

Date:

MEMORANDUM FOR: Supervisory Employee

FROM: Denise Robinson
Chief, Workforce Services Branch
Administrative Services Division

SUBJECT: Eligibility for Supervisory Performance Pay

This is to inform you that your placement in a supervisory position under the Commerce Alternative Personnel System (CAPS) entitles you to earn supervisory performance pay. Specifically, as a CAPS supervisor, you are eligible to earn a salary up to six percent higher than the maximum rate of Interval 3 of your pay band. The higher salary can be reached through performance pay increases granted through the regular performance appraisal cycle.

Under CAPS, supervisory performance pay is considered a part of basic pay. The granting of supervisory performance pay is not considered a promotion or a competitive action. Upon reassignment to a position that no longer meets the CAPS definition of a supervisor (as defined in the Federal Register Notice of December 24, 1997), supervisory performance pay will be canceled, and your salary will be reduced accordingly. The cancellation of supervisory pay does not constitute an adverse action, and there is no right of appeal under 5 U.S.C. Chapter 75. Pay retention under 5 U.S.C. 5363 will not apply.

Please sign the attached acknowledgment of receipt and turn it in with your new hire paperwork during orientation.

Attachment

cc: BEA Human Capital Section

Eligibility for Supervisory Performance Pay

I understand that supervisory pay under CAPS will be canceled when I cease to be a CAPS Supervisor as defined in the Federal Register Notice of December 24, 1997.

Acknowledgement of Receipt:

Supervisory Employee Signature

Supervisory Employee Print Name

Date