



May 7, 2009

OFFICERS

SUBJECT: Nonbargaining Unit Employees Promotional Salary Increase Policy

Current pay administration policy provides for a salary increase of from 3 to 10 percent for the promotion of a nonbargaining unit employee. However, in consideration of the current financial condition of our organization, it is strongly recommended that managers limit promotional increases to a maximum of 8 percent.

To encourage fiscal restraint, effective immediately, a promotional increase of more than 8 percent must be reviewed and approved by the Director, Compensation and Benefits. This applies to all Headquarters and field nonbargaining unit promotions, except under the following conditions:

- When an increase of more than 8 percent is necessary to bring the salary to the minimum of the new grade.
- For promotions to designated supervisory positions covered under the supervisory differential adjustment provision, when an increase of more than 8 percent is necessary to bring to the minimum salary rate.

Requests submitted for review must provide clear justification for exceeding an 8 percent increase. If you have any questions, please contact Cathy Lowry, Manager, Pay Programs at (202) 268-7907.

  
Anthony J. Vegliante