U.S. Virgin Islands Division of Personnel

MEMORANDUM

To: All Department and Agency Heads
Human Resources Directors/Managers

From: Dayna Clendinen
Director, Division of Personnel

Date: November 23, 2020

Subject: **Implementation of General Schedule (GS) Pay Plan and Salary Increases**

As you may be aware, the Division of Personnel (DOP) has revised the GS pay plan, which was last updated in 2001 (almost 20 years ago). Attached, please find Executive Order 508-2020 and the new GS Pay Plan.

Please be advised that your Agency will not be required to prepare a Personnel Requisition Form (PRF) to implement increases for existing employees. DOP will provide all affected Departments/Agencies with a spreadsheet of the employees' placement on the new pay plan. Please verify the information, adding or removing employees as deemed necessary. Once the spreadsheet is reviewed and completed, the Human Resources Officer and the Agency Head must sign the spreadsheet and forward it to the Office of Management and Budget (OMB) electronically for approval. OMB will issue a letter to proceed when the allotment for the salary increase is in your budget. After submission to OMB, we are requesting that you begin to stage the Notice of Personnel Action for the salary increases in the ERP system.

As with all salary change actions, kindly attach the last Notice of Personnel Action, the approval letter/spreadsheet from OMB, along with the Executive Order. Please see below the notes to be placed into the comments section of the Notice of Personnel Action.

Employees hired after October 1, 2020, will be placed on the new pay plan grade and step closest to their current salary, without a decrease in salary. Further, these employees will not receive an additional step.

NOTES FOR NOTICE OF PERSONNEL ACTIONS
SALARY CHANGE EFFECTIVE 10/1/2020 PER EXECUTIVE ORDER 508-2020
FROM: GS 14-25=$ (current salary)
SLOTTED ON NEW PAY PLAN GS 14-13=$ (new pay plan)
TO: (1 STEP INCREASE) GS 14-14 = $
ORG: XXXXXXXXXXX OBJ: XXXXXXXX

cc: Honorable Albert Bryan Jr., Governor
Karl Knight, Chief of Staff
Kevin Rodriguez, Deputy Chief of Staff
Jenifer C. O'Neal, Director OMB
Joss Springette, Esq., Chief Negotiator OCB
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THE UNITED STATES VIRGIN ISLANDS
OFFICE OF THE GOVERNOR
GOVERNMENT HOUSE
Charlotte Amalie, V.I. 00802
340-774-0001

EXECUTIVE ORDER NO. 508-2020

EXECUTIVE ORDER TO PROVIDE FOR THE IMPLEMENTATION OF A NEW NON -UNION PAY PLAN (GS) AND TO ADJUST THE SALARIES FOR NON-UNION CLASSIFIED EMPLOYEES AS REQUIRED BY LAW IN THE EXECUTIVE BRANCH OF GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES.

WHEREAS, Pursuant to Section 11 of the Revised Organic Act of 1954, as amended, the Executive Power in the Virgin Islands is vested in the Governor who holds general supervisory power and control over all Departments, Bureaus, Agencies and Instrumentalities of the Executive Branch of the Government of the Virgin Islands; and

WHEREAS, Title 3 Virgin Islands Code, Chapter 25, section 552, requires the Governor to provide, by Executive Order, for pay increases to "all members of any class or class of positions whose members are not members of an appropriate bargaining unit exclusively represented by a labor organization" in compliance with the principle of equal pay for equal work; and

WHEREAS, As mandated by law, the Governor shall maintain the efficiency of operations of the Government and determine the methods, means, and personnel necessary to conduct the functions of the Government and to maintain the efficiency of such operations in establishing and executing public policy, not inconsistent with the rights of the citizens of the Virgin Islands amongst which are the paramount rights to have the Government protect their health, safety, and welfare; and

WHEREAS, Nothing in this order shall be construed as authorizing a pay increase for any employee represented by a labor organization nor any other employee in the Exempt service of the Government;

