

Michigan Civil Service Commission

Regulation 5.14

Subject: Maintenance <u>and Travel</u> Allowances <u>a</u> And Reimbursements		
SPDOC No.: <u>22-14</u> 16-06	Effective Date: January 1, 202 3 <u>17</u>	Replaces: Reg. 5.14 (SPDOC 07-14 <u>16-06</u> , <u>January 1,</u> <u>2017</u> October 7, 2007)

1. Purpose

This regulation establishes standards for maintenance allowances and reimbursements ~~for classified employees.~~

2. CSC Rule References

5-7 Expense Reimbursement

5-7.1 Travel ~~Expense Reimbursement~~

- (a) **Eligibility.** An employee ~~who incurs expenses for~~ on official travel is eligible for reimbursement and meal allowance as applicable in accordance with ~~under~~ the standardized travel regulations issued by the department of technology, management, and budget and ~~the~~ state personnel director.
- (b) **Rates.** An eligible employee is reimbursed and receives applicable meal allowances ~~at the~~ rates approved by the ~~civil service~~ commission.
 - (1) **Recommendation.** The director of the department of technology, management, and budget and ~~the~~ state personnel director may jointly recommend ~~to the commission~~ changes in the travel reimbursement rates and allowances.
 - (2) **Comments.** Before submitting the recommendation, the director of the department of technology, management, and budget shall solicit comments from employees and limited recognition organizations ~~regarding on~~ travel reimbursement rates, allowances, methods, indices, and ~~the~~ rate-setting ~~process~~.
 - (3) ~~Action by the~~ Commission action. The ~~civil service~~ commission shall review ~~the recommendation~~ and ~~shall~~ approve, reject, or modify ~~the~~ recommendations.
 - (4) **Exceptions.** For reasons of business necessity, the director of the department of technology, management, and budget and ~~the~~ state personnel director ~~may~~ are authorized to approve individual exceptions that vary from approved travel reimbursement and allowance rates or the standardized travel regulations.

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5-12 *Maintenance Allowance*

When allowances are made for maintenance or other purposes, they are considered as part of compensation, unless specifically excepted by the civil service commission. A payment of allowance for maintenance, such as meals, lodging, domestic or other personal services, medical care or treatment, laundry, or other services is made in accordance with the compensation plan.

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3. Standards

A. General.

1. Any maintenance ~~Allowances for maintenance~~ are deducted from the employee's salary to the extent of their value as recommended by the appointing authority and ~~the director of~~ the Department of Technology, Management, and Budget (DTMB) director.
2. Any ~~Such~~ deductions ~~must be approved by~~ require the State ~~Personnel~~ Director's approval.
3. The total ~~amount of compensation~~ salary or wages paid ~~to~~ an employee plus the value of any maintenance ~~must~~ cannot be less than the minimum rate nor greater than the maximum rate for the classification ~~as provided~~ in the compensation plan.
4. Receipt of any offered maintenance is at the employee's option, ~~al with the employee~~ except when unless necessary ~~for the~~ to properly performance of the position's duties ~~of the position~~.

B. Meal Maintenance.

1. An employee may purchase meals at state facilities at the discretion of the employer.
2. Charges for any such meals are set by the appointing authority at a level equal to the cost of food and labor.
3. ~~It is the duty and responsibility of e~~ Each appointing authority ~~to~~ shall annually provide written verification to the ~~Office of the Budget~~ State Budget Office that charges for meals sold to employees are sufficient to cover the cost.

C. State-Owned Housing Maintenance.

1. Mandatory Housing.

- a. Mandatory residency in state-owned housing is a condition of employment; when the appointing authority determines that ~~such~~ residency is essential and of benefit to the state.

- b. Notice of all mandatory housing determinations must be provided to the ~~S~~state ~~P~~ersonnel ~~D~~irector ~~and~~. ~~A copy of the notice must also be provided to the~~ DTMB director ~~of the Department of Technology, Management, and Budget~~.
- c. Rental rates are established upon an employee's occupancy ~~of an employee~~ in a particular unit.
- d. ~~The r~~ates are not changed until the premises are vacated and a different employee is assigned to the mandatory housing unit.

