

## ADS Chapter 474 - SALARY AND GRADE RETENTION

### Table of Contents

<u>474.1</u>	<u>Authority</u> .....	<u>2</u>
<u>474.2</u>	<u>Objective</u> .....	<u>2</u>
<u>474.3</u>	<u>Responsibility</u> .....	<u>2</u>
<u>474.4</u>	<u>Definitions</u> .....	<u>2</u>
<u>474.5</u>	<u>POLICY</u> .....	<u>2</u>
<u>474.5.1</u>	<u>ENTITLEMENT</u> .....	<u>2</u>
<u>474.5.2</u>	<u>COVERAGE AND APPLICABILITY OF GRADE RETENTION</u> .....	<u>3</u>
<u>474.5.3</u>	<u>COVERAGE AND APPLICABILITY OF PAY RETENTION</u> .....	<u>3</u>
<u>474.5.4</u>	<u>EXCLUSIONS</u> .....	<u>3</u>
<u>474.5.5</u>	<u>DETERMINATION OF RETAINED GRADE AND RATE OF BASIC PAY; LOSS OF, OR TERMINATION OF ELIGIBILITY</u> .....	<u>3</u>
<u>474.5.6</u>	<u>MISCELLANEOUS PROVISIONS</u> .....	<u>4</u>
<u>474.6</u>	<u>Supplementary Reference</u> .....	<u>4</u>

# THIS ADS CHAPTER REPLACES HANDBOOK 26, CHAPTER 9 IN ITS ENTIRETY

## ADS Chapter 474 - SALARY AND GRADE RETENTION

### 474.1 Authority

1. [Title 5, United States Code \(U.S.C.\), SUBCHAPTER VI, Section 5361-5366](#)
2. [Title 5, Administrative Personnel, Code of Federal Regulations \(CFR\) Part 536](#)

### 474.2 Objective

This chapter outlines the policies and essential procedures to be followed administering and computing pay and grade retention benefits for employees whose demotions in General Schedule or Wage Board positions are without personal cause, not at their own request, and not in a reduction-in-force due to lack of funds or curtailment of work.

### 474.3 Responsibility

The Bureau for Management, Office of Human Resources (M/HR) is responsible for determining eligibility for pay and grade retention.

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

DEMOTION AT AN EMPLOYEE'S REQUEST  
DEMOTION FOR PERSONAL CAUSE  
EMPLOYEE  
EMPLOYMENT ON A TEMPORARY OR TERM BASIS  
RATE OF BASIC PAY  
RATE SCHEDULE  
REORGANIZATION  
REPRESENTATIVE RATE  
TEMPORARY PROMOTION  
TEMPORARY REASSIGNMENT

### 474.5 POLICY

The following are the official Agency policies and essential procedures:

#### 474.5.1 ENTITLEMENT

U.S. Agency for International Development (USAID) shall adhere to the entitlement policy and procedures contained in 5 CFR 536.101. (See **Mandatory Reference [5 CFR 536.101](#)**)

#### **474.5.2 COVERAGE AND APPLICABILITY OF GRADE RETENTION**

U.S. Agency for International Development (USAID) shall adhere to the coverage and applicability of grade retention policy and procedures contained in 5 CFR 536.103. **(See Mandatory Reference [5 CFR 536.103](#))**

#### **474.5.3 COVERAGE AND APPLICABILITY OF PAY RETENTION**

U.S. Agency for International Development (USAID) shall adhere to the coverage and applicability of pay retention policy and procedures contained in 5 CFR 536.104. **(See Mandatory Reference [5 CFR 536.104](#))**

#### **474.5.4 EXCLUSIONS**

USAID shall adhere to the exclusion policy and procedures contained in 5 CFR 536.105. **(See Mandatory Reference [5 CFR 536.105](#))**

#### **474.5.5 DETERMINATION OF RETAINED GRADE AND RATE OF BASIC PAY; LOSS OF, OR TERMINATION OF ELIGIBILITY**

The Agency shall adhere to the following policies and essential procedures in the various sections of 5 CFR 536:

- a) COMPARISON OF GRADES IN DIFFERENT PAY SCHEDULES OR PAY SYSTEMS **(See Mandatory Reference [5 CFR 536.201](#))**
- b) PERIOD OF GRADE RETENTION **(See Mandatory Reference [5 CFR 536.202](#))**
- c) DETERMINATION OF RETAINED GRADE **(See Mandatory Reference [5 CFR 536.203](#))**
- d) DETERMINATION OF APPLICABLE RATE SCHEDULE **(See Mandatory Reference [5 CFR 536.204](#))**
- e) DETERMINATION OF RATE OF BASIC PAY **(See Mandatory Reference [5 CFR 536.205](#))**
- f) CRITERIA FOR A "REASONABLE OFFER" **(See Mandatory Reference [5 CFR 536.206](#))**

- g) LOSS OF ELIGIBILITY FOR GRADE RETENTION (**See Mandatory Reference [5 CFR 536.207](#)**)
- h) TERMINATION OF GRADE RETENTION (**See Mandatory Reference [5 CFR 536.208](#)**)
- i) LOSS OF ELIGIBILITY FOR, OR TERMINATION OF, PAY RETENTION (**See Mandatory Reference [5 CFR 536.209](#)**)

#### **474.5.6 MISCELLANEOUS PROVISIONS**

USAID shall adhere to the following policy and procedures pertaining to Miscellaneous Provisions as contained in 5 CFR 536, Subpart C:

- a) PLACEMENT AND CLASSIFICATION PLANS (**See Mandatory Reference [5 CFR 536.301](#)**)
- b) APPEAL OF TERMINATION OF BENEFITS BECAUSE OF REASONABLE OFFER (**See Mandatory Reference [5 CFR 536.302](#)**)
- c) DOCUMENTATION (**See Mandatory Reference [5 CFR 536.303](#)**)
- d) ISSUANCE OF EMPLOYEE LETTERS (**See Mandatory Reference [5 CFR 536.304](#)**)
- e) AVAILABILITY OF INFORMATION (**See Mandatory Reference [5 CFR 536.307](#)**)
- f) APPLICABILITY OF RETAINED GRADE (**See Mandatory Reference [5 CFR 536.308](#)**)

#### **474.6 Supplementary Reference - N/A**