

Department of Commerce Senior Professional Pay Policy

General

Department of Commerce Senior Professionals, ST/SL employees, are compensated in accordance with the Senior Professional Performance Act of 2008 (Act), effective April 12, 2009. The Act established a new pay-for-performance system that is similar in many respects to the Senior Executive Service (SES) pay for performance system.

Coverage

All Departmental Senior Professionals, except for those in the U.S. Patent and Trademark Office and Office of Inspector General, are covered under the single pay-for-performance system.

Features and General Parameters

- Senior Professionals receive a rate of basic pay. Increases in pay, as detailed below, are based on results of individual performance as assessed within the context of organizational achievement. Senior Professionals may not receive locality pay.
- Similar to the SES, the minimum base salary must be at least 120% of a GS-15 step 1. Maximum pay is based upon the Department's certification status. Absent certification, Senior Professionals may not be paid base salaries in excess of the Executive Schedule Level III and aggregate compensation may not exceed Executive Schedule Level I. Aggregate compensation comprises salary, awards and any and all other incentives. When certified, Departmental Senior Professionals may receive basic salaries of up to the Executive Level II and an aggregate compensation limit that is equal to the Vice President's salary.

- Pay of a Senior Professional may not be adjusted more than once in any 12-month period.
- No increases in pay may be made retroactively.
- Senior Professional pay policy must be analyzed, and modified in accordance with the Departmental Executive Resources Board's review and determination, as necessitated, no less than annually.

Initial Pay Setting

Similar to SES pay setting, initial pay setting proposals upon appointment to the Senior Professional ranks should represent an increase over current salary and factor in the extent of the Senior Professional's direct potential responsibility for accomplishment of organizational mission and the extent to which the appointee's possess superior leadership or other competencies.

Pay Adjustment Policy

The Senior Professionals do not have a bonus pool as do the SES, but are subject to any restrictions imposed by the Administration. Upon analysis of the results of relevant data, the Departmental Executive Resources Board (DERB), comprising the Deputy Secretary, Chief of Staff, General Counsel, and Chief Financial Officer and Assistant Secretary for Administration, will establish the performance-based pay adjustment and performance-based bonus policy that will be applicable. The DERB will determine the performance-based pay adjustment and bonus ranges for which the Department's senior professionals will be eligible.

Upon conclusion of the rating period, bureau Performance Review Boards evaluate recommendations of supervisors concerning the Senior Professionals'

performance as compared to their performance agreements and within the context of organizational achievement, as represented in organizational assessments, and make formal recommendations on their summary performance ratings, performance-based pay adjustments, and performance-based bonuses. The appointing authorities make final recommendations to the DERB and the final approval of Senior Professionals summary ratings, performance-based pay adjustments, and performance based bonuses will be subject to the DERB's deliberations. Determinations are finalized upon Secretarial concurrence.