NOW, THEREFORE, I Albert Bryan, Jr., Governor of the United States Virgin Islands, by virtue of the authority vested in me by the Revised Organic Act of 1954, as amended and pursuant to the provisions of Title 3 Virgin Islands Code, Chapter 25, section 552(b), hereby order as follows:

SECTION 1. Effective October 1, 2020, Fiscal Year 2021, all non-union classified employees will be slotted on to the new General Schedule (GS) pay plan grade and step by not going lower than their current salary. The employee will then be given a one (1) step increase within their pay grade on the new pay plan. And upon reaching the end of the steps in a grade on the new pay plan, will not be entitled to additional increases.

SECTION 2. All non-union classified employees will be given a one (1) step increase within their pay grade on the pay plan dated October 1, 2020, effective Fiscal Year 2023, Fiscal Year 2025; the Fiscal Year 2027; and the Fiscal Year 2029.

SECTION 3. The Fiscal Year 2021 Budget Proposal sent to the Legislature of the Virgin Islands provided for the slotting to the GS pay plan and one-step increase. For Fiscal Year 2021 the Office of Management and Budget shall include the additional one (1) step increases for Fiscal Years 2023, 2025, 2027, and 2029 for Non-Union Classified employees of the Executive Branch of Government.

SECTION 4. No increases or yearly annual increases on an anniversary will be retroactive in applied fiscal years **2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, and there will be no automatic increases on future anniversaries of employment.**

SECTION 5. All Non-Union Classified employees retired, resigned, or dismissed on or before September 30, 2020, are not entitled to a salary increase. Further, no retired, resigned, or dismissed employee will be entitled to future increases if they have tendered or separated from the Virgin Islands Government on or before the day the increase is issued.

SECTION 6. This Executive Order 508-2020 shall be effective on October 1, 2020. It shall remain in full force and effect until such time as amended or repealed by a subsequent Executive Order of the Governor of the United States Virgin Islands. All other Executive Orders to adjust Non-Union salaries by way of annual increase, increases, or cost of living are hereby rescinded.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Government of the Virgin Islands of the United States to be affixed at Charlotte Amalie, St. Thomas, Virgin Islands, this 6th day of November A.D. 2020.

Albert Bryan, Jr.
Governor

ATTEST:

Tregenza A. Roach, Esquire
Lieutenant Governor

Government of the Virgin Islands
Division of Personnel
GS Pay Plan
Effective October 1, 2020

