

October 1, 2003

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 03-04
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: PRH Chapter 5: Appendix 502 (Center Financial Management)

1. Purpose. To provide an updated version of the Staff Compensation Supplement to the 2181 Center Operations Budget.
2. Background. The format and instructions for this report are being revised in a way that will more accurately compute the fringe benefits that are allocable to each position title. The existing format incorrectly treats all employer-provided fringe benefits as if they are directly sensitive to salary level. This is not always the case, in that there are important fringe benefits whose costs are not necessarily tied to an employee's salary (which, for example, is often the case with health care benefits). The new format and instructions for the Staff Compensation Supplement now require that budgeted fringe benefits be broken out into two categories: 1) those that are sensitive to salary level; and 2) those that are not sensitive to salary level. This will provide for a more accurate computation of the average compensation (salary + fringes) that is being budgeted for each position title that is listed in the format.
3. Action Required. Addressees are to ensure that a copy of this Change Notice is distributed to the appropriate staff.

REMOVE	REPLACE WITH
Appendix 502, dated April 2003	Appendix 502, dated October 1, 2003

4. Effective Date. October 1, 2003
5. Inquiries. Questions, comments, and suggestions concerning these new guidelines may be referred to Tina Hess-Williams at 202-693-3125, or email to Hess-Williams.Tina@dol.gov.

Attachments: Appendix 502 (Pages 69-72) staf_comp_supp_v2.xls (v2=version 2)