



BOARD OF
SUPERVISORS

THOMAS D. HARVEY
North District

ERNIE Q. REED
Central District

JESSE N. RUTHERFORD
East District

ROBERT G. BARTON, JR.
South District

J. DAVID PARR
West District

CANDICE W. MCGARRY
County Administrator

AMANDA B. SPIVEY
Administrative Assistant/
Deputy Clerk

LINDA K. STATON
Director of Finance and
Human Resources

**AGENDA
NELSON COUNTY BOARD OF SUPERVISORS
DECEMBER 4, 2023
THE SPECIAL CALLED MEETING CONVENES AT 10:00 A.M. IN THE
GENERAL DISTRICT COURTROOM AT THE COURTHOUSE IN LOVINGSTON**

I. CALL TO ORDER

II. NELSON HERITAGE CENTER RENOVATION FINANCING

A. Consideration of Subordination Agreement

III. SHERIFF'S DEPARTMENT LEADERSHIP TRANSITION

- A. Consideration of Request to Offer Employee Retention Incentives through December 31, 2023 (Sheriff David Hill)
- B. Consideration of Request to Utilize Existing Local Salary Supplements as of January 1, 2024 (Sheriff-elect Mark Embrey)

IV. OTHER BUSINESS (AS PRESENTED)

V. ADJOURNMENT



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LINDA K. STATON
Director of Finance and
Human Resources

November 27, 2023

Candice W. McGarry
Clerk, Nelson County Board of Supervisors
P.O. Box 336
Lovingson, VA 22949

Dear Ms. McGarry,

Pursuant to §15.2-1418 of the Code of Virginia, this letter is to request a Special Called Meeting of the Nelson County Board of Supervisors to be held on December 4, 2023 at 10 a.m. in the General District Courtroom at the Courthouse in Lovingson, 84 Courthouse Square, Lovingson, VA 22967.

The purpose of the Special Called Meeting is to discuss the following:

- Nelson Heritage Center Renovation Financing – Consideration of Requested Subordination of County’s Interest to the Loan and Deed of Trust (Subordination Agreement)
- Budgetary matters related to the Sheriff’s Department Leadership Transition
 - Consideration of Outgoing Sheriff’s Request to Offer Employee Retention Incentives Through December 31, 2023.
 - Consideration of Incoming Sheriff’s Request to Utilize Existing Local Salary Supplements as of January 1, 2024 and Additional Position Funding.

The Board of Supervisors may also consider other matters at the Special Called Meeting, predicated on the attendance of all members of said Board at the Special Called Meeting.

Sincerely,

Jesse N. Rutherford, Chairman
Nelson County Board of Supervisors

cc: Members, Nelson County Board of Supervisors



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December 4, 2023 Special BOS Meeting Agenda Summary

II. Nelson Heritage Center Renovation Financing – Subordination Agreement:

The Millennium Group (Nelson Heritage Center) has submitted a letter requesting that the County enter into a debt subordination agreement between them, the County, and their current lender so that they may proceed with financing of the NHC renovations to accommodate the local Health Department. As you may recall, the County's deed transferring the property to the Millennium Group contains a reverter clause which states "if the use of the Property as a community center and for recreational and athletic activities should cease, the Property shall revert to the County". This is the County's "Interest" as referenced in the agreement. Mr. Payne reviewed the original Agreement and provided his edits; which have been accepted by the lender. (see included Subordination Agreement).

This clause creates a collateral interest which is problematic for NHC's lender; the purpose of the subordination agreement is to permit the lender to foreclose, if the Millennium Group defaults, and sell the property free of the County's reversionary interest regardless of whether or not reversion has occurred. In the case of default, the County has the option but not the obligation to pay the debt. The debt being sought is \$1,081,700 and is secured by a Construction Loan Credit Line Deed of Trust, Assignment of Rents, Fixture Filing, and Security Agreement ("Deed of Trust") which is included in the subordination being requested. The subordination agreement states that subject to the foregoing agreement "the County's "Interest" shall be unaffected by the Deed of Trust and shall continue as a covenant and restriction on the property.

Recommendation: Consider approval of Resolution R2023-75 Authorization to Execute Loan and Deed of Trust Subordination Agreement, Nelson Heritage Center Renovation Financing

III A. Request to Offer Employee Retention Incentives Through December 31, 2023 (Sheriff Hill)

Sheriff Hill has submitted a letter requesting the ability to offer employee retention incentives for 20 full time employees. The incentive requested is to provide a pay-out of accrued annual leave time in January 2024, for those employees that "continue providing service without taking their leave before January 1, 2024" so that the department can "maintain a professional service for the remainder of calendar year 2023".

Per local policy, the County is not obligated to pay out unused annual leave upon a Sheriff's Department employee's termination. The Sheriff's Department has their own leave policy and maintains their own leave records. Included in the packet is a spreadsheet of the current unused annual leave hours of 3,270.5 hours estimated through December and an estimated cost of \$94,728 which takes into account the 2% salary increase effective December 1st.

There has been consistent vacancy savings fiscal year to date for 3 local positions within the department estimated at \$29,778 each for a total of \$89,334. \$2,703 of this is being used to offset an overage to date in paid overtime costs; leaving an estimated \$86,631 that could be applied to this request. \$56,788 in overall budgetary vacancy savings was the basis for coverage of the pro-rated 2% salary increase the Board approved in November; which took into account these vacancies; however, the other departmental vacancies within the overall budget can absorb this cost.

Should the Board choose to fully fund the request, Contingency funds are available within the currently appropriated General Fund Budget to cover this one-time expense.

Things to consider: It benefits the County to maintain law enforcement coverage during the leadership transition. The Virginia State Police may be able to provide some level of coverage. The Sheriff's Department current 2017 leave policy includes an annual leave accrual cap of 80 hours that can be carried over from calendar year to calendar year. (see included policy) The County has an annual leave accrual policy that has a cap of 2-years' leave that is paid out upon termination as follows: <5 years: 192 hours (8hrs./mo.), 5-9 years: 240 hours (10 hrs./mo.), and 10+ years: 384 hours (16 hrs./mo.). (see included policy) Any authorized payout should be made to the employees in January 2024 with time worked through December 31, 2023 verified and certified by the Sheriff on time sheets provided to the Finance Department.

