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COMMONWEALTH OF VIRGINIA

Compensation Board

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

November 20, 2020

MEMORANDUM

TO: Sheriffs and Regional Jail Superintendents
City Managers and County Administrators

FROM: Robyn M. de Socio, Executive Secretary

SUBJECT: FY21 Supplemental Budget Approval for 12/1/2020 Bonus Payments

I am writing in follow up to letters sent October 29, 2020 (related to Conference Report Action by the General Assembly) and November 9, 2020 (providing estimates of bonus funding), to notify you that the Governor has signed the budget of the 2020 Special Session I of the General Assembly, and the Compensation Board has approved the allocation of additional funding to support the costs of providing the General Assembly approved bonus payment of \$500 on December 1, 2020 for Compensation Board funded sheriffs, sheriffs' deputies, superintendents, and regional jail officers.

The Compensation Board has approved the amounts included in the estimates provided to you on November 9, 2020, subject to revision in accordance with personnel actions that may occur that would change incumbents in positions on December 1, 2020. As noted in the previous communication, individuals that leave an eligible Compensation Board funded position prior to December 1 will not be eligible to receive the bonus and the locality cannot be reimbursed for a bonus paid to those individuals; individuals that are hired into an eligible Compensation Board funded position on or before December 1, 2020 will be eligible to receive the \$500 bonus payment and the locality will be reimbursed by the Compensation Board for those individuals. Please refer to the information and estimate provided on November 9, 2020, and communications between the sheriff's office and locality to identify changes to incumbents in positions that may impact the bonuses to be paid and total funding approved for which the locality can be reimbursed. The Compensation Board will provide an updated amount to each office/locality once sheriffs' offices and regional jails have entered personnel changes into the COIN reimbursement system confirming incumbents in eligible Compensation Board funded positions on December 1, 2020 and identifying total bonus reimbursement amounts approved.

Some offices and localities have asked questions regarding the implementation of the bonus, and I provide the following guidance based upon discussions and confirmation from legislative money committee staff to ensure legislative intent:

- Legislative intent provides that this is a one-time bonus to be paid on December 1, 2020 to these employees and does not represent base salary funding, and consequently is in addition to and does not supplant local salary supplements or any recent local salary increases. Like all funding for salaries and expenses in constitutional offices, the locality will be responsible for paying these expenses and the Compensation Board will reimburse actual expenses incurred with the monthly payroll and expense reimbursement.
- While the budget language related to the bonus indicates it is to be paid on December 1, 2020, the Compensation Board recognizes that flexibility is needed to comply with local appropriation requirements and local payroll processes and cycles. Each locality should pay the bonus as close as possible to December 1 in keeping with legislative intent, but is provided flexibility to pay the bonus with a regular payroll cycle (which may reduce tax withholding to the employee), if possible, but in no case later than December 31, 2020.
- Similarly to how salary increases have been handled in recent years, if a **one-time bonus** of at least \$500 has been paid to sheriffs, deputy sheriffs or regional jail officers with **local funds** in FY21 during or prior to December, 2020, the Compensation Board will consider that the locality has met the intent of the legislature and can be reimbursed for the \$500 bonus cost with the December payroll reimbursement. This means that the sheriff or the locality may turn down the bonus for sheriffs' deputies and regional jail officers and not provide it only if a **one-time bonus** of at least \$500 has already been provided **using local funds** in FY21 during or prior to December, 2020. However, any employee hired after the date of the locally provided bonus in FY21 that is in a deputy or regional jail position on December 1, 2020 is entitled to the \$500 bonus, payable by the locality and reimbursable by the Compensation Board, if they have not already received the locality provided bonus.
- The use of the locality's allocation of Coronavirus Relief Funds (CRF) to provide for a hazardous duty payment to sheriffs, sheriffs' deputies, and/or regional jail officers does **not** meet legislative intent that the \$500 bonus be provided to these Compensation Board funded sworn positions; consequently the locality may not turn down the bonus for sheriffs, sheriffs' deputies and regional jails officers. Additionally, Compensation Board funding may not be used to reimburse expenses paid by the locality with CRF.

MEMO: Sheriffs and Regional Jail Superintendents,
City Managers and County Administrators
November 20, 2020
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Please review this information and the bonus funding estimate provided on November 9th carefully, or notify the appropriate member of your staff of the availability of this information for review. If you have any questions or need additional information, please contact us.

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