

Guidelines for CRC Per Diem Requests

In accordance with Proposition 11, California's Voters FIRST Act, Commissioners may receive \$300 per diem for each day in which they are engaged in work on behalf of the Citizens Redistricting Commission (CRC).

CRC-adopted policy states that a Commissioner is eligible to claim this per diem for any business day in which they've engaged on Commission work for at least 6 hours. The first six hours may be cumulative: acquired over the course of many days and recorded on the day in which six hours is accumulated. However, for days in which a Commissioner works over six hours (such as in the case of Business Meetings and Input Hearings), the maximum per diem allowed for that day will remain at a maximum of \$300.

CRC's per diem codes should be used when completing your Request for Payment – Per Diem Form CRC-011. Using the codes, Commissioners should group billable hours in increments of 30 minutes or more; anything less than 30 minutes should not be billed (i.e., 10 minutes reading email). This format will help ensure proper coding, timely processing, and a robust public record to verify the way in which taxpayer dollars are being expended on behalf of the CRC.

Commissioners are asked to amend and re-submit per diem requests that do not conform to these guidelines. Staff will provide previously submitted non-conforming requests to Commissioners in the coming weeks for revisions.

As a general rule, billable hours should cover activity directly related to work required to produce results for the Commission.

Examples of billable hours include:

- CRC Business Meetings ONLY
- CRC Input Hearings (including dual purpose Business/Input Meetings)
- CRC Media & Outreach
- CRC Meetings with Line Drawers
- Actual travel time to and from above engagements
- Commission preparation time: reading meeting handouts & related materials; making travel arrangements; reviewing Public Comments; reviewing & responding to Commission emails; leadership as Chair, Vice Chair, Committee Lead.
 - Please note: When a Commissioner is Chair the Per Diem code for Commissioner Prep should be reflected as CP(CH) or Vice Chair CP(VC). This will allow CRC staff to track increased Commissioner Prep. time due to Chair/Vice Chair activities.

Examples of non-billable hours include:

- Doing laundry & packing for CRC events
- Down time because you arrived early for a meeting or couldn't catch an earlier flight out.
- Casual conversations about the CRC with people you happen to know, i.e. unofficial outreach. "Official" outreach means Rob knows about it, and it is justified based on audience (#, type).
- General research about redistricting with materials not shared with the rest of the Commission unless explicitly delegated to do so by an Advisory Committee or the full body, e.g. watching the documentary *Gerrymandering*, playing with the Advancement project site, etc.
- "Shower time" for general contemplation about CRC activities.

Tips to track time:

- Set aside a regular time (1/2 hour or an hour) to read public comments/email everyday

- Or, write down the start time and end time of each of your sessions and record in your calendar.

Requests for Payment deadlines are key to ensuring CRC's accurate per diem budget tracking; thus deadlines for the requests fall 15 days after the close of any given month. Automatic calendar reminders have been set up using Google Docs to remind Commissioners of Per Diem Request for Payment deadlines. For the occasional Request that has not been received a full 30 days after the close of a given month, CRC staff will send a gentle reminder to that Commissioner.