

# PAY POOL MANAGER JOB AID

Responsible for managing the CCAS process and approving the pay pool results. As such, you have annual pay adjustment authority.

May be a member of the pay pool, however, you shall not directly influence or participate in the determination of your own contribution assessment, recommend your own individual basic pay level, or establish the amount of your own individual basic pay level.

## THE PAY POOL PANEL

- The pay pool panel is typically composed of the pay pool manager and those who report directly to him/her.
- The purpose is to share a common view of the organization mission, goals, and objectives in reviewing the contribution and performance of employees by subordinate supervisors and bring a common perspective to how employees are evaluated, compensated and appraised.
- During the pay pool panel process, panel members will review:
  - Supervisor recommended narrative assessments, categorical scores, numerical scores and performance appraisal quality levels for the three contribution factors.
  - Supervisor assessment of performance for the official rating of record for all employees.
  - Contribution Rating Increase, carryover award and Contribution Award payouts, for consistency and equity of application within the pay pool population before final approval by the pay pool manager.

## UNION INVOLVEMENT

- Activities whose employees are represented by a union should invite that union to participate in the pay pool process.
- The union's participation may include membership on the pay pool panel as observers, assisting in the design of the pay pool structure, and receiving training on the way salary adjustments will be made under the CCAS program and distributed among the employees in the pay pool.
- The extent of this involvement should be defined in the negotiated agreement.

## PAY POOL MANAGER RESPONSIBILITIES

- Convene and have oversight of the Pay Pool Panel
- Ensure judicious use of pay pool funds balanced against budget policies and based on employee contribution and performance
- Manage the contribution rating increases and contribution awards for the pay pool
- Determine the basic pay adjustment and contribution award for each employee
- Ensure that supervisors comply with timely issuance of contribution plans, mid-term reviews and annual assessments
- Enforce pay pool procedures and policies
- Review all supervisory and team leader cash differentials
- Publish business rules, if not issued by the Personnel Policy Board

## CONTRIBUTION RATING INCREASE

- Intended to be consistent with funds historically spent in the General Schedule on within-grade increases, quality-step increases and promotions between grades that are now banded
- First year in CCAS, the minimum funding level for CRI is 2.4%.
- Subsequent years, minimum of 2% of sum of total salaries on board as of September 30<sup>th</sup>
- PPM MAY: Set aside up to 20 percent of your available Contribution Rating Increase (CRI) dollars for discretionary contribution rating increases.

## CONTRIBUTION AWARD

- Intended to be consistent with funds historically spent in the General Schedule on performance awards.
- The minimum funding level for CA is 1% of total adjusted basic pay budget (with locality) as of September 30<sup>th</sup>.
- Typically, 90% of the funding percentage is awarded as bonus. The remaining 10% is to allow for other awards not related to the CCAS process, e.g., on-the-spot, special act, and group awards. However....
- PPM MAY: Set aside up to 100% of your available Contribution Award (CA) budget for additional CA awards, non-CCAS awards, or some to both.
- CA funding not granted may not be transferred to other funding categories, i.e., GPI and CRI.

## GENERAL PAY INCREASE

- Across-the-board basic pay increase authorized by law or the President for the GS pay system under 5 U.S.C. 5303.
- Funds allocated for the GPI that are not awarded may be transferred to the CRI Fund.
- The funding allocation of the GPI will be stated annually in the DoD AcqDemo Program Manager CCAS funding guidance.
- If there is a GPI under 5 U.S.C. 5303 for GS employees, in addition to the typical annual increase, such an increase shall be paid to demonstration project participants in the same manner as to GS employees.



## RELEASING CCAS INFORMATION

- Pay pool managers and supervisors must ensure the employee information contained in the program is safeguarded during the CCAS assessment process.
- The Privacy Act applies to the release of the data once it is finalized by the Pay Pool manager.
- Pay pool managers are encouraged to convey the outcomes of the CCAS assessment process.
- At a minimum, the following will be provided to the workforce:
  - A graphical representation of results (e.g., pay pool scatter-plot, bar chart, etc.), accompanied by data tables by career path displaying the number and percentage of employees by rail region.
  - Data tables by career path and broadband level displaying the following:
    - Average OCS
    - Average CRI (dollars and percent of base pay)
    - Average CA (dollars and percent of aggregate pay)

## PAY POOL ANALYSIS TOOL

- The Pay Pool Analysis Tool is available to prepare the CCAS result feedback to the pay pool members (employees).
- It can also analyze data for multiple pay pools simultaneously.

## RECOMMENDED REVIEW OF CCAS DATA

- ✓ Supervisor Annual Assessments
- ✓ Factor Scores
  - Categorical
  - Numerical
- ✓ Overall Contribution Scores (OCS)
- ✓ Delta OCS
- ✓ Compensation
  - GPI
  - CRI
  - CRI Carryover
  - CA
- ✓ PAQL Scores
- ✓ PAQL Average Raw Score
- ✓ Rating of Record
- ✓ Supervisory and Team Lead Cash Differential
- ✓ ACDP payouts
- ✓ Presumptive Statuses
- ✓ Awards > \$10,000
- ✓ Mandatory Contribution Improvement Plans

# NOTES

