

OCAO Guidance to Selecting Officials Regarding Pay Demo Pay Setting

The below guidance is offered to selecting officials regarding recommendations of salary levels under the Pay Demo.

1) All job offers (including salary offers) are made by the Office of Workforce Management (WFM). Salary offers must be approved by the Pay Pool Manager before any job offer can be made by the WFM.

2) During the interview process, the selecting official should:

- a. Ask the proposed selectee what salary range he/she is looking for.
- b. Ask for copies of his/her two most recent pay statements and their last W-2 as proof of current salary level.

Example: “To prepare any potential job offer, please send me your salary requirements, and copies of your last two pay statements and most recent form W-2. Any official job offer will be made by the NOAA Office of Workforce Management.”

3) Initial salary offers can be anywhere within the salary range of the pay bands (from the bottom of interval 1 to the top of interval 3), however, the following policies are in effect for OCAO:

- a. The selecting official should check with the OCAO budget officer or Pay Pool Manager to determine if there are budget restrictions for the position.
- b. If the selectee is a current federal government employee and the new position is a promotion, a minimum of 6% above the current salary is required. It is OCAO policy that 6% above current salary is the starting point for promotions. Any salary request above that amount will need full justification and approval by the Pay Pool Manager.
- c. If not a promotion (for current federal government employees) or if the selectee is from outside the government, the initial salary offer should be at or near the selectee’s current salary level unless full justification is provided for a raise and it is approved by the Pay Pool Manager.

Use the OCAO “Request for Employee Salary Approval” form to recommend salary levels to the Pay Pool Manager.

4) Only WFM can make the job and salary offer. If the initial job offer has been made by WFM, and the selectee declines the job offer due to insufficient salary, the supervisor/manager may discuss salary terms with the Pay Pool Manager. If justified and approved, the Pay Pool Manager may authorize WFM to make a salary adjustment and WFM will make a new offer to the selectee. Otherwise, the supervisor and Pay Pool Manager may agree to go to the second choice selection or re-advertise the position.