

August 5, 2015

EMAIL MEMORANDUM

TO: Constitutional Officers and Regional Jail Superintendents

CC: County Administrators and City Managers

FROM: Robyn M. de Socio, Executive Secretary

RE: September 1, 2015 Salary Increases screen in COIN

The 2015 General Assembly has approved salary increases to be effective September 1, 2015 of two percent (2%) across-the-board for Constitutional Officers, Directors of Finance, Regional Jail Superintendents and their Compensation Board funded permanent staff. In addition, after the 2% increase has been applied to current salaries, grade 7 deputy sheriffs and regional jail officers with resulting salaries lower than \$31,009 will be increased to a new minimum of \$31,009. These pay raises have been authorized effective September 1, 2015 and are available for you to review in COIN (Constitutional Officer Information Network) as of August 4, 2015.

Current grade 7 sheriffs' deputies and regional jail officers that are due to receive the automatic regrade to grade 8 on September 1, 2015 by having reached the one-year anniversary of date of hire into a Compensation Board funded position will receive the regrade and related 9.31% increase first, and then will have the 2% increase applied to their grade 8 salary (the impact of September 1 automatic regrades on September 1 salary increases will be reflected in COIN on September 1). Current grade 7 sheriffs' deputies and regional jail officers that are due to receive the automatic regrade to grade 8 on October 1, 2015 or later will receive the September 1 increase(s) as noted above, and upon regrade to grade 8 will receive a related 4.56% increase, which represents the new difference between the minimum salary levels for grade 7 and grade 8 positions. After September 1, 2015, the separation of an individual from a grade 8 position will result in the position's reversion to a grade 7 with a related salary reversion of 4.56%.

Upon entry to the "Across the Board Increase" screen in COIN, you will be provided a listing of all officers and employees with their current salaries, the salaries to be effective September 1, 2015 and the authorized salaries budget amount for the year. Personnel changes (CB10s) effective July 1, 2015 through August 31, 2015 will be updated to COIN in the Across-the-Board Increase screens as the CB10s are entered in the COIN system, and therefore should be completed timely and **prior to the end of August**. This will ensure the COIN Across-the-Board Increase screen properly reflects salaries that are payable by the locality for you and your employees beginning September 1. **Beginning September 15, 2015**, please enter all CB10s/personnel changes with effective dates in September, 2015. Ensuring all personnel changes for the month of September are entered in a timely manner will prevent disruptions in providing the correct salary increases and salary reimbursements for your employees.

These screens are for informational purposes only and do not require action by the Officer or Locality; notification regarding the upcoming salary increases was provided as a part of the Compensation Board's establishment of your budget by May 1, 2015 for FY16. It is important, however, to view the salaries as they will be updated to the COIN system and payable to employees, and one-twelfth of each employee's new salary amount will be reimbursed for the months of September, 2015 through June, 2016.

The September 1, 2015 Across the Board Increase screen may be accessed in the **PRODUCTION** region of COIN (CIPB) by following the instructions below:

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

2015-08-03 14:08						
<b>COIN PERSONNEL PROCESSING</b>						
LOC: 841 OFF: 778 SUNRISE COUNTY						
ACROSS THE BOARD SALARY INCREASES						
POS	LAST NAME	FIRST NAME	CLASS CB10	CURR SALARY	ADJUSTED SALARY	CURRENT FY AUTH
00001	BECKHAM	DAVID	CLERK	131789	134425	131789
00002	OZ	DOCTOR	DCIV	36326	37053	36326
00003	USHER	JAMES	ACD	39110	39892	39110
00004	ROBERTS	JULIA	DCI	48696	49670	48696
00005	JONES	TOM	DCIII	40432	41241	40432
00006	SPEARS	BRITNEY	DCIV	45380	46288	45380
00007	SWIFT	TAYLOR	DCI	41014	41834	41014
00008	HACKMAN	JAMES	DCI	31788	32424	31788

- **Pos:** Compensation Board assigned position number
- **Last Name:** Employees first name
- **First Name:** Employees First name
- **Class CB10:** Current Compensation Board Classification
- **Curr Salary:** Current Compensation Board Salary:
- **Adjusted Salary:** September 1st Salary (does not include the regrade by law increase for those with automatic regrades anticipated September 1)

- **Current FY Auth:** Authorized amount for two (2) months at the July and August salary and ten months at the September 1<sup>st</sup> salary. **This column will update October 1<sup>st</sup> 2015, once the authorized salaries have been updated to COIN.**

The pay scales for employees of Constitutional Officers effective July 1, 2015 are provided on the Compensation Board website at <http://www.scb.virginia.gov/budgets.cfm>, and the new scales reflecting the increases effective September 1, 2015 will be provided in the same location in the coming days.

Please contact your program technician should you have questions concerning the September 1, 2015 salary increases for your employees:

Sheriffs and Regional Jail Superintendents contact Charlene Rollins at 804-225-3321 or email [charlene.rollins@scb.virginia.gov](mailto:charlene.rollins@scb.virginia.gov);

Clerks and Commonwealth's Attorneys contact Paige Christy at 804-225-3442 or email [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov);

Treasurers, Directors of Finance and Commissioners of the Revenue, contact Bill Fussell at 804-225-3475 or email [william.fussell@scb.virginia.gov](mailto:william.fussell@scb.virginia.gov);

Governing Bodies, contact Charlene Rollins (at above) or Charlotte Lee at 804-225-3366 or email [charlotte.lee@scb.virginia.gov](mailto:charlotte.lee@scb.virginia.gov).