

Henrico County Proposed 2021 Employee Pay Adjustments Frequently Asked Questions (for Schools employees)

Additional FAQs - May 14, 2021

I am eligible for a longevity increase that is being granted in the fall of school year 2021-2022.

When will I see an increase in my semi-monthly paycheck?

- 12-month employees will see their increase in their October 15 paycheck
- 11-month employees will see their increase in their November 15 paycheck
- 10-month employees will see their increase in their December 15 paycheck

I am eligible for a longevity increase in the fall. Will my 2021-2022 contract reflect the increase that I will receive?

- No, the contracts being distributed in May 2021 will only reflect the employee's salary at the beginning of the contract year. For those employees who might be unclear as to what their salary will be with the addition of the longevity increase, please refer to your personalized dashboard in the Employee Direct Access (EDA) system or contact Payroll staff at hcpspayroll@henrico.k12.va.us.

February 16, 2021

What pay adjustments are planned for HCPS employees for 2021?*

- A **2% wage adjustment**, effective in April 2021.
- A **market adjustment for specifically targeted job classifications**, effective in April 2021.
- A **1-step (2.372%) merit-based pay increase** for eligible employees, effective in July of 2021.
- A **longevity adjustment** for eligible employees, effective in October 2021.
- *All adjustments are subject to Board of Supervisors approval prior to becoming official.

Will I receive all four pay adjustments?

- No, an individual employee will not be eligible to receive all four pay adjustments. Keep reading to determine the pay adjustments that apply to you.

What employee groups are eligible for the pay adjustments?

- Full and part-time employees are eligible for the pay adjustments.
- Temporary and substitute employees are eligible for the 2% wage adjustment.
- PREP employees are not eligible for the pay adjustments.

What is a wage adjustment?

- A wage adjustment is a pay increase 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.
- In a wage adjustment, an employee's step does not change. The pay amount of the employee's step and pay is 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 ranges competitive with other metro-Richmond

locality ranges.

Who will receive the 2% wage adjustment?

- All full-time, part-time and temporary employees are eligible to receive the 2% wage adjustment.

When will the wage adjustment be effective?

- The wage adjustment will be effective in April 2021. Employees can expect to see the first installment in their April 30th paycheck.

What is a market adjustment?

- A market adjustment is a change in a job classification's assigned pay grade based on specific local market circumstances and conditions.
- Market adjustments were specifically targeted to address:
 - Positions with specific pay-related challenges.
 - Pay for General Government and HCPS employees in job classifications that lagged neighboring localities' range minimums by more than \$2,000.
 - Pay for 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.

How will I know if my position received a market adjustment?

- The County Government IT Department developed a personalized dashboard for employees to use to determine how the proposed pay adjustments will impact their salary. More information about the dashboard is contained further down in this FAQ document.

How is the market adjustment applied as a salary increase?

- Pay increases as a result of a market adjustment will be determined in accordance with the current School Board Chapter 4 - Promotion Policy and Regulation. To view the regulation, [visit the HCPS Policies and Regulations page](#), and then search for R4-03-005.

When will the market adjustment increase be effective?

- Market adjustment payments will begin for eligible employees with the April 30th pay date. HCPS employees have various contract lengths; therefore, the market adjustment increase will be distributed over all remaining payments for the 2020-21 contract cycle.
 - Eligible 10-month employees will receive the market adjustment over 9 paychecks. (April - August)
 - Eligible 11-month employees will receive the market adjustment over 7 paychecks. (April - July)
 - Eligible 12-month employees will receive the market adjustment over 5 paychecks. (April - June)
- Eligible employees will be able to see the exact amount of their market adjustment using the dashboard.

Will I receive a market adjustment AND a merit-based 1-step increase?

- Employees who receive a market adjustment in April are not eligible for the merit-based 1-step pay increase in July of 2021.

Who will be eligible for the merit-based 1-step increase?

- Full and part-time employees (hired by April 30, 2021) who do not receive a market

adjustment will be eligible to receive a merit-based 1-step pay increase of 2.372%.

When will the 1-step merit increase be effective?

- The 1-step merit increase will be effective with the beginning of the employee payment cycle for the 2021-22 school year.
 - 12-month employees - July 15, 2021 paycheck.
 - 11-month employees - August 15, 2021 paycheck.
 - 10-month employees - September 15, 2021 paycheck.

Who is eligible for a longevity-based pay increase?

- Full-time and permanent part-time employees are eligible for longevity-based pay increases.
- Temporary employees are not eligible for longevity-based pay increases.

How are the longevity-based pay increase amounts determined?

- These increase amounts are determined by the employee's continuous Length of Service (LOS) with HCPS and 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%)

How is an employee's length of service (LOS) determined?

- LOS is determined by the employee's date of full-time or permanent part-time **continuous** employment with HCPS **through January 1, 2021**.
- The LOS calculation for employees who worked for Henrico General Government and transferred to HCPS with no break in service shall include the service time for both entities through **January 1, 2021**.
- Should an employee have a break in service, the LOS calculation will begin with the employee's rehire/return to employment date. Examples of breaks in service include employee resignation and discretionary leave situations.
- Previous years of service are not calculated in the LOS if there is a break in service.
- Length of service does not include similar service with other localities and other employers.

Will I receive a pay adjustment if I am at the top of the pay plan?

- Individuals at the top of the pay plan will receive all pay adjustments for which they are eligible.

How will I know what my increases are and what my new salary will be?

- The County Government IT Department developed a personalized dashboard for employees to use to determine how the proposed changes will impact their salary.
- You can access your personalized dashboard via [Employee Direct Access \(EDA\)](#). Log in, click the menu item for "Employee Direct Access" and then select "Proposed Employee Compensation Plan" to find your dashboard.
- The dashboard is available for employees beginning at 5 pm on February 16, 2021.

Will my dashboard contain information on my current grade, step, and years of experience used to calculate my length of service (LOS)?

- Yes, your dashboard will contain information on your current grade, step and years of experience used to calculate LOS.

In addition to my base contract, I have additional assignments. Will the dashboard show pay information for my additional assignments?

- No, the dashboard will only contain salary information pertaining to your primary assignment.

Where do I access EDA?

- [Use this link to log in to EDA using your HCPS username and password.](#)

I need help changing my password. What should I do?

- The quickest way to change your password is by [following the directions contained here](#).
- The second quickest way to receive assistance changing your password is by completing this [form](#).
- A third way to receive assistance changing your password is by calling 652-3664. As large volumes of requests are anticipated, please be patient as staff respond to phone calls.

Will updated salary scales/pay plans be available to employees?

- Updated pay plans will be published after the Board of Supervisors officially votes to approve all the proposed pay adjustments (normally in April).

Who do I contact if I have questions about my pay adjustments?

- Should you have questions regarding your pay adjustments, please submit your question to the Human Resources Department via this [form](#).