

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 30, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: BUDGET MEMO # 99: COMPENSATORY TIME EARNED BY PLANNING AND ZONING STAFF

This memo is a response to Councilwoman Hughes' request for the fiscal years of 2009 and to date, fiscal year 2010, staffer by staffer, of compensatory time spent out of the office, as accounted for through Human Resources reporting, due to community meetings by the Planning and Zoning staff. The request also includes a list of the community meetings attended and the staff members who attended them. For context, a list of compensatory time earned by City staff in all departments is also provided. Although above average when measured per full time employee equivalent, Planning and Zoning's compensatory time earned is comparable to several other departments.

Attachment 1 provides a list by employee (the employee names have been withheld) of compensatory time earned for the past two years. (Similar lists could be provided for all departments but the documentation would be voluminous.) Attachment 2 describes the Compensatory Time Policy currently in place in the Department of Planning and Zoning. Attachment 3 contains a list of meetings routinely hosted and attended by Planning and Zoning staff. These include regular public meetings and hearings of the Planning Commission, the City Council, the Board of Zoning Appeals and the Board of Architectural Review, as well other review boards, advisory groups, work groups and commissions.

The City's payroll system is able to produce a report of hours of compensatory time earned by employee by pay period. However, the detailed description of the work performed or the meeting attended is not included due to limitations of the payroll system. As a result, a list of staff members who attended the community meetings listed in Attachment 3 in FY 2009 and 2010 cannot be provided without laborious review of individual documents provided to timekeepers.

For comparison purposes, Attachment 4 provides a list of compensatory time earned by department per full time equivalent (FTE) position in FY 2009 and to-date in FY 2010. The amount of compensatory time per FTE ranges from 109.9 to 1.0 in FY 2009. Planning and Zoning staff averaged 64.2 hours per FTE and the City-wide average was 28.7. FY 2010 to-date, the range is 82.7 to 3.5. Planning and Zoning is 41.1 and the City-wide average is 26.3.

Department of Planning and Zoning Compensatory Time Earned

Employee ID	FY2010 through April 16 - CTE	FY2009 CTE
Hours		
1	4.00	-
2	12.50	0.50
3	10.50	99.00
4	3.00	20.50
5	-	145.00
6	8.00	155.00
7	-	13.75
8	78.00	100.00
9	-	1.00
10	33.50	36.50
11	8.00	15.25
12	69.00	65.25
13	30.00	91.50
14	66.00	2.00
15	31.75	58.75
16	7.25	28.25
17	50.75	82.25
18	-	2.00
19	2.00	6.50
20	6.00	11.25
21	29.50	53.00
22	57.25	206.75
23	0.50	12.50
24	2.50	-
25	165.50	158.75
26	5.50	14.00
27	111.50	159.00
28	2.00	13.50
29	-	95.50
30	57.50	53.00
31	5.00	8.00
32	57.00	79.00
33	0.75	14.75
34	23.00	14.00
35	0.75	23.00
36	33.75	145.25
37	51.25	155.50
38	46.25	68.00
39	8.75	-
40	108.00	174.00
41	-	25.75
42	9.75	88.50
43	28.75	44.00
44	9.75	64.25
45	129.75	175.50
46	-	44.00
47	148.25	83.50
48	-	122.00
49	8.50	2.00
50	148.25	-
51	-	8.00
52	127.25	37.50
53	8.50	28.50
54	19.00	45.00
55	29.00	128.52
56	81.00	-
57	16.25	106.25
58	84.00	48.75
Total	2,034.50	3,433.77

City of Alexandria, Virginia

MEMORANDUM

Date: February 20, 2009
To: Planning and Zoning Staff
From: Faroll Hamer, Director *FH*
Subject: Compensatory Time Policy

The purpose of this memo is to clarify the comp time policy for the Department of Planning and Zoning.

Comp time, in general, is to be provided for time worked, after normal work hours, where it is necessary for an employee to attend meetings or other activities directly related to the work of the Department. Examples of activities eligible for comp time are:

- Required attendance at meetings such as City Council, Planning Commission, Board of Zoning Appeals, Board of Architectural Review, other City boards or commissions, civic, community or business organizations
- Speaking engagements where the activity is undertaken in the staff member's official capacity
- Extraordinary work loads with prior approval of a supervisor

Examples of activities not eligible for comp time include:

- Attendance at after work meetings or events not related to your work and/or not authorized by your supervisor
- Work time spent after normal hours to complete work that could not be done during a normal business day that is not due to extraordinary circumstances or not authorized by your supervisor
- Time spent at pre-authorized seminars or conferences outside a normal work day

The actual time eligible for comp time is the duration of the meeting or activity beyond normal work hours, i.e. if an employee is normally scheduled to work from 9 am to 6 pm and is required to attend a meeting beginning at 7 pm that runs until 9 pm, the time eligible for comp time is two hours. Travel time home from a meeting is not included in the time eligible for comp time.

An employee is responsible for notifying his or her supervisor of the need to participate in one of the above eligible activities prior to the activity. Employees are encouraged to use email for such purposes, so that the date and time of the request and approval is documented.

