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April 24, 2026

MEMORANDUM

TO: Agency Human Resource Directors

FROM: Stacy Pendleton
Deputy Director, Department of Human Resource Management (DHRM)

SUBJECT: FY26 June One-time Bonus Authorization

Please be advised of the following information concerning a one-time bonus for June 2026. The following one-time bonus is included in the directives found in Chapter 7 of the [2026 Amendments to the 2025 Virginia Acts of Assembly](#).

1) **June 16, 2026 Bonus Payment**

Item 469 paragraph X.1 authorizes a one-time bonus payment on June 16, 2026 for all classified employees of the Executive Branch and other full-time employees of the Commonwealth, except elected officials, who were employed on or before February 25, 2026, and remained employed until at least May 25, 2026, in the amount of \$1,500. Employees are eligible to receive the bonus payment only if they have attained an equivalent rating of at least "Partially Successful" on their performance evaluation and **have no active written notices under the Standards of Conduct *issued* within the preceding twelve-month period (May 26, 2025 – May 25, 2026).**

2) **Wage Employees**

Wage employees are not included in the legislation and therefore are not eligible for the one-time bonus.

3) **Elected Officials**

Elected Officials are not eligible for the one-time bonus.

MEMORANDUM

Agency Human Resource Directors

April 24, 2026

Page 2 of 2

4) Performance Evaluations

Performance evaluations for classified employee's latest performance cycle need to be completed as required by [Policy 1.40](#). Agencies are responsible for tracking and keeping records of performance cycle evaluation ratings in Cardinal HCM for all classified employees. Please refer to the [HR351 Performance Ratings](#) job aid for support.

Following is a list of additional resources:

- [FAQs](#);
- Agencies can use the Cardinal Legislative Salary Increase Tool to process the one-time bonuses for salaried employees. Additionally:
 - Monitor upcoming Cardinal communications for the latest guidance,
 - The [HR354 - Using the Legislative Salary Increase Tool](#) job aid has also been updated for this one-time bonus,
 - Visit the Cardinal website for updates: <https://www.cardinalproject.virginia.gov>

Please ensure that a copy of this memorandum is provided to all human resource staff and to your agency's fiscal officer. If you have questions, please contact the [Compensation Group](#) at DHRM.

cc: Janet L. Lawson, Director of Human Resource Management
Sharon Lawrence, State Comptroller
Michael Maul, Director of Planning and Budget
Mike Tweedy, Senate Finance and Appropriations Committee
Michael Jay, House Appropriations Committee