

COMPENSATION BOARD OPERATING MANUAL FISCAL YEAR 00



May 1, 1999

Compensation Board Contact List

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May 1, 1999

We are pleased to provide you with the FY00 Compensation Board Operating Manual. The format remains unchanged from last year. Please note that topics are arranged in alphabetical order to simplify frequent reference. We think this format is easier to use and by its design reduces the use of paper and lowers postage expense. As always, we welcome your thoughts and suggestions on this product.

We have found that employees in your offices responsible for personnel and payroll activities often need copies of this manual. Therefore, if members of your staff need additional copies, please call Cindy Waddell at (804) 786-0786 Ext. 200. You can find major portions of this manual online at www.cns.state.va.us/compboard.

Finally, you will notice that we have referenced citations from the Code of Virginia and significant policy statements of the Compensation Board next to relevant text. **This manual establishes Compensation Board policies** and provides information to assist you in the daily operation of your offices. We hope these policy statements will help you in understanding ways in which the Board can assist you in managing your office.

In August we will send you the customer service survey soliciting your opinions on this manual, the budget estimates (mailed March 12) and the Compensation Board's customer service efforts.

Thank you for your support this past year and we look forward to working with you in the upcoming fiscal year.

June R. Funkhouser, Chairman

Walter J. Kucharski, Member

Danny M. Payne, Member

What's New for Fiscal Year 00

- Updated minimum computer specifications (page 33)
- Master Deputy Allocations Policy (page 67)
- Updated form for Classification Authority (page 129-130)
- Changes to the Clerks' Technology Trust Fund (page 117)
- Local Inmate Data System (LIDS) Reporting Requirements (page 66)
- Reimbursement for Internet Access (page 26)
- Census Data (pages 131-133)
- 1980 Salaries for Treasurers and Commissioners of the Revenue (page 102)
- Conversion of Part-time Assistant Commonwealth's Attorneys to Full-time Status (pages 84-85)
- Career Prosecutor Program (page 85)

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Compensation Board Mission

The mission of the Compensation Board is to determine a reasonable budget for the participation of the Commonwealth toward the total cost of office operations for Constitutional Officers, and to assist those officers and their staff through automation, training and other means, to improve efficiencies and to enhance the level of services provided to the citizens of Virginia.

Code 15.2-1636.8

Compensation Board Policy

Compensation Board Staff Mission

The mission of the Compensation Board staff is to professionally implement the policies and decisions of the Compensation Board; to keep Board members informed of major issues affecting Constitutional Officers; to assist local governments in issues relating to Constitutional Officers; and to provide the highest quality service and assistance to the Constitutional Officers consistent with Board policy and the laws of Virginia.

Compensation Board Policy



We recognize that Constitutional Officers are elected by the people of Virginia and that our actions and decisions are for the ultimate benefit of the people of Virginia. In providing our services to the Compensation Board, Constitutional Officers and local governments, we value accuracy and timeliness, helpfulness and courtesy, respect, integrity, fairness and frugality in the expenditure of public funds.

Compensation Board Meeting Schedule

The Compensation Board normally meets on the third or fourth Tuesday of each month. Items which require action by the Board should be submitted to the Compensation Board staff **no later than the 15th of the month** to appear on that month's meeting docket. The Compensation Board normally holds a special meeting with Association Presidents in early January to review legislative and budgetary matters.

Fiscal Year 1999 -2000 Compensation Board Meeting Dates

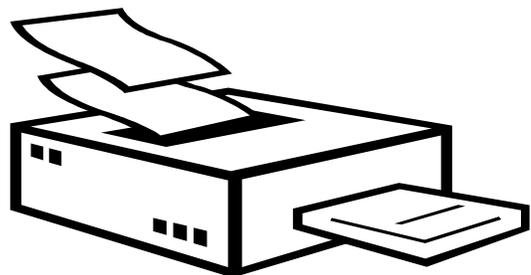
July Tuesday, 27 th	August Tuesday, 24 th	September Tuesday, 28 th	October Tuesday, 26 th
November Tuesday, 23 rd	December Tuesday, 21 st	January Tuesday, 25 th	February Tuesday, 22 nd
March Tuesday, 28 th	April Tuesday, 25 th	May Tuesday, 23 rd	June Tuesday, 27 th

Fax Number:

804-371-0235

Delivery Address:

(UPS and Fed Ex)
202 North 9th Street
Room 1012
Richmond, Va. 23219



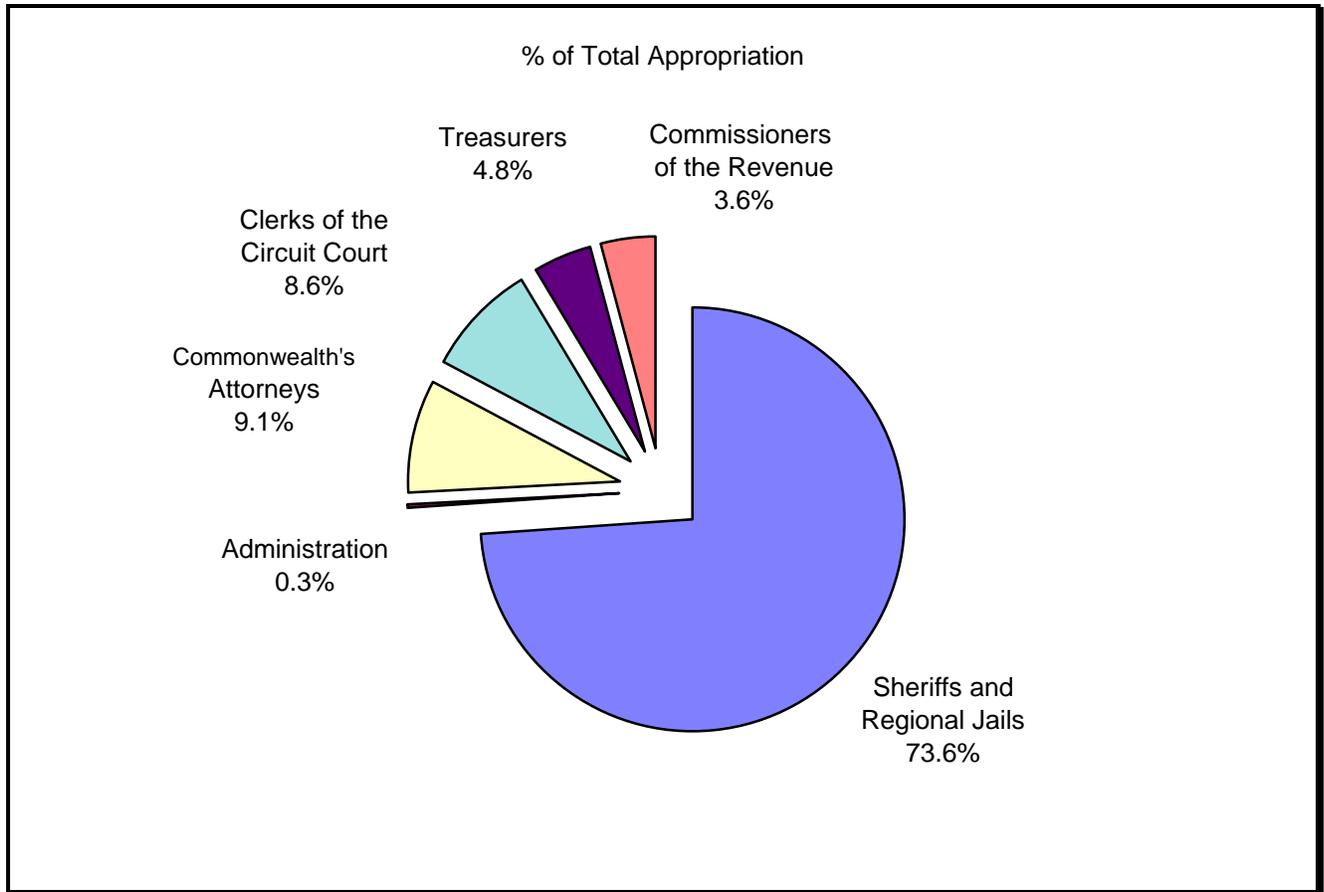
Website:

www.cns.state.va.us/compboard

Mailing Address:

(U.S. Postal)
P.O. Box 710
Richmond, Va. 23218-0710

The Budget Bill appropriates \$456,873,625 to the Compensation Board. These funds are allocated as follows:



Frequently Asked Questions

- **Do I have to advertise a vacant position, how long should the advertisement run, and what can I offer as a salary?**

See 15.2-1604 for the Code of Virginia requirements. The Code does not specify the length of time that you must advertise. If you are not on a local pay plan, you should advertise the salary range of the grade of the vacant position.



- **How do I get a new position?**

You should make your request in your annual Compensation Board budget submission. The Board is limited by law to a specific number of positions available for allocation to Constitutional Officers. When new positions become available, the Board is required to allocate them in priority order in accordance with workload based staffing standards.

- **When does the Compensation Board meet?**

See page 10.

- **My county/city budget has to be completed before I get my Compensation Board budget in May. Can I get the information sooner?**

The Board cannot set Constitutional Officer budgets until the General Assembly reconvenes in April of each year. The Board meets in late April and final budgets are mailed on May 1. However, the Compensation Board sends budget estimates to you 15 days after the adjournment of the General Assembly. These are sent out in either the 2nd or 4th week of March every year.

- **How do I calculate the annual leave payoff?**

See pages 15-16, Annual Leave.

- **Can I terminate an employee?**

See page 21, Dismissal of Employees.

- **Can you send me job descriptions?**

The Compensation Board does not maintain job descriptions of positions in the offices of Constitutional Officers. We can, however, provide you with a list of officers who have certified to the Board that they maintain job descriptions, and you may ask them for copies.

- **How much savings do I have to transfer?**
See Appendix 2 to figure, or from the SNIP main - Selection “F” and then Selection “V”.
- **How can I get additional office automation equipment?**
You may request additional funding for office automation equipment in your annual budget submission, or during the year by submitting a letter to the Compensation Board stating the item(s) and cost. If you wish to purchase a PC, it must meet minimum specifications listed on page 33.
- **My secretary is on maternity leave, can I get emergency funding for a part time person?**
You may request emergency funding by submitting a letter to the Compensation Board stating the hourly rate, length of time needed and justification, and the date on which the employee no longer has accrued, paid leave balance to cover the absence.
- **What salary can I offer a new employee?**
See page 36.
- **How do I get reimbursed for a substitute prosecutor?**
See the Commonwealth’s Attorney’s officer specific section.
- **What are the new December 1 salaries, and when will I get a pay scale and a list of the new salaries?**
You may determine staff salaries effective December 1 by multiplying the current salary by 1.0634. To determine salaries effective December 1 for Compensation Board reimbursed Deputy Sheriffs, Regional Jail Officers, and Communications Operators, multiply the current Compensation Board approved salary by 1.1368. New salary scales will be mailed on or about November 19.
- **What is the cafeteria plan and can you give me the deductions?**
See page 18 and worksheet may be found in the program specific area of this manual.
- **As a Constitutional Officer, are my staff members state or local employees?**

They are neither. They are appointees of a locally elected Constitutional Officer and serve at the will and pleasure of that officer, concurrent with his or her term of office.

- **The May 1 Compensation Board approved budget set an amount in hourly wage funding for my office. My county budget approved a lesser amount. What can I do?**

See Locality Responsibility, page 28 and Salaries, pages 35-36.

Additional Allowances

The Compensation Board has approved for reimbursement the following expenses as additional allowances:

Accrued Annual Leave for Employees
Attendance at professional organizations' annual meetings
Attendance at VALECO, LGOC, New Officer Training, New Deputy Treasurer, New Deputy Commissioner of the Revenue or New Deputy Clerk Training, Jail Management Training, Lawful Employment Training, Expanded Certification Training for Treasurers and Directors of Finance and LIDS Training
Executive Management Training
Guard Duty (Sheriffs)
Officers' Liability Insurance
Special Defense Counsel
Compensation Board Sponsored or Approved Training
Pre-employment Physicals (Deputy Sheriffs ONLY)

Compensation Board Policy

Additional allowance items are **not** part of Constitutional Officers' approved budgets, but *may* be added as a budget and expense item when a reimbursement request is submitted in compliance with the Compensation Board policy. Specific policies regarding reimbursement for each of the above additional allowance items are addressed under individual headings throughout this manual.

Annual Leave

Code 15.2-1605

Upon the dismissal, resignation or retirement of an employee, the Compensation Board may provide an additional allowance and reimburse accrued annual leave. The Commonwealth is responsible for reimbursing at the **lesser** of the rate set by local government policy **or** the state policy. The Compensation Board **does not** provide an additional allowance for accrued sick leave, compensatory time or overtime leave. (See page 27 for additional information on Payoff of Accrued Leave)

The Commonwealth's policy for Annual Leave is set forth below. An employee's hourly rate is established by dividing the Compensation Board annual salary by 2,080.

<u>Years of Service</u>	<u>Annual Leave Earned</u> <u>Semi-monthly</u>	<u>Maximum Leave</u> <u>Reimbursable</u>
Less than 5	4 hrs.	192 hours (24 days)
5 or More	5 hrs.	240 hours (30 days)



Code 15.2-1605.B

Annual leave is calculated from the most recent hire date in a Compensation Board reimbursed permanent position. Maximum accumulated annual leave which is reimbursable by the Compensation Board is 240 hours. Reimbursement is requested on the CB10 screen and paid through the Additional Allowances SNIP screen. The officer is responsible for maintaining records of each employee's accrued annual leave.

As elected officials, **Constitutional Officers do not earn annual, sick or compensatory leave that is reimbursed by the state.**

Attendance at Professional Meetings

Additional allowances have been approved for attendance at the following professional meetings:

- 1) VALECO - Virginia Association of Locally Elected Constitutional Officers Annual Meeting - Officer Only, \$200 plus mileage.
- 2) LGOC - Local Government Officials' Conference - \$180 per person (max 2) plus mileage for 1 vehicle.
- 3) VCCA - Virginia Court Clerks' Association Annual Meeting - \$180 per person plus mileage for 1 vehicle.
- 4) VACA - Virginia Association of Commonwealth's Attorneys Annual Meeting - \$180 per person plus mileage for 1 vehicle.
- 5) VSA - Virginia Sheriffs' Association Annual Meeting - \$180 per person (max 2) plus mileage for 1 vehicle.
- 6) TAV - Treasurers' Association of Virginia Annual Meeting - \$180 per person (max 2) plus mileage for 1 vehicle.
- 7) CRAV - Commissioners of the Revenue Association of Virginia Annual Meeting - \$180 per person (max 2) plus mileage for 1 vehicle.

Attendance at Professional Meetings (continued)

- 8) VARJ - Virginia Association of Regional Jails Annual Meeting - \$180 per person (max 2) plus mileage for 1 vehicle.
- 9) V&L&A - LGOC, VALECO AND Association meeting(when being claimed on one payroll) breakdown of amounts for each meeting must be reported on the "locality comment" screen.
- 10) NOT - New Officers' Training - Reimbursable Rate to be announced.
- 11) LAWEMP - Lawful Employment Training - \$28 for meals plus mileage
- 12) TCP - Treasurers' Expanded Certification Training - Officer only - \$180 plus mileage
- 13) NDT - New Deputy Training - Mileage only.
- 14) JMT - Jail Management Training - Reimbursable Rate to be announced.
- 15) LIDS - Local Inmate Data System - Reimbursable Rate to be announced.

Executive Management Training

- 1) SEI - Senior Executive Institute - Tuition only if nominated by Association and admitted by SEI.
- 2) VEI - Virginia Executive Institute - Tuition only if nominated by Association and admitted by VEI.
- 3) LEAD - Leading, Educating, and Developing Program - Tuition only if nominated by Association and admitted by LEAD.

Mileage for all meetings will be reimbursed at .27 per mile for one personal car (certification that a government owned vehicle was not available is necessary) and .19 for a locality owned vehicle. In addition, the Compensation Board will reimburse parking and tolls.

Compensation Board Policy

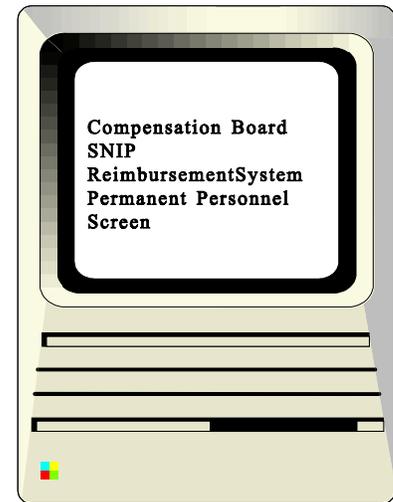
In order to receive reimbursement of this additional allowance your request must be filed **within 60 days** of the conclusion of the meeting or conference. This allowance may only be claimed **after** the scheduled meeting.

Request this allowance on the SNIP "Additional Allowances" screen #5. The electronic "sign off" on the reimbursement request certifies that you have met all the conditions of the Compensation Board's policy for meeting attendance.

Benefits Cafeteria Plan

Some local governments offer employees the opportunity to have insurance premiums or dependent care contributions deducted from their paycheck before taxes are taken out. Employees who have selected this option are participating in Section 125 or a "cafeteria plan".

Because these deductions are made **pre-tax**, the employee's taxable income is less than it would otherwise be. As a result, you must enter the correct taxable salary amount on the SNIP permanent personnel screen. The OASDI figure will be calculated based on the taxable salary entered. Please contact your locality's payroll office for correct deduction amounts.



Once you enter the **monthly taxable salary** (gross monthly salary minus monthly amount of cafeteria plan contributions) into SNIP, that figure should be pulled forward monthly until the next salary change or change in cafeteria amount occurs for that employee. In this case, it is your responsibility to change the taxable salary amounts in the month that the change occurs. (For example, taxable salaries should be changed on your December SNIP report when the December 1 increase is approved for the officer and staff.)

To illustrate how a change in the **taxable** salary is carried forward to the OASDI deduction by SNIP, an example is provided in your office specific section of the manual.

Commissioners of the Revenue, Treasurers and Directors of Finance are reimbursed by the Compensation Board at 50%. Circuit Court Clerks are reimbursed by the Compensation Board at 33 1/3% rate for fringe benefits. Refer to the office specific section to calculate the state's share of the FICA.

Budget Appeals

Any officer or any city or county who is affected by the budget decision(s) of the Compensation Board has a statutory right to appeal. Appeals **by the officer** must be filed within forty five (45) days of the Board's decision.

Code 15.2-1636.9

Appeals filed by the local governing body must be filed within thirty (30) days of the Board's decision. Prior to filing an appeal, Constitutional Officers and local governing bodies are encouraged to submit a written request for a reconsideration of their budget by the Compensation Board. Ask about the statutory and policy constraints guiding the formulation of the final budget for the state's contribution toward the operation of the office.

Code 15.2-1636.8

Budget Cycle

The Compensation Board has established a working cycle for fixing the contribution of the Commonwealth toward the budget of each office for the upcoming fiscal year. The process starts in late December when the on-line budget request is available and instructions are mailed to each officer.

Code 15.2-1636.7

Completed **Fiscal Year Budget Requests** are to be certified by the officer no later than **February 1** of each year. **Estimates** of the Commonwealth's share of your upcoming fiscal year budget will be provided to each office no later than 15 days following the adjournment of the General Assembly. Typically, this means you will receive budget estimates around mid-March in odd numbered years (short sessions) or late March in even numbered years (long sessions).

Code 15.2-1636.8 and
15.2-2502

Public hearings are scheduled, usually during the second or third week of April. The Compensation Board conducts these hearings to listen to you and your local governing body with regard to any concerns or issues you have with the upcoming budget. Final Compensation Board approved budgets for the upcoming fiscal year will be mailed to each office no later than May 1.



Change of Status

Changes in status - separations, new hires, lateral transfers, promotions, demotions and reclassifications - are reported on the on-line change of status screens **prior to the effective date.**

Personnel actions are reported and salary adjustments requested allowing the Compensation Board to review the request, modify it if necessary and approve or disapprove each request. Upon Board approval, each appropriate field in the SNIP system is updated to minimize data entry and to track annual leave payments and turnover and vacancy savings.

The on-line change of status enhancement provides a complete history of personnel changes in support of reimbursement requests, to assist in completing office budget requests and for state and local auditing. City/County Administrators are advised to periodically review the change of status screens to review pending and Compensation Board approved changes in personnel status.

Criminal Fund

The Virginia Supreme Court administers the fund for payment for such expenses as expert witnesses, court appointed attorneys and certain substitute prosecutors, and language interpreters.

<u>Code</u> 19.2-332

For information regarding allowable expenses under this program contact Larry Davidson, (804) 786-6455 at the Supreme Court.

Delegation of Classification Authority

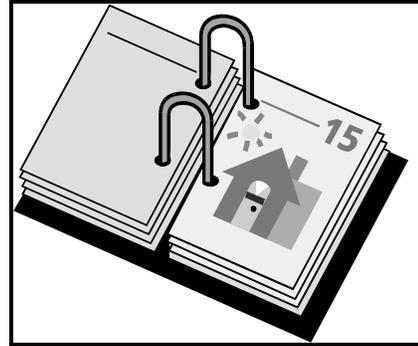
The Compensation Board will delegate the authority to classify positions to Constitutional Officers meeting Compensation Board criteria for this delegation. Officers who are approved for this authority would be allowed classification and compensation authority within the restraints of the Board's Maximum Rank policy and the officers' current base budget.

Upon annual certification by the Constitutional Officer that the classification plan in effect in his/her office meets the minimum criteria for such plans as set out by the Compensation Board, the Constitutional Officer may reallocate positions based on a thorough review of job descriptions and class specifications. The

Constitutional Officer may transfer base budget funds or use savings in turnover to provide for the salary increase.

Delinquent Reimbursement Request Policy

The Compensation Board will not reimburse a locality or jail authority for salary, benefits or accrued annual leave resulting from personnel actions with an effective date more than **sixty** (60) days prior to a transmission of a "change of status" via the Compensation Board's automated reimbursement system.



Reimbursements denied for failure to meet the above requirements will be effective dated the first day of the month in which notification of the change of status is received by the Board.

Dismissal of Employees

Compensation Board Policy

Several state and federal laws along with numerous state and federal court decisions have limited Constitutional Officers' discretion in dismissing employees. **While all hiring and firing decisions are made by the Constitutional Officer, prior to dismissing an employee, Constitutional Officers should consult with their city or county attorney.** Employee dismissals of Compensation Board funded permanent employees must be reported to the Compensation Board on the SNIP change of personnel status screens.

Code 15.2-1604

Employee Evaluation Plans

If you have certified to the Compensation Board that your office has an employee performance evaluation plan, you must have established a plan which provides for at least a yearly review of each employee, a written position description, and established evaluation items based on the position description. You will be asked annually, on the on-line budget system, to recertify your participation in the employee evaluation plan.