Department Vacancy Savings Available: \$86,631
Full Request: \$94,728 (Requires \$8,097 in other funds)
2-Year Cap: \$84,495 (\$2,136 balance)
80 Hour Cap: \$41,958 (\$44,673 balance)
(see included spreadsheet)

III B. Request to Utilize Existing Local Salary Supplements as of January 1, 2024 (Sheriff-Elect Embrey)

Sheriff-Elect Embrey has submitted a letter requesting authorization to utilize existing local salary supplements within the current Sheriff's Department budget as of January 1, 2024; in order to reallocate those funds to secure staffing for existing positions. Staff estimates the local funds available for this purpose to be **\$110,362**. (see included spreadsheet). Sheriff –Elect Embrey was advised by staff to ensure that employee salaries are at least equivalent to the minimum of the positions' assigned pay band in the County's pay plan and per State Code, that they are equal to or greater than the State Compensation Board salary for the position. (see included County Pay Plan) He is also requesting an additional \$29,000 to accomplish his desired restructuring of the Department. (see included organizational chart as provided by Mr. Embrey)

Recurring Contingency funds within the currently appropriated General Fund Budget would be the source of funds to cover this request as it will be an ongoing expense.

MILLENNIUM GROUP

1653 Thomas Nelson Highway • Arrington, Virginia 22922 • P.O. Box 23



"A Community Coming Together"

November 27, 2023

Candy McGarry
County Administrator/Clerk Board of Supervisors
P.O. Box 336
Lovingson VA 22949

Dear Ms. McGarry –

On behalf of the Board of Directors of the Millennium Group (Nelson Heritage Center), we would primarily like to thank you and the Board of Supervisors for your continued support in bringing the Health Department to the Nelson Heritage Center. As you are aware, this has been a long and ambiguous journey. We are currently nearing the end of a major hurdle.

The project involves roughly 3500-4000 square feet of space being renovated and retrofitted to house the Nelson County Health Department. The project will take roughly 3 months and involves a total renovation of the entire rented space, to include but not limited to restrooms, office space, exam rooms, and a rabis clinic. Wall Construction will complete the renovation, which is all underroof and does not require any new additions to the existing structure.

Our lender for the project is Virginia Community Capital (VCC). As a requirement of the loan, VCC requires all tenants to subordinate any claims they may have against the Millennium Group. The Deed as written requires that the property remain a Community Center, VCC is asking that they be named as First Deed of Trust. The documents have been prepared and are being presented to you for consideration and signature by VCC on behalf of the Millennium Group.

Thank you in advance for your consideration,
Johnette Burdette, M.Ed.

Johnette Burdette
Executive Director, Nelson Heritage Center
(Millennium Group)

Prepared By:
MeyerGoergen PC
1802 Bayberry Court, Ste 200
Richmond, Virginia 23226
(804) 288-3600

Tax Map Number: 76-11-1A

SUBORDINATION AGREEMENT

THIS SUBORDINATION AGREEMENT (this "Subordination") is made this ____ day of _____, 2023, by and between **MILLENNIUM GROUP COMMUNITY FACILITY**, a Virginia nonstock corporation (the "Borrower"), **COUNTY OF NELSON**, a political subdivision of the Commonwealth of Virginia (the "County"), and **LOCUS IMPACT FUND** (the "Lender").

WITNESSETH:

WHEREAS, Borrower is the owner of that certain real property commonly referred to as 1653 Thomas Nelson Highway, Arrington, Virginia 22922 (the "Property").

WHEREAS, Borrower acquired the Property from the County by that deed dated September 6, 2013, recorded September 11, 2013 in the Clerk's Office, Circuit Court, Nelson County, Virginia as Instrument Number 130002960 (the "Deed").

WHEREAS, the County reserved in the Deed a right to itself that "if the use of the Property as a community center and for recreational and athletic activities should cease, the Property shall revert to [the County]" (the "Interest").

WHEREAS, the Borrower desires to borrow from Lender the principal sum of up to One Million Eighty One Thousand Seven Hundred and 00/100 Dollars (\$1,081,700.00) (the "Loan"), which is to be secured by that certain Construction Loan Credit Line Deed of Trust, Assignment of Rents, Fixture Filing, and Security Agreement dated _____, 2023 and recorded _____ in the aforementioned Clerk's Office as _____ (the "Deed of Trust").

WHEREAS, the Lender would not enter into the Loan with the Borrower unless the County subordinates the Interest to the Loan and the Deed of Trust.

WHEREAS, the County desires to subordinate the Interest to the Loan and the Deed of Trust.

NOW, THEREFORE, for and in consideration of the premises, the Interest, the Deed of Trust and debt secured thereby, the sum of ten dollars cash in hand, and other good and valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the parties hereby agree as follows:

The County hereby subordinates the Interest to all rights, obligations, burdens and restrictions of the Loan and Deed of Trust. Subject to the foregoing, the Interest shall be unaffected by the Deed of Trust and shall continue as a covenant and restriction on the Property.

By resolution of the Nelson County Board of Supervisors adopted _____, 2023, The County Administrator is directed to execute this instrument on behalf of the Board.
[remainder of page left intentionally blank]

WITNESS, the following signatures and seals the day, year and month first above written:

BORROWER:

Millennium Group Community Facility,
a Virginia nonstock corporation

By: _____ (seal)

Name: _____

Title: _____

STATE/Commonwealth of _____,
CITY/COUNTY OF _____, to wit:

The foregoing instrument was executed before me, the undersigned notary public, on the ____ day of _____, 2023 by _____, the _____ of Millennium Group Community Facility, on behalf of the corporation.

My commission expires: _____

Notary Public

Seal:

COUNTY:

County of Nelson,
a political subdivision of the Commonwealth of Virginia

By: _____ (seal)
Name: _____
Title: _____

STATE/Commonwealth of _____,
CITY/COUNTY OF _____, to wit:

The foregoing instrument was executed before me, the undersigned notary public, on the ____ day of _____, 2023 by _____, _____ of the County of Nelson, on behalf of such entity.

My commission expires: _____

Notary Public

Seal:

Approved as to form:

County Attorney

LENDER:

Locus Impact Fund,
a Virginia nonstock corporation

By: _____ (seal)

Name: _____

Title: _____

STATE/Commonwealth of _____,
CITY/COUNTY OF _____, to wit:

The foregoing instrument was executed before me, the undersigned notary public, on the ____ day of _____, 2023 by _____, the _____ of Locus Impact Fund, on behalf of the corporation.

My commission expires: _____

Notary Public

Seal:

130002960

000001

Tax Map # 76-11-1-A

Consideration: 0
Assessed value: \$915,400.00
Grantor tax exempt per §58.1-811(c)(4)

DEED

THIS DEED, made this 6th day of Sept., 2013, by and between the COUNTY OF NELSON, Grantor, and the MILLENNIUM GROUP COMMUNITY FACILITY, a Virginia non-stock corporation, Grantee, whose address is P.O. Box 23
Lovingsfork, VA 22949.

