Human Resource Policy Manual (HRPM)
Volume 2: Compensation Systems and Classification
COMP-2.10C

In-Position Increases in the Core Compensation Plan

This Chapter applies to: (1) non-bargaining unit employees/positions, and (2) bargaining unit employees/positions, except where the applicable collective bargaining agreement contains conflicting provisions or the subject has not been negotiated.

Chapter established on: 03/12/2002

This version effective: 05/01/2017

Background information: This version replaces COMP-2.10C dated April 21, 2015. Revisions were made to:

- Implement the increased limit on in-position increase distributions from 2% to 5% of all Core Compensation positions;
- Removes language stating that in-position increases "should average 4% to 5% for the organization as a whole during each fiscal year for all in-position increases granted."
- Remove references to the Compensation Committee and Reference Material: Approval Levels for Core Compensation Actions;
- Add Human Resource Operating Instruction: Providing an In-Position Increase to the related information section;
- Add paragraph 3, Roles and Responsibilities to comply with HRPM formatting requirements; and
- Revise paragraph 4, Criteria to align with language outlined in the in-position increase decision tool, add clarity to existing criteria, as well as remove the following eligibility factor:
  - an employee's performance substantially exceeds the expectations of his or her current position.

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1. Purpose. The Federal Aviation Administration's Core Compensation Plan provides the opportunity to grant base pay increases in rare situations where an employee remains in the same position. In-position increases acknowledge special circumstances such as an employee's significant professional growth or increased complexity of an employee's current job.

2. Scope. In-position base pay increases may range from 1% to 7%. No more than 5% of eligible employees may receive in-position increases in any fiscal year. In addition, an employee may receive no more than one in-position increase within a one-year period.

3. Roles and Responsibilities.

a. Head of the Line of Business (LOB) or Staff Office (SO):

- Approves all in-position increases unless otherwise delegated.

b. Managers:

- Complete the pay setting and decision tools for each in-position increase, obtain the necessary signatures, and forward the pay setting and decision tools to the servicing Human Resource Division for processing.

c. Human Resource Division:

- Processes approved in-position increase requests, including coordination with the appropriate Human Resource Shared Services Center.
- Provides guidance to the LOB/SO managers and staff concerning the content/application of this policy chapter (e.g., criteria, decision tool, etc.).

4. Criteria. Eligibility for an in-position increase and the amount of the increase are based on an assessment of the situation with respect to various factors as outlined below:

- The degree of change in job complexity, expansion of job duties and responsibilities, and potential impact on achievement of the organization's and LOB/SOs objectives.
- Possession of skills which are in short supply in the external labor market and where the demand of those skills is high.
- The technical complexity of an employee's position has increased substantially by requirements to address technological advances, new theories and practices in the employee's area of expertise, or substantial challenges in the social or political environment.
- The employee consistently demonstrates the ability to work on higher level/more complex work as a result of the attainment of skills acquired through a professional certification/license or educational degree. The application of additional knowledge has resulted in higher quality products, increased efficiencies, and/or the assignment and successful completion of increasingly complex work.
  Note: Attainment of a professional certification or license, or completion of a training program, is not, by itself, sufficient grounds for considering an employee for an in-position increase.
- To achieve parity with highly specialized labor markets.
  Note: This criterion does not apply to positions classified under the 2152 occupational series.
- If the employee's position is managerial, the organization that he or she directs has assumed missions that are more complex, risky, or visible and/or the organization directed has substantially grown in size or complexity.

A decision tool reflecting consideration of these factors must be completed for each in-position increase determination and approved by the head of the LOB/SO or designee prior to affecting the in-position increase.

5. Approval Authority. The head of the LOB/SO must approve all in-position increases in writing; approval authority may be delegated, in writing, to no lower than the first-level executive above the employee receiving the increase. Approval must be obtained before an individual may be granted an in-position increase. LOB/SOs must manage in-position increases within their budgets.

6. Point of Contact. Additional questions about this policy chapter should be directed to your servicing Human Resource Division.

Related Information

Human Resource Operating Instructions (HROI)

- HROI: Providing an In-Position Increase

Reference Materials

- Core Compensation Plan Pay Bands (Excluding Locality Pay)

Forms and Decision Tools

- Pay Setting Tool
- In-Position Increase Decision Tool (MS Excel)

Revision History Log

Date	Revision
03/12/2002	Established HRPM COMP-2.10C In-Position Increases that grants base pay increases in rare situations where an employee remains in the same position covered under the Core Compensation Plan.
04/21/2015	This version replaces HRPM COMP-2.10C dated March 12, 2002, to reflect changes made to the delegation of approval authority and limitations to the time frame in which an employee may receive an in-position increase. Additionally, revisions were made to bring the policy chapter in compliance with the Human Resources Policy Manual (HRPM) requirements.