10.0% GS 1-1 increase
4.5% between Grades
5.0% between Steps

	I	2	3	4	5	6	7	8	9	10	11	12	13	14	15
GS 1	29,744.00	31,231.20	32,792.76	34,432.40	36,154.02	37,961.72	39,859.80	41,852.79	43,945.43	46,142.71	48,449.84	50,872.33	53,415.95	56,086.75	58,891.09
	1,144.00	1,201.20	1,261.26	1,324.32	1,390.54	1,460.07	1,533.07	1,609.72	1,690.21	1,774.72	1,863.46	1,956.63	2,054.46	2,157.18	2,265.04
	14.30	15.02	15.77	16.55	17.38	18.25	19.16	20.12	21.13	22.18	23.29	24.46	25.68	26.96	28.31
GS 2	31,082.48	32,636.60	34,268.43	35,981.86	37,780.95	39,670.00	41,653.50	43,736.17	45,922.98	48,219.13	50,630.08	53,161.59	55,819.67	58,610.65	61,541.18
	1,195.48	1,255.25	1,318.02	1,383.92	1,453.11	1,525.77	1,602.06	1,682.16	1,766.27	1,854.58	1,947.31	2,044.68	2,146.91	2,254.26	2,366.97
	14.94	15.69	16.48	17.30	18.16	19.07	20.03	21.03	22.08	23.18	24.34	25.56	26.84	28.18	29.59
GS 3	32,481.19	34,105.25	35,810.51	37,601.04	39,481.09	41,455.15	43,527.90	45,704.30	47,989.51	50,388.99	52,908.44	55,553.86	58,331.55	61,248.13	64,310.54
	1,249.28	1,311.74	1,377.33	1,446.19	1,518.50	1,594.43	1,674.15	1,757.86	1,845.75	1,938.04	2,034.94	2,136.69	2,243.52	2,355.70	2,473.48
	15.62	16.40	17.22	18.08	18.98	19.93	20.93	21.97	23.07	24.23	25.44	26.71	28.04	29.45	30.92
GS 4	33,942.85	35,639.99	37,421.99	39,293.09	41,257.74	43,320.63	45,486.66	47,760.99	50,149.04	52,656.49	55,289.32	58,053.78	60,956.47	64,004.30	67,204.51
	1,305.49	1,370.77	1,439.31	1,511.27	1,586.84	1,666.18	1,749.49	1,836.96	1,928.81	2,025.25	2,126.51	2,232.84	2,344.48	2,461.70	2,584.79
	16.32	17.13	17.99	18.89	19.84	20.83	21.87	22.96	24.11	25.32	26.58	27.91	29.31	30.77	32.31
GS 5	35,470.27	37,243.79	39,105.98	41,061.28	43,114.34	45,270.06	47,533.56	49,910.24	52,405.75	55,026.04	57,777.34	60,666.20	63,699.51	66,884.49	70,228.71
	1,364.24	1,432.45	1,504.08	1,579.28	1,658.24	1,741.16	1,828.21	1,919.62	2,015.61	2,116.39	2,222.21	2,333.32	2,449.98	2,572.48	2,701.10
	17.05	17.91	18.80	19.74	20.73	21.76	22.85	24.00	25.20	26.45	27.78	29.17	30.62	32.16	33.76
GS 6	37,066.44	38,919.76	40,865.75	42,909.03	45,054.48	47,307.21	49,672.57	52,156.20	54,764.01	57,502.21	60,377.32	63,396.18	66,565.99	69,894.29	73,389.01
	1,425.63	1,496.91	1,571.76	1,650.35	1,732.86	1,819.51	1,910.48	2,006.01	2,106.31	2,211.62	2,322.20	2,438.31	2,560.23	2,688.24	2,822.65
	17.82	18.71	19.65	20.63	21.66	22.74	23.88	25.08	26.33	27.65	29.03	30.48	32.00	33.60	35.28
GS 7	38,734.43	40,671.15	42,704.70	44,839.94	47,081.94	49,436.03	51,907.83	54,503.23	57,228.39	60,089.81	63,094.30	66,249.01	69,561.46	73,039.54	76,691.51
	1,489.79	1,564.27	1,642.49	1,724.61	1,810.84	1,901.39	1,996.46	2,096.28	2,201.09	2,311.15	2,426.70	2,548.04	2,675.44	2,809.21	2,949.67
	18.62	19.55	20.53	21.56	22.64	23.77	24.96	26.20	27.51	28.89	30.33	31.85	33.44	35.12	36.87
GS 8	40,477.47	42,501.35	44,626.42	46,857.74	49,200.62	51,660.65	54,243.69	56,955.87	59,803.66	62,793.85	65,933.54	69,230.22	72,691.73	76,326.31	80,142.63