2. **Non-Mandatory Housing.**

- a. State-owned housing may be leased to employees for their own benefit and convenience.
- b. Rental rates are based, in part, on 100% fair-market rental value as determined by on-site appraisals conducted at least once every five years by the ~~Department of Technology, Management and Budget~~DTMB.
 - (1) The rental rates are adjusted annually.
 - (2) Annual adjustments are based on the actual appraisals, and the percentage increase since the last adjustment in the Detroit Consumer Price Index for Urban Wage Earners and Clerical Workers, ~~1967=100,~~ Residential Rent component.
 - (3) When it is ~~not im~~practical for employee-tenants to pay directly for utilities, the estimated costs for utilities are added to the appraised rental rate.

3. **Limitations.**

- a. State-paid housekeeping or groundskeeping services may be provided to housing units ~~that are~~ located on ~~the main site of a~~ facility's main site. The value is determined by the ~~Department of Technology, Management, and Budget~~DTMB.
- b. There is no state payment for telephone service within state-owned housing, ~~except unless~~as costs are verified in writing ~~as to have been~~ incurred on state business.
- c. Furnishings for state houses and apartments are provided by the occupants ~~with the exception of~~ for currently existing state-owned furnishings. Any replacement of existing furnishings ~~will be~~is at the tenant's expense ~~of the tenant~~ with a commensurate decrease in rental charges.

4. **Exceptions.** The governor's residences and training camps or academies operated by agencies ~~such as Military and Veterans Affairs, Technology, Management, and Budget, Corrections, Natural Resources, and State Police, as they related~~ to state-employed trainees and students, are excluded from ~~the provisions of~~ this policy. Other

exceptions may be granted by joint approval of the ~~S~~state ~~P~~ersonnel ~~D~~irector and the ~~DTMB~~ director ~~of the Department of Technology, Management, and Budget.~~

D. Clothing and Uniform Cleaning Allowances.

~~1. For A~~all employees who are furnished uniforms, identifying apparel, or protective apparel or equipment required by the employer as a condition of employment, ~~:~~

~~a. When the cost of~~ dry-cleaning ~~the items~~ ~~or replacing the items due to normal wear and tear~~ ~~or accidental damage~~ ~~is required, the cost~~ is borne by the employer, ~~unless :~~

~~b. Cost of replacement due to normal wear and tear or accidental damage while being used on the job is borne by the employer.~~

~~2. The Civil Service Commission~~ ~~commission~~ has approved special provisions for certain agencies.

E. Expense Reimbursement Incurred for Official Travel. The ~~DTMB~~ director ~~of the Department of Technology, Management, and Budget~~ and the ~~S~~state ~~P~~ersonnel ~~D~~irector shall jointly recommend ~~to the Civil Service Commission~~ reimbursement ~~and meal allowance~~ rates ~~to the commission~~ for employees ~~who incur travel expenses for on~~ official travel. ~~The joint recommendation must be submitted no later than April 30 of each year, for the fiscal year beginning October 1 of the same year.~~

1. **Comments.** Before submitting the recommendation, the ~~DTMB~~ director ~~of the Department of Technology, Management, and Budget~~ shall solicit comments from employees and limited-recognition organizations ~~regarding on travel~~ reimbursement ~~and meal allowance~~ rates, methods, indices, and the rate-setting process.

2. ~~Action by the Commission~~ ~~action.~~ The ~~Civil Service C~~ommission shall review ~~the recommendation~~ and approve, reject, or modify the recommendation.

3. **Exceptions.** For reasons of business necessity, either the ~~DTMB~~ director ~~of the Department of Technology, Management, and Budget~~ or the ~~S~~state ~~p~~ersonnel ~~d~~irector may approve individual exceptions ~~that vary~~ from the approved rates.

~~4. The Department of Technology, Management, and Budget shall issue schedules of travel rates.~~

CONTACT

Questions on this regulation may be directed to Compensation, Civil Service Commission, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; ~~by telephone at 517-241-0837 or 517-284-0102;~~ or MCSC-Compensation@mi.gov.