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COMMONWEALTH OF VIRGINIA

Compensation Board

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

July 25, 2025

MEMORANDUM

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

FROM: Robyn M. de Socio
Executive Secretary

SUBJECT: July 1, 2025 1.5% Bonus for Constitutional Officers and Employees

Following my communication dated June 16, 2025, I am writing to provide further information regarding the reimbursement of the 1.5% salary bonus approved by the 2025 Session of the General Assembly for constitutional officers, regional jail superintendents, and their Compensation Board funded deputies and employees. Please note the following information regarding these one-time bonus payments:

1 – The calculation of the 1.5% bonus amount approved for payment and reimbursable is based on the Compensation Board funded salary as of July 1, 2025, but **prior to** implementation of any salary increases that were also effective on July 1, 2025 or later (e.g. across-the-board, targeted, or career development increases).

2 – The Compensation Board previously provided for localities or regional jails to pay the bonus during July, 2025, to ensure bonuses were paid as early as possible in FY26. We hope that most localities have made their determinations and processed the bonus payments in July.

NEW: in order to provide reasonable operational accommodation to offices that were, for whatever reason, not prepared to provide the bonus in July but still wish to complete the bonus, in keeping with the spirit of the initiative we will allow until the end of **October** for localities to pay the bonus to employees and certify to the Compensation Board that the payments have been completed so that the reimbursement can be processed.

Please note that the consideration for additional time does not change the salary base upon which the bonus is calculated or eligibility for receiving the bonus for any individuals not in Compensation Board funded positions on July 1, 2025. Bonus payments made to any individual that is not in a Compensation Board funded position on July 1 will not be reimbursable. Reimbursements for any bonus payments paid after the original July deadline will be processed with a payroll and expense report after the month of payment.

3 – Reimbursement of the bonus requires 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.

Documents provided with this communication:

1 – **Certification Form** for Local Government Representative (County Administrator, City Manager, Finance Director, etc.) for ALL constitutional offices. Constitutional Officers should not submit the Certification Form. **The Form is due no later than July 30, 2025**, for reimbursement of bonuses paid in July to be reimbursed with the July payroll. Forms received later or bonuses paid later will result in reimbursement the following month. **Localities should submit the Certification Form even if not providing a bonus.** Completed forms should be sent by email to customerservice@scb.virginia.gov.

2 – **Macro-enabled Excel spreadsheet file** from which offices/localities can extract the final approved bonus amounts by position for each office, for confirmation prior to certification. An instructions document to facilitate data extraction is also attached, entitled “FY26 Instructions to Open 7-1-2025 Final Bonus Spreadsheet File” as many computers will block macro files. **Review these instructions first.** 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.

3 – **FY26 Instructions to Complete Review of 7-1-2025 Approved Bonus Amounts**, a pdf document explaining the spreadsheet for review prior to certification, or for identifying how updates should be communicated, if needed.

Please review all information provided 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
Circuit Court Clerks and Commonwealth’s Attorneys	Paige Christy, Senior Fiscal Technician	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
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