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COMMONWEALTH OF VIRGINIA

Compensation Board

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

October 4, 2023

MEMORANDUM

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

FROM: Robyn M. de Socio
Executive Secretary

SUBJECT: FY24 Additional Budget Allocations Approval

I am writing to provide an update to my notice of September 15, 2023 regarding budget amendments affecting Constitutional Officers and the Compensation Board contained in Chapter 1, 2023 General Assembly Special Session I Acts of Assembly (Amendments to the FY24 Budget). The Compensation Board met on September 28, 2023 and approved additional budgeted funding for each constitutional office and regional jail to provide for the additional targeted salary/funding initiatives, effective December 1, 2023, approved in Chapter 1.

Please refer to the attached spreadsheet showing the budget changes approved by the Compensation Board to implement the targeted increases and across-the-board 2% increase, all effective December 1, 2023. These amounts are now approved, pending personnel changes that may occur between now and December 1, 2023 that could impact calculations. This spreadsheet serves to notify you of the budgeted amounts approved by the Compensation Board and to assist you with your own calculations until such time as the initiatives are implemented effective December 1, 2023 in the COIN budget and reimbursement system, and new "current active" budgets can be printed from COIN.

Note that the attached spreadsheet is a macro-enabled Excel file. Please first open the attached pdf document entitled "FY24 new Budget Allocations Spreadsheet Opening Instructions 10-2023" 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.

In addition to the attached spreadsheet showing approved amounts, please review further explanations and information on the following two pages regarding the details of the funding initiatives and amounts provided.

You may also wish to review the attached pdf document entitled "FY24 Approved Budget Bill Amendments 9-23 association ltr" for the summary overview provided on September 15, 2023 regarding the budget amendments approved during the 2023 General Assembly Special Session I.

The spreadsheet shows the following information for each of your Compensation Board funded positions in the columns as listed, as entered in COIN as of 9/19/2023. Columns are:

- A. Cost Code - Locality (FIPS) Code or Cost Code – Federal Information Processing Standards associated with your locality, or cost code where no FIPS.
- B. Office Code – Code designating Sheriff/Reg Jail (307); Director of Finance (717); Commissioner of the Revenue (771); Commonwealth’s Attorney (772); Circuit Court Clerk (773); Treasurer (774).
- C. Locality Name – Locality or Regional Jail Name.
- D. Officer Type – Office.
- E. Position Number – Compensation Board position number as shown in COIN.
- F. Class – Compensation Board Classification as currently shown in COIN as of 9/19/23.
- G. Current Salary 9/2023 – Current Compensation Board Salary displayed in COIN as of 9/19/23.
- H. Targeted Increase Ranked Deputies/Officers – Annualized budgeted amount of salary increase for ranked (Gr 8 – Gr 14) sheriffs’ deputies or regional jail officers where needed to raise salary to new minimum salary levels established for ranked/tenured sworn staff in sheriffs’ offices and regional jails.
- I. Reapplication of Compression Increase (Sworn only) – Annualized budgeted amount of salary increase to re-apply the same compression increase provided to the individual employee on August 1, 2022, provided each individual is still in an eligible (sworn) CB funded position in the same office. If a different person is in a position than the person that received the compression increase last year, they are not necessarily eligible for a compression increase (unless they received a compression increase last year and are still in an eligible position in the office). The intent of the re-application of the compression increase is to ensure that a targeted increase does not simply absorb the compression increase provided on August 1, 2022 for sworn employees still in their positions. The Reapplication of Compression Increases is not based on a new determination of eligibility or a new calculation of eligible years of service, and may not apply specifically to positions receiving a targeted increase based on a new minimum salary level.
- J. Elected Sheriff Consolidation of Population Groups – Annualized budgeted amount of salary increase for sheriffs currently serving in localities with populations below 40,000, where lower population groups in the salary table for elected officers have been consolidated into a 0-69,999 population group retaining the salary level for sheriffs in the previous 40,000-69,999 population group.
- K. Piedmont Regional Jail – funding initiative providing staffing based on an approved change to the rated operating capacity of the regional jail.
- L. Restoration of Unfunded Positions in Commissioners of the Revenue Offices – Annualized budgeted amount of salary increase for unfunded, previously allocated positions in Commissioners’ offices, where funding is budgeted to restore the salary to the minimum of the pay band for the current position classification (note that employee positions in Commissioners’ offices are reimbursed at 50% of the budgeted amount).
- M. Targeted Increase Assistant Commonwealth’s Attorneys - Annualized budgeted amount of salary increase for Assistant Commonwealth’s Attorney positions at: 11.98% for ATTI, CPII, ATTA, ATTB; 25.68% for ATTII; 13.51% for ATIII, FPIII, GIII, DPIII; 26.10% for ATTIV.
- N. Targeted Increase Deputies/Staff in Circuit Court Clerks – Annualized budgeted amount of salary increase for deputies and staff positions in Circuit Court Clerks’ offices of 4.59% for classifications in pay bands 1 & 2, and 2.51% for classifications in pay band 4.