Equipment

With some exceptions, the Compensation Board has approved all requests for Priority A (data processing equipment) and Priority B (office machines) equipment for Sheriffs, Treasurers, Directors of Finance, and Commissioners of the Revenue. Additionally, requests for Priority D (radios) equipment have been approved for Sheriffs. The amount shown in your approved budget has been reduced by the applicable fiscal stress factor for your locality (see Fiscal Stress, Appendix 4). The amounts approved are for the specific items requested. Constitutional Officers who wish to purchase other equipment must request Compensation Board approval to do so.

All officers, with the exception of Clerks of the Circuit Court, may see what equipment requests were approved by the Compensation Board by viewing the on-line approved budget on or after May 1.

Executive Management Training

The Compensation Board has authorized an additional allowance for Constitutional Officers admitted to the Weldon Cooper Center for Public Service at the University of Virginia in Charlottesville, or the Virginia Executive Institute sponsored by Virginia Commonwealth University.

Compensation Board Policy

Each Constitutional Officer Association may nominate two officers for attendance at either the Senior Executive Institute (SEI), or up to four officers to attend the Leading, Educating and Developing Program (LEAD) or the Virginia Executive Institute (VEI). Also, the Regional Jail Association may nominate one superintendent to attend SEI, or two Superintendents to attend LEAD or VEI. **Admission to any of these programs is the responsibility of the individual** nominated. The Compensation Board will reimburse its share of the cost of the tuition only upon notification by the association of the officer's nomination and payment of the tuition by the local government. Travel, lodging, meals and incidentals not covered under the tuition cost are the responsibility of the Association, local government or the individual attendee. Admission to these sessions is limited and they fill up quickly.

In lieu of sending two individuals to SEI, each association has the flexibility to nominate up to four individuals (2 for Regional Jail Association) to attend either LEAD or VEI.

The one week LEAD session runs several times a year. The FY2000 sessions are: October 24-29, 1999; December 12-17, 1999; January 23-28, 2000 (tentative); March 5-10, 2000 (tentative); and May 7-12, 2000 (tentative). The cost of attending LEAD is \$2,300. You may wish to contact Sheila Smith (804) 982-5514 for more information.

The Senior Executive Institute is a two week session. The dates for FY2000 are July 18-30, 1999. The cost of attending is \$3,800. For information on SEI call Melanie Gillies at (804) 982-5512.

VEI is a two week management program. The dates for VEI in FY2000 for the fall session are September 13-17, 1999 and October 18-22, 1999. The dates for the spring session had not been set by the time this manual went to print. In the past, the first week of the spring session has been in May and the second week in June. For more information regarding VEI, call Karen Washabau, Virginia Commonwealth University, Office of Public Policy Training, at (804) 828-8845.

Fair Labor Standards Act

The Compensation Board does not budget for overtime pay. Each Constitutional Officer is responsible for his/her compliance with all phases of the Fair Labor Standards Act (FLSA) e.g., compensating employees for working more than 40 hours in a 7 day period (or for public safety officers more than 160 hours within a 28 day period).

As a Constitutional Officer, you must **either** have overtime paid by your local government **or** you must implement an overtime leave policy consistent with the FLSA. Under such a plan an employee earns time off in exchange for working overtime. You are responsible for maintaining accurate records of hours worked by each **non-exempt (hourly)** employee for FLSA purposes.

U.S. Department of Labor Wage and Hour Division (804) 771-2995
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Should you have questions regarding the application of the FLSA to particular situations in your office, please call the U. S. Department of Labor. You may also wish to consult with your county or city attorney to discuss overtime policy in

your locality.

Fiscal Stress

Fiscal stress is a composite of a 3 variable index of a locality's stress on financial resources. The Compensation Board uses this index, as required by the Appropriation Act, to establish the Commonwealth's share in the purchase of all equipment for the offices of **all** of the Constitutional Officers, regional jails and regional drug prosecutors. Regional Jail and Drug Prosecutor stress factors are calculated based on the participating locality's stress factors; the Compensation Board uses the highest stress factor for the participating localities.

Appropriation Act, Item 71

Equipment reimbursements will be calculated at the lesser of the requested amount or the state contract price multiplied by the localities' current fiscal stress factor. For example, a request for a PC from an officer in Nelson County at \$2,600 will result in a reimbursement calculated in the following manner:

PC requested	\$2,600
Stress Factor of Nelson County	69.29%
Price X Stress	\$2,600 X .6929
Reimbursement Amount	\$1,801.54

Current fiscal stress factors may be found in Appendix 4. The fiscal stress factor is **not** applied to equipment purchased with funds from the Clerks' Technology Trust Fund.

Fringe Benefits

Funding was approved for the Compensation Board to reimburse local governments for fringe benefits. The maximum reimbursable VRS rate is 6.86% effective July 1, 1999. Remember, reimbursement is based on the VRS rate approved for the locality, or 6.86%, **whichever is less**.

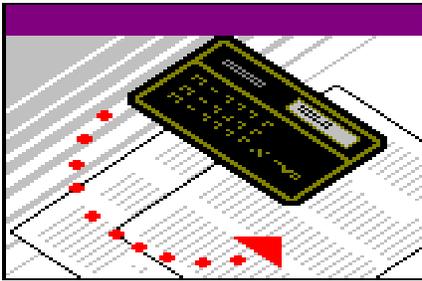
Appropriation Act, Item 71.

VRS Group Life Insurance contributions will not be required in FY00, and consequently, no reimbursements will be made for VRS Group Life Insurance in FY00.

OASDI rates remain unchanged at 7.65% of taxable salary. As a reminder, OASDI is calculated on the first \$72,600 of earnings **in a calendar year** at the 7.65% rate. Beyond that dollar amount the rate falls to 1.45%. The Compensation Board will change the deduction on the SNIP system as those employees or officers' salaries reach the maximum salary. Generally individual salaries reach that point in the fourth quarter of the calendar year or just before.

Fringe Benefits are reimbursable based upon total Compensation Board paid salaries. Clerks' offices receive one-third reimbursement for benefits.

Fund Transfer Requests



You may request the transfer of budgeted funds between categories (e.g., from permanent salaries to temporary salaries) based on circumstances which occur throughout the year. Requests should be submitted via the fund transfer selection in the SNIP system. You must provide the amount to be transferred, the source and the destination and the reason for the transfer. Appendix (2) contains a worksheet to assist you in calculating funds available for transfer from vacant positions, or you may access selection “V” for monthly detail and total available.

Compensation Board Policy

Transfer requests **must** be submitted by May 15th for action within the fiscal year.

The request for transfers should occur **prior** to the expenditure of funds. **Neither the Compensation Board nor your local government is obligated to supplement your budget during the year.**

Code 15.2-2506

Grievance Procedure

The Code of Virginia sets out specific guidelines for the establishment of grievance procedures for local governments. However, as a Constitutional Officer, your office is exempt from this law.

Internet Access

The Compensation Board has approved an annual increase to the base office expense budgets of all Constitutional Officers of \$240 per year to offset expenses of Internet access. These funds may be used for Internet Service Provider (ISP) costs, additional line charges, or payments to your locality if they provide Internet service for you.

Leave: Holidays, Vacation, Sick

Constitutional Officers must annually provide their permanent employees a minimum of two weeks paid vacation, at least seven sick days with pay and each of the legal holidays recognized by the Commonwealth.

Code 15.2- 1605

Code 44-93

The Code of Virginia also provides for military leave for those members of any of the armed services of the United States. Those employees shall be entitled to 15 workdays per fiscal year of paid leave to perform military duties.

The Federal Family Medical Leave Act of 1993 (FMLA) established broad rights to unpaid leave for family emergencies and medical necessities. The FMLA entitles an eligible employee to take a total of up to 12 weeks of **unpaid** leave during any 12 month period for:

1. The birth of a child and the care of this child;
2. The placement of a child for adoption or foster care;
3. The care of a spouse or family member with a serious health condition; or
4. A serious health condition that makes the employee unable to perform the functions of his/her position.

Payoff of Accrued Compensatory/Overtime Leave

Constitutional Officers should be aware that accrued compensatory/ overtime leave by employees can result in a significant financial liability to the Constitutional Officers and/or the locality they serve. The Compensation Board has not been funded to reimburse overtime pay since 1991.

Constitutional Officers and City Managers/County Administrators should constantly monitor the accrued compensatory/overtime leave balances of employees of Constitutional Officers and take appropriate steps to ensure that amounts due departing employees for accrued compensatory/overtime leave do not result in financial liability for Constitutional Officers and/or local governments.

Although the Compensation Board will remain uninvolved in overtime scheduling or approval, a line item is available in the SNIP system to process requests for Compensation Board reimbursements for accrued compensatory/overtime leave due departing employees of Constitutional Officers.

Constitutional Officers **may** elect to transfer currently budgeted and available funds to this line item to obtain reimbursement for these non-state liabilities. Alternatively, the Constitutional Officer may elect to hold the position of the departing employee vacant until such time as sufficient funds are available to reimburse the locality for payments made. Absent either of these elections, the Compensation Board will not approve additional funding in order to reimburse for the payment of accrued compensatory/overtime leave.

Liability Insurance/Blanket Bond

The Division of Risk Management provides two types of coverage for officers and their employees. Liability insurance provides protection against claims arising against you or your employees for acts or omissions while acting in an official capacity.

Code 2.1-526.8:1



The Compensation Board pays the full premium for this coverage for all officers. However, the Board must recover 50% of this expense for Treasurers and Commissioners of Revenue. This payment will be noted as a negative authorized entry to the Additional Allowances section on your July reimbursement request.

Blanket Bond coverage is also provided through Risk Management for all officers and employees. The Compensation Board pays the premium in full for this coverage for all officers.

Code 2.1-526.9

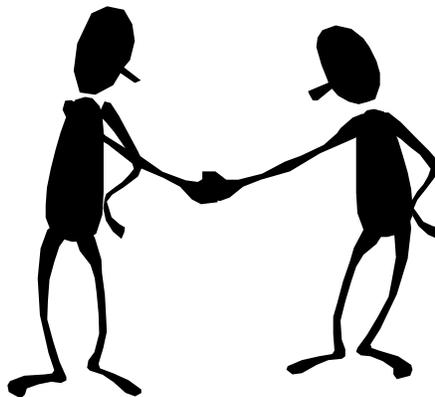
Should you have any questions about coverage or claims, contact the Division of Risk Management at (804) 786-3152.

Note: The Department of Risk Management shall not be liable for any claims in which the covered party fails to comply with the conditions of the plan established for Constitutional Officers. If you do not follow the procedures as set forth by the Department of Risk Management, you will not be covered under the plan.

Locality Responsibility

Code 15.2-2507

Counties and cities “shall appropriate as part of its annual budget or in amendments thereto amounts for salaries, expenses and other allowances for its Constitutional Officers that are not less than those established for such offices in the locality by the Compensation Board...”.



Maximum Rank Allocation

The Compensation Board provides for a maximum rank allocation for each Constitutional Officer based on population. For Sheriffs, maximum rank allocation is based on population and responsibility (jail only, jail and law enforcement, law enforcement only). You may, at any time, request the 'rank due' to your office by submitting a letter to the Board.

The maximum rank allocation table for each office is listed in the officer specific sections of the manual.

Medical/Hospitalization Insurance

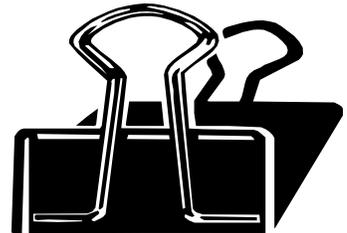
Local governments are required to pay premiums for this insurance coverage for officers and their employees to the same extent as they provide it for their own employees. This expense is not reimbursable by the Compensation Board.

Code 15.2-1517

Office Expenses

In general, office expenses incurred in conducting business are reimbursable by the Compensation Board and vary by officer. To determine which expenses are reimbursable and which are not, see your specific program section. VALECO dues for the elected officer **ONLY** are now considered a reimbursable expense.

Code 15.2-1639 and
15.2-1636.15



SNIP contains screens which itemize by program the **non-reimbursable** expenses. Office space must be provided by the locality and is not reimbursable by the Compensation Board. Your office expense budget has been approved at the amount approved July 1, 1998, or the amount you requested, whichever is less.

Over Expenditures

Expenditures **must** be approved by your local governing body prior to being made. "No money shall be drawn from the treasury of the county, nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriation resolutions..."

Code 15.2-520 and 15.2-827

This language requires that your budget be approved by your governing body **and** prohibits unauthorized deficits. **Neither your local government nor the Compensation Board is under any legal obligation to increase their contribution to your operating budget during the fiscal year.**

Overspending your approved budget may leave you personally liable for unapproved expenditures. If you anticipate the necessity for expenditures over and above budgeted amounts, you should request additional funds from your local governing body or the Compensation Board **prior to committing those funds.**

Pay For Performance



Pay for Performance is a management tool that ties compensation to employee performance. The Compensation Board recommends that each officer design and implement an employee evaluation plan. The General Assembly has NOT funded pay for performance salary increases for FY00. See Appendix (3) for the minimum requirements all employee evaluation plans must meet in order to be certified to the Compensation Board.

Position Reallocation Policy

Vacant positions in offices in which the number of Full-Time Equivalent positions (FTE's) exceeds the position count, by one or more full positions, as set forth in the Compensation Board's staffing standards shall not be filled.

Compensation Board Policy

For the remainder of the fiscal year in which the vacancy occurs, those vacancy savings may be transferred within the office according to current transfer procedures. Any vacant positions held open in accordance with this policy will be abolished and reallocated during the next budget cycle and will be available to be filled on or after July 1 of the following fiscal year in the office identified by the staffing standards as having the highest need.

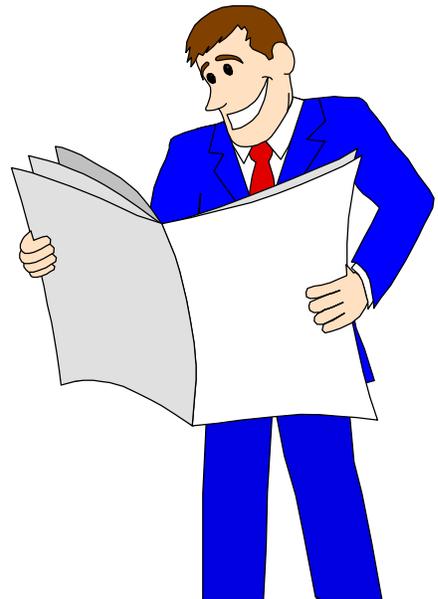
Sheriffs' Offices Only

The position reallocation policy will be used **ONLY** for Law Enforcement and Court Service Deputies.

Promotions/Demotions/Reclassifications

The Compensation Board will not honor any request for state funding for a salary increase **unless** such request is tied to a request for a promotion or reclassification. A promotion is defined as an action placing an employee in a **vacant** position of a **higher grade**.

The request should be made by completing the on-line CB Form-10 (see "Change of Status", page 20). When requesting a promotion, a salary increase **MAY** also be requested. The **MAXIMUM** salary increase is 4 steps or the minimum of the grade of the new position, whichever is greater.



You **must** request both the promotion and a salary increase (if one is to be given) for the salary to be affected. All salary increases **MUST** be funded within your current budget unless otherwise specifically approved by the Compensation Board.

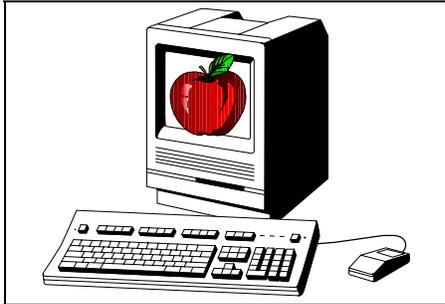
Compensation Board Policy

A demotion is defined as an action placing an employee in a **vacant** position of a **lower grade**. The request should be made by completing the on-line CB 10 screen. When requesting a demotion, a salary decrease **MAY** also be requested and is typically the same number of steps in that individual's promotion. The **MAXIMUM** salary decrease is 4 steps per grade demoted or step 21 of the grade being demoted to, whichever is greater.

A reclassification is defined as an action which changes the **classification** of a position, e.g. from a SEC I to a SEC II. The position may be filled or vacant. **Any** salary increase as a part of a reclassification **must** be requested on the on-line CB 10 screen from the officer and may not exceed the entry step of the higher grade or 4 steps whichever is greater. A reclassification may be **downward** and may result in a decrease in salary of 4 steps per grade decreased.

Unless position classification authority has been delegated by the Compensation Board, all reclassification requests must be in writing and address the higher level of duties and responsibilities now assigned to the position. A current job description detailing the percentage of time each duty occupies, must accompany the reclassification request. Salary increases associated with a reclassification must be funded within your budgeted funds. Employee performance or longevity of the incumbent in the position are **not** criteria for requesting reclassification. All classification actions must be approved by the Compensation Board unless classification authority has been delegated by the Board.

Purchasing Personal Computers: Minimum Requirements for Reimbursement



Provided that funds are budgeted, the Compensation Board will reimburse a Constitutional Officer's reasonable request for a personal computer (PC) that meets the following **minimum** specifications. Local governments may also

purchase

PC's using the vendor listing approved by the Commonwealth's Department of General Services' Division of Purchasing and Supply.

Questions regarding the vendor listing on state contract for any data processing equipment should be directed to:

Janice Bain or Theresa Hudgins
Contract Officers
Division of Purchasing and Supply
Department of General Services
(804) 786-2397 or
(804) 786-0267

Unless the Compensation Board specifically grants a waiver, all personal computers for which reimbursement is requested **must** meet the following minimum specifications.

- Intel Pentium 350 Mhz with 512k level 2 cache (or compatible)
- 64Mb RAM, expandable to 128Mb
- PCI Bus
- Compatibility with IBM PC3270 protocol
- 4 gb HD storage with 13ms access time (PCI Controller)
- 1 1.44 Mb 3.5 floppy disk drive
- 15 Super VGA color monitor, 28 dot pitch, non-interlaced 1024 x 768; PCI video card with 4 Mb RAM and Windows acceleration
- Tape back up unit or other back up device (Zip Drive or Iomega Drive)
- 56.6kbps data/fax modem
- Windows 95 or greater
- Microsoft compatible PS/2 mouse
- 12x24 CD ROM
- 3 or more available PCI expansion slots
- 200 W Power Supply
- Uninterruptable Power Supply or Surge Protector
- Year 2000 compliant BIOS and software
- See appendix (1) for additional recommendations regarding PC

specifications.

Record Retention

On-line processing of salary and expense reimbursements, requires that you maintain complete and accurate records of expenses for local and state audit purposes. Your submissions to the Compensation Board through SNIP will, in most instances, not require hard copy documentation.

However, it is advisable that in using the on-line reimbursement, you also re-examine your method for maintaining receipts, vouchers and other necessary documentation of your expenditures. You should consult with your local auditor to determine a record retention schedule that meets your local government's policy and audit schedule. You may also wish to consult with your city or county attorney concerning any legal implications of your record retention policy.

The SNIP system has been designed to provide each locality with access to prior fiscal year records. On-line access will be available for the most recent completed fiscal year. At the end of FY99-00, the data from FY 97-98 will be removed from the active, on-line environment to make room for the data from FY 99-00. Those reimbursement requests which are removed from the on-line environment will be stored at the Department of Information Technology. Additionally, a record of each locality's reimbursement records for all offices, for the fiscal year will be provided to the locality for auditing purposes.

SNIP (State Network Interface Project)

Your electronic certification signature on the SNIP reimbursement request certifies your compliance with all applicable sections of the Code of Virginia. **This certification should be completed by the 12th of each month. Failure to certify by this date equates to lost interest accruals for your locality.** Should you identify discrepancies after your certification, please contact your Compensation Board Technician immediately for assistance.



Salaries

Code 15.2-1636.8

Local governments **must** pay Compensation Board funded staff at least the salary approved by the Compensation Board.

Code 15.2-2507

Counties and cities “shall appropriate as part of its annual budget or in amendments thereto amounts for salaries, expenses and other allowances for its Constitutional Officers that are not less than those established for such offices in the locality by the Compensation Board...”.

Principal Officer Salary:

These salaries are set by the General Assembly and are set forth in the Appropriation Act. Effective December 1, 1999 a 6.25% salary increase has been funded for all Constitutional Officers.

Appropriation Act, Item 70

Specific salaries, by population group and duties, from July 1 to November 30, 1999, and from December 1, 1999 until June 30, 2000 are listed in the officer specific section.

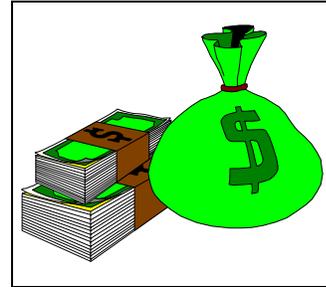
Staff Salaries:

A 4% across-the-board salary increase has been funded for all permanent employees, effective December 1, 1999. In addition, for all permanent employees of Commonwealth’s Attorneys, Circuit Court Clerks, Treasurers, Directors of Finance, and Commissioners of the Revenue, an additional step increase, equivalent to 2.25% will be provided effective December 1, 1999. For all permanent employees of Sheriffs and regional jails, the following additional increases will be provided, effective December 1, 1999: Secretarial, Administrative, Cook, Medical/Classification/Treatment/Records positions, an additional step increase, equivalent to 2.25%; and Communications Operator and Supervisor Positions, Grade 8-13 Deputy Positions, and Grade 7 Deputy Positions with a minimum of 1 year of service as of December 1, 1999, an additional grade increase, equivalent to 9.31%.

New Hires:

The Compensation Board will set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade, provided that:

- 1) Previous job experience, duties and responsibilities are directly and recently related to the vacant position **and**,
- 2) Funds are available in the officer's budget **and**,
- 3) The salary step is within the range of the vacant position.



Constitutional Officers should ensure that Compensation Board approval has been granted before offering a salary other than the first step to a job applicant.

Temporary Salaries:

Funding has been provided by the Compensation Board for a 6.34% salary increase for temporary personnel effective December 1, 1999. Budgeted amounts include this increase annualized **over the 12 months** beginning on July 1, 1999.

Salary Supplements:

With the exception of the Clerk of Circuit Court, there is no prohibition against the local governing body supplementing the salaries of Constitutional Officers or the salaries of their staff.

