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COMMONWEALTH OF VIRGINIA

Compensation Board

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

June 16, 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

I am writing to provide further information regarding 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, as noted in prior communications regarding legislative actions impacting constitutional officer funding, FY26 budget estimates, and FY26 approved budget policies. Note that information regarding budget estimates and approved budgets and policies for FY26 can also be found on the Constitutional Officers Budgets and Salaries page of the Compensation Board's website at www.scb.virginia.gov.

While salary bonus amounts were included in the FY26 budget/revenue estimate provided earlier this year in March (and available on the Compensation Board website), final May 1, 2025 budgets established for FY26 do not reflect these amounts, as they represent one-time funding and will not become part of each office's base salary funding. Consequently, we are providing a projection of total and reimbursable bonus amounts at this time. Please note that personnel changes between now and July 1 could impact these projections. Additionally, please note the following information regarding these one-time bonus payments of 1.5%:

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

2 – While the Appropriation Act provides for the salary bonus on July 1, 2025, 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. If payment of the bonus on July 1, 2025 is not possible, the Compensation Board will allow for payment of the bonus on another day in July, 2025, as fits with the locality's pay cycle. 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 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 the bonus payment will be processed with the July, 2025 payroll and expense report.

3 – Reimbursements of the bonus amounts 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 implementation of FY26 budgets and reimbursement of bonus amounts, there will be a short window to identify and confirm bonus amounts that are reimbursable. The Compensation Board will request each office to ensure any personnel actions occurring with an effective date of July 1, 2025 are entered into the COIN personnel and reimbursement system during the week of July 14-18, 2025. The Compensation Board will then provide notice of final reimbursable bonus funds during the week of July 21 along with a certification form, and local government certifications that such bonus payment costs were incurred/paid will be due during the following week of July 28. Once certifications are received, reimbursement of the bonuses paid will be included in the July, 2025 payroll and expense reimbursement.

Please refer to the attached spreadsheet showing the projected bonus amounts by position for each office. Note that the attached spreadsheet is a macro-enabled Excel file. **Please first open** the attached pdf document entitled “FY26 Instructions to Open 7-1-2025 Budget Estimate Spreadsheet File” 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 “FY26 Instructions to Complete Review of 7-1-2025 Bonus Estimate” 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	Staff Member	Email Address	Telephone
Sheriffs and Regional Jails	Brian Bennett, Senior Fiscal Technician	brian.bennett@scb.virginia.gov	804-225-3443
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