

APPENDIX G

SUPERVISORY BONUS AGREEMENT

Definition: The supervisory bonus is to recognize supervisory responsibilities required of supervisors most often receiving the same pay as non-supervisory subordinates. Bonuses, which must be negotiated annually, will not be treated as basic pay and are not a part of the performance pay pool. The bonus will be paid at the beginning of the appraisal period, if the individual leaves a supervisory position or is removed from supervisory responsibilities (unless affected through RIF action), the prorated portion of the bonus for the non-supervisory portion of the performance year will be recovered as a debt due the Government. Employees who qualify for the bonus include supervisors in all occupational families with formal supervisory authority meeting that required for minimum coverage under the OPM General Schedule Supervisory Guide (GSSG).

A. Criteria/Justification for Bonus (to be completed by management):

Recommended Amount: % of Basic Pay

NOTE: (1) Employees who qualify for the bonus may be granted up to 10 percent of the basic rate of pay if they supervise employees within the same payband or,

(2) up to 5 percent of the basic rate of pay for those supervising employees in lower or other paybands.

B. Employee Acknowledgement:

If the supervisory duties are removed from my position or if I'm removed from supervisory responsibilities (unless affected through RIF Action), the prorated portion of the supervisory bonus for the performance year will be recovered as a debt due the Government.

EMPLOYEE SIGNATURE/DATE:

C. Approval of Supervisory Bonus:

SUPERVISOR SIGNATURE/DATE COMMANDER/DIRECTOR SIGNATURE/DATE