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Employee Communication Guide FY 2016 Compensation Activities

I. Introduction

As part of the FY 2016 Compensation Activities, DHRM recommends establishing an Employee Communication Strategy for delivering information about these activities to agency employees. In this guide, DHRM provides information and tools to incorporate into your agency communication strategy. Agencies should modify and deliver these recommended points in a manner that best meets agency needs, operations, and culture.

COMMUNICATION APPROACH

Most state employees have received limited salary increases for several years; therefore these planned compensation activities are significant for many employees. Due to the significance of these increases for employees and the complexity of requirements for qualifying for these increases, it is important for employees and their supervisors to discuss why they qualify or do not qualify for the compensation adjustments.

Remember, employees not receiving the salary increase(s) due to performance may be upset, emotional, defensive, etc. Your role as agency leaders will be to help employees understand why they may not be receiving salary increases and to turn the focus of the discussion to goal setting for the future. Using an “asking” approach versus “telling” will also help your employees initiate change which may improve the chances of future performance success. Be sure that you have the appropriate documentation to help these employees understand why they do not meet the performance requirements for these salary increases.

★ REMINDER

Remember to refer to the [FY 2016 Compensation Activities FAQs](#) for additional information on specific situations including employees on leave, less than 12 month employees, wage employees, special rates, supplements, and upcoming retirement situations.



Employee Communication Guide

FY 2016 Compensation Activities

II. Key Points – Understanding the FY 2016 Compensation Activities

Fiscal Year 2016 Compensation Authorizations – Quick Reference Guide

[Chapter 665, 2015 Acts of Assembly](#), authorizes FY 2016 state employee compensation actions and corresponding eligibility criteria as outlined below.

Pursuant to Chapter 665, 2015 Acts of Assembly, the following compensation adjustments are effective August 10, 2015, contingent upon there being no downward adjustment in the Commonwealth's revenue forecast (Item 467, paragraph O) and on employees' performing at the Contributor level or higher (Item 467 paragraph P), with the exception of the \$1,000 increase for Security Officers I and III.

A. Two Percent Base Salary Increase (Item 467, paragraph P)
Full- and part-time classified and other salaried employees (appointed, at-will, and faculty employees) who have been employed in salaried positions as of May 10, 2015, AND have received a rating of at least "Contributor" on their latest performance evaluation
B. Compression Adjustment (Item 467, paragraph Q)
Salaried sworn employees of the Department of State Police: \$80 salary increase for each full year of continuous state service, up to a maximum of 30 years, for sworn employees who have three years or more of continuous state service (have state begin dates of August 10, 2012, or earlier) AND have received a rating of at least "Contributor" on their latest performance evaluation
Other salaried employees listed in A, above, excluding faculty and other employees of public institutions of higher education not subject to the Virginia Personnel Act: \$65 salary increase for each full year of continuous state service, up to a maximum of 30 years, for employees who have five years or more of continuous state service (have state begin dates of August 10, 2010, or earlier) AND have received a rating of at least "Contributor" on their latest performance evaluation
C. Two Percent Salary Increase for High-turnover Roles (Item 467, paragraph T)
Salaried employees who have been employed in salaried positions as of May 10, 2015, AND have received a rating of at least "Contributor" on their latest performance evaluation AND occupy positions in the following roles as of August 10, 2015:
<ul style="list-style-type: none"> • Law Enforcement Officer I • Direct Service Associate I • Direct Service Associate II • Direct Service Associate III • Housekeeping and/or Apparel Worker I • Probation Officer Assistant • Emergency Coordinator I • Emergency Coordinator II • Registered Nurse I • Registered Nurse II/Nurse Practitioner I/Physician's Assistant • Licensed Practical Nurse • Therapy Assistant/Therapist I • Therapist II • Compliance/Safety Officer II
D. \$1,000 Increase for Security Officer I and Security Officer III (Item 384, paragraph Q, and subsequent Letter of Legislative Intent)
Salaried employees who occupy positions in the roles Security Officer I and Security Officer III as of August 10, 2015

Depending on hire date, performance, and role code, employees may be eligible for 0, 1, 2, or 3 salary increases. For employees eligible for multiple adjustments, the 2% base salary adjustment will be implemented first, followed by the compression adjustment, and then the 2% salary increase for high-turnover roles listed in Item 467, paragraph T, and the \$1,000 special adjustment for the Security Officer I and Security Officer III. The base rates of pay for wage employees may be increased by up to two percent no earlier than August 10, 2015. The cost of such increases shall be borne by existing funds appropriated to each agency.



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III. Communication Template

This page contains a template that you may use along with the Quick Reference Guide from the prior page. DHRM suggests that agencies modify this template as necessary including copying and pasting the template to agency letterhead. Agencies may choose to use this template in written or electronic format including the [Quick Reference Guide](#) when communicating the salary increases to employees.

Dear <Employee>,

The 2015 Acts of Assembly authorizes several salary increases effective August 10, 2015 for state employees (full-time classified, part-time classified and other salaried employees). These salary increases and their eligibility criteria are outlined in the [Quick Reference Guide](#) and the [2015 Salary Adjustments Frequently Asked Questions](#). You should consult with your supervisor if you have additional questions about how the 2015 salary adjustments will apply to you. The salary increases for which you are eligible will be reflected in the September 1, 2015, paycheck.

The <Agency Name> thanks you for the contributions that you make to your team, our agency, and to the Commonwealth of Virginia. The citizens of Virginia and I appreciate your commitment to Virginia's success.

Thank you,

<Agency Head Signature>

<Agency Head Title>