Appropriation Act, Item 71

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
GC	4	15,207	15,548	15,898	16,256	16,622	16,996	17,378	17,768	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264
SEC/CK A COMOP	5	16,622	16,996	17,378	17,768	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522
SECII/CK B CO SP	6	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522	27,119	27,730	28,354	28,991
ADMSS	8	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522	27,119	27,730	28,354	28,991	29,644	30,310	30,993	31,690	32,403	33,132	33,877	34,639

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
GENERAL OFFICE CLERK	GC	4	SECRETARY II	SECII	6
SECRETARY I	SECI	5	COOK B	CK B	6
COOK A	CK A	5	COMMUNICATIONS SUPERVISOR	CO SP	6
COMMUNICATIONS OPERATOR	COMOP	5	ADMIN STAFF SPECIALIST	ADMSS	8

CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND CORRECTIONAL OFFICERS
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
C/CS/L	7	21,247	21,726	22,214	22,715	23,226	23,748	24,282	24,829	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902
C/CS/L	8	23,226	23,748	24,282	24,829	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057
C/CS/L	9	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506
C/CS/L	10	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277
C/CS/L	11	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398
C/CS/L	12	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398	49,487	50,600	51,739	52,903
C/CS/L	13	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398	49,487	50,600	51,739	52,903	54,093	55,310	56,554	57,826

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
CORRECTIONAL OFFICER	C	7-13	LAW ENFORCEMENT OFFICER	L	7-13
COURT SERVICES OFFICER	CS	7-13			

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
P	7	13,854	14,166	14,484	14,810	15,142	15,484	15,832	16,189	16,553	16,925	17,306	17,696	18,093	18,501	18,917	19,343	19,778	20,223	20,677	21,142	21,618	22,104

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
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MEDICAL	_PMED	7	CLASSIFICATION	_PCLS	7
TREATMENT	_PTRT	7	RECORDS	_PREC	7

P-PARTIAL REIMBURSEMENT

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE REGIONAL JAIL
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
R_GC	4	15,207	15,548	15,898	16,256	16,622	16,996	17,378	17,768	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264
RSEC1 R_CKA	5	16,622	16,996	17,378	17,768	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522
RSEC2 R_CKB	6	18,169	18,578	18,996	19,423	19,861	20,307	20,765	21,232	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522	27,119	27,730	28,354	28,991
RADMS	8	21,709	22,198	22,697	23,208	23,730	24,264	24,809	25,368	25,939	26,522	27,119	27,730	28,354	28,991	29,644	30,310	30,993	31,690	32,403	33,132	33,877	34,639

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
GENERAL OFFICE CLERK	R_GC	4	SECRETARY 2	RSEC2	6
SECRETARY 1	RSEC1	5	COOK B	R_CKB	6
COOK A	R_CKA	5	ADMS	RADMS	8

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
R_C7	7	21,247	21,726	22,214	22,715	23,226	23,748	24,282	24,829	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902
R_C8	8	23,226	23,748	24,282	24,829	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057
R_C9	9	25,386	25,957	26,542	27,139	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506
R_C10 SUP10	10	27,749	28,373	29,012	29,665	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277
R_C11 SUP11	11	30,333	31,015	31,714	32,426	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398
R_C12 SUP12	12	33,155	33,902	34,665	35,445	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398	49,487	50,600	51,739	52,903
R_C13 SUP13	13	36,242	37,057	37,891	38,743	39,615	40,506	41,418	42,350	43,302	44,277	45,273	46,292	47,334	48,398	49,487	50,600	51,739	52,903	54,093	55,310	56,554	57,826

CLASS TITLE	ABBREV	GRADE
CORRECTIONAL OFFICER	R_C	7-13
SUPERINTENDENT	SUP	10-13

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
RP	7	13,854	14,166	14,484	14,810	15,142	15,484	15,832	16,189	16,553	16,925	17,306	17,696	18,093	18,501	18,917	19,343	19,778	20,223	20,677	21,142	21,618	22,104

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
MEDICAL	RPMD	7	CLASSIFICATION	RPCLS	7
TREATMENT	RPTRT	7	RECORDS	RPREC	7

R-REGIONAL JAIL, P-PARTIAL REIMBURSEMENT, _-SPACE(S)

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY INELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
SEC/JSEC/ DPALI	6	18,628	19,048	19,477	19,916	20,364	20,823	21,292	21,772	22,262	22,763	23,276	23,800	24,337	24,885	25,445	26,018	26,604	27,204	27,816	28,443	29,083	29,738
PA/JPA/AAI	7	20,364	20,823	21,292	21,772	22,262	22,763	23,276	23,800	24,337	24,885	25,445	26,018	26,604	27,204	27,816	28,443	29,083	29,738	30,408	31,093	31,794	32,510
AAII	9	24,337	24,885	25,445	26,018	26,604	27,204	27,816	28,443	29,083	29,738	30,408	31,093	31,794	32,510	33,242	33,991	34,756	35,539	36,340	37,158	37,995	38,851
ATTI/JATTI	13	34,756	35,539	36,340	37,158	37,995	38,851	39,726	40,621	41,535	42,471	43,428	44,406	45,406	46,429	47,474	48,544	49,637	50,755	51,898	53,067	54,262	55,485
ATTII	15	41,535	42,471	43,428	44,406	45,406	46,429	47,474	48,544	49,637	50,755	51,898	53,067	54,262	55,485	56,734	58,012	59,319	60,655	62,021	63,418	64,847	66,307
ATIII/DPIII	16	45,406	46,429	47,474	48,544	49,637	50,755	51,898	53,067	54,262	55,485	56,734	58,012	59,319	60,655	62,021	63,418	64,847	66,307	67,801	69,328	70,889	72,486
ATTIV	17	49,637	50,755	51,898	53,067	54,262	55,485	56,734	58,012	59,319	60,655	62,021	63,418	64,847	66,307	67,801	69,328	70,889	72,486	74,119	75,788	77,495	79,240

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
SECRETARY	SEC	6	ATTORNEY I	ATTI	13
JUVENILE JUSTICE SECRETARY	JSEC	6	JUVENILE JUSTICE ATTORNEY I	JATTI	13
DRUG PROSECUTOR ASSISTANT	DPALI	6	ATTORNEY II	ATTII	15
PARALEGAL ASSISTANT	PA	7	ATTORNEY III	ATIII	16
JUVENILE JUSTICE PARALEGAL	JPA	7	DRUG PROSECUTOR	DPIII	16
ADMINISTRATIVE ASSISTANT I	AAI	7	ATTORNEY IV	ATTIV	17
ADMINISTRATIVE ASSISTANT II	AAII	9			

** MAXIMUM GRADE ALLOWED IN LOCALITIES WITH POPULATIONS BELOW 45,000
GRADE 16, ATIII, PER SECTION 15.2-1627.1, CODE OF VIRGINIA

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY ELIGIBLE TO ENGAGE IN PRIVATE PRACTICE
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
SECA/JSECA	6	9,314	9,524	9,739	9,958	10,182	10,412	10,646	10,886	11,131	11,382	11,638	11,900	12,169	12,443	12,723	13,009	13,302	13,602	13,908	14,222	14,542	14,869
SECB/PAB/ JPAB	7	10,182	10,412	10,646	10,886	11,131	11,382	11,638	11,900	12,169	12,443	12,723	13,009	13,302	13,602	13,908	14,222	14,542	14,869	15,204	15,547	15,897	16,255
ATTA/JATTA	13	17,378	17,770	18,170	18,579	18,998	19,426	19,863	20,311	20,768	21,236	21,714	22,203	22,703	23,215	23,737	24,272	24,819	25,378	25,949	26,534	27,131	27,743
ATTB	15	20,768	21,236	21,714	22,203	22,703	23,215	23,737	24,272	24,819	25,378	25,949	26,534	27,131	27,743	28,367	29,006	29,660	30,328	31,011	31,709	32,424	33,154

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
SECRETARY A	SECA	6	ATTORNEY A	ATTA	13
JUVENILE JUSTICE SECRETARY A	JSECA	6	JUVENILE JUSTICE ATTORNEY A	JATTA	13

SECRETARY B	SECB	7	ATTORNEY B	ATTB	15
PARALEGAL ASSISTANT B	PAB	7			
JUVENILE JUSTICE PARALEGAL B	JPAB	7			

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE CIRCUIT COURT CLERK
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
MT	4	15,254	15,596	15,947	16,306	16,673	17,048	17,431	17,824	18,225	18,635	19,054	19,482	19,921	20,368	20,827	21,296	21,776	22,265	22,767	23,279	23,804	24,339
GOC/CTII	5	16,673	17,048	17,431	17,824	18,225	18,635	19,054	19,482	19,921	20,368	20,827	21,296	21,776	22,265	22,767	23,279	23,804	24,339	24,887	25,448	26,020	26,605
DCI/CASH	6	18,225	18,635	19,054	19,482	19,921	20,368	20,827	21,296	21,776	22,265	22,767	23,279	23,804	24,339	24,887	25,448	26,020	26,605	27,203	27,816	28,442	29,083
BKKR/SCT	7	19,921	20,368	20,827	21,296	21,776	22,265	22,767	23,279	23,804	24,339	24,887	25,448	26,020	26,605	27,203	27,816	28,442	29,083	29,737	30,405	31,091	31,790
AT/DCII	8	21,776	22,265	22,767	23,279	23,804	24,339	24,887	25,448	26,020	26,605	27,203	27,816	28,442	29,083	29,737	30,405	31,091	31,790	32,505	33,236	33,984	34,748
DCIII	9	23,804	24,339	24,887	25,448	26,020	26,605	27,203	27,816	28,442	29,083	29,737	30,405	31,091	31,790	32,505	33,236	33,984	34,748	35,531	36,330	37,148	37,984
AA	10	26,020	26,605	27,203	27,816	28,442	29,083	29,737	30,405	31,091	31,790	32,505	33,236	33,984	34,748	35,531	36,330	37,148	37,984	38,838	39,711	40,605	41,519
DCIV	11	28,442	29,083	29,737	30,405	31,091	31,790	32,505	33,236	33,984	34,748	35,531	36,330	37,148	37,984	38,838	39,711	40,605	41,519	42,453	43,408	44,384	45,384
ACCT	12	31,091	31,790	32,505	33,236	33,984	34,748	35,531	36,330	37,148	37,984	38,838	39,711	40,605	41,519	42,453	43,408	44,384	45,384	46,404	47,448	48,516	49,608
ACD	13	33,984	34,748	35,531	36,330	37,148	37,984	38,838	39,711	40,605	41,519	42,453	43,408	44,384	45,384	46,404	47,448	48,516	49,608	50,725	51,866	53,033	54,226
CDCI	14	37,148	37,984	38,838	39,711	40,605	41,519	42,453	43,408	44,384	45,384	46,404	47,448	48,516	49,608	50,725	51,866	53,033	54,226	55,447	56,694	57,970	59,274
COMP	15	40,605	41,519	42,453	43,408	44,384	45,384	46,404	47,448	48,516	49,608	50,725	51,866	53,033	54,226	55,447	56,694	57,970	59,274	60,608	61,972	63,366	64,791
CDCII	16	44,384	45,384	46,404	47,448	48,516	49,608	50,725	51,866	53,033	54,226	55,447	56,694	57,970	59,274	60,608	61,972	63,366	64,791	66,250	67,739	69,264	70,822
CDC 3	18	53,033	54,226	55,447	56,694	57,970	59,274	60,608	61,972	63,366	64,791	66,250	67,739	69,264	70,822	72,415	74,044	75,710	77,413	79,155	80,936	82,758	84,620

CLASS TITLE	ABBREV	GRADE	CLASS TITLE	ABBREV	GRADE
MICROFILM TECHNICIAN	MT	4	CHIEF DEPUTY CLERK I	CDCI	14
GENERAL OFFICE CLERK	GOC	5	COMPTROLLER	COMP	15
CLERK TYPIST II	CTII	5	CHIEF DEPUTY CLERK II	CDCII	16
DEPUTY CLERK I	DCI	6	CHIEF DEPUTY CLERK III	CDC 3	18
CASHIER	CASH	6			
BOOKKEEPER	BKKR	7			
SENIOR CLERK TYPIST	SCT	7			
ACCOUNTING TECHNICIAN	AT	8			
DEPUTY CLERK II	DCII	8			
DEPUTY CLERK III	DCIII	9			
ADMINISTRATIVE ASSISTANT	AA	10			
DEPUTY CLERK IV	DCIV	11			
ACCOUNTANT	ACCT	12			
ASSISTANT CHIEF DEPUTY	ACD	13			
			POPULATION GROUP	MAXIMUM GRADE	CLASS TITLE
			0 - 9,999	8	DCII
			10,000 - 19,999	9	DCIII
			20,000 - 39,999	11	DCIV
			40,000 - 69,999	13	ACD
			70,000 - 99,999	14	CDCI
			100,000 - 249,999	16	CDCII
			250,000 - & ABOVE	18	CDC 3

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE TREASURERS
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
GC/CTII	4	15,214	15,556	15,907	16,265	16,631	17,005	17,389	17,780	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276
FA/DV/SECI	5	16,631	17,005	17,389	17,780	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536
DII/SECII	6	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005
DIII/AA	8	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656
DIV	9	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882
CDI	10	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409
CDII	11	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263
CDIII	13	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263	46,282	47,323	48,388	49,477	50,590	51,729	52,893	54,083
CDIV	14	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263	46,282	47,323	48,388	49,477	50,590	51,729	52,893	54,083	55,300	56,544	57,817	59,118

CLASS TITLE	ABBREV	GRADE	POPULATION GROUP	MAXIMUM GRADE	CLASS TITLE
GENERAL OFFICE CLERK	GC	4	0 - 9,999	6	DII
CLERK TYPIST II	CTII	4	10,000 - 19,999	8	DIII
FISCAL ASSISTANT	FA	5	20,000 - 39,999	9	DIV
DEPUTY I	DI	5	40,000 - 69,999	10	CDI
SECRETARY I	SECI	5	70,000 - 99,999	11	CDII
DEPUTY II	DII	6	100,000 - 174,999	13	CDIII
SECRETARY II	SECII	6	175,000 - 249,999	13	CDIII
DEPUTY III	DIII	8	250,000 - & ABOVE	14	CDIV
ADMINISTRATIVE ASSISTANT	AA	8			
DEPUTY IV	DIV	9			
CHIEF DEPUTY I	CDI	10			
CHIEF DEPUTY II	CDII	11			
CHIEF DEPUTY III	CDIII	13			
CHIEF DEPUTY IV	CDIV	14			

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMISSIONERS OF THE REVENUE
JULY 1, 1999 - NOVEMBER 30, 1999

CLASS	GRADE	BELOW	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20	STEP 21
GC/CT	4	15,214	15,556	15,907	16,265	16,631	17,005	17,389	17,780	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276
TEI/DI/SE CI	5	16,631	17,005	17,389	17,780	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536
DII/SECI	6	18,180	18,589	19,007	19,434	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005
MT	7	19,872	20,318	20,776	21,243	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704
DIII/AA	8	21,721	22,209	22,709	23,219	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656
DIV	9	23,742	24,276	24,822	25,380	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882
CDI	10	25,951	26,536	27,133	27,743	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409
CDII	11	28,367	29,005	29,658	30,325	31,008	31,704	32,418	33,147	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263
CDIII	13	33,894	34,656	35,436	36,234	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263	46,282	47,323	48,388	49,477	50,590	51,729	52,893	54,083
CDIV	14	37,049	37,882	38,734	39,605	40,497	41,409	42,340	43,293	44,268	45,263	46,282	47,323	48,388	49,477	50,590	51,729	52,893	54,083	55,300	56,544	57,817	59,118

CLASS TITLE	ABBREV	GRADE	POPULATION GROUP	MAXIMUM GRADE	CLASS TITLE
GENERAL OFFICE CLERK	GC	4	0 - 9,999	6	DII
CLERK TYPIST	CT	4	10,000 - 19,999	8	DIII
TAX EXAMINER I	TEI	5	20,000 - 39,999	9	DIV
DEPUTY I	DI	5	40,000 - 69,999	10	CDI
SECRETARY I	SECI	5	70,000 - 99,999	11	CDII
DEPUTY II	DII	6	100,000 - 174,999	13	CDIII
SECRETARY II	SECI	6	175,000 - 249,999	13	CDIII
MAPPING TECHNICIAN	MT	7	250,000 - & ABOVE	14	CDIV
DEPUTY III	DIII	8			
ADMINISTRATIVE ASSISTANT	AA	8			
DEPUTY IV	DIV	9			
CHIEF DEPUTY I	CDI	10			
CHIEF DEPUTY II	CDII	11			
CHIEF DEPUTY III	CDIII	13			
CHIEF DEPUTY IV	CDIV	14			

Software Reimbursement Policy

The Compensation Board recognizes the prevalence of commercial, "off the shelf" software and the prevalence of bundling software and an operating system with a new personal computer. Reimbursement for commercially available software will be allowed as long as the following conditions are met:

Compensation Board Policy



Reimbursement must be within the office's budget.

Funds must be available at the time of the request.

Operating system or software which comes with a new PC is reimbursable as part of the total package price.

Software must be for legitimate business purposes.

Special Defense Counsel



Code 15.2-1606 and
15.2-1636.14

Attorney fees **not** reimbursed through the coverage by the Department of Risk Management may be reimbursed by the Compensation Board under the following guidelines:

The defense of civil actions against a Treasurer or Commissioner of the Revenue are reimbursed at 50% of the total costs incurred.

The defense of civil actions against a Commonwealth's Attorney, Sheriff or Clerk of the Circuit Court are reimbursed at 100% of the total costs incurred.

Expenses incurred in the defense of the principal officer and deputies or assistants of those officers from charges arising out of the performance of their

official duties, are reimbursable.

Code 15.2-1711

The defense of **criminal** charges arising out of the performance of a **sheriff's** official duties is reimbursable at two thirds of the total costs incurred if the individual is found not guilty or the charges are dropped.

A copy of the court order appointing the attorney, the reason for needing special counsel and an itemized list of expenses including miles traveled and hours worked must be filed with the Compensation Board. Reimbursement *must* be requested *no later than* the month following the payment by the locality.

Compensation Board Policy

Staffing Standards

Based upon the recommendations of the Constitutional Officer Associations, the Compensation Board has approved workload based staffing standards for the allocation of new positions for all Constitutional Officers. The Treasurers' Association of Virginia, the Virginia Court Clerks' Association, the Virginia Sheriffs Association and the Commissioners of the Revenue Association of Virginia have appointed audit committees to verify the accuracy of workload data submitted. Current standards are found in the officer specific section of the manual.

Compensation Board Policy

Vacant Positions

Constitutional Officers are required to advertise vacancies within their office "... in a newspaper having general circulation or a state or local government job placement service...".

Code 15.2-1604

After the selection process has been completed, the officer may offer the first step of the salary grade of the vacant position without review by the Compensation Board.

It is the responsibility of the Compensation Board to set the level of state contribution toward salaries of all permanent staff of Constitutional Officers. In order to carry out this task, the Board requires justification, submitted on-line, in order to approve a beginning salary rate **in excess of the first step of the salary**

grade.

Code 15.2-1636.8

You should obtain Compensation Board approval of the request on the on-line CB Form-10 **prior to** offering a salary which exceeds the entry step of the grade.

Worker Compensation Claims

In instances where an employee receives benefits from Worker's Compensation while remaining on the Compensation Board payroll, the payroll officer or local treasurer must ensure that those funds are returned to the Commonwealth.

This can be accomplished by sending either the original worker's compensation benefits checks or a check drawn on the locality for the amount the employee received, directly to the Compensation Board.

Virginia Workers'
Compensation Commission
(804) 367-8600

Permanent payroll expenditure amounts will be reduced by this credit and those dollars may be made available for other uses by the Constitutional Officer upon request to the Compensation Board.

Year End Procedures

The end of the fiscal year (June 30) is busy for both the Constitutional Officer and the staff of the Compensation Board. In order to close-out the year as quickly and cleanly as possible, keep these items in mind.

- 1) All requests for transfer of funds must be received by the Compensation Board no later than **May 15** in order to ensure processing within the current fiscal year.
- 2) Be aware that your office will have to complete both the May and the June payroll and expenditure requests in the month of June.
- 3) Budgeted funds not spent within the current fiscal year **do not** carryover into the next fiscal year.

Program Specific Sections

Sheriffs

Regional Jail Superintendents

Commonwealth's Attorneys

**Treasurers, Directors of Finance, and
Commissioners of the Revenue**

Clerks of the Circuit Courts

Sheriffs

Duties of Sheriffs

Code 15.2-1609, 53.1-121

“The Sheriff shall exercise all the powers conferred and perform all the duties imposed upon Sheriffs by general law.”

Code 15.2-1610,1611,1613

Standard uniforms and motor vehicle markings are set out in the Code of Virginia for all Sheriffs’ departments. Your governing body is required to provide your department with the uniform requirements set forth in the Code of Virginia.

Additional Allowances

The Compensation Board will provide an additional allowance for physical examinations for newly hired deputies in positions reimbursed as full-time by the Compensation Board. The maximum reimbursement is set at \$100.00 per physical examination.

Compensation Board Policy

Code 19.2-328, 53.1-93
53.1-94

An additional allowance is reimbursed by the Compensation Board for guard duty. At the discretion of the court, when it becomes necessary to employ a guard for the safekeeping of a prisoner, the court establishes appropriate compensation for such guard not to exceed the hourly equivalent rate of a deputy performing similar services in the locality.

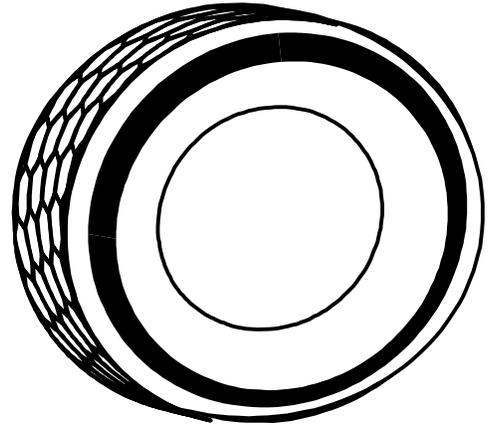
Office/Vehicle Expenses

Your office and vehicle expense budget has been approved at the same amount approved July 1, 1999, or the amount you requested, whichever is less.

Code 14.1-80

Listed below are reimbursable office expenses:

Virginia Sheriffs' Association Dues (Sheriff Only)
VALECO dues (Sheriff Only)
Internet access costs (line charges, ISP costs or locality service charges)
Office supplies
Postage
Telephone service
Repairs to office furniture and equipment
Premiums for burglary and other insurance
Vehicle Lease or Purchase/Maintenance Expenses
Vehicle Expenses



Purchases of gasoline, tires and batteries and new vehicles may be reimbursed under this combined expense account.

Non-Reimbursable Expenses

The following are not reimbursable by the Compensation Board:

Compensation Board Policy

Notary Public seal, fees or application

Audit services

Telephone equipment installation costs

Subscriptions to periodicals, newspapers, Code of Virginia

Name tags, desk signs, business cards, cameras

Chair mats, custom software, calculator maintenance contracts

Taxes

Weapons and ammunition

If you have any questions concerning the reimbursable nature of any expense,

please call the Compensation Board **prior** to expenditure.

Emergency Correctional Officers

Consistent with the provisions of the Appropriation Act, in jails where overcrowding has been reduced, certain "Emergency" Correctional Officers (EC-7's) have been reclassified to alternative to incarceration positions or court services positions. If the sheriff's office was not due additional positions based upon staffing standards, the emergency position(s) was abolished.

Appropriation Act, Items 70,
72

“The Compensation Board is directed to examine the current level of crowding of inmates in local jails...and to reallocate or reduce temporary positions among local jails as may be required, consistent with the provisions of this act.”

