



George Deukmejian, Governor

TO: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86-24-1

EFFECTIVE DATE: September 1, 1986

EXPIRATION DATE: Indefinite

DATE OF ISSUE: August 8, 1986

SUBJECT: Temporary Out-of-State Assignments --- Non-Represented Employees

THIS MEMO SUPERCEDES MANAGEMENT MEMO 86-22-1 ISSUED AUGUST 1, 1986.

The following information regarding the payment of out-of-state allowances and a pay differential should be distributed to Personnel Offices, Employee Relations Offices, Accounting Offices and interested parties.

The Department of Personnel Administration (DPA) has established an Out-of-State Relocation Pay Differential, of 10% of the employee's monthly salary, for Non-Represented employees who are temporarily assigned Out-of-State. This pay differential is in-lieu of the Out-of-State Pay Differential for Non-Represented employees (classes listed in Section 16.24 - 16.25 of the 43rd Edition of the Pay Scales) who are permanently headquartered out-of-state.

The following guidelines must be used for the payment of allowances and the new pay differential:

Anticipated Length of Assignment

Allowances and Pay Differential

Less than 31 days

Short term out-of-state per diem (actual lodging with receipt and high cost area meal and incidental allowances per DPA Regulation 599.619(d).

NO PAY DIFFERENTIAL

More than 30 days and up to
one year

Long-term per diem of \$41 or \$21 per day
whichever is applicable*.

and

10% pay differential

More than one year

Full relocation allowance at the beginning and end of the assignment and 10% pay differential. Moving expenses shall be paid in accordance with DPA regulations.

NO SUBSISTENCE ALLOWANCES

or

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More than one year

Actual lodging expenses (receipts required) not to exceed \$1,200 per month** without DPA approval; 10% pay differential for the duration of the assignment; and limited moving expenses at the beginning and end of assignment not to exceed \$6,000 total.

NO SUBSISTENCE ALLOWANCES

The OUT OF STATE RELOCATION PAY DIFFERENTIAL and instructions will appear in Pay Letter 86-19.

If you have any questions please call R. L. Rutherford at (916) 324-0439, ATSS 454-0439.


Anne Bersinger, Chief
Personnel Management Division

* DPA Regulation 599.619(b).

** Lodging expenses may include furniture rental and utilities