WITNESSETH:

For and in consideration of the termination of the lease by Grantor of the below-described property to Grantee and other good and valuable consideration, including the covenants appearing below, the receipt and sufficiency of which are hereby acknowledged, Grantor hereby gives, grants, and conveys with Special Warranty of Title unto Grantee the following described property (the "Property"):

All that certain parcel of land lying in the Lovingsfork Magisterial District of Nelson County containing 20 acres, more or less, fronting for a distance of 800 feet on the westerly side of U. S. Highway 29, about 3 miles south of Colleen, all as shown on a plat of survey dated October 15, 1956, prepared by T. W. Saunders, S.N.C., and recorded in the Clerk's Office for the Circuit Court of Nelson County in Deed Book 90 at page 288.

Subject, however, to a deed of dedication to establish a lot fifty by fifty feet for water supply use only, all as set forth in a deed dated August 28, 1991 and recorded in the aforesaid clerk's office in Deed Book 303 at page 569

DELIVERED TO: Phillip D. Payne, IV Esq.
(County Attorney)

Being the same property conveyed unto the County of Nelson by the School Board of Nelson County by Instrument Number 030006179 recorded in the aforesaid clerk's office.

LESS and EXCEPT, however, the well equipment, pipes, water storage tank, and related components, such as the electrical operating and service equipment, the control building for the distribution of chlorine into the system, and the water meter located inside the electrical room of the former school building, all of which shall remain the personal property of Grantor.

Grantor expressly RESERVES the perpetual exclusive right to draw water from the well located on the Property together with perpetual easements for necessary pipes and utilities between the well and other properties or water systems, and for ingress and egress to maintain, repair, replace, and improve such well, pipes, utilities, water storage tank, and related components. Grantor in its sole discretion shall have the right to assign, share, or lease such rights.

By acceptance of this deed, Grantee covenants and agrees:

1. That the Property conveyed herein shall not be subdivided.
2. That Grantor may use the Property for recreational and athletic events provided such use is in keeping with the reasonable management and scheduling procedures established by Grantee and upon payment of the reasonable expenses associated with such use.
3. That Grantor may use the Property free of cost for a polling place.
4. That if the use of the Property as a community center and for recreational and athletic activities should cease, the Property shall revert to Grantor.

This conveyance is subject to all reservations, easements, rights of way, or restrictions of record constituting constructive notice thereof and legally binding thereon.

By resolution duly adopted on Aug. 13, 2013 a public hearing having been held, the Board of Supervisors authorized this conveyance and directed Stephen A. Carter, County Administrator, to execute this instrument on behalf of the Board.

WITNESS the following signatures and seals:

COUNTY OF NELSON

By: Stephen A. Carter
Stephen A. Carter, County Administrator

MILLENNIUM GROUP COMMUNITY FACILITY

By: Rev. Rodney Sandidge
Its President

STATE OF VIRGINIA
COUNTY OF NELSON

The foregoing instrument was acknowledged before me this 6th day of September, 2013, by Stephen A. Carter, County Administrator for Nelson County.

My commission expires: 9/30/2013
Commission No.: 356754

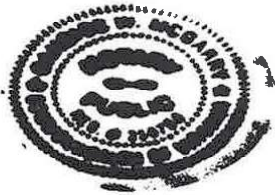
Candice W. McGary
Notary Public

STATE OF VIRGINIA
COUNTY OF NELSON

The foregoing instrument was acknowledged before me this 6th day of September, 2013, by Rev. Rodney Sandidge, President of the Millennium Group Community Facility.

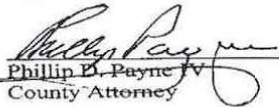
My commission expires: 9/30/2013
Commission No.: 356754

Candice W. McGary
Notary Public



000004

Approved as to form:


Phillip D. Payne IV
County Attorney

This Instrument prepared by:

Phillip D. Payne IV
Attorney at Law
Lovington, Virginia

INSTRUMENT #130002960
RECORDED IN THE CLERK'S OFFICE OF
NELSON ON
SEPTEMBER 11, 2013 AT 11:05AM

JUDY S. BMYTHERS, CLERK
RECORDED BY: CGW





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RESOLUTION R2023-75
NELSON COUNTY BOARD OF SUPERVISORS
AUTHORIZATION TO EXECUTE LOAN AND DEED OF TRUST
SUBORDINATION AGREEMENT
NELSON HERITAGE CENTER RENOVATION FINANCING

WHEREAS, the Nelson Heritage Center (Millennium Group Community Facility) is seeking to close on financing of \$1,081,700 for facility renovation related to accommodating the local Health Department, and

WHEREAS, the 2013 Deed transferring the property from the County to the Millennium Group Community Facility contains a reversion clause that maintains the County's continued collateral interest in the property and prohibits the lender from entering into the loan with the Millennium Group Community Facility, and

WHEREAS, the lender for said renovation financing and the County seeks to remedy this issue through execution of the attached Loan and Deed of Trust Subordination Agreement;

NOW THEREFORE BE IT RESOLVED, by the Nelson County Board of Supervisors that the County Administrator is hereby authorized to execute the requested and attached Subordination Agreement to enable the Nelson Heritage Center (Millennium Group Community Facility) renovation financing.

Adopted: _____, 2023

Attest: _____, Clerk
Nelson County Board of Supervisors



NELSON COUNTY SHERIFF'S OFFICE

An equal opportunity employer
P.O. Box 36, 84 COURTHOUSE SQUARE, LOVINGSTON, VIRGINIA 22949 ~ BUSINESS 434.263.7050 ~ FAX 434.263.7056

III A

November 30, 2023

Mrs. Candy McGarry (Administrator)
Nelson County Board of Supervisors
94 Courthouse Square
P.O. Box 336
Lovingston, VA 22949

RE: ***Accrued Annual Leave***

Dear Mrs. McGarry and Nelson County Board of Supervisors,

Since November 7, 2023, our office has received numerous resignation letters from deputies actively serving within our office. Deputies have expressed that they would like to use their annual leave before vacating. Sadly, there is no feasible way to grant them the entirety of their leave before their separation dates and to continue providing ample law enforcement services. You all are well aware of the staffing shortages in law enforcement across the Commonwealth, with current average vacancy rates in Sheriff's Offices being around 22%. With your assistance, our office has been fortunate to maintain staffing levels much better than the state average. Currently, we have received notices from approximately 50% of our staff with others waiting for prospective offers from other agencies.

