



## County of Frederick

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**Paula A. Nofsinger**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors  
FROM: Paula Nofsinger, HR Director *Paula Nofsinger*  
DATE: May 25, 2012  
SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Conference Room at 107 North Kent Street on Friday, June 1, at 8:00a.m. The agenda for the meeting is as follows:

1. The review and approval of recommended benefit change for new hires effective July 1, 2012.
2. The review and approval of the Employee of the Month Award.
3. Due to legislation changes from the 2012 General Assembly regarding VRS employee contributions and mandated salary adjustments, the HR Director provides updated salary ranges as information only.



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TO: Human Resources Committee and Board of Supervisors

THROUGH: John R. Riley, Jr., County Administrator

FROM: Paula Nofsinger, HR Director

DATE: May 23, 2012

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Frederick County's current Human Resource policy XIV. Termination of Employment, more specifically section 14.7 Retirement, offers the following in paragraphs two and three:

"An employee who retires under VRS at age 50 years and at least 20 years continuous service with Frederick County, and a hire date prior to July 1, 1995, will be provided 100% health insurance coverage until eligible for Medicare (age 65 years), at which time the County will provide 100% supplemental insurance.

An employee hired on/or after July 1, 1995 and who retires under VRS with full benefits (age 50 with 30 years service, LEOS age 50 with 25 years service) and 30 (or 25 LEOS) years continuous service with Frederick County, will be provided 100% health insurance coverage until eligible for Medicare (age 65 years), at which time the County will provide 100% supplemental insurance."

Currently, the County pays 100% of the premium for the retiree if the retiree meets the above qualifications. Presently, we have fifty-two (52) retirees with an annual premium cost of \$253,556. We have fifty-five (55) employees that currently meet the eligibility for retirement under VRS and would be eligible to receive the retiree healthcare benefit, should they elect to retire. Additionally, we have another twenty-seven (27) employees that have over 20 years of service, and will soon reach the eligibility once they meet the age requirement for VRS retirement. Since 2009, the annual costs of these post-employment insurance benefits and obligations are required to be reported in the County Annual Financial Report (CAFR). Currently, the annual post-employment benefit cost in the CAFR at June 30, 2011 is \$2,025,000.

Based upon the enormous costs currently associated with providing this benefit and the future liability, I am respectfully recommending that the Committee consider eliminating this benefit for all new employees hired on or after July 1, 2012. This recommended change would not affect current employees with their retiree healthcare, just new employees.

Should this recommendation be approved, consideration must be taken regarding the affects on future recruitment. The majority of Frederick County's recent recruiting efforts have been replacement hires for our Public Safety essential positions. These positions primarily include our firefighters/EMT's, Sheriff Deputies, and Jail Officers. After discussions with the Department Directors of these positions, we do not anticipate an impact on recruiting the best candidates.

Thank you for your support and please contact me directly with any questions.

June 2012



## County of Frederick Employee of the Month Nomination Form

Outstanding service can be demonstrated in many ways, but it always involves more than just good job performance. An employee can be outstanding for suggesting improvements that result in greater efficiency, improved service, or cost savings; for leadership in departmental activities, for the department's goals or for the goals of the county as a whole. Outstanding service includes job performance that clearly exceeds requirements.

The Board of Supervisors must discount generalities not supported by specific examples of activities which support the nomination. Remember, there is no way to know whether specifics are missing by accident or because they do not exist. If you believe an employee has made an outstanding contribution, give specific examples of what they have done.

Nominations are not judged on how well you write. However, they are judged on the facts presented.

Employee Name : Diane E. Lockhart

Department: Registrar's Office

Nomination Submitted By: Rick Miller

Department: Registrar's Office

Nominator's Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Rick Miller", is written over the signature line.

