  
Government Code.

Reference: Section 11030, Government Code.

599.628. Transportation by Aircraft.

(a) Scheduled Airline. Claims for transportation by scheduled airline shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date the flight originated. Claims for reimbursement of higher fares or extra charges for transportation by scheduled airline may be allowed if accompanied by a full explanation stating the facts constituting the official necessity.

(b) Privately-Owned Aircraft. A claim of an employee for transportation by privately-owned aircraft shall be allowed where he/she has obtained prior approval of the use of this form of transportation from his/her department. If an employee is to act as pilot, he/she must satisfy the requirements of the Insurance Officer, Department of General Services, as to liability insurance coverage. The Insurance Officer shall file approved authorizations for such allowance with the State Controller.

(1) Except as provided in subsection (e), reimbursement for use of the employee's privately-owned aircraft shall be made at the rate of 28 cents per statute mile, ~~or 17 1/2 cents per kilometer~~, or in accordance with the applicable provisions of a Memorandum of Understanding.

(A) Distance shall be computed on the basis of shortest air route from origin to destination, using airways whenever possible. Distance shown on claim shall be clearly marked "Air Distance".

(B) When the trip is limited solely to state business and the "Air Distance" cannot accurately be computed from origin to destination, the department director may authorize reimbursement for the actual cost of renting a plane.

(2) Reimbursement for use of a rented aircraft will be for actual and necessary costs of such rental when substantiated by voucher.

(A) Reimbursement will be authorized only for the size and type aircraft necessary to complete the assignment.

(3) When substantiated by a voucher, reimbursement will be made for actual and necessary expenses for landing and parking fees in connection with the use of the aircraft. Reimbursement will not be allowed for storage or parking fees at the location where the privately-owned aircraft is normally stored.

(4) If an employee is to act as pilot and carry passengers he/she must, in addition to Federal Aviation Administration Regulations, have previously logged as a licensed private pilot in command of an aircraft at least 250 hours of actual flight. In addition, the employee pilot must have logged, as a pilot in command of an aircraft, at least 40 hours of actual flight within the preceding 12 months. Any employee pilot who has carried or

intends to carry passengers may be required to present his/her log book substantiating that he/she meets these requirements. Passenger shall be defined as any person other than the pilot traveling in the aircraft. An employee pilot who carries a passenger but fails to meet the above qualifications shall not be reimbursed for transportation expenses.

(c) Payment of Fare. Payment for transportation by aircraft may be made by (1) cash, (2) credit card, or (3) ticket order. When payment is made by cash, the travel expense claim must be accompanied by the traveler's flight coupon, in accordance with Section 599.625(a)(1). If no flight coupon was issued, as may be the case with chartered or private aircraft, a formal receipt must be submitted. If payment was made by credit card or by ticket order, this should be noted on the travel expense claim.

(d) Air Travel Insurance. Any state agency may insure its officers and employees against injury or death arising from aircraft accidents incurred while flying on state business in other than regularly scheduled passenger aircraft, subject to the following conditions:

(1) Insurance shall be provided only to those employees who are directed to fly to fulfill their work requirements. Insurance coverage shall not be provided when the use of a privately-owned aircraft is for point-to-point transportation and is a voluntary response from the employee, even though such use may be advantageous to the State.

(2) Application for insurance shall be submitted to, and the insurance procured by, the Department of General Services.

(3) Except as provided in subsection (4) below, the maximum limit of such insurance shall be \$15,000 in the case of death or dismemberment for each officer and employee.

(4) For non-represented employees, as defined in Section 599.619, the maximum limit for air travel insurance shall be \$50,000 in the case of death or dismemberment for each officer and employee.

(e) For non-represented employees reimbursement for use of the employee's privately-owned air craft shall be made at the rate of 42 cents per statute mile.

Note: Authority cited: Sections 3517.8, 19815.4(d), 19816, 13920, 19820, Government Code.

Reference: Section 11030, 11030.5, 19849.2, Government Code.

599.716. Reimbursement for Sale of a Residence.

(a) Whenever a state officer or employee is required, as defined in Section 599.714 to change his/her officially designated headquarters which requires the sale of his/her residence the officer or employee shall be reimbursed only for actual and necessary selling costs as determined by prevailing practices within the area of sale. Claims for reimbursement must be substantiated by the seller's closing escrow statement and other pertinent supportive documents. Seller's points are not eligible for reimbursement and claims will include only those items which are listed in the following subsection.

(b) Actual and necessary selling costs are:

- (1) Brokerage commission; and
- (2) Title insurance; and
- (3) Escrow fees; and
- (4) Prepayment penalties; and
- (5) Taxes, charges or fees fixed by local authority required to consummate the sale of the residence; and
- (6) Miscellaneous sellers costs customary to the area, not to exceed \$200.

(c) Actual and necessary selling costs will be reimbursed for that portion of the dwelling the employee actually occupies if the employee or officer owns and resides in a multi-family dwelling.

(d) Except as provided in subsection (e), claims for the sale of a residence must be submitted within one year following the date the officer or employee reports to the new official headquarters. An extension of not more than six months may be granted by the Director of the Department of Personnel Administration upon receipt of evidence warranting such extension prior to the expiration of the one year period.

