

ADS Chapter 471 - Under the General Schedule

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THIS ADS CHAPTER REPLACES HANDBOOK 26, CHAPTER 3 IN ITS ENTIRETY

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471.1 Authority

1. [5 CFR 531, Subpart B](#)
2. [Title 5, USC 5115, Chapter 53, Subchapter III and 7701\(b\)\(2\)](#)
3. [5 CFR 530, Subpart C](#)
4. [5 CFR 572](#)
5. [5 CFR 575](#)

471.2 Objective

This chapter provides the Agency's policies and essential procedures for setting pay under the General Schedule.

471.3 Responsibility

1. The Bureau for Management, Office of Human Resources, Personnel Operations (M/HR/POD) is responsible for:
 - a. making salary determinations in accordance with the law, and Office of Personnel Management (OPM) regulations. **(See Mandatory Reference, [5 CFR Sec. 531.203](#))**
 - b. determining an employee's entitlement to within-grade increases in accordance with law and OPM regulations. **(See Mandatory Reference [5 CFR, Sec. 531.401](#))**
2. OPM is responsible for:
 - a. establishing and adjusting special salary rates whenever it finds that the government's recruitment or retention efforts are, or are likely to become, significantly handicapped due to rates of pay offered by non-federal employers being significantly higher than those payable by the government, or the remoteness of the area or location, or the undesirability of the working conditions, or the nature of the work involved including exposure to toxic substances or other occupational hazards), or any other circumstance which OPM considers appropriate.
 - b. reviewing each special rate schedule at least annually and adjustments made as warranted by existing labor market conditions

and agency staffing needs. (See Mandatory Reference [5 CFR Sec. 530.303](#))

471.4 Definitions (See [ADS GLOSSARY](#))

ACCEPTABLE LEVEL OF COMPETENCE
CALENDAR WEEK
DEMOTION
EQUIVALENT INCREASE
EXISTING RATE OF BASIC PAY
HIGHER GRADE
HIGHEST PREVIOUS RATE
MOVED INVOLUNTARILY
NEW APPOINTMENT
NEXT HIGHER RATE WITHIN THE GRADE
PERMANENT POSITION
PROMOTION
QUALITY INCREASE
RATE OF BASIC PAY
REASSIGNMENT
REEMPLOYMENT
SCHEDULE TOUR OF DUTY
SUPERIOR QUALIFICATIONS APPOINTMENTS
TRANSFER
WAITING PERIOD
WITHIN-IN GRADE INCREASE

471.5 POLICY

The statements contained within the .5 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

471.5.1 PAY UNDER THE GENERAL SCHEDULE

USAID shall adhere to the policy and essential procedures contained in Title 5 of the Code of Federal Regulations (See Mandatory Reference [5 CFR 531](#)), except as specifically noted.

- a) RATE OF BASIC PAY: See Mandatory [Reference 5 CFR Sec. 531.201](#)
- b) GENERAL PROVISIONS: See Mandatory Reference [5 CFR Sec. 531.203](#)
- c) NEW APPOINTMENTS: See Mandatory Reference [5 CFR Sec. 531.203\(a\)](#)

- d) SUPERIOR QUALIFICATIONS APPOINTMENT: **See Mandatory Reference [5 CFR Sec. 531.203\(b\)](#)**
- e) POSITION OR APPOINTMENT CHANGES: **See Mandatory Reference [5 CFR Sec. 531.203\(c\)](#)**
- f) BASIS FOR HIGHEST PREVIOUS RATE: **See Mandatory Reference [5 CFR Sec. 532.203\(d\)](#)**
- g) AGENCY CLASSIFICATION ACTION: **See Mandatory Reference [5 CFR Sec. 531.203\(e\)](#)**
- h) SIMULTANEOUS ACTIONS: **See Mandatory Reference [5 CFR Sec. 531.203\(f\)](#)**

471.5.2 SPECIAL PROVISIONS

USAID shall adhere to the policies and essential procedures concerning Special Provisions contained in 5 CFR 531.204. **(See Mandatory Reference [5 CFR Sec. 531.204](#))**

- a) PROMOTIONS AND TRANSFERS: **See Mandatory [Reference 5 CFR Sec. 531.204\(a\)](#)**
- b) CLASSIFICATION DECISIONS: **See Mandatory Reference [5 CFR Sec. 531.204\(b\)](#)**
- c) EXPIRATION OR TERMINATION OF TEMPORARY PROMOTIONS: **See Mandatory Reference [5 CFR Sec. 531.204\(c\)](#)**

