

## OVERVIEW OF COMPENSATION BOARD FY08 BUDGET PRIORITIES AND POLICIES

### New Positions, FY08

- **New Positions:** The 2006 and 2007 Sessions of the General Assembly approved additional positions and funding to meet staffing standards for all Constitutional Officers. Additional positions have been allocated according to such approved funding in FY08 as follows:
  - 23 Law Enforcement Deputies in Sheriffs' Offices
  - 9 Court Services Deputies in Sheriffs' Offices
  - 32 Jail-related positions for the new Botetourt/Craig Jail opening in FY08
  - 54 Assistant Commonwealth's Attorneys in Commonwealth's Attorneys' Offices
  - 52 Support Staff (admin and paralegal) positions in Commonwealth's Attorneys' Offices
  - 20 Deputy Clerks in Circuit Court Clerks' Offices
  - 20 Deputy Treasurers in Treasurers' Offices
  - 18 Deputy Commissioners in Commissioners of the Revenue's Offices
  - 9 Deputy Finance Directors in Directors of Finance's Offices

### Permanent Salaries, FY08

- **FY08 Salaries:** The FY08 budget provided on May 1, 2007 provides the base salary amounts approved for FY08, effective July 1, 2007.
- **Salary Increases:** The 2007 General Assembly has provided for a 4.0% salary increase effective December 1, 2007 for all constitutional officers and their Compensation Board funded permanent staff positions. This will be an across the board salary increase for all Compensation Board funded permanent positions. No performance-based pay increases have been provided. Funding for these increases is in addition to the base salaries approved on May 1, 2007, and the increased salary amounts will be reflected in the reimbursement system in December.
  - Clerks' Internal Control Matters: The Appropriation Act includes language that links General Assembly approved salary increases for Circuit Court Clerks to audit performance. Any Circuit Court Clerk whose most recent audit report by the Auditor of Public Accounts reflects a repeat of an internal control finding from the previous audit, and such repeated internal control matter has not been corrected prior to the effective date of the next salary increase, shall not receive such salary increase.
- **Annual Leave:** The annual leave payoff reimbursement was eliminated in FY04 and has not been reinstated.

## Career Development Programs, FY08

- **Sheriffs' Career Development Programs:** The Career Development Program includes two tracks: one for offices accredited by certain law enforcement standards committees/associations; and a certification program for offices without such accreditations. For FY08, 40 officers have qualified for the Accreditation Program and have received a 9.30% salary increase, and 3 officers have qualified for the Certification Program and have received a 6.20% salary increase.
- **Master Deputy/Jail Officer Programs:** No additional funding is included in the Appropriation Act in FY08 for the 7 Sheriffs' offices and 4 regional jail facilities that certified their Master Deputy/Jail Officer programs to the Compensation Board prior to July 1, 2006, and are currently not funded for their participation in the program. Any office wishing to opt-in to participate in the Master Deputy/Jail Officer programs will need to notify the Compensation Board by July 1 that they have established the Program in their office, and additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly. **To opt into the program, the Compensation Board will send an email to Sheriffs and Regional Jails in early June advising them to submit the Certification of Career Development Plan form for the Master Deputy or Master Jail Officer program by July 1 of each year for approval of funding for the program the following July 1 (i.e. offices without funding for Master Deputies/Jail Officers should submit the opt-in form by July 1, 2007 to request participation and funding effective July 1, 2008).**
- **Career Prosecutor Program:** In previous years, Commonwealth's Attorneys offices were approved for 69 career prosecutor slots in 33 offices statewide. In the 2007 session of the General Assembly, an additional 26 slots were approved in 18 offices making requests prior to July 1, 2006. For FY08, funding is available for the participation of 95 Assistant Commonwealth's Attorneys in these offices. When classified as a career prosecutor, these Assistant Commonwealth's Attorneys will receive the associated 19.48% salary increase. Any office wishing to obtain slots/funding to have positions reclassified to career prosecutor in the future will need to follow a procedure to opt-in to the program, and additional funds will need to be requested for appropriation to the Compensation Board by the General Assembly. **To opt into the program, The Compensation Board will send an email to Commonwealth's Attorneys in early June advising them to submit the Career Prosecutor form by July 1 of each year for approval of funding for the program the following July 1 (i.e. offices without funding for Career Prosecutors should submit the opt-in form by July 1, 2007 to request participation and funding effective July 1, 2008).**
- **Treasurers and Commissioners of the Revenue Career Development Programs:** Language and funding at a base level are included in the Appropriation Act for the ongoing implementation of the Treasurers Career Development Program and the Commissioners of the Revenue Career Development Program (CDP). Associated pay increases for these programs are effective July 1 of each year for a 12-month period. However, funding has not been increased beyond the original level of participation, and is continued at the same level for FY08. All participants of both programs funded for the related salary increase in FY07 that have maintained eligibility for the programs have been funded for the related salary increase in FY08. New participants in FY08 have

been funded for the Treasurers CDP only, and funding is not available for additional participation beyond the FY08 level. Funding was insufficient to approve new participants in the Commissioners of the Revenue CDP for FY08. Compensation Board staff will work with the Treasurers Association of Virginia and the Commissioners of the Revenue Association of Virginia to determine existing and estimated future funding needed to support each career development program in preparation for the upcoming biennial budget session.