Any EC-7 position(s) included in your FY00 budget were allocated to meet needs in your office due to overcrowded conditions existing in the jail facility. **All EC-7 positions are allocated on a year-to-year basis.** If overcrowding is reduced or eliminated in your jail, the position(s) will be removed in the following year's budget. Should funding not be available to the Compensation Board for emergency positions in future fiscal years, the positions will be abolished.

New Full-Time Positions

Additional full-time positions have been approved only for new jail construction and to meet minimum standards.

Emergency Medical Payments

Code 53.1-20
53.1-133.01

Jails which incur emergency medical expenses for a **state responsible** inmate may submit a request to the Compensation Board for reimbursement of those expenses following payment by the local government. Requests are submitted on a CB Form-20 Rev. 2/99 (pages 57-58) no later than the first of November (for months May through October) and the first of May (for months November through April).

Submission of the CB Form-20 includes certification of both payment by the locality and of the facility having implemented the Department of Corrections' **Model Plan for Jail Prisoner Medical Treatment Programs.**

Medical, Treatment and Inmate Classification Positions

These positions, denoted as “PCLS”, “PMED”, “PREC” or “PTRT”, are budgeted and reimbursed by the Compensation Board at two-thirds of their Compensation Board approved salaries.

Appropriation Act, Item 72

The salary you see on your approved FY00 Budget and in SNIP is the Compensation Board's two-thirds contribution toward the total salary. The locality is required to provide a one third salary match. Total compensation for each of these positions may not be less than the Compensation Board funding and the localities' matching third. The Compensation Board funds the Commonwealth's proportional share of the fringe benefits for these positions.

Appropriation Act, Item 72

Jail Per Diem Payments

Jail per diem rates remain unchanged. Per diem payments for those inmates arrested on a state warrant and housed in a local or regional jail will be based on \$8.00 per inmate day and will be paid in the same manner as in FY99. Localities may continue to use these per diems to operate pre-trial or alternative to incarceration programs.

Appropriation Act, Item 77

An additional \$14.00 per prisoner day continues to be paid for those held on jail farms. In addition to the \$8.00 per prisoner day funds there are two categories of \$6.00 per prisoner day payments for state responsible inmates.

Code 53.1-1
53.1-84

- 1) For felonies **committed** prior to January 1, 1995:

Payment begins on the 61st day after the day the clerk mails or electronically submits the final sentencing order for those felons

- sentenced to more than 2 years.
- 2) For felony **convictions** on or after January 1, 1995:
Payment begins on the 61st day after the day the clerk mails or electronically submits the final sentencing order for those felons sentenced to one year or more.

An additional payment of \$14.00 per prisoner day will be paid for those state responsible inmates held in beds in those facilities that have entered into a Jail Contract Bed Program with the Department of Corrections.

Additional payments are **not** made for convicted felons held awaiting trial on additional felony charges or for convicted felons who remain incarcerated in a local facility at the request of the locality.

Appropriation Act, Item 77

Language in the Appropriation Act requires the Compensation Board to recover 50% of state funded personnel costs for the percentage of a facility's inmate population that are Federal prisoners and/or **inmates from another state** held by contractual agreement. This recovery will be handled on LIDS and your monthly certification and approval screens will indicate the amount of recovery incurred in that month.

Additionally, the Compensation Board is required to withhold per diem payments to any facility which houses more Federal inmates than they contract for holding state responsible inmates through the Department of Corrections' Jail Contract Bed Program.

Deputy Salaries

Code 19.2-328, 53.1-93

The Code of Virginia allows for a Sheriff to employ temporary personnel needed to preserve proper order or otherwise to aid the court in its proper operation and functioning. However, you may not exceed the hourly equivalent of the minimum annual salary paid a full-time deputy sheriff who performs like services in the same county or city. Mileage and other expenses for rendering the services shall be paid for each person, and paid out of the budget allotted to the Sheriff as approved by the Compensation Board.

Sheriffs' Salary

Principal Officers Salary from Appropriation Act

72-A.1. The annual salaries of the Sheriffs of the several counties and cities of the Commonwealth shall be as hereinafter prescribed, according to the population of the city or county served and whether the Sheriff is charged with civil processing and court room security responsibilities only, or the added responsibilities of law enforcement or operation of a jail, or both. Execution of arrest warrants shall not, in and of itself, constitute law enforcement responsibilities for the purpose of determining the salary for which a Sheriff is eligible.

2. The salary of any Sheriff serving a county and city which operated a jail on July 1, 1998, which subsequently closed, shall not be reduced until the last day of the month in which a regional jail serving the county and city begins to house inmates.

No law enforcement or jail responsibility

	December 1, 1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	44,940	47,749
10,000-19,999	49,933	53,054
20,000-39,999	55,481	58,949
40,000-69,999	61,646	65,499
70,000-99,999	68,497	72,778
100,000-174,999	76,106	80,863
175,000-249,999	80,112	85,119
250,000 and above	89,981	95,605

Law enforcement or Jail

	December 1, 1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	47,829	50,818
10,000-19,999	54,976	58,412
20,000-39,999	60,414	64,190
40,000-69,999	65,667	69,771
70,000-99,999	72,963	77,523
100,000-174,999	81,070	86,137
175,000-249,999	85,337	90,671
250,000 and above	95,303	101,259

Law enforcement and Jail

	December 1, 1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	48,806	51,856
10,000-19,999	56,098	59,604
20,000-39,999	61,646	65,499
40,000-69,999	67,006	71,194
70,000-99,999	74,452	79,105
100,000-174,999	82,725	87,895
175,000-249,999	87,079	92,521
250,000 and above	96,754	102,801

Cafeteria Plan Worksheet For Officers/Employees

Use this section if salary is not supplemented by the locality

- A. \$ _____ COMPENSATION BOARD MONTHLY SALARY (“Mo CB Sal”)
 B. - _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) DEDUCTED BEFORE TAXES
 C.= _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

Use this section ONLY if Salary Is Supplemented By The Locality

- A. \$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (“Mo CB Sal”)
 B. / _____ TOTAL MONTHLY SALARY (“Mo CB Sal” plus supplement by locality)
 C. = _____ PERCENT OF STATE REIMBURSEMENT
 D. \$ _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) PAID BY THE OFFICER/EMPLOYEE
 E. X _____ ITEM “C” ABOVE (PERCENT OF STATE REIMBURSEMENT)
 F.= \$ _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 G \$ _____ ITEM “A” ABOVE: COMPENSATION BOARD MONTHLY SALARY (“CB Mo Sal”)
 H - _____ ITEM “F” ABOVE: PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 I = _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

**** PLEASE DO NOT ENTER THE AMOUNT ABOVE (“F”) IN THE “Mo CB Sal” COLUMN ****

Sel: _ 97/02 Loc: 888 Off: 320 Name: OFFICER’S NAME 804-786-0787

Pos	SSN	Last Name	Int	New Name	Class	CB P:
Mo CB Sal		Mo Tax Sal	Mo Pay Sal	OASDI	Retire	Gp Ins Tot Sal SCBRUM02
00003	8888888888	JOHNSON	BA		AAII	23401.00
	1950.08		1950.08	149.18	81.51	2180.77.
	1950.08	1496.98	1950.08	114.52	81.51	2146.11

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU MUST ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURS:

1. The employee’s deduction increases or decreases (i.e. insurance premium).
2. Employees receive a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.

COMMONWEALTH OF VIRGINIA
COMPENSATION BOARD
Report of Selection or Removal of
Officer/Deputy from Career Development Program

PART I: SELECTION TO CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

EFFECTIVE DATE OF SELECTION: _____

I certify that this office has an Employee Evaluation Plan and Career Development Plan, both of which meet the minimum criteria set by the Compensation Board for such plans. I further certify that the above named individual meets all of the criteria established in this office's Career Development Plan.

Signature of Sheriff/Superintendent Printed Name Date

Locality

PART II: REMOVAL FROM CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

EFFECTIVE DATE OF SELECTION IN CDP: _____

EFFECTIVE DATE OF REMOVAL FROM CDP: _____

I certify that the above named individual no longer meets all of the criteria established in this office's Career Development Plan and a reduction in grade and salary is requested.

Signature of Sheriff/Superintendent Printed Name Date

Locality

DATE: _____

TO: Compensation Board

FROM: _____

SUBJECT: Request for reimbursement of medical emergency services rendered to _____, a "**state responsible**" inmate.
(Name of Inmate)

- PART A:
1. Offense Date: _____
 2. Social Security Number: _____
 3. Institution Number: _____
 4. Dates of current incarceration: From _____ To _____
 5. *Date* of prisoner's final felony conviction *and identification of charges* (e.g. larceny, rape, etc.):

 6. Length of sentence: _____

PART B: TO BE COMPLETED BY DOCTOR, NURSE OR OTHER QUALIFIED MEDICAL PERSONNEL—Medical description of nature of medical emergency. Illness or injury? If injury, how did it occur? (Please attach copy of discharge summary or an explanation as to why a copy cannot be obtained):

PART C: Has another request for reimbursement of medical bills been filed on this individual? YES NO If "yes", please provide date: _____

PART D: Total amount that has been spent by your locality for medical supplies for the jail and for medical services performed by hospitals, doctors, etc. outside your facility (this total should include expenses incurred for ALL other such emergencies since July 1 of the current fiscal year to date):

PART E: Determine your per diem estimate shown in the Compensation Board Jail Funding

EXPLANATION OF ITEMS REQUESTED
ON CB FORM-20 (Revised 2/99)

- ADDRESS:
1. Date form is completed.
 2. Name and address of Sheriff's Department, Jail Farm or Regional Jail submitting request.
 3. Name of individual who received the medical services.
- PART A:
1. Offense Date
 2. Social Security Number
 3. Institution Number
 4. Beginning and ending dates of incarceration during which the medical emergency occurred. (If prisoner is still incarcerated at the time of request write PRESENT after TO.)
 5. Date of prisoner's final felony conviction and identification of charges (e.g., larceny, rape, etc.).
 6. Length of prisoners sentence (**must be two years or more if the felony was committed prior to 1/1/95, or one year or more if the felony was committed on or after 1/1/95, in order to qualify for reimbursement**).
- PART B: Please have doctor, nurse or other qualified medical personnel briefly describe the nature of the medical emergency. If emergency is result of an injury occurred. Finally, please submit a copy of the discharge summary or an explanation as to why a copy cannot be obtained.
- PART C: If you have previously filed for reimbursement for this individual please indicate by responding "YES" and give date.
- PART D: Please indicate the total amount that has been spent to date by your locality for medical supplies for the jail and for medical services performed by hospitals, doctors, etc. outside of your facility (i.e., this total should include expenses incurred for all other such emergencies since July 1 of the current fiscal year to date.)
- PART E: Determine your per diem estimate shown in the Compensation Board Jail Funding estimate memo dated May 1.

PART F: Total dollar amount budgeted for your facility for medical supplies and emergencies for the current fiscal year. (To qualify for reimbursement, this amount must be 10% or more of the amount shown in paragraph E, above.)

- PART G:
1. Date or dates prisoner received treatment.
 2. Determine if prisoner was state responsible.
INQUIRE ON CONFINEMENT INFORMATION LIDS SCREEN TO SEE IF INMATE WAS STATE RESPONSIBLE ON DATE SHOWN ABOVE (PART G, LINE 1). REASON 22 OR 28.
 3. Provide the name of the doctor, hospital or professional providing medical service.
 4. Amount of invoice or portion of invoice for which you are requesting reimbursement.

NOTE: The information for Items 1, 2 and 3 is to be taken from the invoice and the information to be entered in these columns is to be a summary total of each invoice.

5. Date and signature of Sheriff, Jail Superintendent or Jail Farm Superintendent which certifies that information is correct, and that the Sheriff has adopted the Department of Corrections Model Plan for Jail Prisoner Medical Treatment Program.
6. Date and certification by locality of payment to the health care provider.

NOTE: The Compensation Board will not consider reimbursement unless it is certified the invoice has been paid by the locality.

Staffing Standards

Compensation Board Criteria For Allocating New Positions In Sheriffs' Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Sheriff as part of the Compensation Board annual budget process.
2. The position requested must perform only statutorily prescribed duties for the Sheriff's office.
3. The Sheriff's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriffs' Association (VSA) to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
7. The Compensation Board uses U. S. Census Data, or census data provided by the Weldon Cooper Center for Public Service, University of Virginia.

The methodology used to determine appropriate staffing levels in each Sheriff's office was developed by the VSA and adopted by the Compensation Board.

Staffing Methodology

Law Enforcement

One deputy per 1500 of population, as set out in §15.2-1609.1, Code of Virginia; a minimum of 5 law enforcement deputies in any county where the sheriff provides the majority of law enforcement services, as set out in Chapter.

Dispatchers

Five dispatchers in counties where the sheriff is responsible for law enforcement and dispatching, and correctional officers do not dispatch.

Court Services

The minimum number of deputies fixed for service of process is based upon six (6) papers served per hour in all cities and in counties with a population of 100,000 and above, three (3) papers served per hour in counties with a population of 70,000 to 99,999, and two (2) papers served per hour in counties with less than 70,000 population, and 1,750 hours per year of available time per deputy.

The number of deputies fixed for courtroom and courthouse security is based upon no more than two deputies in circuit court, one in general district court, and one in juvenile and domestic relations court for criminal cases at eight hours per day per deputy when court is in session, and 1,750 hours per year of available time per deputy.

Administrative and Support Positions

The number of administrative, support or clerical positions shall be fixed at not less than one (1) position per twenty-five (25) law enforcement deputies, one (1) position per 100 inmates of average daily population in the jail, and one (1) position per ten (10) court security and process service positions. The minimum number of administrative, support or clerical positions per sheriff's department shall be fixed at one.

Jail Deputies

Additional jail deputies for new jail construction are allocated using a ratio of not more than one (1) jail deputy for every 3.0 beds of operational capacity. Operational capacity shall be determined by the Department of Corrections. No additional jail deputies shall be provided to a local jail in which staffing exceeds this ratio unless the jail is overcrowded. "Overcrowding" (for staffing purposes only) is defined as when the yearly average daily population exceeds the operational capacity. In those jails experiencing overcrowding, the Board, upon the request of the sheriff, shall allocate a minimum of one additional jail deputy for every five average daily prisoners above operational capacity. Additional jail personnel to staff new jail capacity resulting from the renovation of existing facilities are allocated on the basis of a comprehensive analysis, exclusive of federal prisoners and inmates from other states held by contractual agreement, prepared by the Department of Corrections of the staffing requirements of such facility.

Alternative Incarceration Programs

Additional positions to staff alternative incarceration programs operated by sheriffs' offices are allocated using a ratio of not more than one (1) position for every 16 inmates participating in alternative incarceration programs approved by the Department of Corrections.

Food Service

In jails where food service is not contracted, the number of cooks shall be fixed at a minimum of one (1) cook position in jails with an operating capacity of 30 to 49 inmates, two (2) cook positions in jails with an operating capacity of 50 to 89 inmates, three (3) cook positions in jails with an operating capacity of 90 to 299 inmates, four (4) cook positions in jails with operating capacity of 300 to 499 inmates, and five (5) cook positions in jails with an operating capacity of 500 inmates and above.

Medical, Classification and Treatment Positions

The number of medical, classification, or treatment positions shall be fixed at a minimum of one (1) position per twenty-five (25) inmates, based on the

yearly average daily population of inmates.

DARE Positions

When specifically funded by the General Assembly as "DARE" positions, the number of deputies fixed for the Drug Abuse Resistance Education (DARE) program shall be based upon a minimum of one (1) full-time equivalent position per ten (10) schools with fifth grade classes and one (1) full-time equivalent position per ten (10) schools with eighth grade classes, provided that the sheriff's office has entered into an agreement with the Department of State Police to participate in the DARE program.

Maximum Rank Allocation

Maximum rank allocation for Sheriffs' Offices is as follows:

Population	Function: No Law Enforcement or Jail Responsibility
0-9,999	1 Grade 10
10,000-19,999	1 Grade 10
20,000-39,999	3 Grade 9 and 1 Grade 11
40,000-99,999	3 Grade 9 and 1 Grade 12
100,000+	5 Grade 9, 3 Grade 10, and 1 Grade 12

Population	Function: Law Enforcement or Jail Responsibility
0-9,999	1 Grade 10
10,000-19,999	1 Grade 11
20,000-39,999	3 Grade 9 and 1 Grade 12
40,000-99,999	5 Grade 9, 3 Grade 11 and 1 Grade 13
100,000+	7 Grade 9, 5 Grade 10, 3 Grade 11, and 1 Grade 14

Population	Function: Law Enforcement And Jail Responsibility
0-9,999	1 Grade 11
10,000-19,999	3 Grade 9 and 1 Grade 11
20,000-39,999	5 Grade 9, 3 Grade 10, and 1 Grade 12
40,000-99,999	7 Grade 9, 5 Grade 10, 3 Grade 11 and 1 Grade 13
100,000+	9 Grade 9, 7 Grade 10, 5 Grade 11, 3 Grade 12 and 1 Grade 14

Maximum rank allocation in jail annexes remote from the main jail facility shall be as follows:

Capacity	Rank Allocation
less than 37	1 Grade 10
38-76	3 Grade 10
77-124	5 Grade 9 and 1 Grade 11
greater than 125	5 Grade 9, 1 Grade 10, and 1 Grade 12

Local Inmate Data System



The Local Inmate Data System (LIDS) is an automated system which serves two principle functions:

- 1) It has replaced the manual J7/J8 process for reporting inmate populations for quarterly payment of per diems.
- 2) It can serve as a basic jail management package.

Beyond these basic tasks, LIDS shares inmate data - confinements, offenses and inmate demographics - among Sheriffs around the Commonwealth. A complete LIDS User Guide is available regarding detail operating information. Those jails who use LIDS in an “on-line” manner are eligible for an increase in their office expenses budget for installation and monthly costs of a dedicated data line. Other significant policy statements will be mailed to all LIDS users for insertion into that manual.

Along with the continued enhancement of LIDS, the Compensation Board will be adding an additional staff auditor July 1, 1999 to conduct field audits of LIDS submissions for payment.

Master Deputy Allocation

The Compensation Board will allow reclassification of up to 20% of grade 7 deputies to master deputy grade 8, for sheriffs' offices which had certified on or before January 1, 1997, having a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board. After the December 1, 1999 regrade of Sheriffs' Deputies, reclassifications will be allowed for up to 20% of the total of grade 7 and grade 8 deputies to master deputy grade 9.

Any Sheriff that had not certified on or before January 1, 1997, may certify at any time, with the understanding that certification must be made on or before July 1, to be effective the following July 1. Funding for any salary increases associated with reclassification to the master deputy pay grade for sheriffs' offices certifying after January 1, 1997, is contingent upon approval of additional funding by the General Assembly for this purpose.

To date, all Sheriffs' offices which certified their plans as of July 1, 1998, have been approved funding by the General Assembly for salary increases associated with reclassification to the master deputy pay grade.

Regional Jail Superintendents

Additional Allowances

The Compensation Board will provide an additional allowance for physical examinations for newly hired deputies in positions reimbursed as full-time by the Compensation Board. The maximum reimbursement is set at \$100.00 per physical examination.

An additional allowance is reimbursed by the Compensation Board for guard duty. At the discretion of the court, when it becomes necessary to employ a guard for the safekeeping of a prisoner, the court establishes appropriate compensation for such guard not to exceed the hourly equivalent rate of a deputy performing similar services in the locality.

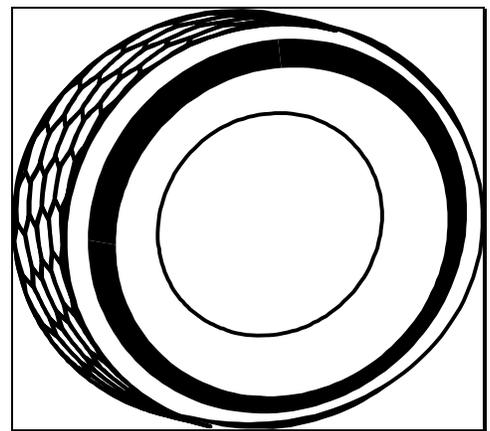
Code 53.1-93; 53.1-94

Office/Vehicle Expenses

Your office and vehicle expense budget has been approved at the same amount approved July 1, 1998, or the amount you requested, whichever is less. Listed below are reimbursable office expenses:

Code 15.2-1615.1

Virginia Association of Regional Jail
Superintendents dues (Superintendent Only)
Internet access costs (line charges, ISP costs
or locality service charges)
Office supplies
Postage
Telephone service
Repairs to office furniture and equipment
Vehicle Lease or Purchase/Maintenance
Expenses
Vehicle Expenses



Purchases of gasoline, tires and batteries and new vehicles may be reimbursed under this combined expense account.

Non-Reimbursable Expenses

The following are not reimbursable by the Compensation Board:

Compensation Board Policy

Notary Public seal, fees or application

Audit services

Telephone equipment installation costs

Subscriptions to periodicals, newspapers, Code of Virginia

Name tags, desk signs, business cards, cameras

Chair mats, custom software, calculator maintenance contracts

Taxes

Weapons and ammunition

If you have any questions concerning the reimbursable nature of any expense, please call the Compensation Board **prior** to expenditure.

Emergency Correctional Officers

Consistent with the provisions of the Appropriation Act, in jails where overcrowding has been reduced, certain "Emergency" Correctional Officers (EC-7's) have been reclassified to alternative to incarceration positions. If the regional jail was not due additional positions based upon staffing standards, the emergency position(s) was abolished.

Appropriation Act, Items 70,
72

“The Compensation Board is directed to examine the current level of crowding of inmates in local jails...and to reallocate or reduce temporary positions among local jails as may be required, consistent with the provisions of this act.” Any EC-7 position(s) included in your FY00 budget were allocated to meet needs in your office due to overcrowded conditions existing in the jail facility. **All EC-7 positions are allocated on a year-to-year basis.** If overcrowding is reduced or eliminated in your jail, the position(s) will be removed in the following year’s budget. Should funding not be available to the Compensation Board for emergency positions in future fiscal years, the positions will be abolished.

New Full-Time Positions

Additional full time positions have been approved only for new jail construction and to meet minimum standards.

Emergency Medical Payments

Jails which incur emergency medical expenses for a **state responsible** inmate may submit a request to the Compensation Board for reimbursement of those expenses following payment by the local government. Requests are submitted on a CB Form-20 **Rev. 2/99** (pages 74-75) no later than the first of November (for months May through October) and the first of May (for months November through April).

Code 53.1-20
53.1-133.01

Submission of the CB Form-20 includes certification of both payment by the locality and of the facility having implemented the Department of Corrections' **Model Plan for Jail Prisoner Medical Treatment Programs**.

Medical, Treatment and Inmate Classification Positions

These positions, denoted as “RP CLS”, “RP MED”, “RP REC” or “RP TRT”, are budgeted and reimbursed by the Compensation Board at two-thirds of their Compensation Board approved salaries. R-Regional Jail; P-Partial Reimbursement.

Appropriation Act, Item 72

The salary you see on your approved FY00 Budget and in SNIP is the Compensation Board's two-thirds contribution toward the total salary. The locality is required to provide at least a one third salary match. Total compensation for each of these positions may not be less than the Compensation Board funding and the localities' matching third. The Compensation Board funds the Commonwealth's proportional share of the fringe benefits for these positions.

