

MRMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT

PERFORMANCE PAYOUT ABOVE THE COMPENSATION FORMULA

PURPOSE AND SCOPE

To establish procedures for granting a performance payout that is above the compensation formula in order to recognize an employee's extraordinary achievement(s) when annual rating received is "A" or "B". Performance payouts above the compensation formula are dependent upon availability of funds and at the discretion of the Commander.

RESPONSIBILITIES

1. Pay pool managers, serving as liaison between the senior rater and the Commander/Director, will request approval to grant a higher performance payout than is generated by the compensation formula based on extraordinary achievement(s).
2. The rating supervisor is responsible for preparing the necessary justification for the performance payout above the compensation formula. Management will also ensure that funding for this additional payout comes from the organization's allocated funding and not the pay pool. Management is responsible for creating the Request for Personnel Action (RPA) and submitting it, along with supporting documentation, to the CPAC for processing.
3. The CPAC will review the RPA and supporting paperwork, and ensure the personnel action is processed.

PROCEDURES

1. Rating supervisor will complete the attached form, identifying the extraordinary achievement(s) which deem the employee deserving of the additional performance payout. Forms must be submitted within 30 days of the PDP performance payout effective date.
2. Rating supervisor will forward the form through the Senior Rater to the pay pool manager. The pay pool manager will forward the form to the Commander/Director of the organization for final approval.

3. Upon Commander's approval, the organization will submit a RPA Pay Adjustment to the Civilian Personnel Advisory Center (CPAC) for processing, along with a copy of the completed approval form, following the effective date of the annual pay for performance payouts. If the Performance Payout Above the Compensation Formula would result in the employee's base salary exceeding the top of the payband, the dollar amount of the "overage" above the employee's payband will be paid to the employee in the form of a lump sum performance award. The CPAC will ensure the RPA is processed.
 - a. The justification used for this action must be typed in the "Notes" section of the RPA following this comment:
THIS ACTION IS BEING PROCESSED IN ACCORDANCE WITH FEDERAL REGISTER NOTICE, VOLUME 63, NO. 41, DATED TUESDAY, MARCH 3, 1998, PAGE 10449, PERFORMANCE PAY INCREASES AND/OR PERFORMANCE BONUSES. Indicate in the "Notes" section the total dollar amount of the increase you are approving.
 - b. The following remark should be typed in the "Remarks" section, page 4 of the RPA --**This action is processed in accordance with Federal Register, Vol. 63, No. 41, dtd 3 March 98.**

APPENDIX

Appendix A is a worksheet that must be completed and attached to the RPA before forwarding the RPA to the CPAC for processing.

POC: MRMC PDP Manager

