



COMMONWEALTH of VIRGINIA
DEPARTMENT OF ELECTIONS

Edgardo Cortés
Commissioner

July 23, 2014

TO: CHESTERFIELD Fiscal Officer

FROM: Sharon V. Woo, Business Manager *S.V. Woo*
Department of Elections

SUBJECT: 2014-2015 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the Appropriations Act. This correspondence sets the authorized compensation to be paid to your general registrar and electoral board members effective July 1, 2014 through June 30, 2015. The authorized salary rates were computed using the latest population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce.

Compensation for General Registrar

The table below sets forth the authorized "days of service" per week and the authorized **salary rates** for your local general registrar from July 1, 2014 through June 30, 2014. Your local governing body will be reimbursed by the Department of Elections for these authorized salary payments to the extent of funds provided in the 2015 Appropriations Act.

General Registrar's Authorized Salary Table						
July 1, 2014 – June 30, 2015						
		Salary Rates				
Pay Period	Days of Service per week	Annual	Monthly	Semi-Monthly	Biweekly	Weekly
7/1/2014 – 6/30/2015	5	\$87,010.00	\$7,250.83	\$3,625.42	\$3,346.54	\$1,673.27

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar's staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar or at least one member of the registrar's staff to attend the annual training offered by the Department of Elections; (ii) adequate

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training for officers of election; (iii) conducting elections; and (iv) voter education. Local governing bodies may supplement the annual salary of the general registrar. However, the supplement, expenses and mileage of the general registrar, are not reimbursable from the State Treasury.

Electoral Board Authorized Compensation

The following table sets forth the authorized **annual** and **monthly** salary rates for your electoral board members. These amounts are to be paid by your local government during the period of July 1, 2014 through June 30, 2015.

ELECTORAL BOARD AUTHORIZED SALARY (JULY 1, 2014 - JUNE 30, 2015)		
	Annual Rates	Monthly Rates
Secretary	\$8,264.00	\$688.67
Chairman	\$4,132.00	\$344.33
Vice-Chair	\$4,132.00	\$344.33

Mileage & Expenses

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate of 56¢ per mile effective Jan 1, 2014.

Counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

Reimbursements from State Treasury

Annually, the Department of Elections reimburses your local government for the authorized amounts paid for salary for the general registrar and your local electoral board members. As stated earlier, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the Department of Elections will not reimburse you for the additional allowances.

If you have any questions regarding the above information, please contact the SBE Fiscal staff at 804-864-8933 or send an email to fiscal@elections.virginia.gov.

cc: General Registrar