Date: 3/20/2012

Reason for Nomination (please be specific, precise, and definite):

Diane Lockhart has always been a very conscientious Assistant Registrar, working in all facets of the voter registration process and elections since joining our staff in 2007. She has initiated several office procedures and processing methods of voter registrations, transfers, death notices, felony convictions and mentally incapacitated notices that have made our office more efficient and allowed us to better serve the citizens of Frederick County. During the Redistricting process of 2011, she was instrumental in moving over 10,000 voters on approximately 350 streets into new or different Precincts and Magisterial Districts. These processes required daily checking of all voters involved to be sure they had been moved correctly. In 2011 and 2012, Diane has spearheaded the work of dealing with over 5,000 NCOA (National Change of Address) confirmations. This process involves information from the US Post Office that suggests the voter may have moved, without notifying the voter registration office. Each voter's notice must be individually processed depending upon the information returned by the voter. She has always treated everyone she comes in contact with, either on the phone or who enters our office in a professional, caring and considerate manner. For these reasons, I believe she should be the Employee of the Month for Frederick County.

HR Section: Received: \_\_\_\_\_ Emailed to HR Committee: \_\_\_\_\_

## Salary Ranges 2012

|     |              | A           | B           | C           | D           | E           | F           | G           | H           | I            | J            | K            | L            |
|-----|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|
| R1  | Annual       | \$20,028.00 | \$21,159.60 | \$22,355.04 | \$23,618.16 | \$24,952.56 | \$26,362.32 | \$27,851.76 | \$29,425.44 | \$31,087.92  | \$32,844.48  | \$34,700.16  | \$36,660.72  |
|     | Monthly      | \$1,669.00  | \$1,763.30  | \$1,862.92  | \$1,968.18  | \$2,079.38  | \$2,196.86  | \$2,320.98  | \$2,452.12  | \$2,590.66   | \$2,737.04   | \$2,891.68   | \$3,055.06   |
|     | Semi-Monthly | \$834.50    | \$881.65    | \$931.46    | \$984.09    | \$1,039.69  | \$1,098.43  | \$1,160.49  | \$1,226.06  | \$1,295.33   | \$1,368.52   | \$1,445.84   | \$1,527.53   |
| R2  | Annual       | \$22,091.28 | \$23,339.52 | \$24,658.08 | \$26,051.28 | \$27,523.20 | \$29,078.40 | \$30,721.20 | \$32,456.88 | \$34,290.72  | \$36,228.24  | \$38,275.20  | \$40,437.60  |
|     | Monthly      | \$1,840.94  | \$1,944.96  | \$2,054.84  | \$2,170.94  | \$2,293.60  | \$2,423.20  | \$2,560.10  | \$2,704.74  | \$2,857.56   | \$3,019.02   | \$3,189.60   | \$3,369.80   |
|     | Semi-Monthly | \$920.47    | \$972.48    | \$1,027.42  | \$1,085.47  | \$1,146.80  | \$1,211.60  | \$1,280.05  | \$1,352.37  | \$1,428.78   | \$1,509.51   | \$1,594.80   | \$1,684.90   |
| R3  | Annual       | \$24,373.20 | \$25,750.32 | \$27,205.20 | \$28,742.40 | \$30,366.24 | \$32,082.00 | \$33,894.72 | \$35,809.68 | \$37,832.88  | \$39,970.32  | \$42,228.72  | \$44,614.56  |
