Supervisory Development Course

Compensation and Pay

California National Guard An Overview of Compensation and Pay CAJS-J1-HR-PS

Introduction

- Discuss the essential elements and requirements of compensation and pay
- Presenter: TSgt Latesha Williams
- Reference(s): 5 CFR, CNG FPR 530,
 CNG FPR 532, CNG FPR 550, CNG FPH 206,

Agenda

- Pay Systems
- Pay Adjustments
- Step Increases
- Pay Setting Rules
- Special Salary Rates
- HPR/MPR
- Promotions
- Grade and Pay Retention
- Compensatory Time

Agenda (cont.)

- Shift Differential
- Holiday Premium Pay
- Sunday Premium Pay
- O HDP/EDP
- Supervisory Differential
- Severance Pay
- Permanent Change of Station (PCS)
- Back Pay

Pay Systems

- General Schedule (GS) a nationwide system
- Federal Wage System (FWS) a system based on local wages

Pay Systems

- General Schedule (GS) Covers:
 - Professional
 - Administrative
 - Clerical
 - Protective
- Consists of 15 Grades, 10 Steps each

Pay Systems

- Federal Wage System (FWS) :Covers
 Trades and Crafts related fields
- Consists of:
 - 15 Grades for Non-Supervisory (WG)
 - 15 Grades for Work Leaders (WL)
 - 19 Grades for Supervisory (WS)
 - All with 5 steps per grade

Pay Adjustments

- GS (Nationwide)
 - Determined by Congress
 - Approved by the President
 - Computed as a percentage of basic pay
 - May increase, decrease or remain the same

Pay Adjustments (cont.)

o FWS

- Employment Cost Index (ECI)
- Determined by the local wage survey
- Change is unique to wage area
- May increase, decrease or remain the same

Step Increases

- GS employees must have overall rating of satisfactory.
- GS employees must complete the required waiting period:
 - Steps 2,3,41 Year
 - Steps 5,6,7 2 Years
 - Steps 8,9,103 Years
- Temporary GS employees are not eligible for increases.

Step Increases

- FWS employees must have overall rating of satisfactory.
- FWS employees must complete the required waiting period:

Step 26 Months

Step 318 Months

Steps 4,52 Years

 All FWS employees are eligible for increases.

Pay Setting Rules

Effective 1 May 05

- Locality pay is considered when applying various pay setting rules (MPR, promotion, pay retention, etc.)
- A locality rate may not be paid on top of a retained rate.
- When an employee's official worksite is changed to a new location where a different pay schedule applies, this would cause a <u>geographic conversion</u> to be applied before processing any other pay actions.
- Special Salary rate consist of a base rate and a supplement.

Special Rates

- Special Rates have been established for occupational groups where significant problems with recruiting and retaining employees have been experienced.
- Special salary rates are established by occupation, grade, agency, and/or geographic location. (Example: Information Technology Specialist, Engineers, and Air Traffic Controllers, Pilots, etc.)

HPR/MPR

Highest Previous Rate (HPR)

 The highest actual rate of basic pay earned while employed by the federal government, based on a regular tour of duty.

Exclusions:

- a. A rate received while the technician was temporarily promoted for less than 1 year (except when immediately placed permanently).
- b. Appointment limited to 90 days or less, or under one or more appointments with break in service.
- c. A special rate can not be used, unless in a reassignment within the CNG.
- d. Breaks in service of 10 years or more.
- e. A change to lower grade due to cause based on conduct.

HPR/MPR

MAXIMUM PAYABLE RATE (MPR)

- The highest amount at which an employee's pay may be set when the highest previous rate is considered.
- MPR Rules are discretionary.
- CNG FPR 530, dated 1 Aug 2006

Promotions

- Definitions:
- 1. GS-Promotion is when a GS employee moves from one GS grade to a higher GS grade.
- 2. FWS-Promotion is when the move results in an increase in pay of any amount.
- GS employees Generally receive pay increases equivalent to 2-step increase (Basic Pay) of the old grade.
- FWS employees Generally receive at least 4% of the representative grade (Step 2) of the old grade.

Grade and Pay Retention

- Grade Retention Provides a 2year period following a personnel action which resulted in a reduction in grade.
- Pay Retention Extends relief from a personnel action when grade retention provisions do not apply.

Grade Retention

- Mandatory Grade Retention
 - Reduction-in-Force into a lower grade
 - Grade lowered due to reclassification
- Optional Grade Retention
 - The Adjutant General has the authority to grant grade retention due to mission related reasons.
 - Employees affected by RIF or Reorganizations
 - Employees placed through Priority Placement Program (PPP).

Note: Technicians on grade retention receive 100% of all pay increases.

Pay Retention

- Mandatory Pay Retention
 - Grade-Retention time requirements are not met.
 - Transfer from a special rate position to a non-special or lower level special rate position.
 - Grade Retention expires
 - Loss or reduction of special rates

Pay Retention (cont.)

Optional Pay Retention –

- At The Adjutant General discretion:
 - Mission related reasons
 - Move due to ill health in lieu of disability retirement.
 - Filling a designated hard-to-fill position.