(e) For non-represented employees as defined in Section 599.619 of these regulations, claims for the sale of a residence must be submitted within two years following the date the officer or employee reports to the new official headquarters. No extensions will be allowed thereafter.

Note: Authority cited: Sections 3517.8, 19815.4(d), 19816 and 19820, Government Code.

Reference: Section 19841, Government Code.





ARTICLE 26. EMPLOYEE BENEFITS

NON-REPRESENTED EMPLOYEES

599.920. Health Benefit Contributions - Non-represented Employees and Annuitants. For the purpose of this section, a non-represented employee is: an employee excluded from the definition of State employee in Section 3513(c) of the California Government Code (SEERA); an employee designated as supervisory under Section 3522.1 of the California Government Code (SEERA); a non-elected officer or employee of the executive branch of government who is not a member of the civil service; or an officer or employee of the judicial branch of government. For the purpose of this section, an annuitant is defined in Section 22754(e) of the California Government Code.

(a) For non-represented employees and annuitants during the 1983-84 fiscal year, the employer's contribution to health benefits premiums for basic and related major medical plans shall be:

- |  |           |                     |                 |
|--|-----------|---------------------|-----------------|
| (1) Employees or annuitants enrolled for self alone                          | . . . . . | <del>\$176/00</del> | <u>\$86.00</u>  |
| (2) Employees or annuitants enrolled for self and one family member          | . . . . . | <del>\$148/00</del> | <u>\$167.00</u> |
| (3) Employees or annuitants enrolled for self and two or more family members | . . . . . | <del>\$188/00</del> | <u>\$209.00</u> |

(b) If the amount necessary to pay the cost of such a person's enrollment in a health benefit plan or plans, including the enrollment of such person's family, is less than the amounts listed in Section (a) above, the employer shall contribute the actual cost of the health benefit premiums.

NOTE: Authority: Section ~~3517.7~~ 3517.8, Government Code

Reference: Sections 22825.1 and 19815.4(d), Government Code

Section 599.922. Reimbursement of Fees for Professional ~~Engineer~~  
Licenses --- Nonrepresented Employees.

(a) Professional Engineering Commencing with the 1983-84 fiscal year, when the appointing power determines that the possession of a current Professional License in occupational fields of engineering is required by the functions of a specific position or is beneficial to the performance of an employee's duties, a nonrepresented employee shall be reimbursed for the actual cost of the application or renewal fees for such Professional Licenses. Such occupational fields include:

- (1) Engineer;
- (2) Architect;
- (3) Landscape Architect;
- (4) Engineering Geologist;
- (5) Land Surveyor; and
- (6) Engineer-in-training

(b) Professional Scientist. Commencing with the 1984-85 fiscal year, when the possession of a current Professional License in classes within the professional scientific occupational field is required by State or Federal Law, a permanent full-time non-represented employee shall be reimbursed for actual cost of the renewal fees for such Professional Licenses. Such classes within the occupational field of Professional Scientist include:

- (1) Chief, Bureau of Animal Health
- (2) Chief, Agricultural Veterinarian Laboratory Services
- (3) Sanitarian IV
- (4) Veterinary Medical Officer IV, Animal Health
- (5) Veterinary Medical Officer IV, Pathology
- (6) Chief Public Health Veterinarian

(c) Nursing. Commencing with the 1984-85 fiscal year, when the possession a current Professional License in a class within the occupational field of nursing is required by State or Federal Law, a permanent full-time non-represented employee shall be reimbursed for the actual cost of the renewal fees for such Professional Licenses. Such classes within the occupational field of Nursing include:

- (1) Coordinator, Nursing Services
- (2) Supervising Nurse III

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- (3) Supervising Nurse II
- (4) Nursing Coordinator
- (5) Psychiatric Nursing Education Director
- (6) Supervising Psychiatric Nurse
- (7) Registered Nurse III
- (8) Public Health Nurse IV
- (9) Public Health Nurse III
- (10) Supervising Nursing Education Consultant
- (11) Nursing Education Consultant, Veterans Home
- (12) Health Care Services Nurse III
- (13) Nursing Consultant, Program Review Unit, Department of Health Services

(d) Medical and Social Services Support. Commencing with the 1984-85 fiscal year, when possession of a current Professional License in a class within the occupational field of medical and social services support is required by State or Federal Law, a permanent full-time non-represented employee shall be reimbursed for the actual cost of the renewal fees for such Professional Licenses. This reimbursement shall apply to all appropriate employees in the class of Supervising Laboratory Technologist.

(e) ~~(b)~~ Such reimbursement will be made after the employee has submitted a claim for reimbursement with substantiation that payment has been made. Substantiation of payment shall include:

- (1) A copy of the receipt for employees renewing licenses; or,
- (2) A copy of the application for examination and a copy of the notice admitting the employee to the examination for employees applying for licenses.

NOTE: Authority Cited: Sections ~~1817.7~~ 3517.8, 19815.4(d), 19819.1, Government Code.

Reference: Sections 19815.2, 19819.1, 19829, Government Code.