

United States Government

Department of Energy  
Bonneville Power Administration

# memorandum

DATE: December 15, 2011

REPLY TO  
ATTN OF: NHI-1

SUBJECT: Notice of Change-Quality Step Increases FY 2012

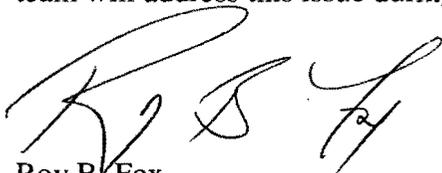
to: Anne Macron Fickes, Acting Manager, HCM Performance Enhancement - NH-1

The Quality Step Increase policy dated 2008 states that "Business Units shall not give quality step increases to more than ten (10) percent of their total annual employees at the start of each fiscal year."

For the current fiscal year (FY 2012), the Department of Energy has authorized Quality Step Increases (QSIs) for up to five (5) percent of total employees. Since hourly employees are not eligible for QSIs, I have reallocated the QSIs allotted for that group to other business units. Total QSI allocation is as follows:

Corporate - 6.9% of annual positions  
IBS - 6.8% of annual positions  
Power - 7% of annual positions  
Transmission - 6.8% of annual positions  
**Overall - 6.9% of annual positions**

For this year also, Strategic Business Partner signatures are not required. The internal policy team will address this issue during the next fiscal year as part of the policy revision process.



Roy B. Fox  
Chief Human Capital Officer

cc:  
T. Bargaen - NHL-PSB-1  
Official File - NHI-1 (MN-14a)