

## **NSPS PAY POOL GUIDANCE - 2008**

### **Default Share Allocation**

The number of shares allocated for each rating level (3 to 5) will be based on where the combined overall average rating (before rounding to a whole number) falls.

<u>Rating level</u>	<b>Average rating</b>	<b>Number of shares</b>
5	4.75 – 5.00	6 shares
5	4.51 – 4.74	5 shares
4	4.00 – 4.50	4 shares
4	3.51 – 3.99	3 shares
3	3.00 – 3.50	2 shares
3	2.51 – 2.99	1 share

### **MOCK Default Share Distributions**

#### **60% Salary Increase / 40% Bonus Award**

In determining anything other than the default share distribution above, the following items should be considered:

- Approved performance rating.
- Employee contribution to DoDEA mission relative to their peers.
- Employee's current salary within the band and/or pay range.
- Fiscal responsibility and other performance increases that were received by the employee throughout the performance cycle.

Rating Officials and Sub Pay Pool Panels should present justification in writing for anything other than the Default 60-40 Split to the Pay Pool Panel for a decision. The Default should remain in the Compensation Workbench at 60-40. Any approved changes will be annotated and documented at the Pay Pool level.

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**NSPS Performance Rating Descriptors** Performance on each job objective is evaluated based on the employee's accomplishments against appropriate Performance Indicators. Based on the evaluation, the supervisor will assign a numerical score ranging from 1 to 5 to each job objective

<b>JOB OBJECTIVE RATING</b>	<b>DESCRIPTOR</b>
5 (ROLE MODEL)	Employee exceeded the assigned job objective at a level of performance equal to, or above, the Level 5 performance indicator.
4 (EXCEED EXPECTATIONS)	Employee exceeded the assigned job objective at a level of performance above the Level 3 indicator but below the Level 5 performance indicator.
3 (VALUED PERFORMER)	Employee met the assigned job objective at a level of performance equal to the Level 3 indicator.
2 (FAIR)	Employee met the assigned job objective at a level of performance below the Level 3 indicator level or needed guidance and assistance beyond that described in the Level 3 indicator.
1 (UNACCEPTABLE)	Employee failed to achieve the assigned job objective or failed in the performance of a single assignment where such failure had a significant negative impact on accomplishment of the mission or where a single failure resulted in or could result in death, injury, breach of security, or great monetary loss.
NR (NOT RATED)	Employee did not have an opportunity to perform the job objective because it became obsolete or could not be accomplished due to extenuating circumstances.

**NSPS Contributing Factors (CF)** Contributing factors are work behaviors that significantly impact the accomplishment of job objectives. Created for each pay schedule and described at the "Expected" and "Enhanced" performance levels. They reflect the manner, behavior, or conduct used in accomplishing job objectives. Contributing factors are applied after job objective is rated. They can impact an employee's performance rating either positively or negatively. In this way, contributing factors are used to link behavior and conduct to performance. At least one and no more than three contributing factors should be identified for each job objective. Ratings will be reviewed following the guidance provided in the following matrix.

<b>IMPACT</b>	<b>CONTRIBUTING FACTOR DESCRIPTOR</b>
+ 1	Matched or exceeded Enhanced Descriptors
0	Matched or exceeded Expected Descriptors, Below Enhanced Descriptors
- 1	Below Expected Descriptors

## PAY POOL CONTROL POINT TABLE FOR 2008 PERFORMANCE CYCLE

Pay Schedule	Minimum	Maximum	1 <sup>st</sup> Control Point	2 <sup>nd</sup> Control Point
YA1	\$26,008	\$62,593	\$42,924	\$52,514
YA2	\$39,407	\$89,217	\$63,532	\$76,150
YA3	\$77,018	\$130,211	\$107,001	\$125,870
Pay Schedule	Minimum	Maximum	1 <sup>st</sup> Control Point	2 <sup>nd</sup> Control Point
YB1	\$16,880	\$38,060	\$27,592	\$34,651
YB2	\$32,217	\$56,973	\$42,924	\$52,514
YB3	\$47,679	\$75,025	\$52,514	\$63,532
Pay Schedule	Minimum	Maximum	1 <sup>st</sup> Control Point	2 <sup>nd</sup> Control Point
YC1	\$32,217	\$62,593	\$42,924	\$52,514
YC2	\$57,146	\$110,691	\$78,944	\$93,284
YC3	\$80,302	\$130,211	\$107,001	\$125,870
Pay Schedule	Minimum	Maximum	1 <sup>st</sup> Control Point	2 <sup>nd</sup> Control Point
YP1	\$16,880	\$62,593	\$42,924	\$52,514
Pay Schedule	Minimum	Maximum	1 <sup>st</sup> Control Point	2 <sup>nd</sup> Control Point
YD1	\$26,008	\$62,593	\$42,924	\$52,514
YD2	\$39,407	\$89,217	\$63,532	\$76,150
YD3	\$77,018	\$130,211	\$107,001	\$125,870
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