

*California Department of Transportation**Flex your power!  
Be energy efficient!*

## *Deputy Directive*

*Number:* DD-18-R1*Refer to  
Director's Policy:* DP-08  
Freeway System  
Management  
DP-11  
Caltrans' Workforce  
DP-12  
Optimize Departmental  
Resources*Effective Date:* 10-12-09*Supersedes:* DD-18 (03-18-94)

*TITLE* Employee-Occupied Department-Owned Housing  
*POLICY*

Employee-occupied California Department of Transportation (Department)-owned housing is considered at maintenance stations only when it is necessary for the direct support of the station's activities. Occupancy of Department-owned housing is limited to permanent employees, assigned to the station where the housing is located, and their immediate family. Department-owned housing is managed to ensure that the Department receives benefits for resources expended, while meeting the maintenance needs of the transportation system. Oversight is provided by the Department of Personnel Administration.

### *DEFINITION/BACKGROUND*

Department-owned housing consists of houses, mobile homes, apartments, dormitories, and trailer pads with utility hook-ups owned by the Department, and used to house permanent employees assigned to the station and their immediate families, while fulfilling the Department's needs at isolated maintenance stations. Mobile and manufactured homes shall be installed according to the manufacturer's and the Department of Housing and Community Development's instructions.

In locations where maintenance stations are isolated, housing the Department's employees on State premises improves response capabilities for emergency situations, facilitates employment where private housing is scarce or unaffordable, and reduces the potential for theft or vandalism at the station.

*"Caltrans improves mobility across California"*

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RESPONSIBILITIES

District Directors:

- Review the Department-owned housing to ensure that it conforms to criteria in the “Guidelines for Employee-Occupied, Department-Owned Housing” on an annual basis. Within 30 days of annual review, develop and forward an implementation schedule for any nonconforming housing to the Chief, Division of Maintenance.
- Ensure disposal of Department-owned housing not meeting criteria in the “Guidelines for Employee-Occupied Department-Owned Housing” or request exceptions on a case-by-case basis as needed to meet the Department’s transportation needs.
- Issue the Employee Housing Rental Agreement to employees occupying Department-owned housing.

Chief, Division of Maintenance:

- Develops and maintains the “Guidelines for Employee-Occupied Department-Owned Housing.”
- Reviews and approves or denies exception requests for employee-occupied Department-owned housing.
- Reviews and approves district schedules for implementing changes to Department-owned housing.
- Obtains, authorizes, and allocates maintenance facility improvement funds from the State Highway Operation and Protection Program for the Maintenance Facilities Program, and the Highway Maintenance-5 Program to fund improvements for Department-owned housing.
- Works in cooperation with the Chief, Division of Labor Relations on housing issues negotiated through the collective bargaining process.

Chief, Division of Right of Way:

- Develops statewide procedures and criteria for occupancy or disposal of Department-owned housing.
- Assists District Directors in determining fair market rental rates, conducting housing availability studies, and disposing of unnecessary Department-owned housing.
- Ensures that all occupied Department-owned housing is maintained according to the State’s habitability standards set forth in Chapter 11.80.00 of Section 1941 of the “Caltrans Right of Way Manual,” by the terms of their “Employee Housing Rental Agreements.”
- Establishes fair market rental rates for employee housing, provides housing availability studies, performs economic alternatives analyses and ensures that employees are charged fair market rates for occupied Department-owned housing.

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Chief, Division of Labor Relations:

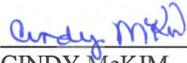
- Negotiates housing issues through the collective bargaining process in cooperation with the Chief, Division of Maintenance.
- Investigates and responds to employee housing grievances that arise during the term of the collective bargaining agreement.

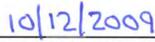
Employees:

- Abide by the terms of the “Employee Housing Rental Agreement” and this Deputy Directive.

*APPLICABILITY*

All departmental employees involved with employee-occupied Department-owned housing activities.

  
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CINDY McKIM  
Chief Deputy Director (Interim)

  
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Date Signed

GUIDELINES FOR EMPLOYEE-OCCUPIED  
DEPARTMENT-OWNED HOUSING  
Revised 10/1/2009

OVERVIEW

The California Department of Transportation (Department)-owned housing is established for direct support of the maintenance station mission. This housing is managed in a manner that will ensure the Department receives benefits for resources expended, while providing adequate support to meet the maintenance needs of the transportation system.

It is the Department's objective to minimize the establishment of new, additional, or replacement Department-owned housing, and to eliminate existing Department-owned housing that is not used consistent with these guidelines.

Department-owned housing not in conformance with these guidelines shall be eliminated by transferring the property or improvement to an appropriate right of way account for disposal in accordance with approved procedures.

Exceptions to these guidelines will be approved on a case-by-case basis by the Chief, Division of Maintenance.

CRITERIA

The following criteria shall apply to Department-owned housing:

- Department-owned housing will not be provided at maintenance stations within urbanized areas.
  - When maintenance stations are located in isolated rural areas that are at least 25 miles from available and affordable private housing, Department-owned housing may be considered to improve response capabilities for emergency situations. Alternatives to Department-owned housing are to be evaluated and documented.
  - Occupancy shall be limited to full-time employees assigned to the station and their immediate families.
  - Department-owned housing shall not to be provided as a fringe benefit, but required occupancy may be a term or condition of employment.
  - No new tenants shall be placed in Department-owned housing until each facility has been reviewed for conformance with these housing guidelines.
  - If a housing unit is vacant for more than one year, it will be presumed not needed and will be subject to disposal, unless an exception is requested and granted.
  - Security measures such as alarm systems should be evaluated prior to the establishment of new, additional, or replacement Department-owned housing solely for security purposes.
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- Employees will pay fair market rental rates for occupied Department-owned housing, consistent with existing collective bargaining agreements.
- All new tenants will be charged current fair market rental and prevailing utility rates.
- The Department will raise rental rates paid by employees in accordance with collective bargaining unit agreements, or 25 percent maximum each year up to fair market value.
- Where employees are paying utility charges to the Department, that is, not on separate meters, the Department will raise utility charges each year for Department-owned housing up to 8 percent per year of the rates in effect as of June 30, 1991, or equivalent to prevailing utility rates provided by public utility companies in the station locale.
- Rental and utility rates paid at less than fair market value will be reported to the State Controller's Office as fringe benefits, which are taxable as income.

DEFINITIONS

Desired response time:

Response within 30 minutes of notification.

Department-owned housing:

Houses, mobile homes, apartments, dormitories, and trailer pads with utility hook-ups owned by the State and furnished to accommodate employees and their families.

Fair market rental and utility rates:

Rates established by the district Divisions of Right of Way, using guidelines developed by the Headquarters Division of Right of Way.

Housing availability studies:

Studies performed by district Right of Way staff to determine if housing is available for rent or for sale within 25 road miles of maintenance stations.

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