

PAYMENT OF PERQUISITES AND MOVING EXPENSES

1. Purpose

This directive establishes the policy and procedures to be followed in requesting approval to obtain employee perquisites for any employee or prospective employee of the Department of Environmental Protection (Department), including authorization to pay moving expenses.

2. Authority

Chapter 216.262, Florida Statutes (F.S.), Rule 60L-32, Florida Administrative Code (F.A.C.), Personnel Rules of the Career Service System and delegation of authority from the Department of Management Services (DMS).

3. Policy

- a. The DMS must approve any new perquisite category not previously approved. Each fiscal year directors are responsible for re-authorizing perquisites previously approved by the DMS in accordance with the provisions of Rule 60L-32, F.A.C. and delegations of authority from the DMS.
- b. The value of perquisites will not be used to compute the employee's base rate of pay or regular rate of pay unless specifically required to meet the provisions of the Fair Labor Standards Act (FLSA).

4. Definitions

- a. Director. Any member of the Senior Management Service.
- b. Household goods. Personal effects and property used or to be used in the employee's dwelling, but not including personal motor vehicles, boats and related items.
- c. Mobile home. Any vehicle used as the primary residence by an employee.

- d. Moving expenses. The cost of packing and shipping household goods or a mobile home.
- e. Perquisites. Those things or the use thereof or services of a kind which confer on the officers or employees receiving same, some benefit that is in the nature of additional compensation or which reduces to some extent the normal personal expenses of the employee receiving the same and may include, but not be limited to, such things as moving expenses, quarters, subsistence, utilities, clothing, laundry service, medical service, use of state-owned vehicles for other than state purposes and similar things.

5. Procedures

- a. Moving Expenses.
 - (1) No commitment to expend state funds for the payment of moving expenses will be made without **prior** written approval of the appropriate director or designee using a "Requests for Authority to Pay Moving Expenses", DMS Form DP-A-4 and the issuance of a purchase order through MyFloridaMarketPlace (MFMP) as specified in DEP Directive 300 if the total cost is \$25,000 or less. If the anticipated cost exceeds \$25,000, DEP Directive 315 procedures must be followed. Documentation of the written approval (DMS Form DP-A-4) should be received in the Bureau of Personnel Services (BoPS) within two weeks of the move date, but must be received in the BoPS no later than June 30 of each fiscal year. The director or designee is responsible for processing approvals using approved forms and for issuing proper distribution to all entities indicated in this directive.
 - (2) On or before July 15 of each fiscal year, the BoPS is required to report to the DMS all approved moving expenses occurring in the preceding fiscal year.
 - (3) Payment of moving expenses may include moving of household goods by a certified common carrier, a state-owned vehicle or a rental truck or trailer. Payment may be made for moving an employee's privately-owned mobile home, when it is documented

as in the state's best interest to do so. A mobile home will be moved only by a certified common carrier.

- (4) Payment of moving expenses based on transfer or transfer upon promotion must be fully justified as necessary and in the best interest of the state, for reasons such as better utilization of employee's expertise or transfers in lieu of layoff. Payments for moving expenses involving demotions should normally not be considered, unless justified as being in the best interest of the state. A director or designee may authorize paid moving expenses based on other transfers or in conjunction with initial appointments.
- (5) Use of a personal vehicle is not covered and cannot be approved as a moving expense. Per diem and mileage must be approved in accordance with the state travel policy and not as a moving expense.
- (6) Time off for purposes of a required relocation of an employee's residence will be governed by applicable collective bargaining agreement provisions. In addition, a law enforcement employee will be granted travel time to the new location based on the most direct route. Approval for travel time and time off with pay in other instances will be considered on a case-by-case basis by the applicable director or designee. No employee will be credited with more than the number of hours in the employee's regular workday and such time shall not be counted as hours worked for the purpose of earning or computing compensatory leave credits or overtime.
- (7) DEP employees are prohibited from assisting another employee in a residential move on state time except when authorized by the Secretary or designee in unusual, documented circumstances. Managers/supervisors are not authorized to direct employees to assist with residential moves. Employees, as well as supervisors/managers, that engage in residential moves not authorized by the Secretary or designee, will be disciplined up to and including dismissal.