|     | Monthly      | \$2,031.10  | \$2,145.86  | \$2,267.10  | \$2,395.20  | \$2,530.52  | \$2,673.50  | \$2,824.56  | \$2,984.14  | \$3,152.74   | \$3,330.86   | \$3,519.06   | \$3,717.88   |
|     | Semi-Monthly | \$1,015.55  | \$1,072.93  | \$1,133.55  | \$1,197.60  | \$1,265.26  | \$1,336.75  | \$1,412.28  | \$1,492.07  | \$1,576.37   | \$1,665.43   | \$1,759.53   | \$1,858.94   |
| R4  | Annual       | \$26,873.76 | \$28,392.00 | \$29,996.16 | \$31,691.04 | \$33,481.68 | \$35,373.36 | \$37,371.84 | \$39,483.36 | \$41,714.16  | \$44,070.96  | \$46,560.96  | \$49,191.60  |
|     | Monthly      | \$2,239.48  | \$2,366.00  | \$2,499.68  | \$2,640.92  | \$2,790.14  | \$2,947.78  | \$3,114.32  | \$3,290.28  | \$3,476.18   | \$3,672.58   | \$3,880.08   | \$4,099.30   |
|     | Semi-Monthly | \$1,119.74  | \$1,183.00  | \$1,249.84  | \$1,320.46  | \$1,395.07  | \$1,473.89  | \$1,557.16  | \$1,645.14  | \$1,738.09   | \$1,836.29   | \$1,940.04   | \$2,049.65   |
| R5  | Annual       | \$29,624.16 | \$31,297.92 | \$33,066.24 | \$34,934.40 | \$36,908.16 | \$38,993.76 | \$41,196.72 | \$43,524.24 | \$45,983.52  | \$48,581.52  | \$51,326.40  | \$54,226.32  |
|     | Monthly      | \$2,468.68  | \$2,608.16  | \$2,755.52  | \$2,911.20  | \$3,075.68  | \$3,249.48  | \$3,433.06  | \$3,627.02  | \$3,831.96   | \$4,048.46   | \$4,277.20   | \$4,518.86   |
|     | Semi-Monthly | \$1,234.34  | \$1,304.08  | \$1,377.76  | \$1,455.60  | \$1,537.84  | \$1,624.74  | \$1,716.53  | \$1,813.51  | \$1,915.98   | \$2,024.23   | \$2,138.60   | \$2,259.43   |
| R6  | Annual       | \$32,669.04 | \$34,514.88 | \$36,465.12 | \$38,525.28 | \$40,701.84 | \$43,001.52 | \$45,431.28 | \$47,998.08 | \$50,709.84  | \$53,574.96  | \$56,602.08  | \$59,800.08  |
|     | Monthly      | \$2,722.42  | \$2,876.24  | \$3,038.76  | \$3,210.44  | \$3,391.82  | \$3,583.46  | \$3,785.94  | \$3,999.84  | \$4,225.82   | \$4,464.58   | \$4,716.84   | \$4,983.34   |
|     | Semi-Monthly | \$1,361.21  | \$1,438.12  | \$1,519.38  | \$1,605.22  | \$1,695.91  | \$1,791.73  | \$1,892.97  | \$1,999.92  | \$2,112.91   | \$2,232.29   | \$2,358.42   | \$2,491.67   |
| R7  | Annual       | \$36,001.44 | \$38,035.44 | \$40,184.64 | \$42,455.04 | \$44,853.60 | \$47,388.00 | \$50,065.20 | \$52,894.08 | \$55,882.56  | \$59,039.76  | \$62,375.52  | \$65,899.92  |
|     | Monthly      | \$3,000.12  | \$3,169.62  | \$3,348.72  | \$3,537.92  | \$3,737.80  | \$3,949.00  | \$4,172.10  | \$4,407.84  | \$4,656.88   | \$4,919.98   | \$5,197.96   | \$5,491.66   |
|     | Semi-Monthly | \$1,500.06  | \$1,584.81  | \$1,674.36  | \$1,768.96  | \$1,868.90  | \$1,974.50  | \$2,086.05  | \$2,203.92  | \$2,328.44   | \$2,459.99   | \$2,598.98   | \$2,745.83   |
| R8  | Annual       | \$39,693.60 | \$41,936.40 | \$44,305.68 | \$46,808.88 | \$49,453.68 | \$52,247.76 | \$55,199.76 | \$58,318.56 | \$61,613.52  | \$65,094.72  | \$68,772.48  | \$72,658.08  |
|     | Monthly      | \$3,307.80  | \$3,494.70  | \$3,692.14  | \$3,900.74  | \$4,121.14  | \$4,353.98  | \$4,599.98  | \$4,859.88  | \$5,134.46   | \$5,424.56   | \$5,731.04   | \$6,054.84   |
