

TO: IC Directors  
IC Executive Officers  
IC Scientific Directors  
Division Directors, OHR  
Branch Chiefs, DHRO

FROM: Deputy Director for Management

SUBJECT: Revised Comparability Increase for NIH Employees Whose Pay is  
Administratively Determined

Earlier this year, Dr. Zerhouni approved a 3.1% across-the-board comparability increase for NIH employees whose pay is “administratively determined” (i.e., those in Title 42, SBRs, ST/SL, and Special Experts). The approved increase was the same percentage amount received by GS and SES employees.

Recently, the President approved an additional 1 percent increase (locality pay) for GS and some SES employees. Under locality pay, some areas receive more and some less than the average raise. GS employees in the Washington-Baltimore area will receive an additional 1.17 percent increase (on the 2002 base pay rate) for a total increase of 4.27 percent. GS employees in Arizona, Montana, and North Carolina will receive an additional .93 increase (on the 2002 base pay rate) for a total increase of 4.03 percent. SES employees in levels ES-1 to ES-3 will receive an increase in locality pay not to exceed \$142,500. SES employees in levels ES-4 to ES-6 did not receive an increase to locality pay – their pay remains at \$142,500.

In previous years, NIH has taken steps to ensure that SES members are not penalized by receiving a smaller increase than employees under “administratively determined” systems whose pay is equivalent or higher. In keeping with this practice, Dr. Zerhouni has determined that “administratively determined” employees whose salaries are at or above \$142,500 will receive no further increase. For employees whose salaries are below \$142,500, he has decided to grant an increase equivalent to that granted GS employees in their respective locality areas not to exceed \$142,500, as follows:

Washington-Baltimore Area: An additional 1.17 increase, for a total 4.27 percent increase against the 2002 base

All Others: An additional .93 increase, for a total 4.03 percent increase against the 2002 base

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In addition, to accommodate this increase, the Pay Bands and Terciles established under the Title 42 Pay Model have been adjusted as reflected in the attached.

Because the NIH has delegated authority to approve base pay only up to \$200,000 per annum, no increase may result in any employee receiving base pay in excess of \$200,000. In addition, increases for members of the SBRs are subject to the statutory pay cap of Executive Level I, (\$171,900), and those for Special Experts are limited to Executive Level IV (\$134,000).

The increases for NIH employees whose pay is “administratively determined” will be made retroactive to January 12, 2003 and will be entered centrally by OHR for all affected employees.

/s/

Charles E. Leasure, Jr.

Attachment