	1,556.83	1,634.67	1,716.40	1,802.22	1,892.33	1,986.95	2,086.30	2,190.61	2,300.14	2,415.15	2,535.91	2,662.70	2,795.84	2,935.63	3,082.41
	19.46	20.43	21.46	22.53	23.65	24.84	26.08	27.38	28.75	30.19	31.70	33.28	34.95	36.70	38.53
GS 9	42,298.96	44,413.91	46,634.60	48,966.33	51,414.65	53,985.38	56,684.65	59,518.89	62,494.83	65,619.57	68,900.55	72,345.58	75,962.86	79,761.00	83,749.05
	1,626.88	1,708.23	1,793.64	1,883.32	1,977.49	2,076.36	2,180.18	2,289.19	2,403.65	2,523.83	2,650.02	2,782.52	2,921.65	3,067.73	3,221.12
	20.34	21.35	22.42	23.54	24.72	25.95	27.25	28.61	30.05	31.55	33.13	34.78	36.52	38.35	40.26
GS 10	44,202.41	46,412.53	48,733.16	51,169.82	53,728.31	56,414.73	59,235.46	62,197.24	65,307.10	68,572.45	72,001.07	75,601.13	79,381.18	83,350.24	87,517.76
	1,700.09	1,785.10	1,874.35	1,968.07	2,066.47	2,169.80	2,278.29	2,392.20	2,511.81	2,637.40	2,769.27	2,907.74	3,053.12	3,205.78	2,860.39
	21.25	22.31	23.43	24.60	25.83	27.12	28.48	29.90	31.40	32.97	34.62	36.35	38.16	40.07	35.75
GS 11	46,191.52	48,501.10	50,926.15	53,472.46	56,146.08	58,953.39	61,901.06	64,996.11	68,245.92	71,658.21	75,241.12	79,003.18	82,953.34	87,101.00	91,456.05
	1,776.60	1,865.43	1,958.70	2,056.63	2,159.46	2,267.44	2,380.81	2,499.85	2,624.84	2,756.09	2,893.89	3,038.58	3,190.51	3,350.04	3,147.24
	22.21	23.32	24.48	25.71	26.99	28.34	29.76	31.25	32.81	34.45	36.17	37.98	39.88	41.88	39.34
GS 12	48,270.14	50,683.65	53,217.83	55,878.72	58,672.66	61,606.29	64,686.61	67,920.94	71,316.98	74,882.83	78,626.97	82,558.32	86,686.24	91,020.55	95,571.58
	1,856.54	1,949.37	2,046.84	2,149.18	2,256.64	2,369.47	2,487.95	2,612.34	2,742.96	2,880.11	3,024.11	3,175.32	3,334.09	3,500.79	3,374.95
	23.21	24.37	25.59	26.86	28.21	29.62	31.10	32.65	34.29	36.00	37.80	39.69	41.68	43.76	42.19
GS 13	50,442.30	52,964.41	55,612.63	58,393.26	61,312.93	64,378.57	67,597.50	70,977.38	74,526.25	78,252.56	82,165.19	86,273.45	90,587.12	95,116.47	99,872.30
	1,940.09	2,037.09	2,138.95	2,245.89	2,358.19	2,476.10	2,599.90	2,729.90	2,866.39	3,009.71	3,160.20	3,318.21	3,484.12	3,520.02	3,520.02
	24.25	25.46	26.74	28.07	29.48	30.95	32.50	34.12	35.83	37.62	39.50	41.48	43.55	44.00	44.00
GS 14	52,712.20	55,347.81	58,115.20	61,020.96	64,072.01	67,275.61	70,639.39	74,171.36	77,879.93	81,773.92	85,862.62	90,155.75	94,663.54	99,396.72	104,366.55
	2,027.39	2,128.76	2,235.20	2,346.96	2,464.31	2,587.52	2,716.90	2,852.74	2,995.38	3,145.15	3,302.41	3,467.53	3,649.78	3,649.78	3,649.78
	25.34	26.61	27.94	29.34	30.80	32.34	33.96	35.66	37.44	39.31	41.28	43.34	45.62	45.62	45.62

Approved:

Dayna Clendinen
Director
Division of Personnel

Date: 9/9/2020

Approved:

Jenifer O'Neal
Director
Office of Management Budget

(Request to Fund Salary Increase)

Date: 9/10/2020

Approved:

Honorable Albert Bryan, Jr.
Governor of the United States Virgin Islands
Office of the Governor

Date: