



SUSAN R. SWECKER
CHAIRMAN

ROBYN M. DE SOCIO
EXECUTIVE SECRETARY

CRAIG BURNS
MARTHA MAVREDES
EX-OFFICIO MEMBERS

COMMONWEALTH OF VIRGINIA

Compensation Board

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

June 2, 2017

EMAIL MEMORANDUM

TO: Sheriffs and Regional Jail Superintendents

CC: Governing Bodies

FROM: Robyn M. de Socio, Executive Secretary

RE: August 1, 2017 Compression based Salary Increases

I write regarding the salary compression pay raise approved by the 2017 General Assembly, effective August 1, 2017, and the steps required to implement this increase.

As you may be aware, the legislature approved two salary increases in FY18 for employees in sheriffs' offices and regional jails. First, all sheriffs and all Compensation Board funded employees in sheriffs' offices and regional jails will receive a 2% across-the-board increase to their Compensation Board funded salary effective August 1, 2017. Also, all Compensation Board funded employees in sheriffs' offices and regional jails with three or more years of continuous service in a Compensation Board funded position in their current office will receive an additional pay raise on August 1, 2017 to address salary compression based upon this service time.

The salary compression pay raise will provide:

- \$80 per full year of non-interrupted service in a Compensation Board funded position in the current office (as of 8/1/2017) for sworn sheriffs' deputies and regional jail officers with 3 or more years of service, up to a maximum of 30 years of service;
- \$65 per full year of non-interrupted service in a Compensation Board funded position in the current office (as of 8/1/2017) for nonsworn positions in sheriffs' offices and regional jails with 3 or more years of service, up to a maximum of 30 years of service.
- Non-interrupted service time is consecutive time employed in a Compensation Board funded position with no more than a 30 day break in service.

Compensation Board staff has been working for several months to identify hire dates and years of continuous service in Compensation Board funded positions in all sheriffs' offices and regional jails. In order to verify the years of service information and finalize plans for the salary increase amount that will be applied to each position, the Sheriff or regional jail Superintendent must confirm and certify hire date information, and provide documentation to support any updates that may be necessary.

MEMO: Sheriffs and Regional Jail Superintendents
June 2, 2017
Page 2 of 2

A spreadsheet and instructions are attached that will allow you to review all information that has been compiled for each Compensation Board funded position in your office. You must complete, save and email your spreadsheet file along with your certification statement to the Compensation Board at customerservice@scb.virginia.gov **no later than Friday, June 16, 2017.**

Please let me know if you have any questions regarding this communication. Please contact the following Compensation Board Customer Service staff should you need assistance with the hire date/compression raise review and certification process.

Joan Bailey: Joan.bailey@scb.virginia.gov; 804-225-3435
Charlene Rollins: Charlene.rollins@scb.virginia.gov; 804-225-3321
Paige Christy: paige.christy@scb.virginia.gov; 804-225-3442
Bill Fussell: William.fussell@scb.virginia.gov; 804-225-3475

**Instructions to Complete Review and Certification
for August 1, 2017 Compression-based Salary Increases
in Sheriffs' Offices and Regional Jails**

Please complete the review and certification using the following steps:

1. Click on the excel spreadsheet attachment.
2. Click on "Enable content" in the yellow security box on your screen.
3. Enter your Locality (FIPS) Code in the pop up box and respond to the question regarding access to view your positions and salary information.
4. You will be automatically prompted to save your own version of the file with your locality code. Choose the correct drive location where you can save your version of the file locally, and click "OK" to save the file to your computer. If you choose "Cancel" instead of "OK", you will need to save your specific file later. To do so, select "File", then "Save As", then select a drive on your computer where you can save your version of the file locally, and name the file using your locality (FIPS) code and the word "compression" (e.g., Accomack County, locality 001, would save the file as **001-compression.xlsx**).

