



Henrico County 2021 General Government Employee Pay Adjustments Frequently Asked Questions

Last Updated: February 9, 2021

1. What employee pay adjustments are planned for general government employees for 2021?
 - A 2% wage adjustment that will be effective on April 10, 2021.
 - A market adjustment for specifically targeted job classifications will be also effective on April 10, 2021.
 - A 1-step (2.372%) merit-based pay increase for eligible employees will be effective on June 19, 2021.
 - A longevity adjustment for eligible employees is planned for October 2021.
2. What is a wage adjustment?
 - A wage adjustment is a pay increases that is approved as a percentage that is added directly to the pay plans. It increases the value of each step in each pay grade in each pay plan.
 - For a wage adjustment, an employee's step does not change. The pay amount of the employee's step and pay is simply increased by the amount of the approved percentage.
 - Wage adjustments increase the pay grade minimum pay rate (step 1) and the maximum pay rate (step 27) to help keep County pay range competitive with other metro locality ranges.
3. Who will receive the 2% wage adjustment?
 - All full and part-time general government and HCPS employees will receive the 2% pay increase.
4. When will the wage adjustment be effective and when will I see it?
 - The 2% wage adjustment for general government employees will be effective on April 10, 2021 and in the April 30th paycheck.
5. What is a market adjustment?
 - A change in a job classifications' assigned pay grade based on specific local market circumstances and conditions.
 - These 2021 markets adjustments follow the current promotion policy to help address pay lag as well as pay range lag.
6. Who will the market adjustment increase apply to?
 - Market adjustments were specifically targeted to address specific pay-related challenges:
 - Sworn police personnel, sworn fire personnel, sworn sheriff personnel
 - Teachers, Associate/Assistant Principals, School RN's
 - General government and HCPS employees in job classifications that lagged neighboring localities' range minimums by more than \$2,000; and employees in job classifications that lagged the County's goal of a minimum pay rate that meets or exceeds Virginia's upcoming minimum wage changes.



Henrico County 2021 General Government Employee Pay Adjustments Frequently Asked Questions

Last Updated: February 9, 2021

7. When will the market adjustment increase be effective?
 - Market adjustments for general government employees will be effective on April 10, 2021 and in the April 30th paycheck.

8. Who will be eligible for the merit-based 1-step increase?
 - Full and part time general government and HCPS employees who do not receive a market adjustment will be eligible to receive a merit-based 1-step pay increase of 2.372%.
 - Employees who receive a market adjustment in April are not eligible for the merit-based 1-step pay increase on June 19, 2021.
 - Employees who have received a market adjustment in fiscal year 2020-21 are not eligible for the 1-step merit-based pay increase on June 19, 2021.

9. When will the 1-step merit increase be effective?
 - The 1-step merit increase for general government employees will be effective on June 19, 2021 and will be in the July 9, 2021 paycheck.

10. How are the longevity-based pay increase amounts determined?
 - By the employee's Length of Service (LOS) with Henrico County as of January 1, 2021:
 - 10-14.99 years LOS = 1 step merit increase (2.372%)
 - 15-19.99 years LOS = 2 step merit increase (4.8%)
 - 20-24.99 years LOS = 3 step merit increase (7.286%)
 - 25+ years LOS = 4 step merit increase (9.8%)

11. How is an employee's length of service (LOS) determined?
 - An employee's LOS is determined by the employee's date of full-time or permanent part-time employment with Henrico County or HCPS through January 1, 2021
 - Length of service does not include similar service with other localities and other employers.

12. How will I know what my increases are and what my new salary will be?
 - The IT Department developed a personalized dashboard for employees to use to determine how the proposed changes will impact their salary.
 - You can access your dashboard by clicking on this [link](#).
 - Log in to Oracle, open the Employee Direct Access folder and you will find a link labeled Proposed Employee Compensation Plan. This link will take you to a page that will show you how the salary adjustment will impact you.



Henrico County 2021 General Government Employee Pay Adjustments Frequently Asked Questions

Last Updated: February 9, 2021

13. What if I want to double check my new pay rates in the new pay plan? Where can I find it?
- The updated pay plans will be published after the Board of Supervisors officially votes to approve all the proposed pay adjustments. Please allow one week after Board approval.
 - All updated pay plans will be available 24/7 online at:
<https://henricova.sharepoint.com/hr/SitePages/Pay-Plan.aspx>
14. Do the Proposed Employee Pay Adjustments affect any current policies?
- Yes, Policy 4.3 Interpretation and Effect on Employee's Rate of Pay is being updated to reflect changes to the way promotions, reclassifications, regrades, pay increases, and temporary reassignments are implemented.
 - [Policy 4.3](#) will be available online 24/7 via the [Employee Portal](#) – My Workplace – [Policies and Procedures](#) after the changes have final approval.
15. When will the policies changes be effective?
- Policy changes will be effective the pay period following approval by the Board of Supervisors.
16. Who do I contact if I have questions about my pay adjustments?
- All questions will be filtered through your supervisor to your agency head and then to the Director of HR.