I cannot reiterate enough, that these deputies have faithfully served the citizens for many years and have made numerous sacrifices to ensure our citizens continue to receive law enforcement services regardless of staffing difficulties including their tireless work during the COVID-19 pandemic. There have been instances in which deputies have put their vacation plans on hold at times and even returned to work early when the need arose.

Our deputies are aware that our policy states there is no ownership of annual leave upon termination or separation from our agency. With this in mind, they could easily vacate immediately and leave our citizens without law enforcement services for the remainder of the year. When asked, some have even vowed to continue serving under my administration, sacrificing their leave effective January 1, 2024.



SHERIFF
D.W. HILL

NELSON COUNTY SHERIFF'S OFFICE

An equal opportunity employer

P.O. Box 36, 84 COURTHOUSE SQUARE, LOVINGSTON, VIRGINIA 22949 ~ BUSINESS 434.263.7050 ~ FAX 434.263.7056

In previous years, when local vacancy saving funds allowed; you all graciously paid out accrued annual leave amounts to clean the slate. Also, please note that we have worked hard to bring additional grant funding resources to Nelson County. For instance, receiving state funding to be used towards two of our four SRO positions. Based on vacancies during the 2023 year, there should be local funds available within the Sheriff's budget to cover a payout. I'm requesting that the county pay out the current annual leave amounts documented, providing that deputies continue service without taking their leave before January 1, 2024. This will allow us to maintain a professional service for the remainder of the calendar year of 2023.

Please see the attached spreadsheet with a breakdown of leave amounts as of November 30, 2023, and projected amounts on December 31, 2023, with associated costs.

Respectfully,

A handwritten signature in cursive script, appearing to read "D. W. Hill".

David Hill, M.Ed., VSIC
Sheriff
Nelson County, VA

2% December

Position	11/30/2023	12/31/2023	Total Hours	Hourly Rate	Costs 12/31/2023	2 -Year Cap	80 hour Cap
1	320	10	330	43.52	\$ 14,362.72	\$ 10,445.62	\$ 3,481.87
2	104	8	112	26.22	\$ 2,937.11	\$ 2,937.11	\$ 2,097.94
3	40	8	48	24.24	\$ 1,163.29	\$ 1,163.29	\$ 1,938.82
4	128	8	136	31.35	\$ 4,264.25	\$ 4,264.25	\$ 2,508.38
5	203	10	213	37.60	\$ 8,008.20	\$ 8,008.20	\$ 3,007.78
6	239	10	249	24.24	\$ 6,034.56	\$ 5,816.45	\$ 1,938.82
7	90	8	98	24.24	\$ 2,375.05	\$ 2,375.05	\$ 1,938.82
8	365	12	377	25.45	\$ 9,594.27	\$ 7,329.31	\$ 2,035.92
9	350	12	362	32.48	\$ 11,756.60	\$ 9,353.32	\$ 2,598.14
10	8	8	16	24.24	\$ 387.76	\$ 387.76	\$ 1,938.82
11	102	8	110	29.87	\$ 3,285.22	\$ 3,285.22	\$ 2,389.25
12	140.5	8	148.5	32.48	\$ 4,822.80	\$ 4,822.80	\$ 2,598.14
13	180.5	8	188.5	24.24	\$ 4,568.34	\$ 4,568.34	\$ 1,938.82
14	289	10	299	24.24	\$ 7,246.32	\$ 5,816.45	\$ 1,938.82
15	138.5	8	146.5	24.24	\$ 3,550.46	\$ 3,550.46	\$ 1,938.82
17	84	8	92	24.24	\$ 2,229.64	\$ 2,229.64	\$ 1,938.82
18	104	8	112	24.24	\$ 2,714.34	\$ 2,714.34	\$ 1,938.82
19	32	8	40	24.31	\$ 972.26	\$ 972.26	\$ 1,944.53
20	185	8	193	23.08	\$ 4,454.94	\$ 4,454.94	\$ 1,846.61
	3102.5	168	3270.5		\$ 94,728.15	\$ 84,494.81	\$ 41,957.90



**NELSON COUNTY SHERIFF'S OFFICE
LOVINGSTON, VA**

GENERAL ORDER NO. 20
Reviewed: 10/26/2017

LEAVE POLICY
Revised: 01/01/2016

POLICY

The Nelson County Sheriff's Office provide certain services and benefits to the employees of the Nelson County Sheriff's Office. This order addresses the issue of Member's Leave of Absence.

PROCEDURE

A. GENERAL

In all types of leave, the leave must be earned before it is taken. Leave cannot be advanced. After employees are on leave without pay, they may not earn any more leave until they return to work. All leave must be approved in advance of the requested time - except in emergencies. The employee's immediate supervisor must approve applications for leave. Failure to receive prior approval may be considered absent without leave, and deduction of pay may be made for the period of absence. Employees in service for fifteen (15) calendar days or more but less than a full month will receive a full month's leave. Employees serving less than fifteen (15) calendar days in a month will be entitled to one-half the amount of leave that would have been earned in a full month. This policy will cover both annual and sick leave benefits.

B. RULES CONCERNING ALL LEAVES

Shift supervisors shall ensure that staffing levels meet the minimum requirements established within this order. Pursuant to this General Order, the minimum staffing level applicable to law enforcement operations (patrol) shall be established as follows: Each shift shall be scheduled to commence with no less than; one patrol supervisor (Lieutenant or Sergeant) and one deputies or two Deputies. This provision applies to normal working conditions and may be adapted in response to emergent circumstances. The Major or Captain will routinely ensure that no less than seventy-five percent of the total personnel assigned to patrol duties will be scheduled to work during times that pose a potential of increased calls for service (i.e. July 4th, Halloween, etc.). These assignments may precede the holiday or the days following the holiday depending on the heaviest expected travel from the general public. Employees who are required to work holidays will be assigned compensatory time up to eight hours by the immediate supervisor.

A record of all types of leave due and granted shall be accurately kept in the Majors office and subject to inspection at any time. Each sworn employee will make known to his supervisor where he/ she may be contacted during his/ her leave of absence during annual leave or if they plan to be away from their residence for over a 24 hour period on any occasion. This is necessary in order to reach an individual during an emergency. The immediate supervisor completing the "APPROVALS" section of the form will accomplish approval of the leave request form.