Jail Per Diem Payments

Jail per diem rates remain unchanged. However, per diem revenue **may** change as a result of policy changes. Per diem payments for those inmates arrested on a state warrant and housed in a local or regional jail will be based on \$8.00 per inmate day and will be paid in the same manner as in FY99. Localities may continue to use these per diems to operate pre-trial or alternative to incarceration programs.

Appropriation Act, Item 77

An additional \$14.00 per prisoner day continues to be paid for those held on jail farms. In addition to the \$8.00 per prisoner day funds there are two categories of \$6.00 per prisoner day payments for state responsible inmates.

Code 53.1-1
53.1-84

- 1) For felonies **committed** prior to January 1, 1995:

Payment begins on the 61st day after the day the clerk mails or electronically submits the final sentencing order for those felons sentenced to more than 2 years.

- 2) For felony **convictions** on or after January 1, 1995:

Payment begins on the 61st day after the day the clerk mails or electronically submits the final sentencing order for those felons sentenced to one year or more.

An additional payment of \$14.00 per prisoner day will be paid for those state responsible inmates held in beds in those facilities that have entered into a Jail Contract Bed Program with the Department of Corrections.

Additional payments are **not** made for convicted felons held awaiting trial on additional felony charges or for convicted felons who remain incarcerated in a local facility at the request of the locality.

Language in the Appropriation Act requires the Compensation Board to recover 50% of state funded personnel costs for the percentage of a facility's inmate population that are Federal prisoners and/or **inmates from another state** held by contractual agreement. This recovery will be handled on LIDS and your monthly certification and approval screens will indicate the amount of recovery incurred in that month.

Additionally, the Compensation Board is required to withhold per diem payments to any facility which houses more Federal inmates than they contract for holding state responsible inmates through the Department of Corrections' Jail Contract Bed Program.

Cafeteria Plan Worksheet For Officers/Employees

Use this section if salary is not supplemented by the locality

- A. \$ _____ COMPENSATION BOARD MONTHLY SALARY (“Mo CB Sal”)
 B. - _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) DEDUCTED BEFORE TAXES
 C.= _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

Use this section ONLY if Salary Is Supplemented By The Locality

- A. \$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (“Mo CB Sal”)
 B. / _____ TOTAL MONTHLY SALARY (“Mo CB Sal” plus supplement by locality)
 C. = _____ PERCENT OF STATE REIMBURSEMENT
 D. \$ _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) PAID BY THE OFFICER/EMPLOYEE
 E. X _____ ITEM “C” ABOVE (PERCENT OF STATE REIMBURSEMENT)
 F.= \$ _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 G \$ _____ ITEM “A” ABOVE: COMPENSATION BOARD MONTHLY SALARY (“CB Mo Sal”)
 H - _____ ITEM “F” ABOVE: PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 I = _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

**** PLEASE DO NOT ENTER THE AMOUNT ABOVE (“F”) IN THE “Mo CB Sal” COLUMN ****

Sel: _ 97/02		Loc: 888	Off: 320	Name: OFFICER’S NAME	804-786-0787
Pos	SSN	Last Name	Int	New Name	Class CB P: 2
Mo CB Sal	Mo Tax Sal	Mo Pay Sal	OASDI	Retire	Gp Ins Tot Sal SCBRUM02
00003	888888888888	JOHNSON	BA		AAII 23401.00
	1950.08	1950.08	149.18	81.51	2180.77.
	<u>1950.08</u>	1950.08	114.52	81.51	2146.11
					<u>1496.98</u>

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU MUST ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURS:

1. The employee’s deduction increases or decreases (i.e. insurance premium).
2. Employees receive a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.

DATE: _____

TO: Compensation Board

FROM: _____

SUBJECT: Request for reimbursement of medical emergency services rendered to _____, a "**state responsible**" inmate.
(Name of Inmate)

- PART A:
1. Offense Date: _____
 2. Social Security Number: _____
 3. Institution Number: _____
 4. Dates of current incarceration: From _____ To _____
 5. *Date* of prisoner's final felony conviction *and identification of charges* (e.g. larceny, rape, etc.):

 6. Length of sentence: _____

PART B: TO BE COMPLETED BY DOCTOR, NURSE OR OTHER QUALIFIED MEDICAL PERSONNEL—Medical description of nature of medical emergency. Illness or injury? If injury, how did it occur? (Please attach copy of discharge summary or an explanation as to why a copy cannot be obtained):

PART C: Has another request for reimbursement of medical bills been filed on this individual? YES NO If "yes", please provide date: _____

PART D: Total amount that has been spent by your locality for medical supplies for the jail and for medical services performed by hospitals, doctors, etc. outside your facility (this total should include expenses incurred for ALL other such emergencies since July 1 of the current fiscal year to date):

PART E: Determine your per diem estimate shown in the Compensation Board Jail Funding

EXPLANATION OF ITEMS REQUESTED
ON CB FORM-20 (Revised 2/99)

- ADDRESS:
1. Date form is completed.
 2. Name and address of Sheriff's Department, Jail Farm or Regional Jail submitting request.
 3. Name of individual who received the medical services.
- PART A:
1. Offense Date
 2. Social Security Number
 3. Institution Number
 4. Beginning and ending dates of incarceration during which the medical emergency occurred. (If prisoner is still incarcerated at the time of request write PRESENT after TO.)
 5. Date of prisoner's final felony conviction and identification of charges (e.g., larceny, rape, etc.).
 6. Length of prisoners sentence (**must be two years or more if the felony was committed prior to 1/1/95, or one year or more if the felony was committed on or after 1/1/95, in order to qualify for reimbursement**).
- PART B: Please have doctor, nurse or other qualified medical personnel briefly describe the nature of the medical emergency. If emergency is result of an injury occurred. Finally, please submit a copy of the discharge summary or an explanation as to why a copy cannot be obtained.
- PART C: If you have previously filed for reimbursement for this individual please indicate by responding "YES" and give date.
- PART D: Please indicate the total amount that has been spent to date by your locality for medical supplies for the jail and for medical services performed by hospitals, doctors, etc. outside of your facility (i.e., this total should include expenses incurred for all other such emergencies since July 1 of the current fiscal year to date.)
- PART E: Determine your per diem estimate shown in the Compensation Board Jail Funding estimate memo dated May 1.

PART F: Total dollar amount budgeted for your facility for medical supplies and emergencies for the current fiscal year. (To qualify for reimbursement, this amount must be 10% or more of the amount shown in paragraph E, above.)

- PART G:
1. Date or dates prisoner received treatment.
 2. Determine if prisoner was state responsible.
INQUIRE ON CONFINEMENT INFORMATION LIDS SCREEN TO SEE IF INMATE WAS STATE RESPONSIBLE ON DATE SHOWN ABOVE (PART G, LINE 1). REASON 22 OR 28.
 3. Provide the name of the doctor, hospital or professional providing medical service.
 4. Amount of invoice or portion of invoice for which you are requesting reimbursement.

NOTE: the information for Items 1, 2 and 3 is to be taken from the invoice and the information to be entered in these columns is to be a summary total of each invoice.

5. Date and signature of Sheriff, Jail Superintendent or Jail Farm Superintendent which certifies that information is correct, and that the Sheriff has adopted the Department of Corrections Model Plan for Jail Prisoner Medical Treatment Program.
6. Date and certification by locality of payment to the health care provider.

NOTE: The Compensation Board will not consider reimbursement unless it is certified the invoice has been paid by the locality.

Maximum Rank Allocation

Maximum rank allocation for Regional Jails is as follows:

Population	Function: Law Enforcement or Jail Responsibility
0-9,999	1 Grade 10
10,000-19,999	1 Grade 11
20,000-39,999	3 Grade 9 and 1 Grade 12
40,000-99,999	5 Grade 9, 3 Grade 11 and 1 Grade 13
100,000+	7 Grade 9, 5 Grade 10, 3 Grade 11, and 1 Grade 14

Maximum rank allocation in jail annexes remote from the main jail facility shall be as follows:

Capacity	Rank Allocation
less than 37	1 Grade 10
38-76	3 Grade 10
77-124	5 Grade 9 and 1 Grade 11
greater than 125	5 Grade 9, 1 Grade 10, and 1 Grade 12

Local Inmate Data System



The Local Inmate Data System (LIDS) is an automated system which serves two principle functions:

- 1) It has replaced the manual J7/J8 process for reporting inmate populations for quarterly payment of per diems.
- 2) It can serve as a basic jail management package.

Beyond these basic tasks, LIDS shares inmate data - confinements, offenses and inmate demographics - among Sheriffs around the Commonwealth. A complete LIDS User Guide is available regarding detail operating information. Those jails who use LIDS in an “on-line” manner are eligible for an increase in their office expenses budget for installation and monthly costs of a dedicated data line. Other significant policy statements will be mailed to all LIDS users for insertion into that manual.

Along with the continued enhancement of LIDS, the Compensation Board will be adding an additional staff auditor July 1, 1999 to conduct field audits of LIDS submissions for payment.

Master Deputy Allocation

The Compensation Board will allow reclassification of up to 20% of grade 7 deputies to master deputy grade 8, for regional jails which had certified on or before January 1, 1997, as having a career development plan for correctional officers that meets the minimum criteria set forth by the Compensation Board. After the December 1, 1999 regrade of Regional Jail Officers, reclassifications will be allowed for up to 20% of the total of grade 7 and grade 8 deputies to master deputy grade 9.

Any Superintendent that had not certified on or before January 1, 1997, may certify at any time, with the understanding that certification must be made on or before July 1, to be effective the following July 1. Funding for any salary increases associated with reclassification to the master deputy pay grade for regional jails certifying after January 1, 1997, is contingent upon approval of additional funding by the General Assembly for this purpose.

Staffing Standards

Compensation Board Criteria For Allocating New Positions In Regional Jails

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Superintendent as part of the Compensation Board annual budget process.
2. The position requested must perform only statutorily prescribed duties for the or Regional Jail.
3. The Regional Jail, must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.

5. The Compensation Board will use the staffing methodology and workload criteria developed by the Virginia Sheriffs' Association (VSA) to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive.
7. The Compensation Board uses U. S. Census Data, or census data provided by the Weldon Cooper Center for Public Service, University of Virginia.

The methodology used to determine appropriate staffing levels in each Regional Jail was developed by the VSA and adopted by the Compensation Board.

Administrative and Support Positions

The number of administrative, support or clerical positions shall be fixed at not less than one (1) position per twenty-five (25) law enforcement deputies, one (1) position per 100 inmates of average daily population in the jail, and one (1) position per ten (10) court security and process service positions. The minimum number of administrative, support or clerical positions per regional jail shall be fixed at one (1).

Jail Deputies

Additional jail deputies for new jail construction are allocated using a ratio of not more than one (1) jail deputy for every 3.0 beds of operational capacity. Operational capacity shall be determined by the Department of Corrections. No additional jail deputies shall be provided to a local jail in which staffing exceeds this ratio unless the jail is overcrowded. "Overcrowding" (for staffing purposes only) is defined as when the yearly average daily population exceeds the operational capacity. In those jails experiencing overcrowding, the Board, upon the request of the regional jail, shall allocate a minimum of one (1) additional jail deputy for every five (5) average daily prisoners above operational capacity.

Additional jail personnel to staff new jail capacity resulting from the renovation of existing facilities are allocated on the basis of a comprehensive analysis, exclusive of federal prisoners, and inmates from other states held by

contractual agreement, prepared by the Department of Corrections of the staffing requirements of such facility.

Alternative Incarceration Programs

Additional positions to staff alternative incarceration programs operated by regional jails are allocated using a ratio of not more than one (1) position for every 16 inmates participating in alternative incarceration programs approved by the Department of Corrections.

Food Service

In jails where food service is not contracted, the number of cooks shall be fixed at a minimum of one (1) cook position in jails with an operating capacity of 30 to 49 inmates, two (2) cook positions in jails with an operating capacity of 50 to 89 inmates, three (3) cook positions in jails with an operating capacity of 90 to 299 inmates, four (4) cook positions in jails with operating capacity of 300 to 499 inmates, and (5) five cook positions in jails with an operating capacity of 500 inmates and above.

Medical, Classification and Treatment Positions

The number of medical, classification, or treatment positions shall be fixed at a minimum of one (1) position per twenty-five inmates, based on the yearly average daily population of inmates.

COMMONWEALTH OF VIRGINIA
COMPENSATION BOARD
Report of Selection or Removal of
Officer/Deputy from Career Development Program

PART I: SELECTION TO CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

EFFECTIVE DATE OF SELECTION: _____

I certify that this office has an Employee Evaluation Plan and Career Development Plan, both of which meet the minimum criteria set by the Compensation Board for such plans. I further certify that the above named individual meets all of the criteria established in this office's Career Development Plan.

Signature of Sheriff/Superintendent Printed Name Date

Locality

PART II: REMOVAL FROM CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

EFFECTIVE DATE OF SELECTION IN CDP: _____

EFFECTIVE DATE OF REMOVAL FROM CDP: _____

I certify that the above named individual no longer meets all of the criteria established in this office's Career Development Plan and a reduction in grade and salary is requested.

Signature of Sheriff/Superintendent Printed Name Date

Locality

Commonwealth's Attorneys

Duties of Attorneys for the Commonwealth and their assistants

Code 15.2-1626,1627

Duties for the Commonwealth's Attorneys and their assistants can be found in the Code of Virginia.

Additional Allowances

The Compensation Board has approved for reimbursement an additional allowance for Substitute Prosecutors.

Code 19.2-155

A temporary substitute prosecutor is appointed by the judge of the circuit court when the principal officer is unable to perform his/her duties. If the Circuit Court determines that the appointment of a Commonwealth's Attorney or assistant is not appropriate, or such an attorney is not available or for other good cause, then the court may appoint an attorney at law who will be compensated through the Supreme Court's Criminal Fund.

Full time Commonwealth's Attorneys and full time Assistant Commonwealth's Attorneys are reimbursed directly for travel expenses incurred in service as a substitute prosecutor. CB Form 24 (pages 89-90) is used to request travel reimbursement. The Compensation Board will not reimburse, without advance written approval, lodging expenses incurred in excess of \$54.00 per night and per person meal reimbursements in excess of \$28.00 per day (3 meals).

Part-time attorneys may also request direct reimbursement of travel expenses on the CB Form 24 provided that they will not also request hourly rate compensation for serving as a substitute prosecutor. **If the part-time attorney is requesting hourly rate compensation, they must complete CB Form 22 (pages 89-90) and submit it to the Commonwealth's Attorney in the locality where they served as Substitute Prosecutor.** The office of the Commonwealth's Attorney will request reimbursement from the Compensation Board through the SNIP system.

All reimbursement requests must be submitted to the Compensation Board when either the expenses exceed \$200.00 or within 60 days after the conclusion of the case, whichever comes first. Requests submitted more than 120 days after the conclusion of the case, regardless of amount, will **not** be reimbursed.

All requests for reimbursement of expenses for substitute prosecutors must be filed on either the CB Form 22 or CB Form 24. A copy of the court order appointing the attorney, the reason for hiring a substitute and an itemized list of expenses including miles traveled and hours worked must be included with the form. Upon review, the Compensation Board, in its sole discretion, may deny reimbursement for expenses not reasonably incurred.

New Permanent Positions

The General Assembly did not approve any new positions for Commonwealth's Attorneys' offices.

Conversion of Offices to Full-Time

Funding is approved for the conversion of three (3) Commonwealth's Attorneys' offices to full-time status, effective July 1, 1999. These offices are: Lancaster and Wythe Counties, and the City of Buena Vista.

There are no additional positions approved for these offices, nor is there approval for the conversion of any part-time assistant attorney position to full-time status. Budget amounts for office expenses and equipment funding are approved at the request of the officer, or the amount allocated by the General Assembly, whichever is less. Budget amounts for hourly wage (temporary) funding are based on approved FY99 amounts and consideration of the officer's request.

Conversion of Part-Time Assistant Commonwealth's Attorneys Positions to Full-Time

Based upon the request of the Virginia Association of Commonwealth's Attorneys, the General Assembly approved the additional funding necessary for the Compensation Board to convert part-time Assistant Commonwealth's Attorney positions in full-time offices to full-time status effective July 1, 1999, if requested by the Commonwealth's Attorney and justified by workload. Funding has been included in the Commonwealth's Attorneys approved May 1 budget to effect these

conversions in the following localities:

- Amherst
- Carroll/Galax
- Franklin
- Frederick
- Goochland
- Page
- Pulaski
- Shenandoah
- Southampton/Franklin
- Warren
- Westmoreland
- Wythe
- Bristol
- Colonial Heights
- Martinsville
- Waynesboro
- Winchester

Career Prosecutor Funding

The General Assembly has approved funding for the Commonwealth's Attorneys' Career Prosecutor Program. **Commonwealth's Attorneys must certify to the Compensation Board that the Career Development Plan in effect in their office meets the Compensation Board's minimum criteria for such plans by December 1, 1999 if they wish to participate.** Information regarding the Career Prosecutor Program was provided to all Commonwealth's Attorneys by the Compensation Board on January 29, 1999; Commonwealth's Attorneys who need additional copies of this information should contact Paige Curtis at (804) 786-0786, ext. 217.

Office Expenses

Compensation Board Policy

Listed below are reimbursable office expenses:

Virginia Association of Commonwealth's Attorneys Dues (Commonwealth's Attorney Only)

VALECO dues (Commonwealth's Attorney Only)

Internet access costs (line charges, ISP costs or locality service charges)

Data processing services, telephone service

Repairs to office furniture and equipment

Premiums for burglary and other insurance

Virginia State Bar Dues: fully reimbursed for full-time principal officer and full-time assistants in Compensation Board positions, 50% reimbursement for principal officers and assistants in part-time offices

Non-Reimbursable Expenses

The following are not reimbursable by the Compensation Board:

Code 15.2-1636.15

Notary Public seal, fees or application

Audit services

Telephone equipment installation costs

Subscriptions to periodicals, newspapers, Code of Virginia

Name tags, desk signs, business cards

Chair mats, custom software, calculator maintenance contracts

Taxes

If you have any questions concerning the reimbursable nature of any expense, please call the Compensation Board **prior** to expenditure.

Fines and Fees

Code 19.2-349

Attorneys for the Commonwealth are required to develop procedures for use in their office for the collections of fines, costs, penalties, forfeitures and restitution. The goal of collecting these debts are both financial and punitive. Outstanding fines and fees

are a potential revenue for the Commonwealth and the locality.

Commonwealth's Attorneys' Salary Charts

73-A.1 The annual salaries of attorneys for the Commonwealth shall be as hereinafter prescribed according to the population of the city or county served except as otherwise provided in §15.2-1636.12, Code of Virginia.

	December 1,1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	39,632	42,109
10,000-19,999	44,041	46,794
20,000-34,999	48,444	51,472
35,000-44,999	87,198	92,648
45,000-99,999	96,885	102,940
100,000-249,999	100,518	106,800
250,000 and above	104,153	110,663

2. The attorneys for the Commonwealth and their successors who serve on a full time basis pursuant to §15.2-1627.1, 15.2-1628, 15.2-1629, 15.2-1630 or 15.2-1631, Code of Virginia shall receive salaries as if they served localities with populations between 35,000 and 44,999.

3. Whenever an attorney for the Commonwealth is such for a county and city together, or for two or more cities, the aggregate population of such political subdivisions shall be the population for the purpose of arriving at the salary of such attorney for the Commonwealth under the provisions of this paragraph and such attorney for the Commonwealth shall receive as additional compensation the sum of one thousand dollars.

Cafeteria Plan Worksheet For Officers/Employees

Use this section if salary is not supplemented by the locality

- A. \$ _____ COMPENSATION BOARD MONTHLY SALARY (“Mo CB Sal”)
 B. - _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) DEDUCTED BEFORE TAXES
 C.= _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

Use this section ONLY if Salary Is Supplemented By The Locality

- A. \$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (“Mo CB Sal”)
 B. / _____ TOTAL MONTHLY SALARY (“Mo CB Sal” plus supplement by locality)
 C. = _____ PERCENT OF STATE REIMBURSEMENT
 D. \$ _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) PAID BY THE OFFICER/EMPLOYEE
 E. X _____ ITEM “C” ABOVE (PERCENT OF STATE REIMBURSEMENT)
 F.= \$ _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 G \$ _____ ITEM “A” ABOVE: COMPENSATION BOARD MONTHLY SALARY (“CB Mo Sal”)
 H - _____ ITEM “F” ABOVE: PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 I = _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

**** PLEASE DO NOT ENTER THE AMOUNT ABOVE (“F”) IN THE “Mo CB Sal” COLUMN ****

Sel: _ 97/02		Loc: 888	Off: 320	Name: OFFICER’S NAME	804-786-0787
Pos	SSN	Last Name	Int	New Name	Class CB P: 2
Mo CB Sal	Mo Tax Sal	Mo Pay Sal	OASDI	Retire	Gp Ins Tot Sal SCBRUM02
00003	8888888888	JOHNSON	BA		AAII 23401.00
	1950.08	1950.08	149.18	81.51	2180.77.
	<u>1950.08</u>	1950.08	114.52	81.51	2146.11

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU MUST ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURS:

1. The employee’s deduction increases or decreases (i.e. insurance premium).
2. Employees receive a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.

CB Form 24

**REQUEST FOR DIRECT REIMBURSEMENT OF TRAVEL EXPENSES
BY SUBSTITUTE PROSECUTOR
Code Section 19.2-155**

SECTION I - CASE AND APPOINTMENT

Commonwealth v. _____

Attach a copy of the Court Order of Appointment

SECTION II - SUBSTITUTE PROSECUTOR INFORMATION

Printed Name: _____

Title _____

SS# _____

Work Address:
Office of the Commonwealth's Attorney

(Locality Name)

(3-Digit Code)

(note: Check will be mailed to this address)

SECTION III - EXPENSES FROM _____ TO _____
(Date) (Date)

A. Personal Vehicle Mileage : _____ miles @ 27¢ per mile = \$ _____

B. ___ Meals @ Total Cost = \$ _____

C. ___ Nights Lodging, @ \$ _____ per night = \$ _____

D. Tolls and Parking = \$ _____

TOTAL REQUEST:\$ _____

SECTION IV - CERTIFICATION

Reimbursement is requested for necessary and direct travel, meals and lodging expenses incurred while serving as a Substitute Prosecutor in _____
County/City. (locality)

I certify that this request for reimbursement is in accordance with Compensation Board travel expense policy, and that I am:

___ a Commonwealth's Attorney or Assistant Commonwealth's Attorney not allowed to engage in the private practice of law.

___ a Commonwealth's Attorney or Assistant Commonwealth's Attorney allowed to engage in the private practice of law and that I am requesting reimbursement for travel expenses only.

I further certify that I have not received any other reimbursement for these expenses, I will not submit any request for duplicate reimbursement for these expenses, and that I incurred and paid these expenses as a part of my official duties.

