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# ADS Chapter 471

## Pay Under the General Schedule

Document Quality Check Date: 10/11/2012  
Partial Revision Date: 12/30/2011  
Responsible Office: OHR/PPIM  
File Name: 471\_101112

Functional Series 400 – Personnel  
 ADS 471 – Pay Under the General Schedule  
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## **ADS 471 – Pay Under the General Schedule**

### **471.1 OVERVIEW**

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

### **471.2 PRIMARY RESPONSIBILITIES**

**a.** The **Office of Human Resources, Employee and Labor Relations Division (OHR/ELR)** is responsible for:

(1) Making salary determinations in accordance with the law, and Office of Personnel Management (OPM) regulations. (See [5 CFR 531.203](#))

(2) Determining an employee's entitlement to within-grade increases in accordance with law and OPM regulations. (See [5 CFR 531.401](#))

**b.** **OPM** is responsible for:

(1) 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.

(2) Reviewing each special rate schedule at least annually and adjustments made as warranted by existing labor market conditions and agency staffing needs. (See [5 CFR 530.303](#))

### **471.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

The statements contained within the .3 section of this ADS chapter are the official Agency policies and corresponding essential procedures.

#### **471.3.1 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 [5 CFR 531](#)), except as specifically noted.

**a.** **Rate of Basic Pay:** See [5 CFR 531.201](#)

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- b. **General Provisions:** See [5 CFR 531.203](#)
- c. **New Appointments:** See [5 CFR 531.203\(a\)](#)
- d. **Superior Qualifications Appointment:** See [5 CFR 531.203\(b\)](#)
- e. **Position or Appointment Changes:** See [5 CFR 531.203\(c\)](#)
- f. **Basis for Highest Previous Rate:** See [5 CFR 532.203\(d\)](#)
- g. **Agency Classification Action:** See [5 CFR 531.203\(e\)](#)
- h. **Simultaneous Actions:** See [5 CFR 531.203\(f\)](#)

#### **471.3.2 Special Provisions**

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

- a. **Promotions and Transfers:** See [5 CFR 531.204\(a\)](#)
- b. **Classification Decisions:** See [5 CFR 531.204\(b\)](#)
- c. **Expiration or Termination of Temporary Promotions:** See [5 CFR 531.204\(c\)](#)

#### **471.3.3 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 [5 USC 5303](#) and [5 CFR 531.205](#))

#### **471.3.4 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 [5 CFR 531.530, Subpart C](#))

#### **471.3.5 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.

*\*An asterisk and yellow highlight indicate that the adjacent material is new for this chapter or substantively revised.*

- a. **Waiting Period for Within-Grade Increases:** See [5 CFR 531.405](#)
- b. **Creditable Service:** See [5 CFR 531.406](#)
- c. **Acceptable Level of Competence:** See [5 CFR 531.409](#) and 471.3.5 of this chapter.
- d. **Reconsideration of a Negative Determination:** See [5 CFR 531.410](#)
- e. **Continuing Evaluation after Withholding a Within-Grade Increase:** See [5 CFR 531.411](#)
- f. **Effective Date of Within-grade Increase:** See [5 CFR 531.412](#)
- g. **Delay in Determination:** See [5 CFR 531.409\(c\)](#)
- h. **Interim Within-Grade Increase:** See [5 CFR 531.414](#)

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 471.3.5 (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.

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**(3)** Notwithstanding the provisions of 471.3.5 (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 Employee and Labor Relations Division OHR/ELR) who will advise supervisors on the proper course of action to be taken. Supervisors will furnish to OHR/ELR copies of all correspondence to and from the employee.

### **471.3.6 Quality Increase**

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

## **471.4 MANDATORY REFERENCES**

### **471.4.1 External Mandatory References**

- a.** [5 CFR 530, Pay Rates and Systems \(General\)](#)
- b.** [5 CFR 531, Pay Under the General Schedule](#)
- c.** [5 CFR 572, Travel and Transportation Expenses; New Appointees and Interviews](#)
- d.** [5 CFR 575, Recruitment, Relocation, and Retention Incentives; Supervisory Differentials; and Extended Assignment Incentives](#)

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e. [5 USC 5115, Chapter 53, Subchapter III and 7701\(b\)\(2\)](#)

f. [5 USC 5303, Annual adjustments to pay schedules](#)

#### **471.4.2 Internal Mandatory References**

*Effective Date: 12/30/2011*

There are no Internal Mandatory References for this chapter.

#### **471.5 ADDITIONAL HELP**

Effective Date: 12/30/2011

There are no Additional Help documents for this chapter.

#### **471.6 DEFINITIONS**

The terms and definitions listed below have been incorporated into the ADS Glossary. See the [ADS Glossary](#) for all ADS terms and definitions.

##### **acceptable level of competence**

For the Civil Service, an acceptable level of competence means "Effective" performance by an employee of the duties and responsibilities of their assigned position which warrants advancement of the employee's rate of basic pay to the next higher step of the grade of their position. See [5 CFR 531.403](#). (Chapters 471 and [462](#))

##### **calendar week**

See [5 CFR 531.403](#) (Chapter 471)

##### **demotion**

See [5 CFR 531.202](#). (Chapter 471)

##### **equivalent increase**

Equivalent increase means an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of pay for the next higher step of that grade or the next higher rate within the grade (as defined in section 531.403 of 5 CFR ). (Chapters [470](#) and 471)

##### **existing rate of basic pay**

See [5 CFR 531.202](#). (Chapter 471)

##### **higher grade**

See [5 CFR 531.202](#). (Chapter 471)

##### **highest previous rate**

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See [5 CFR 531.202](#). (Chapter 471)

**moved involuntarily**

See [5 CFR 531.202](#). (Chapter 471)

**new appointees**

See [5 CFR 531.202](#). (Chapter 471)

**next higher rate within the grade**

See [5 CFR 531.403](#). (Chapter 471)

**permanent position**

See [5 CFR 531.403](#). (Chapter 471)

**promotion**

See [5 CFR 531.202](#). (Chapter 471)

**quality increase**

See [5 CFR 531.412](#). (Chapter 471)

**rate of basic pay**

See [5 CFR 531.202](#). (Chapter 471)

**reassignment**

See [5 CFR 531.202](#). (Chapter 471)

**reemployment**

See [5 CFR 531.202](#). (Chapter 471)

**schedule tour of duty**

See [5 CFR 531.403](#). (Chapter 471)

**superior qualifications appointments**

See [5 CFR 531.203\(b\)](#). (Chapter 471)

**transfer**

See [5 CFR 531.202](#). (Chapter 471)

**waiting period**

See [5 CFR 531.403](#). (Chapter 471)

**within grade increase**

See [5 CFR 531.403](#). (Chapter 471)

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