

**DISCUSSION OF POSSIBLE
EMPLOYEE BONUS FOR FY2018**

During the FY2018 Prince George County Board of Supervisor's budget work sessions, one or more board members expressed interest in providing employees a bonus during FY2018. Unlike the 2011 Budget cycle, there was no specific mention of providing employees a bonus in this year's adopted budget document.

Attached is a cost sheet that provides the financial impact of providing bonuses at various dollar amounts (between \$500 and \$2,000, in \$250 increments) for board discussion and consideration. A recent history of pay increases provided to county employees is also attached.

If a bonus is provided, staff recommends that eligible employees include:

- All active full-time employees employed on or before July 1, 2017 for full bonus amount;
- All active part-time regular and part-time salaries employed on or before July 1, 2017 for one-half the amount provided to full-time employees.

Possible funding sources are 1) use of available FY2018 contingency; or 2) an appropriation of fund balance. **Currently, staff recommends** that the bonus, if approved, be funded through an appropriation of fund balance. This will leave contingency available in FY2018 to cover any unforeseen events throughout the year.

The State Code requires that bonuses be authorized by ordinance and in the past that requirement was thought to be complied with through the public hearing process and the adoption of a budget and appropriation that included a bonus. If the Board chooses to move forward with a bonus, the board may want to consider adoption of the attached proposed ordinance that will simplify future board decisions relating to bonuses.

Recommendation – If the board chooses to move forward with an employee bonus:

- Authorize staff to advertise a public hearing for ordinance adoption. Public hearing date will be September 12, 2017.
- Provide staff with direction on preferred bonus **amount** and **funding option** to facilitate preparation of appropriation and budget amendment (to be considered for approval on September 12, 2017).

ORDINANCE TO AMEND "THE CODE OF THE COUNTY OF PRINCE GEORGE, VIRGINIA," 2005, AS AMENDED BY ADDING § 2-264 TO AUTHORIZE EMPLOYEE BONUSES UNDER CERTAIN CONDITIONS.

BE IT ORDAINED by the Board of Supervisors of Prince George County:

(1) *That the Code of the County of Prince George, Virginia, 2005, as amended, is amended by adding § 2-264 as follows:*

Sec. 2-264 Authorization for employee bonuses.

The Board of Supervisors may authorize the payment of monetary bonuses as part of the uniform pay plan or to individual employees for exceptional service under such criteria and restrictions as deemed appropriate by the Board of Supervisors.

(2) *That this ordinance shall be effective immediately upon adoption.*

COUNTY OF PRINCE GEORGE
COST OF EMPLOYEE BONUS

EMPLOYEE COUNTS					
	GENERAL	ECON DEV	COMM CORR	UTILITIES	
FUND	0100	0215	0217	0600	TOTAL
Full-Time	217	3	12	14	246
Part-Time Regular	5				5
Part-Time Salaried	7				7
Excludes:					
Part-Time Temporary	77			3	80

Bonus Costs; \$500 Full-Time; \$250 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 108,500	\$ 1,500	\$ 6,000	\$ 7,000	\$ 123,000
Part-Time*	\$ 3,000				\$ 3,000
FICA - 7.65%	\$ 8,530	\$ 115	\$ 459	\$ 536	\$ 9,639
TOTAL	\$ 120,030	\$ 1,615	\$ 6,459	\$ 7,536	\$ 135,639
PT TEMP - ADD	\$ 20,723			\$ 807	

Bonus Costs; \$750 Full-Time; \$375 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 162,750	\$ 2,250	\$ 9,000	\$ 10,500	\$ 184,500
Part-Time*	\$ 4,500				\$ 4,500
FICA - 7.65%	\$ 12,795	\$ 172	\$ 689	\$ 803	\$ 14,459
TOTAL	\$ 180,045	\$ 2,422	\$ 9,689	\$ 11,303	\$ 203,459
PT TEMP - ADD	\$ 31,084			\$ 1,211	

Bonus Costs; \$1,000 Full-Time; \$500 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 217,000	\$ 3,000	\$ 12,000	\$ 14,000	\$ 246,000
Part-Time*	\$ 6,000				\$ 6,000
FICA - 7.65%	\$ 17,060	\$ 230	\$ 918	\$ 1,071	\$ 19,278
TOTAL	\$ 240,060	\$ 3,230	\$ 12,918	\$ 15,071	\$ 271,278
PT TEMP - ADD	\$ 41,445			\$ 1,615	

COUNTY OF PRINCE GEORGE
COST OF EMPLOYEE BONUS

Bonus Costs; \$1,250 Full-Time; \$625 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 271,250	\$ 3,750	\$ 15,000	\$ 17,500	\$ 307,500
Part-Time*	\$ 7,500				\$ 7,500
FICA - 7.65%	\$ 21,324	\$ 287	\$ 1,148	\$ 1,339	\$ 24,098
TOTAL	\$ 300,074	\$ 4,037	\$ 16,148	\$ 18,839	\$ 339,098
PT TEMP - ADD	\$ 51,807			\$ 2,018	

Bonus Costs; \$1,500 Full-Time; \$750 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 325,500	\$ 4,500	\$ 18,000	\$ 21,000	\$ 369,000
Part-Time*	\$ 9,000				\$ 9,000
FICA - 7.65%	\$ 25,589	\$ 344	\$ 1,377	\$ 1,607	\$ 28,917
TOTAL	\$ 360,089	\$ 4,844	\$ 19,377	\$ 22,607	\$ 406,917
PT TEMP - ADD	\$ 62,168			\$ 2,422	

