



STATE OF CALIFORNIA  
**FAIR POLITICAL PRACTICES COMMISSION**  
1102 Q Street • Suite 3000 • Sacramento, CA 95811  
(916) 322-5660 • Fax (916) 322-0886

**To:** Chair Germond, Commissioners Cardenas, Hatch, and Hayward

**From:** Erin V. Peth, Executive Director  
Loressa Hon, Chief of Administration

**Subject:** Commissioner Compensation and Reimbursement Policy

**Date:** July 9, 2018

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At its June 2018 meeting, the Commission updated the previously-adopted Compensation and Reimbursement Policy for members of the Commission (attached). The Commission also approved the staff's interpretation of the policy, as detailed below. Subsequently, Commissioner Hayward asked that the policy be brought back to the Commission so that it may consider whether to explicitly delegate authorization of "additional activities" (such as a speech, public appearance or similar activity) to the Chair and/or the Executive Director.

**(a)(1) Commission Meeting Days (Regular and Special Meetings; Committee Meetings; Commission Hearings)**

- Compensation of \$100 for each day for Commission meetings, which includes any travel time on that same day.

**(a)(2) Performing Official Duties on Days Other Than Commission Meeting Days**

- Compensation of \$12.50 per hour for performing "official duties" on days other than Commission meeting days, which includes but is not limited to:
  1. Preparing for meetings or hearings of the Commission.
    - a. Preparation for Committee meetings
    - b. Querying the Chair or staff about items on the agenda
    - c. Making travel arrangements to and from the Commission meetings
    - d. Conferring with the Chair or any other Commissioner about an agenda item
    - e. Reviewing portions of video transcripts of Commission meetings held prior to a Commissioner's tenure to prepare for an agenda item scheduled to come before the Commission
    - f. Correspondence with staff about one or more scheduled agenda items
    - g. Studying the Commissioners' Manual
  2. Performing activities deemed by the Chairman and Executive Director to be essential to the functioning of the Commission, such as attending meetings (other than Commission meetings) for the purpose of discharging the duties imposed upon the Commission.
    - a. Completing a Form 700 (Statement of Economic Interests)
    - b. Identifying and submitting documents for Public Record Act requests

- c. Completing the mandatory ethics course
  - d. Reviewing the FPPC's daily news clips
  - e. Answering press inquiries
  - f. Preparing and submitting monthly time sheets & expense claims
3. "Necessary travel" in connection with compensable official duties performed outside of Commission meeting day, including travel to and from of attending the Commission meeting.
  4. Activity is authorized in advance by the Commission (such as a speech, public appearance or similar activity).

**b. Commission Approval**

- Any claim for compensation for preparing for Commission or Committee meetings, or hearings of the Commission which exceeds forty hours of preparation (not including Commission meeting day) in a calendar month must be approved by the Commission during a regularly-scheduled Commission meeting.



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**Compensation and Reimbursement for Members of the Fair Political Practices Commission**  
**Approved by Commission on February 15, 2018**  
**Updated on June 21, 2018**

This policy defines the circumstances under which members of the Fair Political Practices Commission, other than the Chairman, shall be entitled to compensation and reimbursement in connection with the performance of their official duties.

(a) Compensation.

- (1) A member of the Commission shall receive \$100.00 for each day during which the member attends all or part of a regular or special meeting of the Commission, a meeting of a committee of the Commission or a hearing conducted by the Commission.
- (2) A member of the Commission shall receive \$12.50 per hour, not to exceed \$100.00 per day, for performing official duties on days other than Commission meetings or hearing days. "Official duties" include: preparing for meetings or hearings of the Commission; performing activities deemed by the Chairman and Executive Director to be essential to the functioning of the Commission, such as attending meetings, other than Commission meetings, for the purpose of discharging the duties imposed upon the Commission; and engaging in necessary travel in connection with compensable official duties. "Necessary travel" means time spent away from home between 9:00 a.m. and 5:00 p.m. Monday through Friday as a result of the performance of official duties. Official duties do not include speeches, public appearances or similar activities unless the speech, public appearance or similar activity is authorized in advance by the Commission.

- (b) Claims. Prior to receiving compensation or reimbursement, a member of the Commission shall submit certified vouchers stating the date, number of hours, amount of expenses and the nature of the official duties for which payment is requested. Any claim for compensation for preparing for Commission or Committee meetings or hearings of the Commission which exceeds an amount based on forty hours of preparation during a calendar month shall be subject to approval by the Commission during a regularly scheduled Commission meeting.