

MEMORANDUM

To: Personnel Management Liaisons

Reference Code: MM 88-34  
Effective Date: December 7, 1988  
Expiration Date: Indefinite  
Date of Issue: January 17, 1989

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Employee Relations Officers  
Accounting Officers  
Holders Of The Supervisor's Travel Guide

From: Department of Personnel Administration

Subject: State-Owned Housing Regulations

Attached are revisions to Sections 599.644 and 599.645.1 of the Department of Personnel Administration (DPA) regulations concerning State-owned housing for nonrepresented employees. These revisions were submitted to the Office of the Secretary of State under the authority of Government Code Section 3517.8 which provides that DPA may adopt regulations to implement benefits for State officers and employees excluded from collective bargaining. The following is a recap of the changes which became effective December 7, 1988.

o Section 599.644. Monthly Rental and Utility Rates-Nonrepresented Employees

Section 599.644 was amended to include a description of State-owned housing units and to include the monthly rental rates for trailer spaces.

o Section 599.645.1. Trailer and Mobile Home Rental and Utility Rates-Nonrepresented Employees

Section 599.645.1 was repealed because the provisions of the regulation are found in Section 599.644, as amended.

If you have any questions, please call Diane Hachey at (916) 324-9377, ATSS 454-9377.



Anita G. Leach, Chief  
Benefits Division

AGL:rd

Attachment

599.644. Monthly Rental and Utility Rates - Non/Represented Employees.

A represented employee is defined in Section 599.621.

(a) State-owned housing units consist of: houses, apartments, dormitories, mobile homes, trailers, mobile home pads and trailer spaces. The Department of Personnel Administration shall be the final authority for determining the monthly rental and utility rates for all State-owned housing. However, the Department of Personnel Administration may delegate the rate setting authority to appointing powers ~~who~~ that possess State-owned property/ housing units.

~~(b)~~ (b) The Department of Personnel Administration may review and adjust the monthly rate of any State-owned property/ housing unit when there is evidence presented that the prescribed monthly rate is inequitable.

~~(c)~~ (c) At the direction of the Department of Personnel Administration, and pursuant to its delegation of such statutory authority, the appointing powers shall review the monthly rental and utility rates every year and report the rates to the Department of Personnel Administration.

~~(d)~~ (d) When essential housing is substandard, the appointing power may reduce the rental rate.

(1) Housing is essential if an employee is required to live in the unit for the protection of state property or a closely related purpose.

(2) Essential housing is substandard when at least one of the following conditions exists:

(A) Privacy: the normal household routine is repeatedly interrupted.

(B) Reliability and adequacy of utility service: light, heat and/or water are not available in sufficient quantities throughout the year to permit a normal household routine.

(C) Overall size: residence is inadequate for or far exceeds employee's needs.

(D) Disturbing noises or offensive odors: the normal household routine is repeatedly interrupted.

(E) Overall design: inconvenient arrangement of living quarters.

(F) Seasonal inaccessibility: the employee may leave the premises only if willing to travel under dangerous conditions during a typical season.

(G) Extreme isolation: the residence is located at least 50 miles or one hour travel time from the nearest community of at least 2,500 population.

(e) Monthly space rental for a privately-owned trailer or mobile home shall be at least \$12.00 per month.

(f) Notwithstanding the other provisions of this section, the monthly charge for a housing unit shall be at least \$20.00. This does not apply to dormitory accommodations.

~~(d)~~ (g) If utilities are not purchased directly by the employee, utility charges will be added to the monthly rental rate.

NOTE: Authority cited: Section 3517.8, 19815.4(d) and 19816, Government Code. Reference: Section 19822, Government Code.

HISTORY:

1. Amendment filed 11-5-87; operative 11-5-87 (Register 87, No. 46).