471.5.3 PAY SCHEDULE CONVERSION RULES AT THE TIME OF THE ANNUAL PAY ADJUSTMENT UNDER 5 USC 5303

USAID shall adhere to the policies and essential procedures concerning Pay Schedule Conversion Rules at the time of the annual pay adjustment as contained in 5 USC 5303 and 5 CFR 531.205. **(See Mandatory Reference [5 USC 5303](#) and Mandatory Reference [5 CFR 531.205](#))**

471.5.4 SPECIAL RATES FOR RECRUITMENT AND RETENTION

USAID shall adhere to the policies and essential procedures concerning Special Rates for Recruitment and Retention as contained in 5 CFR 531.530 Subpart C. **(See Mandatory Reference [5 CFR Sec. 531.530 Subpart C](#))**

471.5.5 WITHIN-GRADE INCREASES

Within-grade increases apply to both full-time and non full-time employees who occupy permanent positions subject to the General Schedule and Administratively Determined Schedule who are paid on an annual basis.

- a) Waiting Period for Within-grade Increases: **See Mandatory Reference [5 CFR Sec. 531.405](#)**
- b) Creditable Service: **See Mandatory Reference [5CFR Sec. 531.406](#)**
- c) Acceptable Level of Competence: **See Mandatory Reference [5 CFR Sec. 531.409](#) and E471.5.5(2) of this chapter.**
- d) Reconsideration of a Negative Determination: **See Mandatory Reference [5 CFR Sec. 531.410](#)**
- e) Continuing Evaluation after Withholding a Within-grade Increase: **See Mandatory Reference [5 CFR Sec. 531.411](#)**
- f) Effective Date of Within-grade Increase: **See Mandatory Reference [5 CFR Sec. 531.412](#)**
- g) Delay in determination: **See Mandatory Reference [5 CFR Sec. 531.409\(c\)](#)**
- h) Interim within-grade increase: **See Mandatory Reference [5 CFR Sec. 531.414](#)**

E471.5.5 Within-grade Increases

The supervisory shall certify that employee(s) met the requirement for the following:

- a) Approximately 90 days before the within-grade increase is due, supervisors will receive the Employee's Within-Grade Certification Sheet, Payroll change slip, to complete. Attached to the Employee's Within-Grade Certification Sheet will be information regarding the criteria for determining whether or not the employee meets an acceptable level of competence (see E471.5.5 (2)).
- b) Determine whether an employee's work is of an acceptable level of competence shall:

1. base the determination on the essential requirements of the employee's position.

2. base the determination on the employee's performance during the waiting period.

c) To insure that employees are currently aware of the level of their performance supervisors shall:

1. Keep their employees periodically advised of their performance and point out any defects which should be corrected.

2. The employee's current performance appraisal of record is the mechanism for documentation of performance supporting the determination to withholding or granting the Within-Grade Increase.

3. Notwithstanding the provisions of E471.5.5 (3)(b), the provisions of the applicable collective bargaining agreement apply to bargaining unit employees.

d) If the supervisor determines that an employee's work is not of an acceptable level of competence (hereinafter referred to as a negative determination), the supervisor shall inform the employee in writing, after the date upon which the employee otherwise becomes eligible for the Within-Grade Increase. The notification shall contain:

1. reference to the basis for the negative determination, i.e., the current rating of record; and

2. notice of the employee's right to secure reconsideration of the negative determination and of the time limits within which the employee may request reconsideration.

e) Failure on the part of the supervisor to inform an employee of a negative determination may not be the basis for changing the negative determination.

f) In order to avoid procedural errors, supervisors when they are considering withholding a within-grade increase are advised to consult Labor and Employee Relations and Performance Management (M/HR/LERPM) who will advise supervisors on the proper course of action to be taken. Supervisors will furnish to M/HR/LERPM copies of all correspondence to and from the employee.

471.5.6 QUALITY INCREASE

USAID shall adhere to the policies and essential procedures concerning Quality Increase contained in 5 CFR 531.412. **(See Mandatory Reference [5 CFR Sec. 531.412](#))**

471.6 Supplementary Reference - N/A

471.7 Mandatory Reference

[5 CFR 530](#)
[5 CFR 531](#)
[5 USC 5303](#)