Once an employee has participated and received concurrence to participate in one of the above activities, the time spent in the activity may be used as flex time or comp time. Employees are encouraged to use flex time as much as possible. Example: an employee attends a Planning Commission meeting that starts at 7:30 pm and lasts until 9:30 pm, thereby earning two hours of comp time. The employee, with approval of their supervisor, may use the two hours by flexing it and coming in two hours after their normal start time the next day or leaving two hours earlier than their normal quitting time. If an employee chooses to accrue the comp time, it will be reflected as such when they complete their Kronos time sheet. *It is important to note that all hours actually worked are to be recorded in Kronos, and any changes to a regular work schedule must be approved by the supervisor in advance.*

Supervisors are responsible for reviewing Kronos time sheets to verify proper use of hours worked, comp time earned and leave used, including comp time.

There are certain positions in the Department that may not be eligible for comp time. If you have any questions about your eligibility or about the policy, please see Cicely Woodrow. For more information about the City's Comp Time policy, see AR 6-14.

MEETINGS ROUTINELY HOSTED AND ATTENDED BY P & Z STAFF
April 27, 2010

Regular public meetings and hearings

Planning Commission (once a month)
City Council Public Hearing (once a month)
Board of Zoning Appeals (once a month)
Boards of Architectural Review (three times a month)
Council regular meetings (twice a month)
Carlyle Design Review Board (once every two months)
Potomac Yard Design Review Board

On-going efforts

Potomac Yard Advisory Group
Potomac Yard Metro Rail Station Feasibility Work Group
Beauregard Small Area Plan
BRAC-133 Advisory Group
Waterfront Small Area Plan community forums
Wayfinding Stakeholders Group
King Street Retail Study forums (including food carts)
Arlandria Advisory Group
Braddock Implementation Advisory Group
Complete Count Census
Virginia Paving Community Liaison Committee Meeting
Small Business Zoning

Recently completed

Census Complete Count Committee
Alexandria Strategic Plan Goal #1

Hosted by other departments

Four-Mile Run
Parking Study
Flood Mitigation Study
Affordable Housing Advisory Commission
Environmental Policy Commission
Transportation Commission
Waterfront Committee Parker Gray Roundtable

Presentations or participation as requested

Civic Groups
Business Groups
The Civic Federation
ACVA, AEDP, and ACPS

FY 2009 Compensatory Time Earned by Department

	Comp Time Earned	FTEs	Comp Time Earned per FTE
City Manager's Office	567	11	51.5
Office on Women	1,233	20.9	59.0
Citizen Assistance	171	6.8	25.1
Management and Budget	1,209	11	109.9
Circuit Court	755	13	58.0
Commonwealth's Attorney	340	29	11.7
Sheriff	9,350	219	42.7
Clerk of the Courts	213	23	9.2
Court Service Unit	190	10.2	18.7
Human Rights	97	6	16.1
Internal Audit	2	2	1.0
Information Technology Services	1,132	48.5	23.3
Communications	476	11	43.2
City Clerk	226	4	56.4
Finance	1,631	88.3	18.5
Real Estate	332	16	20.7
Human Resources	222	24.6	9.0
Planning and Zoning	3,434	53.5	64.2
City Attorney	123	15	8.2
Registrar of Voters	416	6.6	63.1
General Services	773	73	10.6
Procurement	516	8	64.5
Transportation and Environmental Services	6,321	213	29.7
Fire	1,681	331	5.1
Police	26,515	466	56.9
Housing	391	18.5	21.1
MHM RSA	3,146	347.9	9.0
Health	36	18.2	2.0
Human Services	4,779	242.9	19.7
Historic Alexandria	1,229	29.4	41.8
Recreation	5,147	200.8	25.6
Libraries	3,387	81.9	41.4
Total FY 2009	76,044	2,650.0	28.7

FY 2010 Compensatory Time Earned by Department

	Comp Time Earned	FTEs	Comp Time Earned per FTE
City Manager's Office	646	10	64.6
Office on Women	825	19.4	42.5
Citizen Assistance	31	4.8	6.4
Management and Budget	910	11	82.7
Circuit Court	576	13	44.3
Commonwealth's Attorney	871	29	30.0
Sheriff	8,425	218	38.6
Clerk of the Courts	93	23	4.0
Court Service Unit	278	10.2	27.2
Human Rights	51	5.5	9.3
Internal Audit	7	2	3.5
Information Technology Services	916	43	21.3
Communications	460	10	46.0
City Clerk	130	4	32.4
Finance	1,343	83.5	16.1
Real Estate	631	14	45.0
Human Resources	311	22.6	13.7
Planning and Zoning	2,035	49.5	41.1
City Attorney	84	14	6.0
Registrar of Voters	183	6.6	27.7
General Services	764	67	11.4
Procurement	173	8	21.6
Transportation and Environmental Services	5,279	206	25.6
Fire	2,302	324.6	7.1
Police	25,674	462	55.6
Housing	290	17	17.1
MHM RSA	2,605	341.7	7.6
Health	125	17.6	7.1
Human Services	4,081	233.5	17.5
Historic Alexandria	1,116	26.8	41.6
Recreation	3,784	189.2	20.0
Libraries	2,601	80.4	32.3
Total FY 2010 through March	67,596	2566.9	26.3