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COMMONWEALTH OF VIRGINIA

Compensation Board

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

Email Memorandum

To: Constitutional Officers, Regional Jail Superintendents and Directors of Finance

From: Robyn M. deSocio, Executive Secretary

Copy: Governing Bodies

Subject: FY10 Compensation Board Policy and COIN System Changes

The Compensation Board approved some Policy changes in order to address the Governors Budget Reduction plan and to afford you some options in meeting the reduction. We have also implemented some COIN system changes so that you may choose how and where to reduce funding for the FY10 Budget Reductions. This Budget Reduction must be met for the period of June 2009 through May 2010.

I will first address some policy changes currently in place that have changed and/or been eliminated.

1. The 90-day vacancy policy has been eliminated effective 9/16/09- You may fill any vacated position before the 90 days has expired, on or after September 16, 2009. However, please keep in mind any funding from vacant positions may be used to offset your 2010 budget reduction. If you plan use the vacancy funds to offset the budget reduction no action is required in COIN.
2. The 90-day vacancy savings accrued in the current fiscal year for any positions vacated on or after July 1, 2009, will be added back to the authorized permanent salary funds and may be used to offset the FY10 Budget Reductions.
3. The 90 days of vacancy savings reduced from full-time permanent positions remaining vacant for the entire fiscal year will be added back to the authorized permanent salaries of the position(s) reduced and will also be added back to the vacancy savings to the month July. Officers have the option to send a docket request to transfer these funds to the budgeted category originally requested by e-docket, to another budgeted category or to use the funds to offset the 2010 Budget Reduction. The vacancy savings may be viewed in COIN option 3, 9 and 5 for the remaining annual salary funds that were not transferred to another budgeted category.
4. The restriction of the Transfer Policy for use of Vacancy Savings has been eliminated and you may now request to transfer vacancy savings as follows.
 - Transfers of vacancy savings accrued up to \$10,000 monthly to temporary funds may be approved by the program technician.
 - Transfers of vacancy savings to Temporary/Part-time funds exceeding \$10,000 requires an e-docket request for Board approval.
 - Transfers of any amount of permanent salaries (vacancy saving) to the Office Expense category requires an e-docket request for Board approval.
5. Unexpended funds in Permanent Salaries (vacancy savings), Office Expenses and Temporary funds may be used to offset your FY10 Budget Reduction.
6. Circuit Court Clerks Technology Trust funds in the Equipment category of your budget and approved September 2009 may not be used to offset FY10 budget reductions.
7. The Sheriffs' Master Deputy and Superintendents' Jail Officer Programs have been frozen effective September 16, 2009 – All unfilled Master Deputy slots as of September 16, 2009 may not be filled. If a separation of a Master Deputy position occurred after September 16, 2009, the position will be available to classify to the Master Deputy status. Please click the link below to view the current number of available Master Deputy slots for your individual offices. <http://www.scb.virginia.gov/policy/masterdeputies.pdf>

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8. Budget Reduction amounts for Sheriffs' Offices and Regional Jails have changed slightly since original publication on September 21. Please click the following link for current reduction amounts that are also included in COIN. <http://www.scb.virginia.gov/docs/budgetreductionsheriffs.pdf>

The COIN system may be used to generate salary savings to offset the FY10 Budget Reductions. You may use the following Personnel Processing transactions, option 4, from the COIN Main Menu to generate salary savings.

- Leave Without Pay (option 6) – This personnel action (CB10) may be used to place employees on furlough for a number of hours, days, or months.
 - When an employee is placed on LWOP the Compensation Board will not reimburse the locality the full monthly salary.
 - If the locality has placed an employee on LWOP then there should be a LWOP personnel action entered in the COIN system as the Compensation Board should not reimburse a salary of an employee that is not being paid by the locality.
- Budget Reduction (option 16) – This personnel action was developed to allow an officer to reduce the current annual salary of any position including the officer's position and not reduce the base annual budgeted salary. When reducing the current salary, the difference between the July 1 budgeted salary and the current salary will generate turnover. One-twelfth of the turnover will be reflected in vacancy savings each month effective the date in which the annual salary was reduced. Turnover generated using this personnel action will not be included with the regular turnover in COIN and will not be lost at year end. In June, the salary of the position reduced will automatically be increased back to the original salary set July 1, 2009. Should another vacancy occur in your office during the year and you choose to use the vacancy savings from that position, you may then use the Budget Reduction CB10 to increase the salary of position reduced back to the original salary set July 1, 2009.
- Note-The current Turnover amount in your office may offset budget reductions if not used, but only the prorated (one-twelfth) amount as shown in vacancy savings each month is available to offset the FY10 Budget Reductions. Turnover not used by April 30, 2010 will be lost and lower your base permanent salaries permanently.
- Separation (option 2) -You may use this transaction if there is a plan to layoff an employee indefinitely.