|     | Semi-Monthly | \$1,653.90  | \$1,747.35  | \$1,846.07  | \$1,950.37  | \$2,060.57  | \$2,176.99  | \$2,299.99  | \$2,429.94  | \$2,567.23   | \$2,712.28   | \$2,865.52   | \$3,027.42   |
| R9  | Annual       | \$43,786.56 | \$46,260.48 | \$48,874.32 | \$51,635.52 | \$54,552.96 | \$57,635.28 | \$60,891.60 | \$64,332.00 | \$67,966.80  | \$71,806.80  | \$75,864.00  | \$80,150.40  |
|     | Monthly      | \$3,648.88  | \$3,855.04  | \$4,072.86  | \$4,302.96  | \$4,546.08  | \$4,802.94  | \$5,074.30  | \$5,361.00  | \$5,663.90   | \$5,983.90   | \$6,322.00   | \$6,679.20   |
|     | Semi-Monthly | \$1,824.44  | \$1,927.52  | \$2,036.43  | \$2,151.48  | \$2,273.04  | \$2,401.47  | \$2,537.15  | \$2,680.50  | \$2,831.95   | \$2,991.95   | \$3,161.00   | \$3,339.60   |
| R10 | Annual       | \$48,242.88 | \$50,968.80 | \$53,848.32 | \$56,890.80 | \$60,105.12 | \$63,501.12 | \$67,088.88 | \$70,879.44 | \$74,884.08  | \$79,115.04  | \$83,585.04  | \$88,307.52  |
|     | Monthly      | \$4,020.24  | \$4,247.40  | \$4,487.36  | \$4,740.90  | \$5,008.76  | \$5,291.76  | \$5,590.74  | \$5,906.62  | \$6,240.34   | \$6,592.92   | \$6,965.42   | \$7,358.96   |
|     | Semi-Monthly | \$2,010.12  | \$2,123.70  | \$2,243.68  | \$2,370.45  | \$2,504.38  | \$2,645.88  | \$2,795.37  | \$2,953.31  | \$3,120.17   | \$3,296.46   | \$3,482.71   | \$3,679.48   |
| R11 | Annual       | \$53,201.76 | \$56,207.52 | \$59,383.20 | \$62,738.40 | \$66,283.20 | \$70,028.16 | \$73,984.80 | \$78,164.88 | \$82,581.12  | \$87,246.96  | \$92,176.32  | \$97,384.32  |
|     | Monthly      | \$4,433.48  | \$4,683.96  | \$4,948.60  | \$5,228.20  | \$5,523.60  | \$5,835.68  | \$6,165.40  | \$6,513.74  | \$6,881.76   | \$7,270.58   | \$7,681.36   | \$8,115.36   |
|     | Semi-Monthly | \$2,216.74  | \$2,341.98  | \$2,474.30  | \$2,614.10  | \$2,761.80  | \$2,917.84  | \$3,082.70  | \$3,256.87  | \$3,440.88   | \$3,635.29   | \$3,840.68   | \$4,057.68   |
| R12 | Annual       | \$58,654.08 | \$61,968.00 | \$65,469.36 | \$69,168.24 | \$73,076.40 | \$77,205.12 | \$81,567.12 | \$86,175.60 | \$91,044.72  | \$96,188.64  | \$101,623.20 | \$107,364.96 |
|     | Monthly      | \$4,887.84  | \$5,164.00  | \$5,455.78  | \$5,764.02  | \$6,089.70  | \$6,433.76  | \$6,797.26  | \$7,181.30  | \$7,587.06   | \$8,015.72   | \$8,468.60   | \$8,947.08   |
|     | Semi-Monthly | \$2,443.92  | \$2,582.00  | \$2,727.89  | \$2,882.01  | \$3,044.85  | \$3,216.88  | \$3,398.63  | \$3,590.65  | \$3,793.53   | \$4,007.86   | \$4,234.30   | \$4,473.54   |
| R13 | Annual       | \$64,665.60 | \$68,319.12 | \$72,179.28 | \$76,257.36 | \$80,565.84 | \$85,117.92 | \$89,927.04 | \$95,007.84 | \$100,375.92 | \$106,047.12 | \$112,038.72 | \$118,368.96 |
|     | Monthly      | \$5,388.80  | \$5,693.26  | \$6,014.94  | \$6,354.78  | \$6,713.82  | \$7,093.16  | \$7,493.92  | \$7,917.32  | \$8,364.66   | \$8,837.26   | \$9,336.56   | \$9,864.08   |
|     | Semi-Monthly | \$2,694.40  | \$2,846.63  | \$3,007.47  | \$3,177.39  | \$3,356.91  | \$3,546.58  | \$3,746.96  | \$3,958.66  | \$4,182.33   | \$4,418.63   | \$4,668.28   | \$4,932.04   |