Bonus Costs; \$1,750 Full-Time; \$875 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 379,750	\$ 5,250	\$ 21,000	\$ 24,500	\$ 430,500
Part-Time*	\$ 10,500				\$ 10,500
FICA - 7.65%	\$ 29,854	\$ 402	\$ 1,607	\$ 1,874	\$ 33,737
TOTAL	\$ 420,104	\$ 5,652	\$ 22,607	\$ 26,374	\$ 474,737
PT TEMP - ADD	\$ 72,529			\$ 2,826	

Bonus Costs; \$2,000 Full-Time; \$1,000 Part-Time

Category	General Fund	Econ Dev	Comm Corr	Utilities	Total
Full Time	\$ 434,000	\$ 6,000	\$ 24,000	\$ 28,000	\$ 492,000
Part-Time*	\$ 12,000				\$ 12,000
FICA - 7.65%	\$ 34,119	\$ 459	\$ 1,836	\$ 2,142	\$ 38,556
TOTAL	\$ 480,119	\$ 6,459	\$ 25,836	\$ 30,142	\$ 542,556
PT TEMP - ADD	\$ 82,891			\$ 3,230	

*PT REGULAR & SALARIED ONLY

Prince George County
Pay Increase History

Pay Increases From 2011 through 2017

Date	Action Taken
11/30/2011	\$1,000 Bonus for all full-time staff
07/01/2012	1.5% VRS contribution
07/01/2013	6.2% to include 4.2% VRS contribution
07/01/2015	\$0.00 - \$50,000 received \$1,000 \$50,001 - \$100,000 received 2% \$100,001 and up received \$2,000
07/01/2016	2.0% Pay Increase

§ 15.2-1507.1. Appointment of standing panel in certain counties.

Notwithstanding the provisions of § 15.2-1507, in any county with the county manager form of government, the final step of its grievance procedure shall provide for a hearing before an impartial panel consisting of one member appointed by the grievant, one member appointed by the county manager or his designee, and a third member appointed in a manner determined by the board of supervisors.

History.
2001, c. 601.

§ 15.2-1508. Bonuses for employees of local governments.

Notwithstanding any contrary provision of law, general or special, the governing body of any locality may provide for payment of monetary bonuses to its officers and employees. The payment of a bonus shall be authorized by ordinance.

History.
1985, c. 142, § 15.1-7.4; 1997, c. 587; 2003, c. 204.

§ 15.2-1508.1. Traveling expenses on business of town, city or county.

Any person traveling on business of any locality except as hereinafter provided, wherein no part of the cost is borne by the Commonwealth may be reimbursed by such locality on a basis established by the governing body of such locality; however, the rate of reimbursement per mile for private transportation shall not exceed the standard rate deductible as a business expense pursuant to the Internal Revenue Code and regulations promulgated thereunder.

History.
Code 1950, § 14-5.2; 1954, c. 709; 1956, c. 214; 1960, c. 198; 1962, c. 441; 1964, c. 386, § 14.1-7; 1977, c. 517; 1996, c. 700; 1998, c. 872.

§ 15.2-1508.2. Same; where Commonwealth bears portion of expenses.

Any person traveling on business of any locality wherein the Commonwealth is required to bear a portion of the expenses may be reimbursed by any such locality on a basis not in excess of that provided in § 2.2-2823 but the portion to be borne by the Commonwealth shall be subject to the approval of the State Compensation Board.

History.
Code 1950, § 14-5.3; 1954, c. 709; 1956, c. 214; 1962, c. 501; 1964, c. 386, § 14.1-8; 1998, c. 872.

§ 15.2-1508.3. Governing bodies of certain cities and counties may supplement salaries and reimburse traveling expenses of employees of state and local health departments.

The Counties of Arlington, Chesterfield, Clarke, Fairfax, Loudoun and Prince William may, in the discretion of their governing bodies, pay to persons employed by the State Department of Health, within such counties, in addition to the salaries as may be paid to such employees by the State Board of Health, such sum or sums of money as they may deem expedient.

In addition to supplementing the salaries of such employees as provided

herein such county; any such county, with excess of the amount upon such basis and

History.
1964, c. 321, § 14.1-11, c. 314; 1973, c. 415; 1976

§ 15.2-1508.4. Cert and re mental

The Counties of Prince William, or the Manassas Park, or the persons employed in addition to the salary wealth, such sum or In addition to sup herein, such county in any such county, who excess of the amount upon such basis and

History.
1966, c. 95, § 14.1-11.2; 813.

Editor's note.
Acts 2007, c. 813, cl. 2,

§ 15.2-1509. Preference ment.

Consistent with the federal or state law, a preference to an individual's forces of the United States provided that such requirements for the given to veterans who United States Veterans refers to the same class service.

History.
1988, c. 648, § 15.1-7.5; 19413.

§ 15.2-1510. Retirement

Any locality may employ superannuated officers departments; the public board; and the judges, system; or any of them

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 8th day of August, 2017:

Present:

William A. Robertson, Jr., Chairman
Donald R. Hunter, Vice-Chairman
Alan R. Carmichael
Hugh G. Mumford
T. J. Webb

Vote:

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; AUTHORITY TO ADVERTISE A PUBLIC HEARING TO CONSIDER ADOPTION OF AN ORDINANCE AUTHORIZING THE BOARD TO PROVIDE EMPLOYEE BONUSES.

NOW, THEREFORE, BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 8th day of August, 2017, does hereby authorize the advertisement of a public hearing to consider adoption of an ordinance authorizing the board to provide employee bonuses.

A Copy Teste:

Percy C. Ashcraft
County Administrator