The spreadsheet shows the following information for each of your Compensation Board funded positions in the columns as listed. Columns B through Q are read-only and cannot be edited; columns V through Y must be completed as applicable for each employee/position listed. Columns are:

- B. Locality (FIPS) Code – Federal Information Processing Standards associated with your locality.
- E. Position Number – Compensation Board position number as shown in COIN
- F. Classification – Compensation Board Classification as currently shown in COIN as of 5/15/17
- G. Last Name- Displayed in COIN
- H. First Name – Displayed in COIN
- I. Minimum hire Date – The earliest hire date into a Compensation Board funded position with no more than a 30 day break in service in the current locality
- K. Whole Years of Service - Full years of service as of August 1, 2017
- L. Rate of Salary Increase for each Year of Service - \$80 (sworn); \$65 (non-sworn)
- M. Compensation Board Base Salary – Current Compensation Board Salary displayed in COIN as of 5/15/17
- N. Projected CB Base 8/1/2017 (including 2% Salary Increase and Regrade by Law Increase where applicable) based upon current salary as of 5/15/17
- O. Estimated Base Salary Increase - Compression – Amount of compression increase based upon rate and whole years of service
- P. Total Projected CB Funded Base Salary at 8/1/17 after 2% increase, RBL increase where applicable, and compression salary increase where applicable – Projected Compensation Board Base salary effective August 1, 2017
- Q. Current Locality Salary Reported as of 5/15/17 – Displayed in COIN
- V. Hire Date Agree-(Yes)/Disagree-(No) – Default is "Y" for Agree-(Yes); if you do not agree the listed minimum hire date reflects the earliest date in a Compensation Board funded position without a break in service greater than 30 days, change to "N" for Disagree-(No) and complete columns W through Y
- W. Reason you do not agree with the hire date – select reason and/or identify special circumstances (note special circumstances may be provided for informational purposes and may not change applicable hire date for salary increase purposes)
 - a. Incorrect Minimum Hire Date – office documentation supports that earlier hire date meets requirements
 - b. No 30 day break in service – earlier hire date because employee did not leave current office for more than 30 days

- c. Jail closing – special circumstance – employee moved directly from a CB funded position in a closing local jail (or transferred jail position) to CB funded position in new regional jail without a break in service
 - d. Hired from another Sheriff/Jail's office – special circumstance - employee moved directly from a CB funded position in another Sheriff's Office/Regional Jail to a CB funded position in the current Sheriff's Office/Regional Jail without a break in service
 - X. New CB Hire Date – enter alternative hire date corresponding with "reason" provided in MM/DD/YYYY date format
 - Y. Notes – provide additional notes of explanation corresponding with "reason" provided and new CB hire date provided
5. If you agree with the "Min hire date" for all listed employee, no files change is necessary; If you do not agree with the "Min hire date" for all listed employees, scroll down to the employee you wish to change, and complete columns V through Y as noted above.
 6. When you have completed your review and/or changes, ensure all changes are saved, maintaining the file name noted in step 4.
 7. Email the file to customerservice@scb.virginia.gov **no later than Friday, June 16, 2017**; also include in your email the following:
 - a. A certification by the Sheriff or Superintendent stating the following:

"I hereby certify that I have reviewed the minimum hire dates provided by the Compensation Board for each Compensation Board funded employee in my office and agree that each employee's minimum hire date noted meets the requirements for the salary compression increase, representing the earliest hire date into a Compensation Board funded position in my office, after which the employee has not experienced a break in service from a Compensation Board funded position in my office of greater than 30 days. If I have modified the "agree" statement in the attached spreadsheet to note that I do not agree with the supplied minimum hire date for any listed employee and have provided an alternate minimum hire date, I hereby certify that the additional information provided is true and accurate to the best of my knowledge and I have provided documentation to support the accuracy of the alternate hiring date requested for consideration by the Compensation Board. I acknowledge my understanding that if I have provided an alternate hiring date based upon special circumstances that include employment time in another office or in a non-Compensation Board-funded position in my office, that those circumstances may not change the applicable hire date for salary increase purposes."
 - b. Backup documentation to support any requested alternate minimum hire date.
 - c. Provide the Name and Contact information of the individual completing the spreadsheet information and to whom questions should be directed regarding enclosed information.

Please contact the following Compensation Board Customer Service staff should you need assistance with the hire date/compression raise review and certification process.

Joan Bailey: Joan.bailey@scb.virginia.gov; 804-225-3435
 Charlene Rollins: Charlene.rollins@scb.virginia.gov; 804-225-3321
 Paige Christy: paige.christy@scb.virginia.gov; 804-225-3442
 Bill Fussell: William.fussell@scb.virginia.gov; 804-225-3475