___ This is a final billing for this case, concluded on _____.
(Date) ___ This is a partial billing for this case.

(Signature of Substitute Prosecutor)

(Date)

SECTION V - APPROVALS

I certify that the above individual was appointed and served as a Substitute Prosecutor, and that the request submitted is reasonable and proper in the context of this case, to the best of my knowledge and belief. Reimbursement in the amount requested is recommended.

(Signature of Appointing Judge or Commonwealth's Attorney)

(Date)

(Printed Name)

___ Reimbursement approved by Compensation Board action _____
(Date)

___ Reimbursement approved by Executive Secretary _____
(Date)

CB FORM 22 (5/97)
REQUEST FROM THE SUBSTITUTE PROSECUTOR
TO THE COMMONWEALTH'S ATTORNEY FOR
APPROVAL OF FEES AND TRAVEL EXPENSES

SECTION I - CASE AND APPOINTMENT

Commonwealth v. _____

Attach a copy of the Court Order of Appointment

SECTION II - SUBSTITUTE PROSECUTOR INFORMATION

Printed Name: _____

Title _____

SS# _____

SECTION III - EXPENSES FROM _____ TO _____
(DATE) (DATE)

A. Personal Vehicle Mileage : ____ miles @ 27¢ per mile = \$ _____

B. __ Meals @ Total Cost = \$ _____

C. __ Nights Lodging, @ \$ _____ per night = \$ _____

D. Tolls and Parking = \$ _____

E. __ Hours @ \$50 per hour = \$ _____

(Attach itemized list of hours worked)

TOTAL REQUEST:\$ _____

SECTION IV - CERTIFICATION

Reimbursement is requested for necessary and direct travel, meals and lodging expenses incurred while serving as a Substitute Prosecutor in _____ County/City. I certify that I am a Commonwealth's _____ (locality) Attorney or Assistant Commonwealth's Attorney allowed to engage in the private practice of law, and that this request is in accordance with the Compensation Board's travel policy. I further certify that I have not requested any other reimbursement for these expenses, and will not submit any request for duplicate reimbursement for these expenses, that I incurred and paid these expenses as a part of my official duties, and that my billed time spent on this case is reasonable and proper.

_____ This is a final billing for this case, _____ This is a partial billing for this case.
concluded on _____

Signature of Substitute Prosecutor

Date

SECTION V - APPROVALS

I certify that the above individual was appointed and served as a Substitute Prosecutor, and that the request submitted is reasonable and proper in the context of this case, to the best of my knowledge and belief.

Approval of reimbursement in the amount requested is recommended.

Signature of Appointing Judge (if required)

Date

Printed Name

SECTION VI - INSTRUCTIONS

Do not submit this form to the Compensation Board. **This form may be only used by Commonwealth's Attorneys and assistant Commonwealth's Attorneys who are allowed to engage in the private practice of law to request reimbursement for hourly fees and expenses incurred while serving as a Substitute Prosecutor. The Substitute Prosecutor must submit this form to the locality Commonwealth's Attorney in which the Substitute Prosecutor served. The Commonwealth's Attorney will enter the request into the Compensation Board's automated reimbursement system. The Commonwealth's Attorney should retain this form and the appointing court order for audit purposes.**

How to file for Substitute Prosecutor Reimbursements

I. Full time Commonwealth's Attorneys and full time Assistant Commonwealth's Attorneys appointed as Substitute Prosecutors:

- Complete Form CB24 in the back of your FY99 Compensation Board Manual (both sides) . Mail the CB24, and a copy of the Court Order to Audrey Butler-Nelson at the Compensation Board. She will mail a check directly to the SP, at the address listed on the CB24.
- Note: You may only claim mileage, meals, lodging, tolls and parking (*not hours*). The Compensation Board will not reimburse, lodging expenses incurred in excess of \$54.00 per night and per person meal reimbursements in excess of \$28.00 per day (3 meals). You are required to file for reimbursement when the case either reaches \$200.00 in expenses or 60 days after conclusion (whichever comes first).

II. Part time Commonwealth's Attorneys appointed as Substitute Prosecutors:

- Both hourly rate and expenses are reimbursable items. The locality where the SP acted should pay the bills and the Commonwealth's Attorney(CA) for which he substituted should file for reimbursement.
- These cases should be loaded into SNIP *as soon as the SP is appointed* with an estimate of total expenses. Use the Main Menu under Substitute Prosecutors and mark the screen as a P (partial) not F (final) claim. Be sure to include the Book and Page where the Judge's appointment is recorded. The SP needs to complete the revised CB Form 22 (5.97) and submit it to the appointing jurisdiction's CA who will file for reimbursement.
- Once the case is approved, you may request reimbursement of the funds through your additional Allowances screen in SNIP (also in the Main Menu). Reimbursement will be included in the locality's monthly Compensation Board payment.
- The maximum hourly rate approved by the Compensation Board is \$50.00/hour. Again, the Compensation Board will not reimburse lodging expenses incurred in excess of \$54.00 per night and per person meal reimbursements in excess of \$28.00 per day (3 meals). You are required to file for reimbursement when the case either reaches \$200.00 in expenses or 60 days after conclusion (whichever comes first).

III. Private Attorneys Appointed July 1, 1996 or thereafter:

- These cases are now reimbursed through the Supreme Court, *not* the Compensation Board. Should you need information please call (804)786-6555.
- To claim reimbursement, complete a Form D.C. 50 (time sheet). The appointing court will file Forms D.C. 40,41, and 50 with the Supreme Court for payment.

IV. Private Attorneys appointed as Substitute Prosecutors Prior to July 1, 1996:

- To claim reimbursement, since our guidelines changed July 1, 1996 and these claims need special handling to load into the computer, please call your Compensation Board Sr. Fiscal Technician, at (804) 786-0782 for instructions.

COMMONWEALTH OF VIRGINIA
COMPENSATION BOARD
Report of Selection or Removal of Assistant Commonwealth's Attorney
to or from Career Development Program

PART I: SELECTION TO CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

TOTAL YEARS/MONTHS AS AN ASSISTANT COMMONWEALTH'S ATTORNEY IN VIRGINIA: _____ / _____ AS OF _____ years months date

EFFECTIVE DATE OF SELECTION: _____

I certify that this office has an Employee Evaluation Plan and Career Development Plan, both of which meet the minimum criteria set by the Compensation Board for such plans. I further certify that the above named individual meets all of the criteria established in this office's Career Development Plan.

Signature of Commonwealth's Attorney Printed Name Date

Locality

PART II: REMOVAL FROM CAREER DEVELOPMENT PROGRAM

NAME: _____ POSITION #: _____

SOCIAL SECURITY #: _____ CURRENT GRADE: _____ CURRENT SALARY: \$ _____

EMPLOYMENT DATE IN THIS OFFICE: _____ REQUESTED GRADE: _____ REQUESTED SALARY: \$ _____

EFFECTIVE DATE OF SELECTION IN CDP: _____

EFFECTIVE DATE OF REMOVAL FROM CDP: _____

I certify that the above named individual no longer meets all of the criteria established in this office's Career Development Plan and a reduction in grade and salary is requested.

Signature of Commonwealth's Attorney Printed Name Date

Staffing Standards

Compensation Board Criteria for Allocating New Assistant Commonwealth's Attorney Positions in Commonwealth's Attorney Offices

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board annual budget request process.
2. The basis of the request must be only the statutorily prescribed duty of the prosecution of felonies.
3. Funds and positions must be appropriated by the General Assembly.
4. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed by the Virginia Association of Commonwealth's Attorneys (VACA), including the criteria defined in Chapter 912, 1996 Appropriation Act for allocating positions for the Statewide Juvenile Justice Program, to determine the appropriate level of Compensation Board assistant Commonwealth's Attorney support for each office requesting additional positions.
5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

Staffing Methodology

1. The methodology to arrive at this ranking and allocation is based upon the combined workload for establishing the number of assistant Commonwealth's Attorney positions due, and for establishing the number of Juvenile Justice assistant Commonwealth's Attorney positions due.
2. The calculation of workload is very close to the methodology used to rank part-time offices for full-time conversion, except that the factors of transient population and location of a penal institution are eliminated. These two minor factors were eliminated because this is an attempt to reach a "caseload" ranking, not a total workload assessment. Circuit court caseload includes felonies only, because there is great difference between offices in the prosecution of misdemeanors, and Juvenile and Domestic Relations court caseload includes only juvenile delinquency and domestic relations felonies, as specified in Chapter 912.

3. The formula is the three-year average of weighted arrests plus the three-year average of weighted circuit court felonies, juvenile delinquency, and domestic felonies, divided by the number of state-funded attorneys. This yields a "caseload" factor per attorney.
4. The weights used are the same as used in the part-time conversion formula:

3-Year Average Weighted Arrest Data is the average of arrest data for each locality for the three most recent calendar years, as found in the Uniform Crime Report of the Department of State Police.

Arrest data is weighted as stated in Sections 15.2-1629 and 15.2-1631 of the Code of Virginia for ranking part-time offices for conversion of full-time status; Murder, weight of 30; Manslaughter, Forcible Rape, Robbery, Aggravated Assault, weight of 15; Felonious Possession, Sale/Manufacture of Schedule I or II Controlled Substances, Burglary, Forgery, Motor Vehicle Theft, weight of 5; Embezzlement, weight of 4.6; Purchase or Receipt of Stolen Property, weight of 3.5; Larceny, weight of 2.6; Fraud, weight of 2.

An additional weight of 75.6 was assigned to a Capital Murder case, at the request of members of the Virginia Association of Commonwealth's Attorneys. This weight was determined through a survey of all Commonwealth's Attorneys.

3-Year Average Circuit Court Felonies, Juvenile Delinquency, and Domestic Relations Felonies is the average of caseload data for each locality for the three most recent calendar years as reported by the Supreme Court.

Weights were assigned according to the severity of the crime, as discussed with members of the Virginia Association of Commonwealth's Attorneys when determining a ranking methodology for the conversion of part-time offices to full-time, as follows: Class I and 2 Felonies, Circuit Court Commenced Cases, weight of 6; Other Felonies, Circuit Court Commenced Cases, weight of 4; Juvenile Delinquency, Juv. and Dom. Relations Court, weight of 2; Domestic Felonies, Juv. and Dom. Relations Court, weight of 3.

5. Offices are grouped based on the number of Compensation Board funded attorneys presently staffed and assigns an escalating caseload factor assuming economies of scale. Compensation Board funded assistant Commonwealth's Attorneys who are part-time (i.e., eligible to engage in private law practice) are to be considered as 0.5 of a F.T.E. position for staffing standards purposes, instead of as 1 F.T.E. position.

Attorneys/Officers Caseload Factor per Attorney

1	1500
1.5-6	1700

7-12	1900
13-21	2100
22+	2300

Compensation Board Criteria For Allocating New Paralegal And Administrative Positions In Commonwealth's Attorneys' Offices

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board's annual budget request process.
2. Funds and positions must be appropriated by the General Assembly.
3. The Compensation Board will use a staffing standard which establishes the appropriate level of administrative staff support at one administrative support position for every two Compensation Board funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.
4. The Compensation Board will use a staffing standard which establishes the appropriate level of paralegal staff at one paralegal position for every four Compensation Board funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.
5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.

Maximum Rank Allocation

Maximum rank allocation for Commonwealth's Attorneys' offices is as follows:

- 1 AAI in each full time office
- 1 SECB in each part time office
- 1 ATTIV in each full time office with population greater than 45,000
- 1 ATIII in each full time office below population of 45,000

Treasurers, Directors of Finance, and Commissioners of the Revenue

Duties of Treasurers, Commissioners of the Revenue

The Treasurer (Commissioner of the Revenue) shall exercise all the powers conferred and perform all the duties imposed upon such officer by General law.

New Positions

The General Assembly did not approve any new positions for Directors of Finance or Commissioners' offices. The General Assembly did approve 29 new positions for Treasurers' offices which have been allocated in accordance with Compensation Board staffing standards.

Office Expenses

Listed below are reimbursable office expenses:

<u>Code 15.2-1636.15</u>

Treasurers' Association of Virginia Dues (Treasurer Only)
Commissioner of the Revenue Association Dues (Treasurer Only)
VALECO dues (Principal Elected Officer Only)
Internet access costs (line charges, ISP costs or locality service charges)
Stationery, postage printing and advertising
Data processing services, telephone service
Repairs to office furniture and equipment
Premiums for burglary and other insurance

Requests for Transfers

Written concurrence of the local governing body is **required** for requests to increase your budget or to transfer budgeted funds to equipment expense.

Non-Reimbursable Expenses

The following are not reimbursable by the
Compensation Board:

Code 15.2-1636.14

Notary Public seal, fees or application
Audit services
Telephone equipment installation costs
Subscriptions to periodicals, newspapers, Code of Virginia
Name tags, desk signs, business cards
Chair mats, custom software, calculator maintenance contracts
Taxes
Licenses, business or professional
Dog tags or related expenses
Decals or stickers of any kind
Printing of licenses or license books
Advertising other than state and local income , real estate or personal
property tax
Schools or in-house training

Compensation Board Policy

Forms:

Applications, Building Permits
Custom check registers
Employee earnings records
Real estate forms, Delinquent real estate tax statements
Personal property forms
Vehicle registration forms
Yard sale/garage sale applications

If you have any questions concerning the reimbursable nature of any
expense, please call the Compensation Board **prior** to expenditure.

Treasurers, Directors of Finance, and Commissioners of the Revenue Salaries

The Commonwealth's share of the principal officer's salary is 50% of the 1980 salary plus 100% of all increases thereafter.

Code 15.2-1636.12

The Compensation Board reimburses staff salaries at 50% of the Compensation Board approved amount.

Exceptions

The Commonwealth reimburses 100% of all Compensation Board approved expenses for the Treasurers' offices in Lynchburg, Galax and the City of Richmond.

Code 15.2-1636.14

Williamsburg and Danville Treasurers' offices are reimbursed at the rate of 66.66% for salaries and office expenses and 33.33% for approved equipment expenses.

Commissioners of the Revenue, Treasurers and Directors of Finance Salaries

75-A.1 The annual salaries of Treasurers, elected or appointed officers who hold the combined office of City Treasurer and Commissioner of the Revenue, or elected or appointed officers who hold the combined office of County Treasurer and Commissioner of the Revenue subject to the provisions of §15.2-1608.1, Code of Virginia, shall be as hereinafter prescribed, based on the services provided, except as otherwise provided in § 15.2-1636.12, Code of Virginia.

	December 1,1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	44,722	47,517
10,000-19,999	49,692	52,798
20,000-39,999	55,213	58,664
40,000-69,999	61,348	65,182
70,000-99,999	68,164	72,424
100,000-174,999	75,737	80,471
175,000-249,999	79,724	84,707
250,000 and above	90,596	96,258

74.A. The annual salaries of county or city Commissioners of the Revenue shall be as hereinafter prescribed, except as otherwise provided in §15.2-1636.12, Code of Virginia.

	December 1,1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	44,722	47,517
10,000-19,999	49,692	52,798
20,000-39,999	55,213	58,664
40,000-69,999	61,348	65,182
70,000-99,999	68,164	72,424
100,000-174,999	75,737	80,471
175,000-249,999	79,724	84,707
250,000 and above	90,596	96,258

1980 Salaries of Treasurers, Directors of Finance, and Commissioners of Revenue

LOCALITY	TREAS	COMM
Accomack	15,840	17,523
Albemarle	30,845	-
Alleghany	16,283	15,954
Amelia	14,980	12,305
Amherst	15,767	16,326
Appomattox	17,807	14,213
Arlington	32,307	22,055
Augusta	17,630	17,981
Bath	15,320	15,320
Bedford	19,956	21,257
Bland	11,764	10,386
Botetourt	22,047	18,495
Brunswick	16,603	16,285
Buchanan	23,003	18,538
Buckingham	14,178	14,178
Campbell	21,072	21,474
Caroline	15,301	15,301
Carroll	19,902	18,800
Charles City	11,903	12,224
Charlotte	16,590	17,314
Chesterfield	22,200	20,942
Clarke	14,980	14,980
Craig	10,700	10,272
Culpeper	20,878	22,528
Cumberland	12,071	12,071
Dickenson	16,925	16,255
Dinwiddie	19,402	21,958
Essex	12,150	12,150
Fairfax	37,642	39,930
Fauquier	22,800	23,232
Floyd	13,215	14,980
Fluvanna	11,985	12,305
Franklin	19,087	18,514
Frederick	17,443	18,269
Giles	17,125	16,982
Gloucester	17,129	15,000
Goochland	17,907	18,804
Grayson	13,200	13,703
Greene	13,962	11,983
Greensville	19,478	19,478
Halifax	21,532	18,944
Hanover	18,188	17,500
Henrico	27,500	-
Henry	20,494	20,718
Highland	10,800	10,634

LOCALITY	TREAS	COMM
Isle of Wight	17,652	17,369
James City	11,286	19,531
King and Queen	14,168	16,265
King George	16,794	13,525
King William	18,268	13,268
Lancaster	15,174	15,876
Lee	20,520	18,244
Loudoun	24,902	23,002
Louisa	14,711	14,711
Lunenburg	16,976	16,563
Madison	15,546	12,760
Mathews	13,608	13,643
Mecklenburg	20,874	21,995
Middlesex	12,120	12,840
Montgomery	18,538	19,932
Nelson	16,774	12,285
New Kent	16,050	11,350
Northampton	18,604	16,926
Northumberland	13,870	15,633
Nottoway	17,302	18,000
Orange	18,714	18,832
Page	18,000	15,938
Patrick	17,452	15,500
Pittsylvania	21,389	19,385
Powhatan	12,965	11,352
Prince Edward	15,954	15,954
Prince George	17,414	17,138
Prince William	27,306	-
Pulaski	19,895	22,166
Rappahannock	12,281	12,141
Richmond	15,188	15,622
Roanoke	14,016	13,016
Rockbridge	14,766	13,072
Rockingham	24,393	24,393
Russell	19,616	22,347
Scott	15,186	18,467
Shenandoah	17,563	20,025
Smyth	17,706	17,706
Southampton	20,865	18,777
Spotsylvania	17,829	16,478
Stafford	19,257	20,152
Surry	14,924	14,924
Sussex	14,316	13,272
Tazewell	26,402	19,420
Warren	12,516	13,080

LOCALITY	TREAS	COMM
Washington	19,538	18,123
Westmoreland	18,192	19,872
Wise	18,042	22,641
Wythe	14,445	14,889
York	24,732	23,232
Alexandria	18,238	-
Bedford	12,947	14,948
Bristol	18,190	19,800
Buena Vista	12,659	12,276
Charlottesville	26,402	26,402
Chesapeake	32,307	29,670
Clifton Forge	11,109	11,770
Colonial Heights	18,837	19,025
Covington	17,867	15,785
Danville	20,451	24,902
Emporia	17,019	17,019
Fairfax	23,002	23,232
Falls Church	22,554	18,832
Franklin	18,245	17,013
Fredericksburg	21,098	21,098
Galax	-	15,710
Hampton	33,807	32,307
Harrisonburg	22,575	22,575
Hopewell	23,232	24,732
Lexington	12,931	12,931
Lynchburg	-	21,800
Manassas	19,040	20,372
Manassas Park	16,090	13,375
Martinsville	14,913	21,097
Newport News	28,248	32,307
Norfolk	38,859	38,203
Norton	14,487	14,487
Petersburg	13,360	24,902
Poquoson	12,438	13,375
Portsmouth	28,542	32,307
Radford	16,800	16,050
Richmond	-	-
Richmond	28,360	-
Roanoke	25,195	23,540
Salem	18,832	21,363
Staunton	18,725	22,320
Suffolk	24,902	26,402
Virginia Beach	30,174	33,807
Waynesboro	20,058	21,098
Williamsburg	11,199	18,839
Winchester	18,605	17,713

Cafeteria Plan Worksheet For Officers/Appointees

TREASURERS, DIRECTORS OF FINANCE, & COMMISSIONERS OF THE REVENUE

- A. \$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (“Mo Pay Sal”)
 B. / _____ TOTAL MONTHLY SALARY (“Mo CB Sal” plus supplement by locality, if any)
 C. _____ PERCENT OF STATE REIMBURSEMENT

- D. \$ _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) PAID BY THE OFFICER/EMPLOYEE
 X _____ PERCENT OF STATE REIMBURSEMENT (**Item C. Above**)
 E. \$ _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 (Amount to be subtracted from “Mo Pay Sal”)

\$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (**Item A. Above**)
 - _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE (**Item E. Above**)
 _____ MONTHLY TAXABLE SALARY (“**Mo Tax Sal**”)

*** PLEASE DO NOT ENTER THE AMOUNT ABOVE IN THE “Mo CB Sal” COLUMN ***

Sel: _ 97/02		Loc: 888	Off: 734	Name: OFFICER’S NAME	804-786-0777
Pos	SSN	Last Name	Int	New Name	Class CB P: 2
Mo CB Sal	Mo Tax Sal	Mo Pay Sal	OASDI	Retire Gp Ins	Tot Sal SCBRUM02
00003	8888888888	JOHNSON	B	_____	DI 45579.00
	3798.25		3133.50	239.71 130.98	3504.19
__3798.25	__2801.33		3133.50	214.30 130.98	3478.78

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU MUST ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURS:

1. The employee’s deduction increases or decreases (i.e. insurance premium).
2. Employees receive a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.

Staffing Standards

Compensation Board Criteria For Allocating New Positions In Treasurers' Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Treasurer as part of the Compensation Board's annual budget process.
2. The position requested must perform only statutorily prescribed duties of the Treasurer.
3. The Treasurer's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed by the Workload Study Committee to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
7. Because the current staffing of Treasurers' offices includes hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

Staffing Methodology

The methodology used to determine appropriate staffing levels in each treasurer's office was developed by the Workload Study Committee and adopted by the Compensation Board.

The methodology considers current Compensation Board funded positions and hourly wage funded employees or full-time equivalent positions. A three year weighted average of workload, as reported by Treasurers, is calculated.

The workload was weighted to take into account the difficulty or ease of performing the duties. The transactions for each of the categories were totaled and averaged. Then the percentage was calculated, with 100% as the total number of reported transactions in all categories. Similarly, the amount of time spent by the offices on each function was totaled and averaged, and a percentage of total time was then calculated for each category.

The percentage of transactions for each category was divided by the percentage of time for that category. This resulted in the weighted factor used in the analysis of workload. This weighted factor approach gives more weight to those transactions which are more time-intensive and less weight to those which require less time to complete.

The Treasurers' duties which were deemed to be local, such as vehicle decal issuance and those in the "other duties" category were removed from the total weighted transactions used in performing the statistical analysis.

Using the hourly wage funded amount and dividing by the step one salary of a deputy I position, the number of part-time FTEs is ascertained. This is added to the Compensation Board approved full-time employees for the total personnel.

Linear regression was used to assess the relationship between workload and current Compensation Board approved FTEs. Regression analysis is a statistical technique used to explain the relationship between factors, such as workload and current Compensation Board approved FTEs.

