

PROJECT MANAGER'S MEETING

October 3, 2005

Comptroller's Area

General Issues- Chuck Banner

- Project Managers List Serve
- Travel Card Update
- Travel Card Training
- Travelers Checks
- Integrated System Responsibilities

Budget- Martha Necessary

- Wage Budgets
- Commitments
- Adequate Funding

Human Resources-Connie Hope

- November Pay Increases
- Performance Evaluations

College Services-Joe Kiser

- Purchasing Reminders
 - eVA & SWAM
 - Bids \$5,000 or greater
 - P-Card – October 19th cutoff date
 - Liz will collect cards October 20th
- Catering Request Form
- Fleet Issues
 - Call Center
 - Odometer Readings
- Postal
 - Telephone (handout), Faculty/Staff Deliver, and Student Lists
 - Addresses
- Printing
 - New Employee Jenny Salyers - Graphic Design/Printer

Follow up Questions

UPCOMING PROJECT MANAGER'S MEETINGS

- **October 31, 2005**
- **November 28, 2005**
- **December 19, 2005**

Performance Evaluations

Performance evaluations are due to Human Resources no later than this Friday, October 7, 2005.

Performance evaluations using the EWP must be completed on all classified salaried employees including those who are still in their probationary period that were hired before July 25, 2005.

Classified employees in their probationary period hired on or after July 25, 2005 do not require an annual performance evaluation this cycle, as they are not eligible for the November 25, 2005 salary increase.

2005 Salary Increases

The Governor and the General Assembly approved a uniform 3.0 percent increase for all classified employees whose rating is "Contributor" or "Extraordinary Contributor" for the performance cycle ending October 24, 2005. Additionally, employees with five or more years of continuous service as of November 25, 2005 (i.e., those with state begin dates of November 25, 2000 or before), and who are rated "Contributor" or "Extraordinary Contributor", will be eligible for a base salary increase of \$50 per year for each completed year of continuous service. The \$50 per year increase will be added to the state base salary first, and then the 3% increase will be applied.

Pay band salary ranges will increase by 3% effective November 25, 2005. See back side of this form for a new pay band chart.

Wage employees will receive the 3.0% increase on November 25, 2005 provided they were hired prior to July 25, 2005.

Additional details concerning the \$50 per year increases.

November 25, 2005 will be the calculation date for determining the number of years to multiply by \$50. There will be no limit to the number of years that will be credited to an employee. Fractional years of service will be rounded down, so that employees will not get credit for partial years of service (i.e., only complete years of service will be counted.) Periods of wage employment, service purchased for VRS credit, and prior service do not count in determining the amount of the increase.

Continuous salaried service in agencies in other branches of state government with no break in service, does count. Charlottesville is currently working on reviewing state begin dates for all employees. You are encouraged to check your state begin date with Human Resources if you have questions.



Department of Human Resource Management

[Home](#) >> [Compensation and Benefits](#) >> [Current Salary Structure](#)

Employment and Careers

Salary Structure - Effective 11/25/05

Compensation and Benefits

Policies, Forms and Resources

Workforce Planning

Training and Development

Employee Relations

Workers' Comp. and Safety

Programs and Events

Statewide PAY BANDS EFFECTIVE 11/25/05		
BANDS	RANGE	
	Minimum	Maximum
1	\$ 14,212	\$ 29,168
2	\$ 18,567	\$ 38,105
3	\$ 22,188	\$ 45,539
4	\$ 28,987	\$ 59,492
5	\$ 37,869	\$ 77,720
6	\$ 49,473	\$ 101,533
7	\$ 64,633	\$ 132,646
8	\$ 84,435	\$ 173,289
9	\$ 110,307	Market

Northern Virginia PAY BANDS EFFECTIVE 11/25/05		
BANDS	RANGE	
	Minimum	Maximum
1	\$ 14,212	\$ 37,918
2	\$ 18,567	\$ 49,537
3	\$ 22,188	\$ 59,201
4	\$ 28,987	\$ 77,340
5	\$ 37,869	\$ 101,036
6	\$ 49,473	\$ 131,993
7	\$ 64,633	\$ 159,176
8	\$ 84,435	\$ 207,947
9	\$ 110,307	Market

The University of Virginia's College at Wise Project Managers Meeting

October 3, 2005

Budget Office Updates

Wage Budgets

- Check the Budget Balance Available for the wage budget line. Negative BBA's need to be addressed by contacting the Budget Office immediately.
- Maintain a record of all wage employees charged to your project with their hourly rate. You need to insure that your wage budget is sufficiently funded for the fiscal year.
- In calculating monthly Budget Balance Available totals for each budget category, the Budget Office encumbers wage expenditures using either the wage BBA total or an average of year to date wage expenditures annualizing the amount by the number of months left in the fiscal year.
- Please notify either Brenda Craft (regular wage payroll) or Sharon Stratton (work study payroll) when there are changes to an individual's payroll status: i.e., termination, hourly rate change, project change, etc.
- Other Than Personal Services (OTPS) will supplement any negative wage balances.

Other Than Personal Services

- Continue to monitor OTPS Commitments each month. Commitments carryforward from one fiscal year to another. Make sure all commitments are current.

Salary Budgets

- Adjustments are ongoing for salary and fringe benefits, based on new hires, etc. Salary commitments in Discoverer are not accurate. All salaries are budgeted to reflect a zero Budget Balance Available.

Questions?? Contact the Budget Office – ext. 0109 or via email mcm2f