

Human Resource Policy Manual (HRPM)

Volume 2: Compensation Systems and Classification

Human Resource Operating Instructions (HROI)

Providing an In-Position Increase

This HROI 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.

HROI established on: 03/12/2002

This version effective: 05/01/2017

Background information: This version replaces the March 12, 2002 HROI: Providing an In-Position Increase. Revisions were made to this HROI to be consistent with edits made to COMP-2.10C, In-Position Increases in the Core Compensation Plan.

Use this HROI in conjunction with: [COMP-2.10C, In-Position Increases in the Core Compensation Plan](#); [Reference Material: Pay Rules Guide for Managers and Supervisors in the Air Traffic Controllers Compensation Plan \(Pay Plan AT\)](#); [Reference Material: Nature of Action and Pay Increase Rules for Managers and Supervisors in Pay Plan AT](#)

1. Purpose
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5. Determining the In-Position Increase
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1. Purpose. The Federal Aviation Administration's (FAA) 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. 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 in [COMP-2.10C, In-Position Increases in the Core Compensation Plan, paragraph 4](#).

4. Decision Tool. The manager completes the [decision tool](#) by clicking on the appropriate button for each consideration. The final increase amount can reach as high as 7% depending upon the overall employee profile versus the various considerations. To use this tool, assess a candidate on each consideration by plotting a point on the continuum line that corresponds to the candidate's status for that area.

[View an image of the In-Position Increase Decision Tool.](#)

5. Determining the In-Position Increase. A line is drawn through the plotted points on the decision tool. The weights of each consideration are determined and applied as follows:

- If all considerations carry the same weight, the line that joins the points directs the manager to the estimated increase percentage.
- If certain considerations carry more weight than others, the manager may want to adjust the line accordingly.
- If the points on the continuum do not skew clearly toward an estimated percentage, the manager may try taking the average of the approximate pay indications.

6. Approvals. The head of the line of business (LOB) and staff office (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.

7. Process. Upon approval of a recommended in-position increase, the supporting information is documented in the employee's Official Personnel Folder (OPF) and forwarded to the servicing Human Resource Division for filing in the employee's OPF. These materials are as follows:

- **Completed In-Position Increase Decision Tool.** The completed decision tool showing the assessment buttons filled for each consideration. The manager must indicate any considerations that were weighted more heavily than others.
- **Memorandum of Explanation (if prepared).** It may be valuable for the manager to prepare a brief memorandum to summarize his or her assessment and recommendation, particularly if there are extenuating circumstances that were taken into consideration when developing the amount of the in-position increase recommendation.
- **Approval of the in-position increase** by the head of the LOB/SO, or designee.

Revision History Log

Date	Revision
03/12/2002	An HROI was established to provide guidance to managers when preparing a request for an in-position increase for an employee.