- (8) Moving expenses will not be paid on behalf of any person paid from Other Personal Services (OPS) funds.
- (9) Requests to pay for storage of household goods of any current or prospective employee cannot be considered, unless there are documented overriding circumstances clearly justifying payment.
- (10) Payment for packing, loading and unloading is authorized. A director may authorize payment for unpacking household goods or cleaning a residence in connection with a move, when documented that it is in the state's best interest to do so. The Department will not pay the deposit required by most rental companies, since it is refunded once the truck or trailer is returned.
- (11) Payment for shipment of household goods is limited to a maximum gross weight of 15,000 pounds. Gross weight must be indicated on DMS Form DP-A-4 if the move is accomplished by a common carrier.
- (12) Insurance beyond the normal liability of the common carrier is the responsibility of the employee. Insurance on the rental truck or trailer is authorized; however, insurance on personal goods when using a rental vehicle is the employee's responsibility.
- (13) If the cost of any anticipated move exceeds \$25,000, formal competitive bids in accordance with DEP Directive 315 must be sought or a single-source certification must be submitted in accordance with DEP Directive 315 to the Bureau of General Services (BGS) Procurement Section, for approval before any moving expenses can be authorized.
- (14) If the cost of the move is anticipated to be less than \$25,000, quotes must be obtained in accordance with DEP Directive 300.
- (15) The Procurement Section will issue a purchase order (if cost is less than \$25,000) upon receipt of a purchase requisition through MFMP with the following attachments:

- (a) an approved form DP-A-4;
- (b) quotes; and
- (c) director or designee approval.

A copy of the DP-A-4 and quotes must also be sent to the BoPS. Further, a copy of the DP-A-4 must be provided to the Department of Financial Services, Bureau of State Payrolls.

- (16) Upon completion of the move, all invoices must be promptly submitted to the appropriate director or designee. If the amount of the invoice exceeds the amount approved by the director, through no fault of the employee, the director or designee must notify the BoPS by memorandum informing them that the allowance has been increased. The director or designee is responsible for submitting invoices for payment through the MFMP system. A copy of the approved DP-A-4 must be submitted with the invoice.
- (17) If the employee pays the costs associated with the move, (s)he must submit form DEP 53-205, Reimbursement Voucher for Expenses Other Than Travel, along with the paid invoice to the director or designee. To be reimbursed for the cost of fuel or any other reimbursable expense, receipts must be submitted with the reimbursement voucher. If the cost exceeds the amount approved by the director, through no fault of the employee, the director or designee must document, by memorandum to the BoPS, that the allowance was increased, specifying the actual amount authorized and the reasons. The director or designee will forward all invoices along with the Reimbursement Voucher for Expenses Other Than Travel and an approved copy of the DP-A-4 to the BF&A for payment.

b. Housing Subsistence, Uniforms, Protective Outerwear and Laundry Services.

- (1) No employee shall be furnished a uniform or other special clothing unless it is provided for in accordance with this directive. Housing subsistence, uniforms, clothing laundry service and safety footwear will be furnished as perquisites to employees only when it has been determined that the furnishing of such items is in the best interest

of the state due to the exceptional or unique requirements of the position.

- (2) The initial issue of uniforms and/or clothing, as well as the replacement of these items due to normal wear or irreparable damage resulting from the performance of official duties, may be furnished to state employees whose jobs require specific identity or where sanitary clothing is required for the protection of the public or the employee.
 - (3) Payment of a perquisite such as a uniform, shoe or laundry allowance may be made directly to an employee.
- c. A separate form must be prepared for each type of perquisite being requested and each form must include complete justification. Following their approval, the director or designee is responsible for assigning a number to each request and indicating the number in the space provided on DMS Form DP-A-4. Each perquisite should be numbered beginning with the initials of the division or district followed by a numerical designation, e.g., SO-01 for Office of the Secretary; CD-01 for the Central District; RP-01 for Division of Recreation and Parks. A copy of the approved perquisite form should be forwarded to the BoPS, BGS (Procurement Section) and BF&A (Disbursements Management Unit).
 - d. The BoPS will furnish a list of all previously approved perquisites to applicable directors each fiscal year for approval purposes. Perquisites that continue from one fiscal year to the next require the advanced approval of the applicable director or designee each fiscal year.
 - e. The director or designee is responsible for providing documentation of all approved continuing perquisites to the BoPS no later than June 30 of each fiscal year. The BoPS is responsible for reporting all approved or amended perquisites for the preceding fiscal year to the DMS.

This directive supersedes DEP 485, dated July 1, 2006 and is being revised to show the increase in the moving expense limit from \$15,000.00 to \$25,000.00. This revision also removes the DMS reporting requirement for other clothing not considered a perquisite to the BoPS, corrects minor grammatical errors and improves readability.

Attachments:

Attachment I

[Requests For Authority To Pay Moving Expenses](#)

Attachment II

[Reimbursement Voucher for Expenses Other than Travel](#)

DEP 53-205