When on all leave, regardless of the type (sick, annual, comp.) the employee will not be allowed to change their leave status unless approved by the Sheriff or Chief Deputy.

C. ELIGIBILITY FOR LEAVE

The maximum credits specified for sick leave and annual leave are those for full-time, classified, salaried employees.

D. UNIT OF LEAVE

Regular leave with pay cannot be granted in less than one (1) hour units for sick and annual leave.

E. TYPES OF LEAVES OF ABSENCE

Leaves of absence shall be of the nine types as follows:

1. ANNUAL LEAVE

Annual leave may be used for vacations and other personal reasons, subject to scheduling by the division head with consideration of the assigned work scheduled for the employee and the office. The rate of earning annual leave and the accumulation of credit shall be based on service records as follows:

a. Earning Rate of Annual Leave:

Date of hire to 5 years: 8 hours per full month of service
5 + years to 10 years: 10 hours per full month of service
10 + years: 12 hours per full month of service

b. Accumulation Carryover Rate for Annual Leave:

No employee may carry over more than 80 hours of leave each calendar year. Any hours of leave over 80 hours on December 31 of that year will not be carried over to the next calendar year.

Employees are responsible for requesting time off to stay in compliance with this policy. Upon termination or retirement, or early departure from this department, no leave will be compensated by monetary means. Although accumulation is possible, it is not the purpose of this policy to accrue annual leave to the detriment of the employee's welfare and his/her service to the County.

2. SICK LEAVE

Sick leave is provided so that an employee may be assured of regular income up to a limit, when unable to work because of personal illness or other qualifying reasons as specified elsewhere in this policy. Sick leave is earned at a rate of eight (8) hours for each completed calendar month of service.

Sick leave may be authorized also in case of serious illness or death of a member of the immediate family of the employee. Serious illness is defined as incapacity or inability to care for oneself. Immediate family is defined as the employee's parents, mother-in-law, father-in-law, wife/husband, children, brother, sister, grandparents, and any relative living in the household of the employee.

Sick leave more than three (3) consecutive days may require a verified medical authority notice. In the absence of the required physician's statement, annual leave may be charged for the entire period.

3. COMPENSATORY LEAVE

Compensatory leave is authorized absence beyond those regularly scheduled on a workday when the work was authorized by the Sheriff or a supervisor for a regular full-time employee. General or blanket authorizations that provide unlimited work options to the employees concerned are not valid to establish compensatory leave credits. Compensatory leave may be used for the purpose of and in lieu of annual and sick leave and shall be taken at a time approved by the employee's supervisor. Compensatory time must be used within one (1) month of the month in which it was earned and is capped at 24 hours.

Compensatory time is earned at the following rates:

- Support Staff – Time and one half for all time over forty (40) hours, excluding holidays and other approved leave taken.
- Non-Support Staff – Time and one half for all time over one hundred seventy-one (171) hours in a 28-day work period, excluding holidays and special paid assignments.

4. MILITARY LEAVE,

A copy of active duty orders must be furnished at least 30 days before active duty begins. Grants of all military leave shall be in addition to leave otherwise allowable. An employee who is absent for annual active duty for training as a member of the reserve components of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, Public Health Service or United States Coast and Geodetic Survey is allowed leave without pay for the period required to fulfill his military obligations. Any extraordinary absences for military purposes such as special schools, training, or volunteer service shall be allowed only with the approval of the Sheriff.

Absence without loss of pay for up to 15 workdays shall be granted for members of the Virginia Defense Force or the National Defense Executive Reserve when it is for training that is specifically approved in advance by the Governor or his designee. If such absences exceed 15 workdays in the employee's option, may be charged to annual, or compensatory leave balances.

An employee voluntarily entering active duty in the Armed Forces of the United States shall be deemed to have resigned from his position but shall have automatic rights to reinstatement in his position upon return from active duty. Provided however, if an employee who voluntarily leaves employment for active duty (a) serves not more than four (4) years, (b) has a certificate attesting that military duty was satisfactorily completed, and (c) applies for re-employment in County service not later than ninety (90) calendar days following separation from active military duty, said employee shall be re-employed in any available position to which he meets the qualifications and should be required to serve the required probationary period. He shall be given credit for previous satisfactory County service in determining compensation and annual leave.

5. FAMILY/MEDICAL LEAVE

An employee who becomes unable to perform the essential functions of his/her job and meets the qualifications of the Family/Medical Leave Act (FMLA) will be placed on FMLA (which does not include employee pay). The employee is required to take accrued annual leave, sick leave, and compensatory leave in combination during Family/Medical Leave (except in cases where Workers' Compensation runs concurrently with FMLA). If/when accrued leave is exhausted, the employee would be placed on leave without pay for the duration of the FMLA.

Annual leave, sick leave, holiday pay, or other employment benefits do not accrue during any period of leave without pay. Single employee health insurance coverage is paid throughout a designated FMLA absence. However, an FMLA absence shall not be considered an interruption of continuous service for the purpose of eligibility for benefits after returning to work and the employee shall retain any benefit accrued to the date of the FMLA absence. For the purpose of this section, Family/Medical Leave is construed to include pregnancy, pregnancy complications, Miscarriages, abortions and deliveries; adoption of a child; State placement of a child with the employee under foster care; serious health condition of the employee that makes him/her unable to perform the essential functions of the job; or absence from the job to care for a spouse, child, or parent who has a serious health condition.

Any employee who is pregnant must present a statement from a licensed physician certifying that the employee is able to continue performing the essential functions of the job.

An employee who is out of work on FMLA will not be allowed to work any paid overtime with this office. For employees that have been approved to work a part time job according to departmental policy, the secondary job cannot be worked while on FMLA with the Sheriff's Office.

6. CIVIL LEAVE

Civil leave is granted with pay for absence from duty in order that the employee may serve required jury duty. An employee compensated for civil duties, as by jury or witness fees, shall be paid only the difference between such compensation and his regular salary for the period of absence, unless the absence is charged to earned annual leave or compensatory leave.

7. LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay consists of leave granted to an individual who has exhausted all other leave, but can show justification that an emergency exists which may be concluded that it will be temporary in nature and the employee intends to return to work. Each case will be judged on its own merits and approved by the Sheriff.

8. ADMINISTRATIVE LEAVE

When an employee is placed on suspension with just cause, the Sheriff may at his discretion, may request it be with or without pay until final disposition is made.

9. HOLIDAYS

A set number of days will be designated as official holidays to be observed by members of the Nelson County Sheriff's Office. Holidays and days off worked must be repaid within a year of the date earned. Holiday accrual for all employees is eight (8) hours per pay period. These days are published and distributed annually.

