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ADS Chapter 473

Pay Under Prevailing Rate Systems

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 ADS 473 – Pay Under Prevailing Rate Systems
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ADS 473 – Pay Under Prevailing Rates Systems

473.1 OVERVIEW

Effective Date: 02/03/1995

This chapter outlines the policies and procedures governing pay for prevailing rate (wage) employees. For information on performance and special awards, see [ADS 491, USAID Incentive Awards Program](#). This chapter applies to USAID direct hire employees who are: (1) in a recognized trade or craft; (2) in an unskilled, semi-skilled or skilled manual labor occupation; (3) paid under the wage board non-supervisory (WG) and wage board supervisory (WS) pay schedules; and (4) paid under printing and lithographic non-supervisory (XP) and printing and lithographic supervisory (XS) pay schedules.

473.2 PRIMARY RESPONSIBILITIES

Effective Date: 02/03/1995

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

- (1) Assessing qualifications of candidates and refers well-qualified candidates for selection consideration,
- (2) Reviewing all positions on a periodic basis to assure classification standards are current, establishing rates of pay, and
- (3) Processing all personnel actions related to wage employees.

b. The **Office of Human Resources, Employee and Labor Relations Division, Position Management and Classification Branch (OHR/ELR/PMC)** is responsible for:

- (1) Classifying positions,
- (2) Processing classification appeals, and
- (3) Maintaining a record of all classification appeals.

c. **Supervisors** are responsible for:

- (1) Establishing and maintaining an effective position structure consistent with approved authorities;
- (2) Assigning duties to positions, discussing work assignments with employees, preparing position descriptions, and certifying the accuracy of position descriptions for which accountable;

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(3) Initiating position actions when significant changes have been made in duties, responsibilities or supervisory relationships; and

(4) Advising employees of their right to review position classification standards and to appeal a classification decision.

d. **Employees** are responsible for:

(1) Submitting to the Office of Human Resources, Employee and Labor Relations Division (OHR/ELR) a written request for review if the employee believes the position is erroneously graded; and

(2) Furnishing such facts as may be requested by OHR/ELR to ensure that a request for review is processed in a timely manner.

473.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

Effective Date: 06/13/2002

For more details on higher pay caps, see [473mab, New Higher Pay Cap on Premium Pay in Effect.](#)

473.3.1 Rates of Pay General

Effective Date: 02/03/1995

Rates of pay are fixed and adjusted in accordance with 5 USC 5341.

473.3.2 Pay Administration

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on pay administration contained in 5 CFR 532, Subpart D.

473.3.3 New Appointments

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on new appointments contained in 5 CFR 532.403. (See [5 CFR 532.403](#))

473.3.3.1 Use of Highest Previous Rate

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on use of the highest previous rate contained in 5 CFR 532.405. (See [5 CFR 532.405](#))

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473.3.3.2 Promotions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on promotions contained in 5 CFR 532.407. (See [5 CFR 532.407](#))

473.3.3.3 Grading and Regrading of Positions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on grading and regrading of positions contained in 5 CFR 532.409. (See [5 CFR 532.409](#))

An employee may at any time appeal, through a written request for review, the occupational series, grade or title to which assigned per the procedures as follows:

The request for review must be submitted to the Bureau for Management, Office of Human Resources, Employee and Labor Relations Division (OHR/ELR) through the employee's supervisor. Office of Human Resources, Employee and Labor Relations Division, Position Management Classification (OHR/ELR/PMC) shall process the request for review and advise the employee in writing of the outcome of the review, as well as, provide analysis of the job.

- a. The employee may appeal a decision by the Bureau for Management, Office of Human Resources, Employee and Labor Relations Division (OHR/ELR) to the U.S. Office of Personnel Management (OPM) per the procedures as follows:

The appeal must be filed within 15 calendar days after receipt of the Office of Human Resources, Employee and Labor Relations Division, Position Management Classification's (OHR/ELR/PMC) decision.

- b. The employee has the right to be represented and advised by a representative of their choosing during the appeal process.

473.3.3.4 Details

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on details contained in 5 CFR 532.411. (See [5 CFR 532.411](#))

473.3.3.5 Simultaneous Actions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on simultaneous actions contained in 5 CFR 532.413. (See [5 CFR 532.413](#))

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473.3.3.6 Application of New or Revised Wage Schedules

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on application of new or revised wage schedules contained in 5 CFR 532.415. (See [5 CFR 532.415](#))

473.3.3.7 Within-Grade Increases

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on within-grade increases contained in 5 CFR 532.417 and 5 CFR 536. (See [5 CFR 532.417](#))

473.5.3.8 Grade and Pay Retention

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on grade and pay retention contained in 5 CFR 532.419. (See [5 CFR 532.419](#) and see [5 CFR Part 536](#))

473.4 MANDATORY REFERENCES

473.4.1 External Mandatory References

Effective Date: 02/03/1995

- a. [5 CFR 532, Prevailing Rate Systems](#)
- b. [5 CFR 536, Grade and Pay Retention](#)
- c. [5 USC 5341, Policy](#)
- d. [5 USC 5342, Definitions; application](#)
- e. [5 USC 5343, Prevailing rate determinations; wage schedules; night](#)
- f. [5 USC 5344, Effective date of wage increase; retroactive pay](#)
- g. [5 USC 5345, Repealed](#)
- h. [5 USC 5346, Job grading system](#)
- i. [5 USC 5347, Federal Prevailing Rate Advisory Committee](#)
- j. [5 USC 5348, Crews of vessels](#)
- k. [5 USC 5349, Prevailing rate employees; legislative, judicial, Bureau of Engraving and Printing, and government of the District of Columbia](#)
- l. [5 USC 5544, Wage-board overtime and Sunday rates; computation](#)

Text highlighted in yellow indicates that the adjacent material is new or substantively revised.

- m. [5 USC 5545, Night, standby, irregular, and hazardous duty differential](#)
- n. [5 USC 5546, Pay for Sunday and holiday work](#)

473.4.2 Internal Mandatory References
Effective Date: 06/13/2002

- a. [ADS 473mab, New Higher Pay Cap on Premium Pay in Effect](#)

473.5 ADDITIONAL HELP
Effective Date: 02/03/1995

There are no Additional Help documents for this chapter.

473.6 DEFINITIONS
Effective Date: 02/03/1995

There are no Definitions for this chapter.

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