The Reimbursement Processing Menu, option 3 from the COIN Main Menu may be used to view your current balances through FY10 and Compensation Board balances for June 09 through May 31, 2010.

- Budget as Currently Authorized (F2)- The FY10 Budget Reduction amounts may be viewed in the COIN system for each of your offices by accessing the option 3, Reimbursement Processing from the COIN Main Menu, then press the function key 2 (F2). If your locality did not send payment to the Department of Planning and Budget for the Aid to Locality reduction amount (ATL), you will also see this amount on the F2 screen.
- Reimbursable Balance (option 5) – This screen is a running balance of the authorized Compensation Board funds you have available for use beginning June 09 through May 31, 2010.
 - FY10 Authorized Budget – This is the amount of the May 1, 2010 approved budget. Changes to this amount from the original budget on the website may occur due to some personnel changes occurring between May and June 2009.



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- Adjustments to Temp/office/Equipment – Requests made to transfer permanent salary funds (vacancy savings) to another budgeted category.
- Additional Allowances – Shows the net amount of the liability insurance/Retiree health care credit premium recovery and any Compensation Board sponsored training event expenses or any other approved additional allowance.
- June 09 Expenses – Compensation Board's budget funding year begins June and runs through May 31st.
- July – Previous Month Expenditures – All expenses reimbursed with the exception Fringe Benefits (FICA, VRS, GLI) and Clerks TTF equipment.
- Current Month Expenditures - All expenses reimbursed for the current month with the exception Fringe Benefits (FICA, VRS, GLI) and Clerks TTF equipment
- Total Expenditures – June 2009 through May 31, 2010
- Adjusted FY10 Authorized Balance Thru May 31 – This amount is the authorized balance prior to the FY10 Budget Reduction and/or Aid to Locality Reduction amount
- 2010 Aid to Locality Reduction – Reduction amount continued from FY09, where the locality could choose where they wanted to reduce State Funding or make a payment to the State for the reduction amount.
- 2010 Budget Reduction – FY10 Governors Reduction Amount for your office.
- Final Authorized Balance Thru May 31 – This is the available balance of Compensation Board funding through May 31. Use this figure to determine the amount you will need to reduce Compensation Board funding to stay within this balance.

Officers may wish to meet with the local government and determine together how the budget reduction will be met. The locality may or may not choose to make up the FY10 Budget Reductions for your offices, but they are not obligated to do so.

- Should the locality choose to make up the reductions and wants all the Compensation Board funding they can get, those of you that have vacancy savings, office expenses and temporary funding should request reimbursement as normal. The vacancy savings should be transferred to temporary/office expenses and reimbursed through COIN to the locality as the expenses are paid by your locality. Once the Compensation Board's authorized funding has been depleted, the COIN system will begin reducing permanent salaries with the exception of the Constitutional Officer and will cease reimbursement payments to the locality.
- The locality may choose to make up a portion of the reduction and ask that you do not request to use the vacancy savings, office expenses or temporary/part-time funds approved in your Compensation Board Budget. This will allow the Compensation Board to reimburse more or all permanent salary funds to your locality, depending on the base budgeted office expenses and temporary funding in your specific office. Once the Compensation Board's authorized funding has been depleted, the COIN system will begin reducing permanent salaries with the exception of the Constitutional Officer.
- Should the locality choose not to make up any portion of the FY2010 Budget Reduction, the officer must not expend available vacancy savings, temporary and office expense funding and use one of the personnel processing options above to reduce Compensation Board funding to stay within the Compensation Board's authorized balance through May 31, 2010.

Please contact the Customer Service staff should you have questions regarding this email and the processes above.

Regina Hill, Program Technician for Sheriffs and Regional Jail Superintendents, email
Regina.Hill@scb.virginia.gov or phone (804) 225-3435



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