<u>DATE</u>	<u>HOLIDAY</u>	<u>DAY</u>
JANUARY 1 ST	NEW YEAR'S DAY	
JANUARY	LEE/JACKSON DAY	SECOND FRIDAY
JANUARY	MARTIN LUTHER KING DAY	THIRD MONDAY
FEBRUARY	PRESIDENT'S DAY	THIRD MONDAY
MAY	MEMORIAL DAY	LAST MONDAY
JULY 4 TH	INDEPENDENCE DAY	
SEPTEMBER	LABOR DAY	FIRST MONDAY
OCTOBER	COLUMBUS DAY	SECOND MONDAY
NOVEMBER 11 TH	VETERAN'S DAY	
NOVEMBER	THANKSGIVING DAY	FOURTH THURSDAY
DECEMBER 25 TH	CHRISTMAS DAY	

Plus any other day that the Governor may direct.

B) Part-Time or Temporary Employees:

Such employees are those employed to work less than 8 hours per day, or less than 40 hours per week, or are employed to do work less than the normal number of work weeks per year. Part-time employees are not eligible for and do not earn annual, sick, or holiday leave. Designation of type of employment shall be made by the County Administrator consistent with the position approved by the County Board of Supervisors.

C) Regular Part-Time Employees:

Such employees are those employed to work less than 8 hours per day or less than 40 hours per week for not less than 52 weeks per year. Regular part-time employees are not eligible for and do not earn annual, sick, or holiday leave. Designation of type of employment shall be made by the County Administrator consistent with the position approved by the County Board of Supervisors.

D) Seasonal Employees:

Such employees are those employed to work for a certain season, such as summer recreation employees. Seasonal employees are not eligible for and do not earn annual, sick, or compensatory leave, nor holidays.

7.2 ANNUAL LEAVE

Annual Leave is paid time off accrued by regular full time employees as defined by Section 7.1(A) which may be available for vacation or other personal uses as approved by management.

Annual leave schedules of employees shall be approved by the Department Head. Employees will not be allowed to take leave at times when in the judgment of the Department Head, their absence will leave the Department incapable of performing its designated public service.

Annual leave accrues at the end of each calendar month. It is credited to the employee and available for use on the first day of the next calendar month. No leave is earned for service of a partial month if the time worked is less than ten working days (80 hours). Leave will be accrued at the full monthly rate if the time worked is at least ten working days (80 hours).

Additionally, annual leave shall not accrue in the following situations:

- After 90 consecutive calendar days of leave with pay regardless of the type of leave to which the absence is charged. A return to work for a full monthly pay period interrupts the count of 90 consecutive calendar days of leave with pay. If another period of leave with pay occurs, a new 90-day period begins and the employee continues or resumes leave accrual.
- During the period that an employee is in non-working Long Term Disability (LTD) status through the Virginia Local Disability Program (VLDP). If an employee returns to regular full time employment for a full monthly pay period after being on LTD status, annual leave accrual will resume. Employees must be paid up to the maximum

allowed payment for any annual leave hours remaining when beginning non-working LTD status.

- When an employee is suspended/placed on administrative leave with or without pay pending the results of investigation or court action or when an employee is on disciplinary suspension, no leave shall be earned for the monthly pay period(s) during which the absences occur.
- During the pay period(s) that an employee is in Leave Without Pay status.
- During any pay period(s) of unpaid Family and Medical Leave (FMLA).

For employees who participate in VLDP, annual leave may be used to supplement disability benefits during periods of Short Term Disability (STD) or Long Term Disability-Working (LTDW) when the disability benefit is less than 100%.

Employees with an approved Workers' Compensation claim will receive the Workers' Compensation benefit (66 2/3% of average weekly wage). Accrued annual leave or other accrued leave may be used to supplement the Workers' Compensation benefit to receive 100% pay.

The accrual rate for annual leave, the maximum amount of accrued annual leave that an employee may carryover from one leave year (July 1-June 30) to the next, and the maximum amount of annual leave payable upon separation from service are determined as shown in the following chart.

Annual Leave for Regular Full Time Employees				
Tenure	Annual	Per Mo	Annual Carryover	Maximum Payment
Less than 5 Years	96 hrs	8 hrs	192 hrs (24 days)	192 hrs (24 days)
5-9 Years	144 hrs	12 hrs	288 hrs (36 days)	288 hrs (36 days)
10 or more Years	192 hrs	16 hrs	384 hrs (48 days)	384 hrs (48 days)

7.3 SICK LEAVE

Sick Leave is paid leave from work accrued by regular full time employees as defined by Section 7.1(A) which may be available for reasons related to their own health or that of certain family members, and for personal or family related absences covered by the Family and Medical Leave Act (FMLA).

The justification for any sick leave use may be subject to verification by management (Department Head/County Administrator). An employee who wishes to use sick leave must comply with management's request for verification of the appropriateness of sick leave usage. An employee's use of paid sick leave may be denied if the employee fails to comply with a reasonable management request for verification of the need for sick leave, or if the verification provided is inadequate. For any absence in excess of 90 calendar days within a twelve month period, verification must be provided and filed with the

- 7) The County will require certification from the attending physician that the employee is able to return to work.
- 8) The County will require the employee to repay all health insurance premiums if the employee does not return to work (unless the reason is a medical necessity).

7.10 HOLIDAYS

A) The holidays authorized to be observed are the following:

- 1) The first day of January (New Year's Day)
- 2) The Friday preceding the third Monday in January (Lee/Jackson Day)
- 3) The third Monday in January (Martin Luther King Jr., Day)
- 4) The third Monday in February (George Washington Day)
- 5) The last Monday in May (Memorial Day)
- 6) The fourth day of July (Independence Day)
- 7) The first Monday in September (Labor Day)
- 8) The second Monday in October (Columbus Day)
- 9) The eleventh day of November (Veterans Day)
- 10) The fourth Thursday and Friday in November (Thanksgiving Day and the following Friday)
- 11) The twenty-fifth day of December (Christmas Day)
- 12) Any other day so approved by the County Board of Supervisors

B) Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth of Virginia or the President of the United States, shall be a legal holiday as to the transaction of all business.

C) If the nature of the services of a department require that it be in full operation on certain of the days listed above as holidays and be closed on other days, an alternative schedule providing an equal number of holidays may be authorized by the County Board of Supervisors.

