

## Associate Supervisor Program

### General:

The Associate Supervisor Program was developed during the 1990s to develop a national pool of well-trained employees eligible to fill vacant EAS supervisory positions. Individuals accepted to the program attend a 16-week training course, which combines classroom learning with on-the-job experience. During the training program, the employee is typically given higher level pay, as is common for many temporary duty assignments.

Upon graduation, how the employee is handled depends upon whether he or she is part of the "Standard Track" or the "Universal Track."

### ASP Standard Track (Standard for Metro Areas):

After graduation, employees are promoted noncompetitively to EAS-15, Associate Supervisor positions. When promoted, employees are given a 5% pay increase, or brought to the Supervisor Differential Adjustment (SDA) minimum rate, whichever is greater. While in the EAS-15 position, the employee is eligible for periodic pay adjustments under the SDA process.

During the next 18 months, the employee applies for vacant EAS-17 initial level supervisor positions (e.g. Supervisor, Customer Service or Supervisor, Distribution Operations). Once selected, the employee receives a standard 6% promotion increase.

The Standard Track therefore involves two promotions: (1) when the employee graduates the ASP training program, and (2) 18-months later, once promoted to the initial level supervisor position.

**Note:** Promotional increases related to the Associate Supervisor Program should not be capped by the "20% rule" that states that the maximum salary increase due to multiple promotions over a 12 month period cannot exceed 20% of the employee's salary on the date of the first promotion.

### ASP Universal Track (Remote sites):

Graduates of the Universal Track are promoted noncompetitively directly into vacant EAS-17 initial level supervisor positions (e.g. Supervisor, Customer Service or Supervisor, Distribution Operations). When this occurs, employees are given a 5% pay increase, or brought to the Supervisor Differential Adjustment (SDA) minimum rate, whichever is greater. While in the EAS-17 initial level supervisor position, the employee is eligible for periodic pay adjustments under the SDA process.

Because the employee is placed directly into the initial level supervisor position, the employee does not have a second promotion, but is rather given a pay adjustment after the first 90 days. This pay adjustment (NOA 894) should be a standard 6% pay increase.