

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

**Title:** Pay Setting Guidelines- General Schedule

**Number:** 451.9

**Date:** 11/19/92

**Originating Office:** Personnel Division  
Personnel Policy and Systems Branch

**This Replaces:** 451.9, 10/14/88

**Distribution:** Headquarters, Areas, and Locations

This DIRECTIVE describes ARS policy concerning the determination of basic pay for General Schedule employees and provides guidance in applying the policy.

## 1. REFERENCES

See DIRECTIVE 451.2 for related information on appointments above the minimum.

## 2. AUTHORITY

- 5 USC 5334
- FPM Chapter 531
- FPM Supplement 990-2, Book 531
- DPM Chapter 531

## 3. POLICY

The pay setting procedures that cover the majority of personnel actions are mandated by civil service regulations and are not discretionary. Some actions, such as the movement of an employee to a position with a lower rate range or the rehiring of a former Federal employee, allow agencies discretion in selecting a rate of pay. In these cases, ARS policy is:

- To generally pay the highest permissible rate consistent with merit considerations. However, employees do not have an entitlement to receive a rate higher than the minimum in these circumstances.
- To select an appropriate rate of pay after consultation between the selecting official and Personnel Division.

## 4. RESPONSIBILITIES

**Servicing personnel specialists** will ensure compliance with civil service regulations, ARS policy, and consult with the selecting official on any case where discretion is permitted in the selection of a rate of pay.

**Selecting officials** will apply the criteria for selecting a pay rate in any discretionary case in a fair and consistent manner.

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