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Supersedes: Board Policy 260 dated July 1, 2019

Effective Date: January 21, 2020

Title: Constitutional / Certain Appointed Officers Salary
Supplement Policy

Authorized By: Board of Supervisors

CONSTITUTIONAL / CERTAIN APPOINTED OFFICERS LOCAL INCREMENTAL SALARY POLICY

260.1 Background and Purpose

The County believes that sound financial and human resource management principles require compensation of personnel in a fashion that is competitive in the marketplace, aligned with the various duties assigned, and commensurate with tenure and experience.

Certain salary local incremental actions predating this policy stand as previously established and are described in section 260.3 of this policy.

Pursuant to the compensation analysis and study completed by the County for classified staff in fiscal year 2018, and the extension of said study to evaluate elected and certain appointed positions completed in fiscal year 2019, it is determined that local efforts to incrementally increase the salaries of the County's Constitutional Officers and Registrar are needed to help assure that personnel in these positions are compensated in a more market competitive fashion.

The purpose of this policy is to provide guidance as to the amounts of local incremental compensation associated to each constitutional officer, eligibility for such local incremental compensation, and Board of Supervisors actions upon which the award of such compensation is contingent.

260.2 Applicability

Local incremental salary actions for the following positions shall be governed by this policy:

- A. **Commonwealth Attorney** – In general, the Commonwealth's Attorney is responsible for prosecuting all felony, domestic violence, and serious misdemeanor cases in Gloucester County where the Code of Virginia requires. The Victim-Witness Assistance Program is also centered in the Commonwealth Attorney's office, and its mission is to assist victims of

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crimes as their cases proceed through the criminal justice system.

- B. **Sheriff** - In general, the Sheriff is the custodian of the local jail and process server and bailiff for the courts. The Sheriff is also the County's chief law enforcement officer and runs the County's 911 communications / emergency dispatch center. The Sheriff's mission is to provide for the peace and security of all residents and visitors to the County while carrying out the enforcement of state, local, and federal laws.
- C. **Clerk of the Circuit Court** – In general, the duties of the Clerk of the Circuit Court fall into two major categories, associated with:
- i. Judicial proceedings in the circuit court: These functions include working with the judge on trial schedules, maintaining jury lists, and handling other duties related to circuit court trials.
 - ii. General record keeping for the locality: These duties include recording all documents relating to land transfers, deeds of trust, mortgages, births, deaths, wills and divorces – as well as recording election results and issuing marriage licenses.
- D. **Treasurer** – In general, the Treasurer is responsible for the collection, custody, and disbursement of county funds, and also collects funds for the Commonwealth of Virginia, reporting on these accounts to the state comptroller. The Treasurer serves as the County's designated investment officer with the sole authority for investment decisions and reports financial information to the Board of Supervisors.
- E. **Commissioner of the Revenue** – In general, the commissioner of the revenue prepares real estate and personal property tax books and bills; assesses personal property, machinery and tools, merchants' capital, and some business taxes. The commissioner serves a significant state function as the receiving point for state income tax forms.
- F. **Registrar** – In general, the Registrar provides opportunities for all qualified citizens of the County to register to vote; promotes the integrity of the electoral process by maintaining accurate and current voter registration records used in elections; coordinates elections so they are conducted in a manner that secures the qualified citizen's right to vote and ensures that the

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results accurately reflect the voter's will; and serves as an information resource for citizens regarding voter registration, absentee voting, elections and elected officials.

260.3 Types of local incremental salary

For those positions to which this policy applies, the following types of local incremental salary are in effect:

- A. **Sheriff's 911 / Dispatch Center Local Incremental Salary**– As compensation for the duties associated with direct oversight and management of the 911 communications / emergency dispatch center, the Sheriff is afforded local incremental salary in addition to the salary as prescribed by the State Compensation Board that carries forward unmodified (except as expressly noted or amended herein) into subsequent fiscal years in the amount of \$10,000 per year.

- B. **Virginia Retirement System (VRS) offset Local Incremental Salary**– Effective in fiscal year 2013 and beyond, all positions to which this policy applies receive (a non-mandatory) local incremental salary as prescribed by the State Compensation Board (and locally determined stipend, as applicable to the Sheriff). This local (VRS related) salary is intended to help offset the effects of statutory changes requiring each local employee covered by VRS to personally fund 5% of the cost associated with VRS directly. The State Compensation Board calculation does not adjust member salaries as allowed by Chapter 822 of the 2012 Acts of Assembly (SB497) nor take in consideration all appropriate labor loading cost components (.725% for FICA, etc.). Therefore, as prescribed by the County resolution dated June 21, 2012, this offset is applied in fiscal year 2013 and each fiscal year thereafter.

- C. **Competitive Market Based Local Incremental Salary**– Effective in Fiscal Year 2020 and beyond, all positions to which this policy applies receive local incremental salary over and above the salary as prescribed by the State Compensation Board. This local (market-based) incremental salary is intended to help align the compensation of affected positions with those similar competitive positions in the marketplace. Static (dollar, not

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percentage based) local incremental salary amounts that carry forward unmodified into subsequent fiscal years (except as expressly noted or amended herein) for positions to which this policy applies are established as follows:

i. **Commonwealth Attorney**

- a. \$290 per year (through fiscal year end following four years in office)
- b. \$580 per year (fiscal years beyond the fiscal year ended following four years in office)

ii. **Sheriff**

- a. \$1,686 per year (through fiscal year end following four years in office)
- b. \$3,372 per year (fiscal years beyond the fiscal year ended following four years in office)

iii. **Clerk of the Circuit Court**

- a. \$3,069 per year (through fiscal year end following four years in office)
- b. \$6,138 per year (fiscal years beyond the fiscal year ended following four years in office)

iv. **Treasurer**

- a. \$1,479 per year (through fiscal year end following four years in office)
- b. \$2,958 per year (fiscal years beyond the fiscal year ended following four years in office)

v. **Commissioner of the Revenue**

- a. \$1,479 per year (through fiscal year end following four years in office)

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- b. \$2,958 per year (fiscal years beyond the fiscal year ended following four years in office)

vi. **Registrar**

- a. \$1,786 per year (through fiscal year end following four years in office)
- b. \$3,572 per year (fiscal years beyond the fiscal year ended following four years in office)

260.4 Local Incremental Salary Actions Contingent on Funding

As with all expenditures contemplated by the Board of Supervisors for inclusion in any given year's fiscal budget for those positions to which this policy applies, the local incremental salary actions contemplated herein are awarded on a fiscal year basis and payable as part of regular salary on the pay frequency and timing established by the County. All local incremental salary actions contemplated herein are contingent upon appropriation by the Gloucester County Board of Supervisors.

260.5 Availability of the Constitutional / Certain Appointed Officers Local Incremental Salary Policy

A copy of the Constitutional / Certain Appointed Officers Local Incremental Salary Policy shall be available for review in the County Administration Department during normal business hours. A copy shall also be posted on the County's Internet website.