

FY19 Awards Guidance for Non-SES/SL/ST Employees

IMPORTANT DATES

3/29/19	Deadline to submit CY18 PMAP awards (Performance, QSIs, and Time Off) via SMARTHR.
4/05/19	Deadline to submit QSI supporting documentation (NIH Form, PMAP coversheet, and Narrative Justification for the Level 5 PMAP rating) for the CY18 award cycle to your servicing HR Specialist in the Client Services Division – Note: This year, ALL QSIs MUST be effective by 4/28/19 (per HHS Guidance).
8/02/19	Deadline to submit all non-performance based awards (Special Act and Service, Time Off, Group Awards) to your servicing HR Specialist in the Client Services Division

NOTE: Prior to processing awards, NIH is legally required to maintain compliance with provisions in collective bargaining agreements that govern awards.

BACKGROUND

The Office of Personnel Management (OPM) and the Office of Management and Budget (OMB) issued guidance that applies to awards paid during FY19. It incorporates a spending percentage cap for Individual Performance and Individual Special Act or Service awards PMAP covered staff is 1.5% of total aggregate salaries and removes the monetary cap for Group, Referral, Suggestion, Invention, and Quality Step Increase awards. Additionally, the memorandum provides for the 1.5% spending pool to be separated from the spending pool for SES/SL/ST/Senior Title 42 employees' individual performance-based and individual contribution (non-ratings based) awards.

TYPES OF AWARDS

NIH Policy Manual [2300-451-1 - NIH Employee Awards Program](#), describes eligibility for the following awards:

- Individual Performance based and Individual Special Act or Service (SAS) awards for non-SES/SL/ST/Senior Title 42 employees
- Group, Referral, Suggestion, Invention awards, and Quality StepIncreases (QSIs)
- Time Off Awards (TOAs)

MONETARY AWARDS

- NIH spending for Individual Performance and Individual Special Act or Service awards for non-SES/SL/ST/Senior Title 42 employees will be limited to a spending percentage cap of 1.5% of total aggregate salaries.
- Each ICs spending authority is based on their total aggregate salaries as of 9/30/18.
- Group, Referral, Suggestion, Invention awards, and QSIs do not count towards the 1.5% spending cap; however, ICs must have the funds to cover any award submissions. IC should use these awards **judiciously** and refrain from increasing amounts to compensate for the individual monetary award restrictions. SMARTHR will continue to track the spending for these awards categories separately.

NON-MONETARY AWARDS

- TOAs can be used to recognize PMAP ratings (not to exceed 40 hours or combined with cash), as well as short-term accomplishments not to exceed 80 hours of time off in a single calendar year.
- IC should use TOAs **judiciously** and refrain from increasing time-off to compensate for the individual monetary awards restrictions.

AWARD TYPE	FY18 SPENDING AUTHORITY	FY19 SPENDING AUTHORITY
Individual Performance and Individual Special Act or Service awards for non-SES/SL/ST/Senior Title 42 employees	1.5%*	1.5%*
Other - Group, Referral, Suggestion, Invention awards, and QSIs	FY2010 Limit Removed	FY2010 Limit Removed
Time-off Awards	N/A	N/A
<i>*Incorporates the reduced aggregate spending percentage caps as reduced by the Budget Control Act.</i>		