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COMMONWEALTH OF VIRGINIA

Compensation Board

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

To: Constitutional Officers and Regional Jail Superintendents

From: Bruce W. Haynes, Executive Secretary

Date: November 18, 2005

Re: December 1, 2005 Salary Increases

The 2005 General Assembly authorized an across-the-board 4.40% pay increase for Constitutional Officers, Regional Jail Superintendents and their employees. Commissioners of the Revenue, Deputy Treasurers and Master Deputy Commissioners approved for participation in the Career Development Programs as designated July 1, 2005 have been authorized up to an additional 9.3% increase. These pay raises have been authorized effective December 1, 2005 and are available for you to review in COIN as of November 18, 2005.

Upon entry to the December salary increase screen in COIN, you will be provided a listing of all officers and employees with their current salaries, the salaries to be effective December 1st and the salaries associated with the Career Development Programs. Personnel changes (CB10s) effective through November 30, 2005 will be updated daily from SNIP to COIN in the December Salary Increase screens as the Compensation Board approves the CB10s. Therefore, please enter all November personnel actions in SNIP as soon as you are aware of the changes.

These screens are for informational purposes only and do not require action by the Officer or Locality, however, it is important to view the salaries as they will be updated to the COIN system and one-twelfth of each employee's new salary will be reimbursed for the months of December 2005 through June 2005.

The December 1, 2005 Salary Increase screen may be accessed in the PRODUCTION region of COIN (CIPB) by following the instructions below:

- At the ENTER prompt type: CIPB
- Type your COIN logon and password
- Access the COIN main menu,
- Select option 4 Personnel Processing
- Select option 15 December Pay Increases and press "Enter"
- Press F8 to scroll through the screens.



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Important Note for Sheriffs: Implementation of the new Career Development Program (CDP) through accreditation for Sheriffs will provide salary increases to some officers effective December 1, 2005. For your convenience, the 4.40% across-the-board increase as well as the proposed additional 9.3% CDP increase will be reflected in the December Salary Increase screens in COIN for these officers. After confirmation of certifications and approval by the Compensation Board at its November 30 meeting, the officers will be notified of the approval of the CDP salaries.

The pay scales for employees of Constitutional Officers have been adjusted to reflect the 4.40% increase and are provided on the Compensation Board website.

Please contact your program technician should you have questions concerning the December 1, 2005 salary increases for your employees: County Sheriffs, contact Rick Burkett at 804.225.3463 or email rick.burkett@scb.virginia.gov <<mailto:rick.burkett@scb.virginia.gov>>; City Sheriffs and Regional Jail Superintendents, contact Kimberlee Goins at 804.225.3435 or email kimberlee.goins@scb.virginia.gov <[mailto:imberlee.goins@scb.virginia.gov](mailto:kimberlee.goins@scb.virginia.gov)>; Clerks and Commonwealth's Attorneys, contact Paige Curtis at 804.2253442 or email paige.curtis@scb.virginia.gov <<mailto:paige.curtis@scb.virginia.gov>>; and Treasurers/Commissioners, contact Kari Bullock at 804.225.3475 or email kari.bullock@scb.virginia.gov <[mailto:kari.bullock@scb.vrignina.gov](mailto:kari.bullock@scb.virginia.gov)> .