- **Deputy Treasurers and Deputy Commissioners of the Revenue Career Development Programs:** Language and funding at a base level are included in the Appropriation Act for the ongoing implementation of the Deputy Treasurers Career Development Program and the Deputy Commissioners of the Revenue Career Development Program (CDP). Associated pay increases for these programs are effective July 1 of each year for a 12-month period. However, funding has not been increased beyond the original funded level of participation, and is continued at the same level for FY08. All participants of both programs funded for the related salary increase in FY07 that have maintained eligibility for the programs have been funded for the related salary increase in FY08. New participants in FY08 have been funded for the Deputy Treasurers CDP only, and funding is not available for additional participation beyond the FY08 level. Funding was insufficient to approve new participants in the Deputy Commissioners of the Revenue CDP for FY08. Compensation Board staff will work with the Treasurers Association of Virginia and the Commissioners Association of Virginia to determine existing and estimated future funding needed to support each career development program in preparation for the upcoming biennial budget session.

### **Other Funding Items, FY08**

- **Technology Trust Funds:** Appropriation Act language provides for the continued use of \$1.49 million of Technology Trust Funds (TTF) in FY08 to offset general fund budget reductions. As requested by the Virginia Court Clerks Association (VCCA) in FY04, the Compensation Board has continued to offset budget reductions by this amount.
- **Office Equipment Funding:** No funding has been provided for office equipment for any Commonwealth's Attorneys, Treasurers, Directors of Finance or Commissioners of the Revenue. For Sheriffs and Regional Jails, no funding will be provided for any office equipment except some limited approved requests for Livescan/upgrades (Note for Clerks: Technology Trust Funds are not a part of your base budget funds and budgeting is handled separately in the months of August and September).
- **Training Events:** Additional allowance funding is not available for the reimbursement of attendance at non-Compensation Board-sponsored training events, such as VALECO, LGOC, and the Association's annual meeting. However, attendance at these events is considered a reimbursable expense if funds are available in your budget. All Officers will continue to be reimbursed for the approved travel-related expenses associated with attending Compensation Board-sponsored training events such as Lawful Employment, Managing Jail Risk, and New Officer Training.

## **Transfer Policy, FY08**

- **Vacancy Savings:** The policy restricting transfer of accumulated vacancy funds in Sheriffs' Offices and Regional Jails will be continued in FY08.
  - Exception – one time approval of full salary amount transferred from permanent salaries to other budget category for yearlong vacancy. **Sheriffs and Superintendents who wish to leave permanent positions vacant for the entire fiscal year and transfer the funds to other budget areas should submit their requests to the Compensation Board not later than July 1 for Compensation Board action on July 18.**
  - Exception – transfer of remaining salary funds will be approved for positions held vacant under the position reallocation policy.
  - Exception – transfer of remaining salary funds will be approved for positions which become vacant as a result of the incumbent being called to active military duty.

For all other constitutional officers, vacancy savings are not being used by the Compensation Board to meet previous budget reductions; consequently, you will be able to use accrued vacancy savings to offset your individual office budget reductions.

- **Turnover:** Turnover funds can be used by ALL offices as follows:
  - Restoration to prior base salary amount for employees with salaries reduced due to across-the-board budget reductions
  - Salary increases in accordance with Compensation Board salary policy
  - Base transfer to Office Expenses
  - Base transfer to Temporary
- **Base transfers** allowed between Office Expense and Temporary (requires Compensation Board action)
- **One-time transfers**
  - allowed from Temporary or Office Expenses to Equipment not to exceed \$10,000 per month (not in the base)
  - allowed between Temporary and Office Expenses not to exceed \$10,000 per month (not in the base)

## **Other Funding Policies, FY08**

- **Withholding of Reimbursements:** Effective July 1, 2006, the Compensation Board is authorized to withhold reimbursements due the locality for sheriff and jail expenses upon notification from the Superintendent of State Police that there is reason to believe that crime data reported by a locality to the Department of State Police in accordance with §52-28, Code of Virginia, is missing, incomplete or incorrect. Upon subsequent notification by the Superintendent that the data is accurate, the Compensation Board shall make reimbursement of withheld funding due the locality when such corrections are made within the same fiscal year that funds have been withheld.

- **June Payroll Shift:** Based upon action by the 2002 Session of the General Assembly, the Compensation Board's reimbursement cycle for fiscal year payroll and expenses has permanently changed. While the Compensation Board has always reimbursed expenditures one month in arrears, prior to FY02 it included an accelerated schedule in June to reimburse both May and June expenditures prior to the end of the fiscal year. In FY02, localities did not receive a reimbursement for June expenditures. Instead, June 2002 expenditures were reimbursed in the month of July 2002, or the beginning of FY03. In FY03, localities received reimbursements for the months of June through May. Since FY04, this reimbursement schedule has remained the same, with localities receiving reimbursement payments for the months of June through May in the months of July through June. This has not changed the budget cycle for the fiscal year, however, which is still established on a fiscal year cycle, beginning July 1 and ending June 30. Because of this change, officers should keep in mind that expenditures in the month of June of each year will be reimbursed out of budgeted funds available for the following fiscal year and could result in a delay in reimbursement of expenditures in the later months of the fiscal year.

### **Requests for Additional Compensation Board Funding**

- Requests for additional funding in any budget category have little chance of approval.

### **Exceptions**

- The Compensation Board will consider exceptions to these policies upon written request of Constitutional Officers or Jail Superintendents.

If you have further questions, please contact a member of the Compensation Board staff:

City Sheriffs, and Regional Jails – Chuck Redden - 804.225.3463 –

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County Sheriffs - Jennifer Styles – 804.225.3435 – [jennifer.styles@scb.virginia.gov](mailto:jennifer.styles@scb.virginia.gov);

Commissioners of the Revenue, Treasurers and Finance Directors – Kari Bullock –

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Commonwealth's Attorneys & Circuit Court Clerks – Paige Christy - 804.225.3442 –

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Local Governments

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