

City of Alexandria, Virginia

MEMORANDUM

DATE: AUGUST 3, 2015
TO: DEPARTMENT HEADS AND AGENCY DIRECTORS
FROM: MARK B. JINKS, CITY MANAGER 
SUBJECT: AUDIT REPORT – REVIEW OF PAY CODES

The Office of Internal Audit has just completed a comprehensive review of City pay codes (standby pay, call back pay and, the catchall pay-as-listed). The report is illuminating in that it identifies by department/position the amounts that City employees earned in FY 2014 (the just completed FY 2015 has been added to the Appendix.)

I am requesting that each department look at their dollar usage in each of these pay categories and to look at alternatives that would save the City money. T&ES and ITS have already taken actions in the standby pay category that could save the City between \$60,000 and \$80,000 per year. I am also asking that OMB review this report and make these pay categories part of their FY 2017 upcoming budget discussions with departments.

Finally, as a new transparency initiative, we are now going to post the Executive Summaries of Internal Audit reports on the City's public website. While we are not posting full reports, many of these full reports are FOIAable under State law. I expect these Internal Audit reports to receive more public and City Council scrutiny as a result of posting the Internal Audit report executive summaries on the City's website.

cc: Deborah Welch, Chief Internal Auditor