Workload Elements, Weights, and the formula to determine staff needed are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Real Estate Tax	1.55
Personal Property Tax	1.08
Collections	.99
Vehicle License (Decals)	.79
State Income Tax	3.08

$$\text{Staff Needed} = .000036 * (\text{total weighted transactions}) + 1.92$$

Compensation Board Criteria For Allocating New Positions In Commissioners Of The Revenue Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commissioner of the Revenue as part of the Compensation Board's annual budget process.
2. The position requested must perform only statutorily prescribed duties of the Commissioner of the Revenue.
3. The Commissioner's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted average workload criteria developed by the Workload Study Committee to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
7. Because the current staffing of Commissioners' offices includes hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

Staffing Methodology

The methodology used to determine appropriate staffing levels in each Commissioners' office was developed by the Workload Study Committee and adopted by the Compensation Board.

The methodology considers current Compensation Board funded positions and hourly wage funded employees, or full-time equivalent positions, and a weighted average of workload, as reported by Commissioners, is calculated.

Workload elements and weights are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Parcels	.08
Transfers	.50
Reassessments	1.25
Personal Property	.17
M & T/Business	.33
Mobile Homes	.33
Tax Relief	.50
Business Lic./MC	.50
Land Use	.50
Business-Excise Tax	4.00
State Tax Returns	0.33
Estimated Taxes	.17
Adjustments	.17
Cemetery Trust Accounts	8.00
Bank Franchise Tax Accounts	1.00
Public Service Corp Accounts	2.00
Coal/Gas/Oil Severance & Mineral Tax Accounts	2.00
Issuance of "No Fee" Decals	.17
Other Activities	.00

After determining the number of Compensation Board employees and the total number of hours worked each year per locality , a linear regression analysis was performed to determine a formula for a line of best fit and a model was created. The resulting formula that was derived is

$$\text{Staff Needed} = .0002927 * (\text{hours of work each year}) + 1.7864$$

This formula was used to determine the employees predicted to be needed to perform the work in any given locality based on the combined data trend of all other offices.

Compensation Board Criteria For Allocating New Positions In Directors Of Finances' Offices

In determining the allocations of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Director of Finance as part of the Compensation Board annual budget process.
2. The position requested must perform only the statutorily prescribed duties of the Director of Finance.
3. The Director of Finance's office must have a PC, or be connected to the city/county system or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use a combination of the staffing methodologies and weighted three-year average workload criterion developed by each of the Workload Study Committees of Treasurers and Commissioners of Revenue for their respective offices to determine the appropriate level of Compensation Board staff support for each office requesting additional positions. (For FY98, two-year averages will be used, such that actual data reported by the Director of Finance will be used. Once three years worth of data has been collected, three-year averages will be used.)
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
7. Because the current staffing of Directors of Finance's offices includes hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

Staffing Methodology

The methodology used to determine appropriate staffing levels in each Director of Finance's office is based on a combination of methodologies developed by the Workload Study Committees for Treasurers and Commissioners of Revenue and adopted by the Compensation Board.

The methodologies for Treasurers and Commissioners of Revenue both consider current Compensation Board funded positions and hourly wage funded employees as full-time equivalent positions (FTE), as follows:

Using the hourly wage funded amount and dividing by the step one salary of a deputy I position, the number of part-time FTEs is ascertained. This is added to the Compensation Board approved full-time employees for the total personnel.

The workload information gathered from both Treasurers and Commissioners of Revenue is reported by Directors of Finance, and three year weighted averages of workload are calculated for each set of information. A staffing need based on each separate set of information is determined, and then the two figures are added to get a total staffing need.

The workload was weighted to take into account the difficulty or ease of performing the duties. The transactions for each of the categories were totaled and averaged. Then the percentage was calculated, with 100% as the total number of reported transactions in all categories. Similarly, the amount of time spent by the offices on each function was totaled and averaged, and a percentage of total time was then calculated for each category.

The percentage of transactions for each category was divided by the percentage of time for that category. This resulted in the weighted factor used in the analysis of workload. This weighted factor approach gives more weight to those transactions which are more time-intensive and less weight to those which require less time to complete.

The Treasurers' duties which were deemed to be local, such as vehicle decal issuance and those in the "other duties" category were removed from the total weighted transactions used in performing the statistical analysis.

Linear regression was used on both sets of data to assess the relationship between workload and current Compensation Board approved FTEs. Regression analysis is a statistical technique used to explain the relationship between factors, such as workload and current Compensation Board approved FTEs. After determining the number of Compensation Board employees and the total number of hours worked each year per locality for both Treasurer and Commissioner of Revenue duties, the regression analyses were performed to determine formulas for lines of best fit and models were created.

Work Elements and Weights for data regarding Treasurer duties are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Real Estate Tax	1.55
Personal Property Tax	1.08
Collections	.99
Vehicle License (Decals)	.79
State Income Tax	3.08

The resulting formula that was derived is: $.000036 * (\text{total weighted transactions}) + 1.92$

Work Elements and Weights for data regarding Commissioner of Revenue duties are as follows:

<u>Workload Elements</u>	<u>Weights</u>
Parcels	.08
Transfers	.50
Reassessments	1.25
Personal Property	.17
M & T/Business	.33
Mobile Homes	.33
Tax Relief	.50
Business Lic./MC	.50
Land Use	.50
Business-Excise Tax	4.00
State Tax Returns	.33
Estimated Taxes	.17
Adjustments	.17
Cemetery Trust Accounts	8.00
Bank Franchise Tax Accounts	1.00
Public Service Corp Accounts	2.00
Coal/Gas/Oil Severance & Mineral Tax Accounts	2.00
Issuance of "No Fee" Decals	.17
Other Activities	.00

The resulting formula that was derived is: $.0002927 * (\text{hours of work each year}) + 1.7864$

These formulas were used to determine the employees predicted to be needed to perform the work in any given locality based on the combined data trend of all other offices, and then total employees determined from each calculation were added together. Because each formula contains a base number of employees needed when weighted transactions are zero which includes the Constitutional Officer, the total number of employees needed is reduced by one in consideration of the fact that only one officer will be present in each office, where the combined base staff levels result in inclusion of two officers.

Maximum Rank Allocation

Maximum rank allocation for Treasurers, Commissioners of the Revenue and Directors of Finance is as follows:

Population	Grade	Maximum Rank
0-9,999	6	DII
10,000-19,999	8	DIII
20,000-39,999	9	DIV
40,000-69,999	10	CDI
70,000-99,999	11	CDII
100,000-174,999	13	CDIII
175,000-249,999	14	CDIV

Circuit Court Clerks

Duties of Circuit Court Clerks

Code 15.2-1634

“ He shall exercise all the powers conferred and perform all the duties imposed upon such officers by general law and may perform such other duties, not inconsistent with his office, as may be requested of him by the governing body.”

New Permanent Positions

The General Assembly approved 38 new positions for Clerks' offices, which have been allocated in accordance with Compensation Board staffing standards.

Office Expenses

Listed below are reimbursable office expenses:

Virginia Association of Circuit Court Clerks Dues (Circuit Court Clerks Only)

VALECO dues (Principal Officer Only)

Internet access costs (line charges, ISP costs or locality service charges)

Postage/Mail Box Rental

Copy machine rental

Microfilming Expense

Office expenses are funded at the same level as last year and those funds may be used to pay all or part of microfilming/indexing labor or product. The Compensation Board will reimburse expenses for indexing under the Supreme Court system **or** optical disk systems. Expenses incurred in filming previously bound record books are not reimbursable under this allowance.

Code 17-5, 17-76

Non-Reimbursable Expenses

The following are not reimbursable by the Compensation Board:

Code 15.2-1656

Notary Public seal, fees or application
Office space rent/Office supplies
Telephone equipment installation costs
Subscriptions to periodicals, newspapers, Code of Virginia
Name tags, desk signs, business cards, cameras
Chair mats, software, calculator maintenance contracts
Office Equipment

Fringe Benefits

Fringe benefits for Clerks and all staff positions for which the Commonwealth provides financial support, are reimbursed at one third of the employer's share of the expense. The Compensation Board provides reimbursement for FICA and VRS for permanent positions and FICA for hourly wage expenditures.

Salaries

Some Clerks directly pay their office expenses, including their own salaries, pending Compensation Board reimbursement. Salaries of the principal officer specified in Appendix (3) **may not** be drawn in advance. The maximum salary the clerk may withdraw in any 30 day period, is 1/12 of the annual salary in addition to any earned, and undrawn salary.

Compensation Board Policy

Withdrawal of amounts in excess of the salary earned could result in the Clerk incurring civil liability for those actions. The amount and the timing of a Clerk's salary withdrawals are tested during the Auditor of Public Accounts annual audit.

Appropriations

County Administrators and City Managers should be aware that since July 1, 1992, the Compensation Board has been reimbursing Circuit Court Clerks' offices for all budgeted amounts approved by the Board.

Code 15.2-2503
15.2-2506

It is the opinion of the Compensation Board and the Auditor of Public Accounts that local governments are required to appropriate expenses for Clerks' offices.

The Clerks' expenses should be included in the local government's budget in the same manner that funds are appropriated for other Constitutional Officers. This is required whether or not expenses are paid directly by the Clerk.

Circuit Court Clerk Salaries

76-A.1 The annual salaries of Clerks of Circuit Courts shall be as hereinafter prescribed.

	December 1,1998 to November 30, 1999	December 1, 1999 to November 30, 2000
Less than 10,000	56,188	59,700
10,000-19,999	69,235	73,562
20,000-39,999	79,270	84,224
40,000-69,999	83,283	88,488
70,000-99,999	90,305	95,949
100,000-249,999	98,333	104,479
250,000 and above	104,356	110,878

Cafeteria Plan Worksheet For Officers/Employees

Use this section if salary is not supplemented by the locality

- A. \$ _____ COMPENSATION BOARD MONTHLY SALARY (“Mo CB Sal”)
 B. - _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) DEDUCTED BEFORE TAXES
 C.= _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

Use this section ONLY if Salary Is Supplemented By The Locality

- A. \$ _____ MONTHLY SALARY REIMBURSABLE BY THE STATE (“Mo CB Sal”)
 B. / _____ TOTAL MONTHLY SALARY (“Mo CB Sal” plus supplement by locality)
 C. = _____ PERCENT OF STATE REIMBURSEMENT
 D. \$ _____ TOTAL PREMIUM(S)/FLEX BENEFIT(S) PAID BY THE OFFICER/EMPLOYEE
 E. X _____ ITEM “C” ABOVE (PERCENT OF STATE REIMBURSEMENT)
 F.= \$ _____ PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 G \$ _____ ITEM “A” ABOVE: COMPENSATION BOARD MONTHLY SALARY (“CB Mo Sal”)
 H - _____ ITEM “F” ABOVE: PREMIUM(S)/FLEX BENEFIT(S) ALLOCABLE TO STATE
 I = _____ MONTHLY TAXABLE SALARY(enter this amount in SNIP “Mo Tax Sal” Column)

**** PLEASE DO NOT ENTER THE AMOUNT ABOVE (“F”) IN THE “Mo CB Sal” COLUMN ****

Sel: _ 97/02		Loc: 888	Off: 320	Name: OFFICER’S NAME	804-786-0787
Pos	SSN	Last Name	Int	New Name	Class CB P: 2
Mo CB Sal	Mo Tax Sal	Mo Pay Sal	OASDI	Retire	Gp Ins Tot Sal SCBRUM02
00003	8888888888	JOHNSON	BA		AAII 23401.00
	1950.08	1950.08	149.18	81.51	2180.77.
	<u>1950.08</u>	1950.08	114.52	81.51	2146.11

IF ONE OF YOUR EMPLOYEES PARTICIPATES IN THE CAFETERIA PLAN, YOU MUST ADJUST THE “MO TAX SAL” WHENEVER ANY OF THE FOLLOWING OCCURD:

1. The employee’s deduction increases or decreases (i.e. insurance premium).
2. Employees receive a Compensation Board salary increase.
3. Locality supplements the employees’ salaries and the supplement is increased.

If you do not know what the pre-tax deductions are, please contact the payroll person in your locality.

Staffing Standards

Compensation Board Criteria For Allocating New Positions In Circuit Courts

1. The position (or positions) must be requested by the Clerk of the Circuit Court as part of the Compensation Board annual budget request process.
2. The position requested must perform only statutorily prescribed duties of the Clerk of the Circuit Court.
3. The Clerks' office must have an automated financial system and case management system on-line, or have such systems scheduled for installation within 12 months.
4. Funds and positions must be appropriated by the General Assembly.
5. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria developed by the VCCA to determine the appropriate level of Compensation Board staff support for each office requesting additional positions.
6. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-5, inclusive, and additional positions shall be allocated in the order of percentage of need, where the offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is of the total number of current positions.
7. Because the current staffing of Clerks' offices include hourly-wage staff expressed as F.T.E. positions, any office receiving a new position shall not have its hourly-wage funds reduced equivalent to the salary of the new position.

Staffing Methodology

The Workload data was supplied by each of the Clerks' offices for three consecutive calendar years. The average of three years for each element was applied to the weights developed by the VCCA to determine the hours worked. The FTE positions were determined by using the Clerks' current full time staff and part time funds.

<u>Workload Elements</u>	<u>Weights</u>
Criminal Cases	7.50
Law Cases	5.50
Chancery Cases	4.00
Wills & Estates	4.00
Deeds	.55
Judgments	.50

Financing Statements	.50
Marriage Licenses	.55
Game Licenses	.40
Fictitious Names	.40
Notary Qualified	.40
Concealed Handgun Purchases	.55

After determining the total 3 year average weighted workload for each office, staff need is calculated by the following formula:

$$\text{Staff Needed} = 2.1 + 0.79(\text{hours}/1856)$$

The allocation of additional hourly-wage (part-time) funds is made using the same methodology.

Technology Trust Fund

Appropriation Act, Item 76

The 1999 Appropriations Act continues the Land Records Management Task Force in effect through June 30, 2000. In addition, the remainder of the language regarding expenditures of technology trust funds, as signed by the Governor in 1997, remains the same but with a new sunset date of July 1, 2000.

Each Circuit Court Clerk may apply for funding from the trust fund for land records automation and technology improvements, as outlined in their land records automation plan, for any one or more of the following:

- B.(i) obtaining office automation and information technology equipment, including software and conversion services
- B.(ii) preserving, maintaining and enhancing court records, including, but not limited to, the cost of repairs, maintenance, service contracts and system upgrades which may include, but not necessarily be limited to, a digital imaging system
- B.(iii) improving public access to court records.
- E. (i) equipment and services to convert paper, microfilm or similar documents to a digital image format
- E.(ii) the conversion of information into a format which will accommodate remote access
- E.(iii) the law and chancery division of the office

Appropriation Act, Item 76

The 1999 Appropriation Act broadened the

law and chancery provision to include “the acquisition of equipment and software for a pilot project for the automated application for, and issuance of, marriage licenses”. Allocations for law and chancery shall not exceed the pro-rata share of the collections of the \$3.00 fee relative to the chancery and law actions filed in the jurisdiction.

Fines and Fees

Code 19.2-349

Clerks of the Courts are required to develop procedures for use in their office for the collections of fines, costs, penalties, forfeitures and restitution. The goal of collecting these debts are both financial and punitive. Outstanding fines and fees are a potential revenue for the Commonwealth and the locality.

Maximum Rank Allocation

Maximum rank allocation for Clerks of the Circuit Court is as follows:

Population	Maximum Rank
0-9,999	DCII-8
10,000-19,999	DCIII-9
20,000-39,999	DCIV-11
40,000-69,999	ACD-13
70,000-99,999	CDCI-14
100,000-249,999	CDCII-16
+250,000	CDCIII-18

APPENDICES

Appendix 1

Purchasing Personal Computers: Minimum Requirements for Reimbursement

The Compensation Board **recommends**, but does not require, that the following additional specifications be considered in the purchase of personal computers.

- Intel Pentium 400 MHz
- 128 mb RAM
- Plug and Play compatible flash BIOS
- 6 mb Video RAM
- 1 bi-directional parallel and 2 high speed serial (UART 6250) ports
- 5 bays for I/O devices (3 exposed)
- 250 watt power supply
- 101 enhanced keyboard
- Tower or desktop case
- 3 year on-site parts and labor service arrangement
- 14x32 CD ROM
- 16 bit Sound Blaster compatible sound card and speakers
- Network interface card compatible with existing network

Appendix 2

Availability of Transfer Money

You can determine the amount generally available for transfer by using the following example:

Position #: 00045	Class: DCI	Current Employee: Smith, T.	
Compensation Board budgeted salary 7/1/98 for position			21452.00
Compensation Board Budgeted monthly salary for position			1787.67
Number months Smiths paid this fiscal year			5.00
Total Smith paid this fiscal year			8938.35
Compensation Board approved annual salary for new employee, Jones:			20518.00
Monthly salary for Jones			1709.83
Number months Jones will be paid this fiscal year			6.00
Total Jones will be paid this fiscal year			10258.98
Total Smith paid this fiscal year			8938.35
Total Jones will be paid this fiscal year			10258.98
Total salary to be expended			<u>19197.33</u>
Compensation Board budgeted salary 7/1/98 for 5 months			8938.35
Compensation Board budgeted salary 12/1/98 for 7 months (21452 x 1.04 = 22310)			<u>13014.19</u>
Compensation Board budgeted annual salary			21952.54
less salary expended			19197.33
Total Amount to transfer:			2755.21
Note: Please figure partial months from example			

Appendix 3

CERTIFICATION OF EMPLOYEE PERFORMANCE EVALUATION PLAN

TO: Compensation Board

FROM: _____
Officer/Locality

The employee performance evaluation plan currently in effect for this office, adopted on _____, incorporates all of the following features:
(date)

1. **JOB DESCRIPTION**

A detailed job description is maintained for each permanent employee which provides the elements for evaluation on the employee's performance plan.

2. **WRITTEN PERFORMANCE PLAN**

Each employee's performance plan identifies and prioritizes job elements based upon the employee's job description, states expectations for the acceptable level of performance for each job element, and addresses the extent to which external factors impact the employee's ability to perform the job. Factors which are not related to the job, such as race, sex, religion, level of salary or physical condition, are not considered in the evaluation process.

3. **PERFORMANCE EVALUATION AND INTERVIEW WITH EMPLOYEE**

The performance plan and evaluation expectations are discussed by the employee and his/her immediate supervisor at the beginning of the performance cycle and in at least one interview every 12 months. These meetings address ways to improve performance, note areas of improvement already achieved, and provide a forum for discussion of goals, expectations, and factors affecting performance.

4. **SIGNATURES OF EMPLOYEE AND IMMEDIATE SUPERVISOR**

Both the employee and the employee's immediate supervisor sign the performance plan and the evaluation; copies are made available to the employee and the originals are maintained in the employee's permanent personnel file.

Signed: _____ Date: _____

Appendix 4

FIPS	LOCALITY	FY00 STRESS
001	Accomack	84.01%
003	Albemarle	62.92%
005	Alleghany	77.79%
007	Amelia	75.65%
009	Amherst	75.02%
011	Appomattox	73.50%
013	Arlington	58.25%
015	Augusta	68.37%
017	Bath	30.00%
019	Bedford	64.17%
021	Bland	74.09%
023	Botetourt	65.39%
025	Brunswick	82.77%
027	Buchanan	87.99%
029	Buckingham	77.49%
031	Campbell	73.58%
033	Caroline	75.02%
035	Carroll	77.58%
036	Charles City	78.84%
037	Charlotte	80.08%
041	Chesterfield	63.15%
042	Chesterfield Drug Pros	96.81%
043	Clarke	67.80%
045	Craig	69.88%
047	Culpeper	71.90%
049	Cumberland	76.58%
051	Dickenson	84.59%
053	Dinwiddie	76.94%
057	Essex	73.80%
059	Fairfax	55.11%
061	Fauquier	57.21%
063	Floyd	73.31%
065	Fluvanna	68.69%
067	Franklin	71.26%
069	Frederick	70.57%
071	Giles	75.66%
073	Gloucester	72.97%
075	Goochland	55.72%
077	Grayson	79.88%
079	Greene	72.27%
081	Greensville	88.99%
083	Halifax	73.05%
084	Halifax Drug Pros	80.08%
085	Hanover	58.02%
087	Henrico	68.41%

FIPS	LOCALITY	FY00 STRESS
089	Henry	77.37%
090	Henrico Drug Pros	92.95%
091	Highland	70.17%
093	Isle of Wight	74.37%
095	James City	65.55%
097	King and Queen	76.80%
099	King George	69.94%
101	King William	66.80%
103	Lancaster	66.88%
105	Lee	83.76%
107	Loudoun	45.83%
109	Louisa	63.96%
111	Lunenburg	84.22%
113	Madison	71.45%
115	Mathews	70.50%
117	Mecklenburg	74.96%
119	Middlesex	66.71%
121	Montgomery	77.38%
125	Nelson	69.29%
127	New Kent	61.61%
131	Northampton	83.04%
133	Northumberland	68.52%
135	Nottoway	81.81%
137	Orange	70.46%
139	Page	73.93%
141	Patrick	75.72%
143	Pittsylvania	73.80%
145	Powhatan	60.85%
147	Prince Edward	79.61%
149	Prince George	70.99%
153	Prince William	67.24%
155	Pulaski	75.92%
157	Rappahannock	56.53%
159	Richmond	77.04%
161	Roanoke	69.78%
163	Rockbridge	75.39%
165	Rockingham	73.15%
167	Russell	78.88%
169	Scott	75.72%
171	Shenandoah	72.77%
173	Smyth	79.79%
175	Southampton	77.22%
177	Spotsylvania	65.48%
179	Stafford	64.23%
181	Surry	50.46%
183	Sussex	85.99%

FIPS	LOCALITY	FY00 STRESS
185	Tazewell	77.33%
187	Warren	70.77%
191	Washington	74.42%
193	Westmoreland	75.24%
195	Wise/Norton	82.97%
195	Wise	82.97%
197	Wythe	77.94%
199	York	68.41%
405	Albe/Charlottsvl Reg JI	88.95%
410	Fred/Clrk/Winch Reg JI	80.44%
415	Henrico Reg Jail	68.41%
420	Middle Peninsula Reg	76.80%
425	Central VA Reg Jail	72.27%
430	Piedmont Reg Jail	84.22%
435	Pr Wm/Man Reg Jail	79.21%
440	Northern Neck Reg JI	77.04%
445	Rockbridge Area Reg	89.23%
450	Rappahannock Sec Ctr	85.02%
455	Western Tidewater Reg	80.70%
460	Pamunkey Reg Jail	75.02%
465	Riverside Reg Jail	96.81%
470	VA Peninsula Reg JI	83.76%
475	Hampton Rds Reg JI	100.00%
480	New River Regional Jail	86.14%
485	Blue Ridge Regional Jail	90.39%
490	Peumansend Creek Reg JI	77.04%
491	Southside Regional Jail	98.21%
510	Alexandria	63.86%
511	Alexandria Drug Pros	63.86%
515	Bedford	84.42%
520	Bristol	89.83%
530	Buena Vista	88.81%
540	Charlottesville	88.95%
550	Chesapeake	77.97%
560	Clifton Forge	92.94%
570	Colonial Heights	77.11%
580	Covington	94.62%
590	Danville	84.98%
595	Emporia	98.21%
600	Fairfax	62.60%
610	Falls Church	53.14%
620	Franklin	88.22%
630	Fredericksburg	85.02%
640	Galax	93.15%
650	Hampton	89.72%

FIPS	LOCALITY	FY00 STRESS
651	Hampton Drug Pros	91.80%
660	Harrisonburg	83.16%
670	Hopewell	93.42%
678	Lexington	89.23%
680	Lynchburg	90.39%
683	Manassas	68.69%
685	Manassas Park	79.21%
690	Martinsville	90.17%
700	Newport News	91.80%
710	Norfolk	100.00%
720	Norton	87.65%
730	Petersburg	96.81%
735	Poquoson	63.85%
740	Portsmouth	96.76%
741	Portsmouth Drug Pros	100.00%
750	Radford	86.14%
760	Richmond	92.95%
764	Richmond	92.95%
765	Richmond	92.95%
770	Roanoke	92.76%
771	Roanoke Drug Pros	92.76%
775	Salem	81.98%
790	Staunton	84.96%
800	Suffolk	80.70%
810	Virginia Beach	80.24%
820	Waynesboro	87.07%
830	Williamsburg	83.76%
840	Winchester	80.44%

Appendix 5

Reimbursement Policy Matrix COMPENSATION BOARD REIMBURSEMENT PERCENTAGES, FY00

	SHERIFFS	REGIONAL JAILS	COMMONWEALTH'S ATTORNEYS	DRUG PROSECUTORS
OFFICERS SALARY	100% of amount set out in the Appropriation Act	N/A	100% of amount set out in the Appropriation Act	N/A
EMPLOYEES SALARIES	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
MEDICAL/RECORDS/TREATMENT SALARIES	66.66% of Compensation Board approved amount	66.66% of Compensation Board approved amount	N/A	N/A
PART-TIME (HOURLY WAGE) SALARIES	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
OFFICE EXPENSE	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
OFFICE EQUIPMENT	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval) (Note 1)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval)	100% of Compensation Board approved amount. (fiscal stress factor is applied to all requests prior to approval) (Note 1)
APPROVED CONFERENCE AND MEETING EXPENSE	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount	100% of Compensation Board approved amount
VRS RETIREMENT ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	Employers share based on locality rate, not to exceed 6.86%.	Employers share based on locality rate, not to exceed 6.86%. (Note 2)	Employers share based on locality rate, not to exceed 6.86%.	Employers share based on locality rate, not to exceed 6.86%. (Note 2)
FICA ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.
VRS INSURANCE ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	None in FY00	None in FY00	None in FY00	None in FY00
FICA ON PART-TIME (HOURLY WAGE) EMPLOYEES	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board	7.65% of wages payable by the Compensation Board

Note 1 - The highest fiscal stress factor of a member jurisdiction will be used when applied to equipment requests from Regional Jail Superintendents and Drug Prosecutors.