7.11 TERMINAL LEAVE AND PAY

An employee shall be paid in one lump sum for the balance of unused annual (up to the maximum in section 7.2) and compensatory leave credits when he/she leaves from County service by retirement or termination. No compensation for accrued sick leave shall be paid at termination.

November 24, 2024

To: Nelson County Board of Supervisors

From: Mr. Mark E. Embrey, Sheriff-Elect

RE: December 4th Meeting Request

The following correspondence is in reference to the Board of Supervisors meeting that is scheduled for Monday, December 4th, 2023, and my specific requests that I would like the Board to take under strong consideration for approval.

Over the last two weeks, I have met with currently sworn members of the Nelson County Sheriff's Office to discuss my plans for the Department effective January 1, 2024, and each of their roles in the agency moving forward. Of our current staffing, at least seven sworn deputies have accepted positions with neighboring agencies, as these individuals have been presented financial offers that significantly exceed their existing pay scale here in Nelson County.

In retrospect, I have had discussions with many highly-qualified law enforcement candidates who are presently sworn Deputies and Officers in these same jurisdictions, as well as surrounding jurisdictions. These experienced professionals have expressed interest in employment opportunities within the Nelson County Sheriff's Office, which will immediately fill the expected vacancies from the departures of current Sheriff's Office personnel.

Presently, the Nelson County Sheriff's Office is allotted twenty-seven sworn Deputy Sheriff positions that are funded between the Virginia Compensation Board and the County of Nelson. I have reorganized the Department, using all twenty-seven positions, which will allow the Department to become more effective and efficient in providing services to our county residents. (I am happy to provide this organizational chart to the Board in-person for clarity and oversight if necessary).

With the restructuring of the Department, I have had an opportunity to review the current payroll status for current employees. As previously mentioned, seven sworn employees have voluntarily resigned to accept employment with other agencies. Five of these positions are presently being funded through the Virginia Compensation Board with additional County Supplemental Funding included.

It is my intention to immediately re-staff these expected vacancies with the well-qualified, currently sworn Law Enforcement Officers whom I have already had discussions with that would like to be employed by the Nelson County Sheriff's Office. In order to properly compensate each sworn personnel, I would respectfully request the authority to 'reallocate' the County Supplemental Funding that is presently allocated to each 'departing' Deputy, and allocate that

supplemental monetary figure to each 'incoming' Deputy. This 'reallocation' would be based upon years of law enforcement experience, rank, etc.

As I mentioned previously, I have reorganized the Department to provide a rank structure which will allow a more efficient daily workflow and adequate law enforcement supervision within the Department. Utilizing the currently budgeted twenty-seven allotted positions, the new 'Rank Structure' will consist of the following positions: (1) Major (2) Captains, (3) Lieutenants, and (3) Sergeants. It is critical that I provide this Rank Structure at the beginning of my term in office. First, it represents stability within the agency. Secondly, rank structure provides a pathway of career progression that offers our young deputies opportunities for advancement. Providing rank to individuals for seniority and career experience is vital within a law enforcement agency both for structure and morale.

In accordance with the Nelson County Pay Study, the current County Supplement provides funding for (1) Major, (1) Captain, and (3) Lieutenant positions. It does not, however, provide funding for the second Captain's position, nor any of the Sergeant positions. These ranked positions are absolutely vital to the success of our agency.

It is my priority to hire experienced law enforcement officers to fully staff the Nelson County Sheriff's Office. The level of experience and expertise that these men and women will be bringing to the County of Nelson will be invaluable. It is my intention to offer rank to these individuals so as to provide stability and structure to this agency. In doing so, I would respectfully request the minimum amount of County Supplement funding required to reach the minimum pay threshold of each rank as per the Nelson County Pay study. Based upon my calculations, the needed additional County Supplement required to adequately provide these ranked positions is \$29,000.00. This supplement would provide equivalent minimum pay for each Supervisory position at each Pay Band grade.

I am very confident in this Department as we are transitioning into a new year. I am always aware of the obstacles that will ensue anytime a transitional change of this magnitude occurs. I am open to discussing any and all concerns that each of you may have about any of these items that I have requested. I very much look forward to seeing each of you on December 4th, and continuing to work together in the coming future.