Note: Technicians on pay retention receive 50% of all pay increases. Technicians on combined Grade & Pay retention are entitled to 50% of annual pay increases.

Compensatory Time

- National Guard technicians are not authorized "overtime pay" IAW Title 32 USC 709.
- However, "compensatory time" may be granted for hours worked beyond the normal workday.
- Compensatory time is reported on NGB 46-14.

Shift Differential

- Regularly Scheduled work only
- GS Basic rate plus 10% for work scheduled and performed between 1800-0600 hours.
- FWS Basic rate plus:
 - 7.5% if majority of hours between 1500-2400 hours.
 - 10% if majority of hours between 2400-0800 hours.

Holiday Premium Pay

- Technicians shall be paid a premium consisting of an <u>additional</u> 100% of the regular basic rate for scheduled hours worked in a pay status on Holidays (e.g. double-time).
- Time worked on the Holiday will not exceed the technicians regular work hours.
- Any time beyond the 8 hours (depending on work schedule) will be considered "comp" time.

Sunday Premium Pay

- Technicians are entitled to the base rate plus 25% for regularly scheduled hours worked in a pay status on Sundays.
- Part-time employees are not eligible.

HDP/EDP

- Hazardous Duty Pay applies to General Schedule (GS) with duty characterized by unusual physical hardship or hazards approved by HRO in advance.
- Environmental Differential Pay applies to Federal Wage Schedule positions only (WG, WL, WS) with duty characterized by unusual physical hardship or hazards approved by HRO in advance.

Policy

- Supervisors must insure that safety practices and acceptable work procedures are followed.
- When a hazardous situation cannot be avoided or practically eliminated, a request to establish an EDP/HDP situation must be prepared.

ocumentation/ Forms

Request for HDP or EDP Determination SF 52 – Request for Personnel Action

NGB Form 104 – Certification of Authorization for Payment (completed by supervisors to authorize payment of approved situations)

Supervisory Differential Pay

- A pay adjustment which may be given when a General Schedule (GS) supervisor makes less than his/her non-GS (FWS) technician.
- Supervisory differentials are granted at the agency's discretion and are not mandatory.

In order to be eligible for the differential the GS Supervisor must do the following:

- Must be responsible for direct technical supervision over the work of one or more non-GS technicians, <u>and</u>
- Would, in the absence of the differential, be paid less than the technicians.

Severance Pay

- Eligibility Requirements
 - Part-time or Full-time
 - Permanent or Indefinite employees
 - Involuntary Separation other than inefficiency, misconduct, or delinquency
 - 12 months continuous service
 - Not eligible for an immediate retirement annuity upon separation
 - Cannot be receiving injury compensation
 - Cannot have declined a reasonable offer

Note: Technicians separated due to promotion to General Officer are considered involuntarily separated and are entitled to severance pay.

Severance Pay (cont.)

- If employee is re-employed as a temporary employee he/she will not lose the entitlement; however severance pay is suspended during the temporary employment period.
- The temporary periods of service are not covered for purposes of computing severance pay.
- Amount of severance is determined based:
 - One weeks pay for each year of service up to 10 and
 - Two weeks pay for every year after 10 and
 - 10% adjustment for each year over the age of 40

Permanent Change of Station (PCS)

Who's Eligible:

- New and Current Permanent Technicians
- Temporary or Indefinite technicians are not eligible for PCS benefits.

The following conditions must exist for the technician to be entitled to reimbursement:

- a. The movement from one duty station to another must be in the interest and/or benefit of the government.
- b. The individual must complete DD Form 1618 Transportation Agreement.
- c. Request for Personnel Actions, SF 52.
- d. CNG 680-11, Request and Authorization for Permanent Change of Station.

Funding:

- Army PCS Funding must be approved by the Human Resources Officer or Army Fund Manager.
- Air Guard PCS Funding must be approved by the Wing Comptroller or Fund Manager.

Back Pay

The Back Pay Act provides a mechanism to compensate technicians for errors in the computation of their pay.

- Situations Not Warranting Back Pay [5 CFR 550.801]
 - Classifications actions are exempt under the Back Pay Act
 - Erroneous Advice or Guidance may not be granted to compensate for mistakes in oral or written guidance provided by State Officials who do not have final authority to approve the actions on which they are advising
- Situations Warranting Back Pay [5 CFR 550.804].
 - Delay in processing a Promotion or other Pay action which has duly been authorized (having received all requisite approvals) may be eligible for an award of back pay.
 - Statue of Limitations There is a statute barring back pay awards for more than six years from the occurrence of the offending action or the timely filing of the appeal or grievance.

Summary

- Pay Systems
- Special Salary Rates
- Nationwide Pay Adjustments
- New Pay Setting Rules
- o WGI
- HPR/MPR
- Promotions
- Grade and Pay Retention
- Compensatory Time

Summary (cont.)

- Shift Differential
- Holiday Premium Pay
- Sunday Premium Pay
- O EDP/HDP
- Supervisory Differential Pay
- Severance Pay
- o PCS
- Back Pay

Questions

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