- O. Restoration of Unfunded Positions in Treasurers' Offices – Annualized budgeted amount of salary increase for unfunded, previously allocated positions in Treasurers' offices, where funding is budgeted to restore the salary to the minimum of the pay band for the current position classification (note that employee positions in most Treasurers' offices are reimbursed at 50% of the budgeted amount).
- P. New Allocation of Career Development Program Funding – Annualized budgeted amount of salary increase for all FY24 qualified and unfunded participants in career development programs for which eligibility was approved but funding was not available effective July 1, 2023; funding will now be available effective December 1, 2023.
- Q. Budgeted Total of All Targeted Salary Initiatives – The annualized budgeted sum of all targeted salary initiatives impacting each listed position.
- R. Estimated Fringe Benefits on Targeted Salary Initiatives – The estimated reimbursable fringe benefit amount calculated on the annualized budgeted salary amount (note for Treasurers and Commissioners that 50% of estimated fringe benefits are reimbursable).
- S. Estimated Salary 12/1/2023 based on Current 9/2023 + Targeted Initiatives – This is the currently estimated annualized budgeted salary at 12/1/2023 based on the current salary as of 9/19/2023 and the application of targeted annualized salary increases for each position listed, prior to the application of the across-the-board 2% salary increase.
- T. Estimated Additional 2% Increase 12/1/2023 After Targeted Initiatives – Annualized budgeted amount of across-the-board 2% salary increase to be added to the listed position (all constitutional officers and their Compensation Board funded permanent positions, provided that the governing authority of such employees uses the across-the-board increase funds for salary increases) after targeted increases. Note that since 2017, language has been included in the budget by the General Assembly requiring that governing authorities use the salary increase funds from across-the-board salary increases to support salary increases for constitutional officers and their employees and not simply absorb those funds to offset local salary supplement funds.
- U. Estimated Budgeted Salary 12/1/2023 based on Current 9/2023 + Targeted Initiatives & 2% Across-the-Board Increase (excluding Fringe Benefits) – Annualized budgeted salary estimated on 12/1/2023 for the listed position including targeted increases and the 2% across-the-board increase.

Note that all salary increase amounts are identified as an annualized, budgeted amount that will be effective December 1, 2023. Localities will be reimbursed based on actual expenses incurred based on these annualized amounts for the months of December 1, 2023 through June 30, 2024 (pro-rated 7 months in FY24). Except where estimated, fringe benefits are not included in budgeted amounts, and are reimbursable based upon actual salary expenses incurred and requested for reimbursement.

Note that the Current Salaries 9/2023 are based upon personnel listed in the COIN system as of September 19, 2023, and that these salaries and subsequent calculations are subject to change with additional CB10 personnel changes that may be added prior to December 1 or later with an effective date on or before December 1 by the constitutional office or regional jail. **Position classification changes at the same annual rate between October 1 and December 1 that increase the amount of the targeted salary increase for the position will not be allowed.**

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

Officer	Staff Member	Email Address	Telephone
Sheriffs and Regional Jails	Brian Bennett, Senior Fiscal Technician	brian.bennett@scb.virginia.gov	804-225-3443
	Donna Foster, Senior Fiscal Technician	donna.foster@scb.virginia.gov	804-225-3435
Commissioners of the Revenue, Treasurers and Finance Directors	Joan Bailey, Senior Fiscal Technician	joan.bailey@scb.virginia.gov	804-225-3351
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