

## **Guidelines for CRC Per Diem Requests (updated as of 8/30/11) for Post-Map Period**

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 "Commission business" 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 have engaged in Commission work for at least six 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 **certain** Business Meetings), the maximum Per Diem allowed for that day will remain at a maximum of \$300. **This updated policy reflects the new circumstances of less travel, fewer public comments, and telephonic meetings which will often be fewer than six hours.**

CRC's Per Diem codes should be used when completing your Request for Payment – Per Diem Form CRC-001. 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.

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 billable hours include:**

- CRC Business Meetings ONLY (If fewer than six hours, including travel, do not bill until you accumulate 6 hours total)
- CRC Media & Outreach, only if pre-approved and arranged by Dir. of Communications (actual time spent at/in media event - not preparation)
- Actual travel time to meetings and media engagements
- Prep time as Chair, Vice Chair, Advisory Committee lead, Commissioners with delegated authority - time should be for items designated below and specified:
  - Agenda preparation- **no longer than** 1 Hr.
  - Conference calls - actual time should be noted
  - Document preparation and/or review of staff prepared materials for commission- actual time should be noted
- Litigation matters:
  - attendance at depositions, court appearances at request of CRC Counsel (actual time for travel and attendance)
  - conference calls with CRC counsel
  - PRA responses, or other legal discovery at the request of CRC counsel

- Note: reviewing CRC meeting videos, handouts, notes, etc. **you have previously billed for** is not billable unless directed by CRC counsel to refresh your recollection
- Time to respond to PRAs (**note actual time**)
- Required training (**2 hours for sexual harassment; 2 hrs for ethics**)
  - Time to do your TECs or per diem claims, **only if requiring over ½ hour**
  - Completion of Form 700, **not to exceed 2 days**

**Examples of non-billable hours include anything that does not directly benefit the state or the Citizens Redistricting Commission:**

- No media “prep-time” (i.e. reviewing notes, videos, talking points in preparation for media interview/event - likely previously billed)
- Education/advocacy in other states
- Education/advocacy locally
- Reviewing Commission videos, other materials, notes, public comments, etc., that you previously billed
- Reading/composing daily emails including news articles (exception where Chair and Vice Chair)
- Making any travel arrangements
- Doing laundry & packing for CRC events
- Down time because you arrived early for a meeting or couldn’t catch an earlier flight out. (Ex: Sunday, August 14, 2011)
- 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.
- Transcribing notes
- Telephone calls between commissioners and/or staff (except for scheduled conferences, between Chair and Vice Chair & Leads, or those with delegated authority)

**Tips to track time:**

- Write down the start time and end time of each **billable activity** 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.

Staff is responsible for developing and distributing new billing codes to reflect new activities as appropriate. Staff will review all commissioner Per Diem requests in accordance with the above stated policy. Any entry not identified as a billable item or significantly out of the typical range relative to the Commission as a whole will be highlighted for the Chair and Vice Chair. (Staff to consider an acceptable range of billable hours within category relative to the commission as a whole.) The Chair will review all flagged Per Diem requests. The Vice Chair will review the Chair's Per Diem request if flagged.