Note 2 - The VRS rate of the locality acting as fiscal agent will be used when applied to salaries payable by the Compensation Board for Regional Jails and Drug Prosecutors.

COMPENSATION BOARD REIMBURSEMENT PERCENTAGES, FY98

	CLERKS	TREASURERS & DIRECTORS OF FINANCE (Note 3)	COMMISSIONER OF THE REVENUE
OFFICERS SALARY	100% of the amount set out in the Appropriation Act	50% of the 1980 amount, and 100% of all state funded increases thereafter	50% of the 1980 amount, and 100% of all state funded increases thereafter
EMPLOYEES SALARIES	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
MEDICAL/RECORDS/ TREATMENT SALARIES	N/A	N/A	N/A
PART-TIME (HOURLY WAGE) SALARIES	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
OFFICE EXPENSE	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
OFFICE EQUIPMENT	100% of Compensation Board approved amount	33.33% of Compensation Board approved amount (fiscal stress factor is applied to all requests prior to approval)	33.33% of Compensation Board approved amount (fiscal stress factor is applied to all requests prior to approval)
APPROVED CONFERENCE AND MEETING EXPENSE	100% of Compensation Board approved amount	50% of Compensation Board approved amount	50% of Compensation Board approved amount
VRS RETIREMENT ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	1/3 of Employers share based on locality rate, not to exceed 6.86%	Employers share based on locality rate, not to exceed 6.86%.	Employers share based on locality rate, not to exceed 6.86%.
FICA ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	1/3 of 7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.	7.65% of salary payable by Compensation Board up to \$72,600, and 1.45% of salary above \$72,600.
VRS INSURANCE ON SALARIES OF OFFICERS & PERMANENT EMPLOYEES	None in FY00	None in FY00	None in FY00
FICA ON PART-TIME (HOURLY WAGE) EMPLOYEES	1/3 of 7.65% of wages payable by the Compensation Board	7.65% of wages payable by Compensation Board	7.65% of wages payable by Compensation Board

Note 3 - City Treasurers who neither collect nor disburse local taxes or revenues are funded entirely by the Commonwealth. Lynchburg, Galax, and Richmond City are 100% reimbursed by the Commonwealth in all categories. City Treasurers who disburse local revenues but do not collect the same are funded in the proportion of one-third by the city and two thirds by the Commonwealth in most categories. Williamsburg and Danville are reimbursed 66.66% by the Commonwealth for salaries and expenses, and 33.33% for equipment. (Code of Virginia, §15.2-1636.14)

CERTIFICATION OF POSITION CLASSIFICATION PLAN

TO: COMPENSATION BOARD

FROM: _____, _____
Officer Locality

The position classification plan currently in effect for this office, adopted on _____, incorporates all of the following features:
Date

1. Job Description

A detailed job description is maintained for all positions.

2. Class Specifications

Class specifications are maintained for all grades which addresses distinguishing features of the work performed by each grade level.

3. Assignment of Duties

Duties are assigned to positions based upon legitimate needs as determined by the Constitutional Officer, unrelated to race, gender, national origin, age, religion, political affiliation, or disability.

4. Review

All job descriptions and classification specifications are reviewed at least every two years to determine the appropriate level of classification.

5. Knowledge of Position Classification Matters

I am capable of making appropriate and lawful decisions regarding position classification in my office by virtue of my:

_____ Attendance at Compensation Board sponsored training

_____ Participation in the locality pay plan

_____ (Other) (Provide information)

6. Compensation Board Policy

This office is and will remain in compliance with the Compensation Board Delegation of Position Classification Policy dated May 1, 1997, and any subsequent changes.

7. Availability of Funds

Upon reallocation of a position to a higher salary grade, the incumbent's salary may increase not more than four steps, or to the next range minimum, whichever is the greater increase; funds will be available within my base Compensation Board budget for this purpose.

8. Re-certification

I understand that this delegation may be rescinded by the Compensation Board if I do not attend re-certification training as provided by the Compensation Board.

9. Audit

I agree to maintain such job descriptions, classification specifications and supporting documentation necessary to support all position classification decisions made subsequent to my certification of delegation of authority, and make such records available to the Compensation Board upon request in accordance with the provisions of §14.1, Code of Virginia.

I agree that if an audit finds my office to be in non-compliance with the terms of this plan, the Compensation Board may de-certify my office 60 days following the audit unless remedial steps, acceptable to the Compensation Board, have been implemented. De-certification will result in all re-classification actions since the date of original certification to be voided and salaries of those affected will be returned to their original grade and step.

10. Notification to Governing Body

I have provided a copy of this certification to my governing body.

Signature

Date

Appendix 6

1997 Population Estimates for Virginia Counties and Cities

	Provisional 1998	1997	1996	1995	1994	1993	1992	1991	Revised 1990 Census (1)
COUNTIES									
Accomack	32,500	32,400	32,400	32,400	32,600	32,500	32,200	32,000	31,700
Albemarle	80,200	79,200	78,400	75,900	74,300	72,400	70,300	69,500	68,200
Alleghany	12,700	12,700	12,800	12,700	13,000	13,000	13,100	13,100	13,000
Amelia	10,300	10,200	10,000	9,700	9,500	9,400	9,200	9,000	8,800
Amherst	30,200	30,200	30,000	29,900	29,700	29,300	29,200	28,800	28,600
Appomattox	13,200	13,100	13,000	12,900	12,800	12,700	12,600	12,500	12,300
Arlington	181,700	180,600	178,700	179,700	178,100	176,800	175,400	172,700	170,900
Augusta	62,400	62,100	61,300	59,800	59,400	57,900	57,100	56,200	54,700
Bath	4,900	4,900	4,900	5,000	5,000	5,000	4,900	4,800	4,800
Bedford (2)	56,600	55,900	55,100	52,900	51,900	50,100	48,500	47,200	45,500
Bland	6,900	6,900	6,900	6,900	6,800	6,700	6,600	6,600	6,500
Botetourt	29,000	28,600	28,200	27,800	27,000	26,400	25,800	25,400	25,000
Brunswick	17,000	16,700	16,700	16,200	16,400	16,300	16,200	16,100	16,000
Buchanan	28,600	29,100	29,500	30,200	30,700	31,000	31,500	31,500	31,300
Buckingham	14,700	14,600	14,500	14,400	13,600	13,200	13,000	12,900	12,900
Campbell	50,100	49,900	49,500	49,100	49,000	48,600	48,600	48,000	47,600
Caroline	21,700	21,500	21,200	21,000	20,500	20,700	20,200	20,000	19,200
Carroll	28,200	28,100	28,100	27,900	27,600	27,400	27,000	26,800	26,600
Charles City	7,000	6,800	6,700	6,700	6,600	6,600	6,400	6,300	6,300
Charlotte	12,000	12,000	12,000	12,100	12,100	12,000	11,800	11,700	11,700
Chesterfield	246,100	243,700	241,000	239,000	234,800	229,800	225,100	218,400	209,600
Clarke	12,800	12,800	12,700	12,500	12,300	12,300	12,100	12,100	12,100
Craig	5,000	5,000	4,900	4,900	4,700	4,600	4,500	4,500	4,400
Culpeper	32,600	32,100	31,600	31,200	29,500	29,200	28,800	28,400	27,800
Cumberland	8,300	8,200	8,100	8,000	7,900	7,900	7,900	7,900	7,800
Dickenson	16,800	17,000	17,100	17,500	17,600	17,700	17,700	17,600	17,600
Dinwiddie	24,800	24,700	24,200	23,400	23,400	22,800	21,600	21,600	22,300
Essex	9,200	9,200	9,200	9,300	9,200	9,200	9,000	8,800	8,700
Fairfax (3)	930,400	919,000	905,900	898,200	883,800	870,300	857,900	838,300	818,400
Fauquier	52,600	52,000	51,100	50,900	51,100	50,900	50,400	49,600	48,900
Floyd	13,200	13,100	12,900	12,800	12,600	12,500	12,400	12,200	12,000
Fluvanna	18,600	17,700	16,800	15,900	14,900	14,400	13,900	13,200	12,400
Franklin	45,400	44,900	44,200	43,500	42,600	42,000	41,100	40,400	39,500
Frederick	55,800	54,900	53,200	52,000	51,200	49,700	48,800	47,700	45,700
Giles	16,500	16,500	16,500	16,600	16,500	16,500	16,400	16,400	16,400
Gloucester	33,900	33,600	33,200	32,800	32,500	32,100	31,300	30,700	30,100
Goochland	17,500	17,300	17,000	16,200	15,600	15,300	14,900	14,600	14,200
Grayson	16,500	16,400	16,500	16,400	16,500	16,300	16,200	16,100	16,300
Greene	14,200	13,600	13,200	12,800	12,400	12,100	11,500	10,900	10,300
Greensville	11,400	11,500	11,300	11,100	11,000	11,000	11,100	10,100	8,600
Halifax (4)	37,000	37,200	37,600	38,000	37,600	37,300	36,600	36,300	36,000
Hanover	81,500	79,200	76,600	74,600	71,900	69,600	68,000	65,900	63,300
Henrico	247,200	244,900	241,800	235,800	234,800	229,800	225,700	222,100	217,800
Henry	56,000	56,200	56,300	56,600	56,900	56,700	56,500	56,500	56,900
Highland	2,500	2,500	2,500	2,600	2,600	2,600	2,600	2,600	2,600
Isle of Wight	29,000	28,500	28,100	27,700	27,100	26,600	26,000	25,600	25,100
James City	44,600	43,400	42,500	40,800	39,600	38,300	37,200	36,200	35,000
King and Queen	6,500	6,500	6,500	6,500	6,400	6,300	6,300	6,300	6,300
King George	16,700	16,400	16,100	15,900	15,400	14,700	14,400	14,000	13,500
King William	12,900	12,700	12,400	12,200	12,100	11,900	11,600	11,300	10,900
Lancaster	11,300	11,200	11,200	11,100	11,000	11,000	11,000	11,000	10,900

Lee	24,200	24,300	24,400	24,600	24,600	24,500	24,500	24,500	24,500
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1997 Population Estimates for Virginia Counties and Cities

	Provisional 1998	1997	1996	1995	1994	1993	1992	1991	Revised 1990 Census (1)
Loudoun	143,900	134,900	125,300	117,500	108,300	101,400	95,100	90,900	86,100
Louisa	24,800	24,100	23,500	23,100	22,700	22,300	21,700	21,100	20,300
Lunenburg	12,400	12,400	12,400	11,400	11,300	11,400	11,400	11,500	11,400
Madison	12,600	12,500	12,400	12,300	12,300	12,300	12,200	12,100	11,900
Mathews	9,200	9,200	9,100	9,000	8,900	8,800	8,700	8,600	8,300
Mecklenburg	31,100	31,000	30,700	30,700	30,300	29,900	29,600	29,400	29,200
Middlesex	9,500	9,400	9,300	9,300	9,300	9,200	9,000	8,900	8,700
Montgomery	77,500	76,800	76,700	76,200	76,000	74,900	74,400	74,100	73,900
Nelson	14,000	13,900	13,600	13,400	13,400	13,300	13,200	13,000	12,800
New Kent	13,100	12,800	12,200	11,800	11,400	11,300	11,100	10,800	10,400
Northampton	12,900	12,900	12,800	12,900	12,900	13,000	13,000	13,100	13,100
Northumberland	11,600	11,500	11,400	11,300	11,200	11,100	11,000	10,900	10,500
Nottoway	15,200	15,100	15,200	15,400	15,100	16,700	17,000	15,100	15,000
Orange	25,000	24,500	24,000	23,700	23,200	22,700	22,400	22,100	21,400
Page	23,000	22,900	22,900	22,700	22,700	22,500	22,300	22,000	21,700
Patrick	18,600	18,400	18,100	17,900	17,600	17,600	17,500	17,500	17,500
Pittsylvania	58,900	58,600	57,300	56,900	56,100	55,700	55,700	55,800	55,700
Powhatan	21,800	21,000	20,400	19,200	18,300	17,600	16,900	16,100	15,300
Prince Edward	19,000	18,700	18,500	18,500	18,300	18,000	17,700	17,400	17,300
Prince George	30,600	30,500	30,500	28,700	29,000	28,300	28,100	26,800	27,400
Prince William	258,700	253,600	247,600	242,700	238,200	233,700	228,900	222,800	215,700
Pulaski	34,700	34,500	34,400	34,700	34,500	34,500	34,500	34,300	34,500
Rappahannock	7,200	7,000	7,000	6,900	6,900	6,900	6,800	6,700	6,600
Richmond	8,700	8,600	8,600	8,600	8,300	7,500	7,300	7,300	7,300
Roanoke	81,600	81,700	81,800	81,800	82,700	81,600	80,700	79,900	79,300
Rockbridge	20,100	19,900	19,400	19,100	19,200	19,000	18,900	18,500	18,400
Rockingham	65,000	64,400	63,600	62,600	61,600	60,700	59,500	58,500	57,500
Russell	29,100	29,100	29,100	29,100	29,200	29,200	28,800	28,800	28,700
Scott	23,100	23,100	23,100	23,400	23,600	23,600	23,500	23,200	23,200
Shenandoah	35,900	35,300	34,800	34,100	33,300	33,100	32,700	32,300	31,600
Smyth	32,700	32,800	32,900	33,100	33,200	33,100	32,900	32,600	32,400
Southampton (5)	17,600	17,700	17,600	17,700	17,400	17,300	17,200	17,100	17,200
Spotsylvania	83,500	80,400	74,600	71,600	69,100	65,700	62,500	60,300	57,400
Stafford	87,400	86,400	85,300	80,200	76,100	72,500	69,700	65,900	61,200
Surry	6,400	6,400	6,400	6,400	6,400	6,400	6,400	6,200	6,100
Sussex	10,000	10,000	10,000	10,100	10,100	10,200	10,200	10,200	10,200
Tazewell	46,300	46,500	46,800	47,100	47,300	47,200	46,900	46,500	46,000
Warren	29,000	29,000	29,100	28,900	28,700	28,200	27,800	27,200	26,100
Washington	49,400	49,200	49,400	48,900	48,400	47,900	47,100	46,500	45,900
Westmoreland	15,900	15,900	16,100	16,200	16,200	16,100	16,000	15,800	15,500
Wise	38,400	38,700	39,000	39,300	39,500	39,700	40,000	39,800	39,600
Wythe	26,600	26,500	26,500	26,500	26,600	26,200	26,000	25,800	25,500
York	57,200	56,400	55,100	54,400	52,700	50,400	47,200	44,700	42,400
CITIES									
Alexandria	119,100	117,700	116,200	115,100	115,300	115,100	114,800	113,000	111,200
Bedford City (2)	6,200	6,200	6,200	6,400	6,400	6,400	6,300	6,200	6,300
Bristol	17,600	17,500	17,400	17,800	17,800	18,000	17,800	18,100	18,400
Buena Vista	6,300	6,200	6,300	6,400	6,400	6,500	6,400	6,400	6,400
Charlottesville	38,100	38,100	38,100	39,800	40,000	40,700	40,400	40,400	40,500
Chesapeake	193,900	190,600	187,200	184,300	178,200	171,000	164,000	158,300	152,000
Clifton Forge	4,400	4,500	4,400	4,600	4,600	4,600	4,500	4,600	4,700
Colonial Heights	16,700	16,700	16,500	16,400	16,700	16,500	16,400	16,200	16,100
Covington	7,000	7,000	6,900	7,200	7,100	7,100	6,900	6,900	7,200
Danville	50,100	50,700	52,000	52,800	53,400	53,300	53,300	53,200	53,100
Emporia	5,500	5,600	5,700	5,700	5,700	5,800	5,600	5,500	5,500

1997 Population Estimates for Virginia Counties and Cities

	Provisional 1998	1997	1996	1995	1994	1993	1992	1991	Revised 1990 Census (1)
Fairfax City (3)	20,400	20,400	20,300	20,600	20,600	20,500	20,600	19,900	19,900
Falls Church	9,800	9,800	9,800	9,600	9,600	9,500	9,400	9,500	9,500
Franklin City (5)	8,600	8,700	8,700	8,400	8,300	8,400	8,400	8,200	8,200
Fredericksburg	20,300	20,100	20,500	20,900	20,400	20,600	20,000	19,600	19,000
Galax	6,900	6,900	6,800	6,900	6,600	6,600	6,500	6,600	6,700
Hampton	136,500	137,600	136,900	138,000	138,400	137,800	136,300	135,200	133,800
Harrisonburg	34,100	33,900	33,900	33,300	32,800	32,500	32,000	31,400	30,700
Hopewell	22,500	22,300	22,500	22,700	22,600	23,100	23,300	23,100	23,100
Lexington	7,100	7,100	7,000	7,200	7,200	7,100	7,100	7,000	7,000
Lynchburg	64,800	64,900	64,800	65,800	65,700	66,100	66,000	65,500	66,000
Manassas	34,300	33,600	32,700	32,000	31,700	30,900	30,100	29,000	28,000
Manassas Park	8,600	8,400	8,200	7,500	7,300	7,100	7,000	6,900	6,700
Martinsville	15,300	15,600	15,700	15,900	16,000	16,000	15,800	16,000	16,200
Newport News	179,200	177,700	178,300	179,100	179,100	177,200	177,500	171,400	171,400
Norfolk	221,500	229,600	231,700	234,400	239,900	242,600	250,300	252,900	261,300
Norton	4,100	4,100	4,100	4,200	4,400	4,200	4,300	4,300	4,200
Petersburg	34,300	34,400	34,200	36,400	36,400	37,300	38,100	37,800	37,000
Poquoson	11,300	11,200	11,300	11,300	11,400	11,300	11,100	11,100	11,000
Portsmouth	98,100	98,700	99,700	101,000	102,900	103,100	103,800	103,200	103,900
Radford	15,800	15,600	15,300	15,700	16,200	16,300	16,400	16,100	15,900
Richmond City	194,200	193,700	193,000	196,200	197,700	200,500	201,100	201,400	202,800
Roanoke City	94,900	95,200	95,700	96,600	96,400	97,100	97,000	96,700	96,500
Salem	24,600	24,700	24,500	24,200	24,500	24,100	23,900	24,000	23,800
Staunton	23,600	23,500	23,700	24,400	24,400	24,700	24,600	24,500	24,500
Suffolk	61,800	60,200	57,900	56,000	54,500	53,800	53,100	52,600	52,100
Virginia Beach	420,700	419,900	417,700	418,400	417,400	414,200	409,900	401,100	393,100
Waynesboro	18,500	18,500	18,500	18,700	18,700	18,700	18,700	18,700	18,500
Williamsburg	12,000	11,800	11,900	12,000	11,900	11,900	11,700	11,600	11,400
Winchester	22,200	22,200	22,800	23,100	22,600	22,600	22,400	22,200	21,900
Total Counties	4,500,100	4,446,500	4,381,300	4,320,100	4,254,300	4,182,200	4,111,800	4,031,300	3,944,000
Total Cities	2,291,200	2,291,000	2,284,800	2,297,300	2,297,100	2,290,800	2,282,700	2,256,700	2,245,200
State of Virginia (6)	6,791,300	6,737,500	6,666,200	6,617,400	6,551,400	6,473,000	6,394,500	6,288,000	6,189,200

NOTES

(1) Revised 1990 Census figures include all revisions to the census received from the Bureau of the Census as of December 31, 1998. For localities which have had boundary adjustments since April 1, 1990, this figure also reflects the adjusted census count.

(2) Annexation of Bedford County by Bedford City on June 30, 1993. First estimates to reflect annexation are for 1993.

(3) Annexations of Fairfax County by Fairfax City on December 31, 1991 and January 1, 1994. First estimates to reflect annexations are for 1992 and 1994.

(4) On July 1, 1995, South Boston reverted to town status. All figures for Halifax County include South Boston's population.

(5) Annexation of Southampton by Franklin City on December 31, 1995. First estimates to reflect annexation are for 1996.

(6) Aggregate figures may not exactly equal sum of localities due to rounding error.

The Compensation Board is required by law to use the 1998 Provisional census data to determine the salary of Constitutional Officers, and to use the 1997 data to determine the allocation of law enforcement deputies.