

**Instructions to Review the Estimated Amounts for the
December 1, 2020 Bonus Payment for Sworn Personnel
in Sheriffs' Offices and Regional Jails**

Please complete the review of estimated cost and reimbursement for the scheduled 12/1/2020 bonus as follows:

1. Click on the excel spreadsheet attachment.
2. Click on "Enable editing" in the first yellow security box on your screen (if you are presented a question regarding Protected View).
3. Click on "Enable content" in the yellow security box on your screen.
4. Enter your Locality FIPS (Cost) Code in the pop up box, click the "Submit" button, and respond to the question regarding authorization to view your positions and salary (personnel details) information.
5. 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 words "projected bonus" (e.g., Accomack County, locality 001, would save the file as **001-projected_bonus.xlsx**).

The spreadsheet shows the following information for each of your Compensation Board funded positions in the columns as listed:

- A. Locality FIPS (Cost) Code – Federal Information Processing Standards associated with your locality, or Commonwealth assigned Cost Code for your Regional Jail.
- B. Locality Name - Locality Name (Sheriff's office) or Regional Jail Name
- C. Position Number – Compensation Board position number as shown in COIN
- D. Classification – Compensation Board Classification as currently shown in COIN as of 11/5/2020
- E. Last Name- Displayed in COIN
- F. First Name – Displayed in COIN
- G. Current CB Salary – Current Compensation Board Salary displayed in COIN as of 11/5/2020
- H. Position CB Funded & Not Filled – Identifies by the word "Yes" positions that are funded but currently vacant, and therefore not eligible for bonus funding, and bonus funding is not included in this estimate. **Should these positions be filled prior to 12/1/2020, they will become eligible for the bonus funding on 12/1/2020 and the bonus funding will be reimbursable by the Compensation Board.** In the converse situation, any position that is currently filled, funded and eligible for the \$500 bonus that is vacated before 12/1/2020, will no longer be eligible for the bonus payment and the bonus will not be reimbursable. Localities and regional jails must ensure that any individual that leaves a sworn position with the sheriff's office or regional jail prior to December 1, 2020 and is not employed on December 1, 2020 does not receive the bonus payment as it is not eligible for reimbursement.
- I. Sworn – Identifies whether a Compensation Board position is considered sworn or nonsworn for bonus funding purposes. The \$500 bonus payment approved by the

2020 Special Session I of the General Assembly is designated for Compensation Board funded sworn positions only.

- J. CB Funded – Identifies whether a Compensation Board position is funded with a salary by the Compensation Board; only positions funded with a salary by the Compensation Board are eligible for reimbursement of the \$500 bonus payment. Compensation Board positions that have a salary of \$0 are not eligible for reimbursement of the \$500 bonus payment.
- K. Filled – Identifies whether a Compensation Board position is filled as of 11/5/2020, for the purposes of **estimating** the bonus cost and reimbursement amounts. Actual reimbursements will be based upon Compensation Board funded positions filled as of 12/1/2020.
- L. Eligible for Bonus – Identifies by the word “Yes” individuals that are eligible for the bonus payment on 12/1/2020, based upon being in a Compensation Board funded, sworn, filled position, as of 12/1/2020 (estimated based upon status as of 11/5/2020).
- M. Bonus Amount 12/1/2020 – for each eligible individual, the bonus amount to be paid is \$500. This is a one-time bonus payment and is not a part of nor added to the base salary. The bonus amount paid is fully reimbursable by the Compensation Board.
- N. Bonus OASDI – for each individual paid the reimbursable bonus, the employer share of OASDI (FICA) of 7.65% (\$38.25) is also reimbursable by the Compensation Board.
- O. Bonus Total Reimbursable – Total of the reimbursable bonus and reimbursable OASDI for each individual paid.

Please contact the following Compensation Board Customer Service staff should you have any questions regarding the estimate provided for the \$500 bonus on December 1, 2020 for Compensation Board funded sheriffs, deputy sheriffs, and regional jail officers as approved by the 2020 Special Session I of the General Assembly.

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