Very truly yours,

Mark E. Embrey

GL Postings	PR-GL Dept Code	Position	Yearly Salary	Comp Board Salary	Dec County Supplement	Available 1/1/24 (w/o Local only Funded Positions)	NOTES
31020-1001	3102	Deputy (L9)	\$ 51,407	\$ 51,407	\$ -	\$ -	
31020-1001	3102	Major (L12)	\$ 90,533	\$ 76,052	\$ 14,481	\$ 14,481	
31020-1001	3102	Deputy (L10) (VACANCY)	\$ 66,233	\$ 55,294	\$ 10,939	\$ 10,939	
31020-1001	3102	Deputy (CS9)	\$ 51,917	\$ 51,917	\$ -	\$ -	
31020-1001	3102	Sheriff (SHEOA)	\$ 124,195	\$ 124,195	\$ -	\$ -	
31020-1001	3102	E911 Dispatcher (COMOP)	\$ 43,548	\$ 35,131	\$ 8,417	\$ 8,417	
31020-1001	3102	Deputy (L10)	\$ 67,558	\$ 57,511	\$ 10,047	\$ 10,047	
31020-1001	3102	Deputy (CS7)	\$ 49,424	\$ 48,209	\$ 1,215	\$ 1,215	
31020-1001	3102	Deputy (L9)	\$ 54,541	\$ 52,723	\$ 1,818	\$ 1,818	
31020-1001	3102	Deputy (L9) (VACANCY)	\$ 51,407	\$ 51,407	\$ -	\$ -	
31020-1001	3102	Deputy (CS8)	\$ 50,412	\$ 47,033	\$ 3,379	\$ 3,379	
31020-1001	3102	Lt. (L10) (Detective)	\$ 52,933	\$ 52,489	\$ 444	\$ 444	
31020-1001	3102	Investigator (L12)	\$ 78,206	\$ 61,797	\$ 16,409	\$ 16,409	
31020-1001	3102	Administrative Assistant II (ADMSS)	\$ 48,011	\$ -	\$ 48,011	\$ -	
31020-1001	3102	E911 Dispatcher (COMOP)	\$ 39,500	\$ 32,858	\$ 6,642	\$ 6,642	
31020-1001	3102	E911 Dispatcher (CO SP)	\$ 39,500	\$ 33,082	\$ 6,418	\$ 6,418	
31020-1001	3102	E911 Dispatcher (COMOP)	\$ 39,500	\$ 32,254	\$ 7,246	\$ 7,246	
31020-1001	3102	Deputy (CS9)	\$ 51,407	\$ 51,407	\$ -	\$ -	
31020-1001	3102	Deputy (L9)	\$ 51,407	\$ 51,407	\$ -	\$ -	
			\$ 1,101,639	\$ 966,173	\$ 135,466	\$ 87,455	
		OTHER LOCAL POSITIONS					
31020-1001	3102	Deputy (L9) *Local (VACANCY)	\$ 49,424	\$ -	\$ 49,424	\$ -	
31020-1001	3102	Deputy *Local	\$ 50,412	\$ -	\$ 50,412	\$ -	
31020-1001	3102	Deputy (CS9) *Local	\$ 50,412	\$ -	\$ 50,412	\$ -	
31020-1001	3102	Deputy (L9)Local (VACANCY)	\$ 49,424	\$ -	\$ 49,424	\$ -	
31020-1011	3125	Admin Asst I / Evidence Clerk (VACANCY)	\$ 42,694	\$ -	\$ 42,694	\$ -	
31020-1002	3104	IBR Clerk (N/A)					
		later will be 31020-1004 - COPS Grant					
31020-1001	3106	Deputy *Local (VACANCY)	\$ 49,424	\$ -	\$ 49,424	\$ -	
31020-7015	3108	SRO Deputy (L10) (NCHS) *Local	\$ 62,118	\$ -	\$ 62,118	\$ -	
31020-7015	3108	SRO Deputy (RRE) *Local (VACANCY)	\$ 49,424	\$ -	\$ 49,424	\$ -	
31020-7038	3122	SRO Deputy (TRE) *Local-SRO Gmt	\$ 50,412	\$ -	\$ 50,412	\$ -	
31020-7049	3126	SRO Deputy (NMS) *Local -SRO Grant	\$ 67,558	\$ -	\$ 67,558	\$ -	
		PART-TIME					
31020-1005	3112	P/T Deputy Facility Security (L10)	\$ -	\$ -	\$ -	\$ -	
31020-1005	3112	P/T Deputy Facility Security	\$ -	\$ -	\$ -	\$ -	
31020-1001	3102	P/T Deputy - Admin Reports	\$ -	\$ -	\$ -	\$ -	
			\$ -	\$ -	\$ -	\$ -	
31020-1009	3123	Part-time Radar	\$ -	\$ -	\$ -	\$ -	
31020-1009	3124	Deputy (L9) - Narcotics	\$ 65,224	\$ 51,407	\$ 13,817	\$ 13,817	
31020-1006	4304	Facility Security *Local (VACANCY)	\$ 49,424	\$ -	\$ 49,424	\$ -	
31020-1006	4304	Facility Security *Local	\$ 50,412	\$ -	\$ 50,412	\$ -	
31020-1006	4304	Facility Security COMOP	\$ 50,412	\$ 41,322	\$ 9,090	\$ 9,090	
			\$ 1,838,413	\$ 1,058,902	\$ 779,511	\$ 110,362	

**Approved Pay Plan
Nelson County VA**

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>
Unified				
103		\$31,859	\$39,824	\$47,789
124	Convenience Center Attendant			
104		\$33,452	\$41,815	\$50,178
106	Animal Shelter Attendant			
119	Commissioner Deputy I			
127	Custodian			
138	Deputy Treasurer I			
105		\$35,125	\$43,906	\$52,687
154	Office Assistant			
155	Parks & Rec Seasonal Site Leader			
162	Recreation Field & Trail Maintenance Worker			
106		\$36,881	\$46,101	\$55,321
115	Circuit Court Deputy I			
120	Commissioner Deputy II			
139	Deputy Treasurer II			
174	Transfer Station Operator			
107		\$38,725	\$48,406	\$58,088
152	Maintenance Tech I			
158	Permit Technician (Building Inspections)			
160	Public Safety Dispatcher			
164	Roll-off Vehicle Operator			
108		\$40,661	\$50,827	\$60,992
116	Circuit Court Deputy II			
121	Commissioner Deputy III			
109	Deputy Registrar			
171	Senior Transfer Station Operator			
109		\$42,694	\$53,368	\$64,041
101	Administrative Assistant I			
112	Building Inspector			
179	Maintenance Tech II			
169	Senior Public Safety Dispatcher			
168	Solid Waste & Recycling Coordinator			
110		\$44,829	\$56,036	\$67,244
117	Circuit Court Deputy IV			
140	Deputy Treasurer IV			
146	Econ Dev & Tourism Specialist			
150	Finance and HR Specialist			
157	Parks & Rec Specialist			
111		\$47,070	\$58,838	\$70,606
102	Administrative Assistant II			
104	Animal Control Officer			
136	Deputy Sheriff - Uncertified			
118	Judicial Assistant			
177	Victim Witness Advocate			

**Approved Pay Plan
Nelson County VA**

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mid</i>	<i>Ann Max</i>
Unified				
112		\$49,424	\$61,780	\$74,136
128	Deputy Sheriff - Certified			
129	Deputy Sheriff - Certified (K-9 Handler)			
130	Deputy Sheriff - Certified (SRO)			
131	Deputy Sheriff - Facility Security			
113		\$51,895	\$64,869	\$77,843
107	Asst. Building Code Official			
132	Deputy Sheriff - Investigator			
178	Shelter Manager			
114		\$54,490	\$68,112	\$81,735
159	Planner			
115		\$57,214	\$71,518	\$85,822
103	Asst to Co Admin/Dep. Clerk			
151	Information Systems Specialist			
134	Sergeant			
116		\$60,075	\$75,094	\$90,113
126	CSA Coordinator			
105	Director of Animal Control			
118		\$66,233	\$82,791	\$99,349
133	Lieutenant			
119		\$69,545	\$86,931	\$104,317
163	Registrar			
120		\$73,022	\$91,277	\$109,533
111	Building Code Official			
148	Director of Emergency Services			
144	Director of Parks & Recreation			
121		\$76,673	\$95,841	\$115,009
113	Captain			
173	Director of Public Works			
122		\$80,507	\$100,633	\$120,760
108	Asst. Commonwealth Attorney			
123		\$84,532	\$105,665	\$126,798
142	Director of Information Systems			
143	Director of Planning and Zoning			
145	Director of Tourism & Economic Dev.			
124		\$88,758	\$110,948	\$133,138
141	Director of Finance & HR			
153	Major			
133		\$137,693	\$172,117	\$206,540
125	County Administrator			

62 Active Proposed Classes in the Unified Pay Plan

