



JEFFREY PALMORE
CHAIRMAN

ROBYN DE SOCIO
EXECUTIVE SECRETARY

STACI HENSHAW
KRISTIN COLLINS
EX-OFFICIO MEMBERS

COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

April 23, 2026

MEMORANDUM

TO: Constitutional Officers and Regional Jail Superintendents
City Managers and County Administrators

FROM: Robyn M. de Socio
Executive Secretary

SUBJECT: June 1, 2026 2% Bonus for Constitutional Officers and Employees

I am writing to provide information regarding a 2% salary bonus approved by the 2026 Session of the General Assembly for constitutional officers, regional jail superintendents, and their Compensation Board funded deputies and employees, as noted in prior communications regarding the budget introduced to the legislature for its 2026 session and action taken by the 2026 General Assembly to approve HB29 (the caboose bill, which contains amendments to the current Commonwealth budget for FY26). Note that implementation of the 2% salary bonus is not subject to continuing action by the 2026 Special Session of the General Assembly convening today on the Commonwealth budget for FY27 and FY28.

Salary bonus amounts of 2% of the Compensation Board salary amount on June 1, 2026 have been approved and represent one-time funding that will not become part of each office's base salary funding. We are providing a **projection** of total and reimbursable bonus amounts at this time. Please note that personnel changes between now and June 1 could impact these projections. Additionally, please note the following information regarding these one-time bonus payments of 2%:

1 – The calculation of the 2% bonus amount is based on the Compensation Board funded salary as of June 1, 2026.

2 – While the Appropriation Act provides for the salary bonus on June 1, 2026, the Compensation Board recognizes the need for flexibility in the date for the bonus to be paid by the locality or regional jail to the elected officers and employees, based upon varying pay cycles instituted across localities and the need for operational time to prepare for the bonus. If payment of the bonus in June, 2026 is not possible, the Compensation Board will allow for payment of the bonus on another day between June 1, 2026 and September 30, 2026, as fits with the locality's pay cycle and timelines for local approval. However, please note that the bonus may only be reimbursed by the Compensation Board for officers and employees that are in a Compensation Board funded position on June 1, 2026. Bonus payments made to any individual that is not in a Compensation Board funded position on June 1 will not be reimbursable. Reimbursements for the bonus payment will be processed with the payroll and expense report that corresponds with the month the bonus is paid.

3 – Reimbursement of the bonus will require a certification by the locality confirming payment of the bonus to the officers and employees; payment of a higher (supplemented) salary amount by the regional jail or locality is not sufficient to meet the requirement that a bonus is paid in order to receive the reimbursed bonus funds.

As the Compensation Board prepares for the closing of FY26 budgets and reimbursement of bonus amounts, there will be a very short window to identify and confirm bonus amounts that will be reimbursable. The Compensation Board will request each office to ensure **any personnel actions with an effective date of June 1, 2026, only are entered into the COIN personnel and reimbursement system during the week of June 1-4, 2026.** The Compensation Board will then provide notice of final reimbursable bonus funds at the beginning of the week of June 8, 2026, along with a certification form to be completed by the locality when seeking reimbursement for bonus funds paid. Local government certifications for any bonus payment costs incurred/paid in June 2026 will be due by the end of the same week, by **June 12, 2026.** Once certifications are received, reimbursement of the bonuses paid will be included in the June 2026 payroll and expense reimbursement in early July. Certifications for bonuses paid or planned for payment in June but not received by June 12, 2026 will be reimbursed with the July 2026 payroll and expense reimbursement in August.

Local government certifications for bonus costs incurred/paid in July through September, 2026 will be due by the 24th of the month in which the bonus is incurred/paid for reimbursement of the bonus to be included in that month's payroll and expense reimbursement.

Please refer to the attached spreadsheet showing the **projected** bonus amounts by position and office, for your information and planning purposes only; final spreadsheets will be provided at the beginning of the week of June 8, 2026. Note that the attached spreadsheet is a macro-enabled Excel file. **Please first open** the attached pdf document entitled "FY26 Instructions to Open 6-1-2026 Budget Estimate Spreadsheet File 4-2026" for detailed instructions on how to download and extract your office data from the macro-enabled Excel file, as many computers will block macro files. If you still cannot extract your data after following these instructions, or the macro-enabled Excel file is missing, please contact the Compensation Board staff noted at the end of this letter for assistance.

After you have extracted and opened the bonus estimate spreadsheet for your office, please open the attached pdf document entitled "Instructions to Complete Review of Bonus Estimate 4-2026" for further information and instructions regarding the bonus and eligibility of officers and deputies/employees.

Please review all provided information carefully, and if you have any questions, please contact a member of the Compensation Board staff below.

| Officer | Fiscal Services Analysts | Email Address | Telephone |
|---|--|---|------------------------------|
| Sheriffs and Regional Jails | Brian Bennett Donna Foster | brian.bennett@scb.virginia.gov donna.foster@scb.virginia.gov | 804-225-3443 804-225-3435 |
| Commonwealth's Attorneys, Treasurers and Finance Directors | Nadia Elasha | Nadia.elasha@scb.virginia.gov | 804-225-3479 |
| Commissioners of the Revenue | Joan Bailey | joan.bailey@scb.virginia.gov | 804-225-3351 |
| Circuit Court Clerks | Paige Christy | paige.christy@scb.virginia.gov | 804-225-3442 |
| All Officers or Gov Bodies | Bill Fussell, Customer Service Supervisor | william.fussell@scb.virginia.gov | 804-225-3321 |
| | Charlotte Lee, Budget & Finance Manager | charlotte.lee@scb.virginia.gov | 804-225-3366 |
| | Robyn de Socio, Executive Secretary | robyn.desocio@scb.virginia.gov | 804-225-3439 |