

**Certification of Bonus Funds Paid to Constitutional Officers
and their Compensation Board funded Full-time Employees, 2025**

The 2025 General Assembly approved funding and language to provide for a 1.5% bonus for constitutional officers and their full-time employees on July 1 to be reimbursable by the Compensation Board, provided that the locality uses the funds for that purpose, as noted in Chapter 725, Item 469:

"W.1. Up to \$21,066,978 from the general fund the first year is provided for a one-time bonus payment, equal to 1.5 percent of their base salary, on July 1, 2025 provided that the governing authority of such employees use such funds to support the provision of a bonus for the following listed employees:

*a. Locally-elected constitutional officers [...and] c. Full-time employees of locally-elected constitutional officers;,,,"**

*[note that this language also applies to registrars and other state-supported local employees, for whom funding is not administered by the Compensation Board; consequently, this certification form is only applicable for verifying bonuses paid to constitutional officers and their employees]

Please scan and return form selecting one of the following three certification options, signed by a local government/ entity Administrator by Wednesday, July 30, 2025 to customerservice@scb.virginia.gov. (Check one and complete locality name.)

- ☐ 1. The County/City of _____ will not use legislatively approved bonus funds from the Compensation Board to provide bonus payments in FY26.
- ☐ 2. The County/City of _____ has not determined whether it will provide bonus payments in FY26. The local governing body understands that the deadline to provide bonus payments and certify payment of the amounts noted in the spreadsheet provided July 25, 2025 is **October 30, 2025** to ensure reimbursement.
- ☐ 3. The County/City of _____ has paid on, or will pay on, _____ (date) the bonus amounts noted in the spreadsheet provided July 25, 2025, as noted in table below (check appropriate boxes).

Office	Bonus Paid To:		Bonus Amounts Paid:	
	Elected Officer	Full-time Personnel	Match July 25, 2025 Amounts Provided†	Do not Match July 25, 2025 Amounts Provided due to Personnel Change or Bonus Withheld (return spreadsheet noting changes)‡
Sheriff/Regional Jail				
Commonwealth's Attorney				
Drug Prosecutor				
Circuit Court Clerk				
Treasurer				
Commissioner of the Revenue				
Director of Finance				

† amounts paid by position are at least the amount in the provided spreadsheet (do not notate any bonus amount paid on local salary supplement); if amounts are correct, there is no need to return a copy of the provided spreadsheet.

‡ bonus amounts requiring changes due to personnel changes not recorded in COIN or constitutional officer decision to withhold a bonus may result in reimbursement on the next subsequent payroll/expense report.

Bonus amounts paid after July 31, 2025, or payment certifications received after July 30, 2025, will be reimbursed on the monthly payroll/expense report subsequent to payment/certification date.

FIPS _____ Locality/Jail Name _____

Locality Administrator Name & Title _____

Locality Administrator Signature _____ Date _____