

*City of Alexandria, Virginia*

## MEMORANDUM

DATE: APRIL 24, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: BUDGET MEMO # 31 : PERSONNEL TURNOVER STATISTICS  
(COUNCILWOMAN WOODSON'S REQUEST)

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In follow up to questions raised at the Budget Hearing about personnel turnover statistics and Councilwoman Woodson's request, attached you will find personnel turnover statistics for calendar year 2000 that compare Alexandria with five other major jurisdictions in this area. Highlights include:

- Overall full-time and part-time regular position turnover was 12.10%.
- Public safety turnover approximates or is lower than other jurisdictions.
- If retirees and part-time employees are excluded, the turnover rate drops from 12.1% to 9.6%.
- The General Employee turnover of 14.5% is somewhat higher than other jurisdictions (and has increased slightly in the last two years). We have and will continue to address this turnover rate through a new employee exit process and by continuing to utilize the salary benchmark studies process to adjust salaries in relationship to our comparator jurisdictions. In the last year, such upward salary adjustments were made in areas such as information technology and certain mental health positions, where there has been substantial turnover and difficulty filling vacant positions.

## Attachment

cc: Mark Jinks, Assistant City Manager  
Kathleen Schramm, Acting Director, Personnel Services

### Addendum Table

#### Regular Full-time and Part-time Employees Comparative Turnover Statistics by Calendar Year

This addendum table provides turnover statistics based on the number of regular full-time and regular part-time employees who leave employment with their respective jurisdiction divided by the number of actual regular full-time and regular part-time employees. The jurisdictions surveyed are defined by the City's Compensation Philosophy.

JURISDICTION	YEAR	POLICE (SWORN)	FIRE (SWORN)	SHERIFF (SWORN)	GENERAL (ALL OTHER EMPLOYEES)	OVERALL (ALL EMPLOYEES)
ALEXANDRIA	2000	5.92%	1.41%	6.67%	14.53%	12.10%
ARLINGTON (1)	2000	7.91%	9.02%	14.58%	12.12%	10.96%
FAIRFAX CO.	2000	5.54%	4.85%	6.09%	10.89%	8.9%
PRINCE WILLIAM	2000	6.98%	8.0%	12.12% (2)	12.12% (3)	11.01% (3)
MONTGOMERY	2000	(4)	(4)	(4)	6.42%	6.50%
PRINCE GEORGE'S	2000	4.65% (5)	Information not available	5.82% (2 & 5)	Information not available	Information not available

- (1) Data tracked by Fiscal Year 2000.
- (2) Prince George's and Prince William Counties have separate jail and court operations. Statistics were gathered from their respective jail operations.
- (3) Prince William County does not combine regular full-time and regular part-time employee turnover statistics in their regular reporting, but have provided data so that continued statistics could be calculated.
- (4) Montgomery County does not provide separate sworn regular full-time and regular part-time employee turnover statistics for its Police, Fire, Sheriff, and Corrections Departments. The turnover statistics for all four Montgomery County public safety operations is 6.14%.
- (5) Figures for Police and Sheriff include sworn staff who transferred to civilian positions in Prince George's County.

Source: Telephone survey to comparator jurisdictions' Personnel Departments or Public Safety support staffs.

Prepared by: Classification and Compensation Division  
Personnel Services Department  
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Updated: 4/19/2001

Overall Full-time Regular Employees including Retirees	11.23%
Overall Full-time Regular Employees excluding Retirees	9.6%
Overall Full-time and Part-time Regular Employees including Retirees	12.10%
General Full-time Regular Employees including Retirees, excluding sworn Public Safety and Part-time Regular Employees	13.87%
General Full-time Regular Employees excluding Retirees, sworn Public Safety and Part-time Regular Employees	12.32%
General Full-time regular and Part-time regular Employees, excluding sworn Public Safety	14.53%
Overall Part-time Regular Employees excluding sworn Public Safety	17.34%

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Personnel Services Department  
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