



Establishing Headquarters for SC Staff

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	08-31-2020	Original issue	Richard Foley

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Background

This process establishes Structure Construction (SC) Bridge Construction Engineer (BCE) and Area Construction Manager (ACM) roles, responsibilities, and procedures for establishing the headquarters address for all SC staff.

Structure Construction staff are required to have a headquarters address, which "...is where employees spend the largest part of their regular working time, or where the employee returns upon completion of a special assignment..." per the [State Administrative Manual](#), Section 0710, *Terms and Definitions*.

The primary reason for establishing a headquarters address is to establish if SC staff is eligible for reimbursement under the Fair Labor Standards Act for short-term and long-term travel, per their respective Bargaining Unit Memorandum of Understanding (MOU).

Process Inputs

1. New SC staff with no assigned headquarters
2. Current headquarters building closed
3. SC staff permanently transferred to SC
4. SC staff's currently assigned headquarters
5. SC staff's assignment location and duration
6. Unit workload forecast

Procedure

1. SC Staff will:
 - a. Meet with your SC Supervisor as appropriate to discuss:
 - i. Your designated headquarters address and how it was established/determined.
 - ii. Changes, when necessary, to your headquarters address within 50 miles of your current headquarters address.
 - iii. Changes, when necessary, to your headquarters address exceeding 50 miles of your current headquarters address.
 - b. Upon written authorization, report to your designated headquarters address as directed.
2. SC Supervisors will:
 - a. Review future workload trends in your unit and confer with your SC manager.
 - b. Review California Code of Regulations [§599.616.1\(a\)](#), *Definitions – Headquarters*, which states in part: “Headquarters shall be established for each state officer and employee”
 - c. Review current Bargaining Unit MOU requirements.
 - d. For new SC staff:
 - i. Meet with new SC staff to explain the purpose of a headquarters address.
 - ii. Assign the new SC staff’s headquarters address prior to any project assignment.
 - iii. Complete [Form SC-0103](#), *New Headquarters Address Notification* and forward to the ACM.
 - e. For current SC staff, when proposing a change to an employee’s headquarters address within 50 miles of their primary residence:
 - i. Be aware of potential closures of field offices within your unit that require SC staff to relocate to a different field office. This often requires a relocation of SC staff’s current headquarters address if the field office address was also the headquarters address.
 - ii. Consider a change of headquarters address for current SC staff, by determining whether travel reimbursements are required under the Fair Labor Standards Act.
 - iii. Meet with the SC employee and SC manager, if applicable, to discuss the new headquarters address prior to any project assignment when circumstances require a change of headquarters address.

- iv. Answer the questions in the Form SC-0103, *New Headquarters Address Notification* and forward the request to the ACM.
 - f. For current SC employees, when proposing a change to an employee's headquarters address that exceeds 50 miles from their primary residence:
 - i. Determine if the proposed change to the SC employee's headquarters address requires relocation expenses that are to be covered by the State.
 - ii. Discuss and provide details for reimbursement of relocation expenses with the employee and ACM if the decision is made to relocate an SC employee. For procedures regarding travel expense claims and reimbursements, refer to the [Caltrans Travel Guide](#).
 - g. Answer the questions in the Form SC-0103, *New Headquarters Address Notification* and send a notification recommending the change of headquarters address for the SC employee to the SC manager.
3. SC managers will:
- a. Review Form SC-0103, *New Headquarters Address Notification*, when received from SC Supervisor and will:
 - i. Revise if necessary.
 - ii. Discuss revisions with the SC Supervisor.
 - iii. Submit Form SC-0103, *New Headquarters Address Notification* to SC headquarters at osc.administration@dot.ca.gov.

Process Outputs

- 1. SC employees have assigned headquarters addresses consistent with the Bargaining Unit MOU, Duty Statement, and State Administrative Manual.

Attachments

None