

Common Pay Policy (DRAFT)

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Common Pay Policy

I. Purpose

To define agency policy related to pay where agency flexibility is allowed and establish consistency in the administration of the pay program for agencies served by the Support Services Bureau (SSB).

II. Responsibilities

- a. SSB Human Resources will:
 - Establish pay policy for agencies served by SSB,
 - Review pay practices in personnel management evaluations; and
 - Advise ASU HR specialists.

- b. ASU Human Resources will:
 - Follow SSB and Government-wide pay policy,
 - Set pay appropriately in accordance with policy and regulations,
 - Maintain records and data required for program administration; and
 - Advise supervisors and employees about pay issues.

- c. Supervisors will:
 - Effectively link pay and performance by fully using existing pay systems and provisions,

Assure non-exempt employees do not work without proper compensation, and Ensure that travel is by the most expeditious means and commensurate with the nature and purpose of the traveler's duties.

- d. Employees will:
 - Review pay documents to assure accuracy,
 - Request overtime in advance; and
 - Never falsify pay documents

III. Determining Rate of Basic Pay

- a. It is the policy of the SSB to pay employees at the maximum rate permitted by law and regulation except for the following cases where the higher grade was not held for one year:

temporary promotions;
demotions for cause,

The maximum payable rate shall be based on an established tour of duty while serving under an appointment not limited to 90 calendar days or less, or for a continuous period of not less than 90 calendar days under one or more appointments without a break in service.

The maximum payable rate shall not exceed the top step of the grade for the position.

- b. Pay setting for various personnel actions

- 1. New Appointments

Pay for newly appointed employees will be set at the minimum rate of the appropriate grade, or at step 1 of the Special Salary Rate that covers the position.

Selecting officials may request to make superior qualifications appointments to set pay above the minimum rate of the grade. Such requests will be reviewed and approved by Unique Program Entity Administrative Officers, State ASU Administrative Officers, and Headquarters Operations Branch, Human Resources.

- 2. Transfers and Reinstatements

It is SSB policy to provide the highest rate of pay allowable for the grade of the position.

- 3. Reassignments

It is SSB policy to make no change to an employee's pay when being reassigned from one office or position to another, except as required when moving between pay locality areas.

4. Promotions

It is SSB policy to provide the highest rate of pay allowable when an employee is promoted from one position to another. The employee gets the benefit of the higher of the rates determined using promotion rules and highest previous rate rules.

5. Change to Lower Grade

It is SSB policy to establish pay at the highest rate of the grade allowable using highest previous rate rules.

c. Highest Previous Rate

1. It is SSB policy to apply the highest previous rate rule in all cases where appropriate under regulations contained at 5 CFR 531.203(c).
2. Using HPR is not appropriate when an employee accepts a change to lower grade to a position with greater promotion potential than his/her current position with the expectation that he/she will be repromoted within 120 days.

IV. Premium Pay and Overtime

a. It is the policy of the SSB that all requests for overtime/compensatory time be; ordered or requested in advance; ordered or requested in writing; and include a written justification. Emergency requests may be handled by phone and followed up in writing. Authority to approve overtime is delegated to the Division Director, the State Leader, or equivalent or designee.

All premium pay and overtime to include compensatory time, travel overtime, and training overtime shall be paid in accordance with 5 U.S.C. 5542 for employees designated as exempt and the higher entitlement calculated under FLSA and 5 U.S.C. for employees designated as non-exempt. Employees shall refer to their latest SF-50 or AD-332 to determine FLSA coverage.

b. Representational Activities

Payment of overtime or compensatory time for representational activities conducted outside of the union representatives' normal workday is not authorized.

V. Special Bonuses and Allowances

a. Advances in Pay

In cases of demonstrated hardship, agencies covered by the SSB may authorize a new employee up to 2 pay periods worth of pay in advance to assist them before receiving

their first regular paycheck. The advance may be paid no earlier than the date of appointment.

b. Recruitment Bonus

Agency designated officials may authorize the payment of a recruitment bonus of up to 25 percent of the annual basic pay to an individual newly appointed to the Federal government or appointed following a break in service of at least 90 calendar days from the last period of Federal employment if in the absence of a bonus the Agency would encounter difficulty in filling the position with a high-quality candidate.

c. Relocation Bonus

Agency designated officials may authorized to pay a relocation bonus of up to 25 percent of the annual basic pay to a Federal employee who must relocate, without a break in service, to accept a position in a different commuting area if determined that in the absence of the bonus the agency would encounter difficulty in filling the position with a high-quality candidate.

d. Retention Allowances

Designated agency officials are authorized to pay a retention allowance of up to 25 percent of the annual basic pay to a current employee:

who would otherwise be likely to leave the Federal service,

who has unusually high or unique qualifications, or

whose departure would affect the Agency's ability to carry out an activity essential to the Agency's function,

only if the employee has completed 1 year of continuous service with the Agency immediately before this payment.

e. Payment of Travel and Transportation Expenses for New Appointees and Interviews

Designated agency officials may authorize payment of travel and transportation expenses of any individual candidate to report for an interview and the expenses for a new appointee reporting to the first post of duty.

VI. Garnishments

Court ordered garnishments will be approved by the SSB Employment and Classification Branch and processed by Headquarters Operations Branch, UPE or ASU as appropriate for all employees served by the SSB.

VII. Waivers of Overpayment of Pay and Allowances

Waivers of overpayment may be granted when collection would be against equity and good conscience and not in the best interest of the United States. Overpayments may be eligible for waiver when:

The erroneous payment occurred through administrative error, or

There is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the recipient.

Requests for waiver shall be reviewed by applicable Headquarters Operations Branch, UPE or ASU Administrative Officer and if appropriate, they will forward the request to the SSB Employment and Classification Branch with a recommendation for approval.

VIII. County Office and Foreign Service Employees

It is the policy of the SSB that all County Office and Foreign Service Employees continue to be covered by any prior Agency and Department of State regulations.

Table 1

Delegations of Authority

	SSB Employ/ Class Branch	Headqtrs. Opera- tion	Unique Program Entity (UPE) AO	Admin. Support Unit (ASU) AO	HeadqtrsDi vision Director	State Agency Leader
Determining Rate of Basic Pay	X	X	X	X		
Overtime/Compensatory Time	X	X	X	X	X	X
Special Bonuses & Allowances						
Advances in Pay	X	X	X	X	X	X
Recruitment/Relocation Bonuses	X					
Retention Bonuses	X					
Travel & Transportation Expenses for New Hires	X	X	X	X	X	X
Garnishments	X					
Overpayment Waivers	X					
Grade/Pay Retention	X	X	X	X		