Federal Wage System Employees

USDA Pay-Setting Guide

March 2023

This pay-setting guide was developed to provide a comprehensive reference to assist HR Specialists to set pay. This guide provides in-depth coverage of many areas; however, users should refer to applicable laws, regulations, Departmental Regulations, and agency-specific policy when making pay decisions.

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**FEDERAL WAGE SYSTEM**

**Q: What is the Federal Wage System?**

**A:** The Federal Wage System (FWS) is also known as the prevailing rate system. The FWS covers employees who work in trades, crafts, and skilled and unskilled labor positions. Pay is based on prevailing rates for similar occupations in the geographic area. The FWS has three major pay plans:

1. Wage Grade (WG)
2. Wage Leader (WL)
3. Wage Supervisor (WS)

Unlike the General Schedule (GS), changes to FWS pay rates are not all done at the same time. They are effective throughout the year depending on the timing of the surveys for the particular areas.

## WAGE AREA PAY TABLES

**Q: I have no idea where I even start when setting pay for a FWS employee. I don’t even know where I find pay tables or what pay table I’m supposed to use.**

**A:** The Department of Defense (DOD) is actually the one who issues the wage area pay tables each year and the good news is that DOD websites are usually pretty user-friendly. There are a lot of steps but they are pretty easy to follow.

**Step 1:** Go to DOD’s appropriated fund wage schedule website: [Wage and Salary (osd.mil)](https://wageandsalary.dcpas.osd.mil/BWN/WageIndex)

**Step 2:** Select the State. A picture of the United States comes up so you can either click on the state or click the drop-down menu. *Click on the state.*

**Step 3:** Schedule Type. Different states will have different wage schedules. For example, NM only has a “Regular Area” but California also has “Floating Dock” and “Lock and Dam” pay tables. *Click on the pay table that applies to the position you’re filling, more than likely it will be the “Regular Area”.*

**Step 4:** Wage Area or County. Just like the GS pay tables, the FWS pay tables are broken out by county *(if you don’t know the county where the official duty station is located then just Google it). Click “County”.*

**Step 5:** County. *Select the county where the official duty station is located.*

**Step 6:** Document Type. You can either select “Schedule” or “Schedule Back” *(the schedule back document is just a summary page). Click on “Schedule”*

**Step 7:** Schedule Issue Date.*Select the current pay table (or earlier if you’re looking for an earlier pay table).*

**Step 8:** Submit. Click submit and a new window will open with the pay table. The wage area table will be broken out by WG; WL; and WS.

## HOW DO I SET PAY?

**Q: OK, I found the pay table but how do I set the pay?**

**A:** Pay is set using the pay-setting rules of the pay system the employee is moving into.

**FWS to FWS**

1. **Movement within the Same Schedule**

*(WG to WG) or (WL to WL) or (WS to WS)*

1. When an employee moves from FWS to FWS we identify the nature of action (NOA) first and then determine the pay-setting rules to use. When an employee moves between positions within the same pay schedule the nature of action is based upon the grade:
2. **Promotion**. A move to a higher grade is a promotion. Pay is set using the FWS 4% mandatory promotion rule.
3. **Reassignment**. A move to the same grade is a reassignment.
4. **Change to Lower Grade**. A move to a lower grade is a change to lower grade. Pay may be set based upon highest previous rate (if the criteria for HPR have been met).
5. **Movement between Wage Areas**. Generally, when a FWS employee moves between wage areas they are placed in the same grade and step as they were on in the old wage area. However, if the salary in the new wage area is lower, pay may be set based upon HPR or pay retention if those requirements are met.
6. **First Appointments**. When a FWS employee is given their first appointment the pay is set at the first step of the grade. However, under certain circumstances, the agency may make appointments above the first step if they determine that the individual has exceptional qualifications, and the higher step is necessary to recruit the employee (refer to superior qualifications and special needs pay-setting policy).
7. **Reinstatements**. Setting pay upon reinstatement depends on whether the employee left their previous Federal job voluntarily or involuntarily. When the employee’s prior separation was voluntary, pay can be set from step 1 up to HPR (if the conditions for HPR have been met). When the employee’s prior separation was involuntary and the employee is being reinstated under specific reemployment or restoration programs, pay can be set at Government minimum requirement for mandatory restoration, or HPR (if the conditions for HPR have been met).
8. **Mandatory Restoration**. Employees are entitled to mandatory restoration when they are reemployed after:
9. A period of military duty (5 CFR 353.102).
10. A period of absence as a result of sustaining compensable injury or disability (5 CFR 353.102)
11. A period of absence caused by an unwarranted or unjustified personnel action (5 CFR 550.803)

When these employees are restored, they are entitled to have their pay set as though they had never left their job. This means the employee is entitled to all pay actions such as within-grade increases, comparability adjustments, and promotions that they would have received while absent.

1. **Movement between Schedules**

*(WG to WL) or (WG to WS) or (WL to WS) or (vice versa)*

1. When an employee moves between positions in different pay schedules, the nature of action is based upon the representative rate. The representative rate for FWS positions is step 2 of the grade and is used to identify the action that is taking place.
2. Compare Representative Rates:
3. **Promotion**. A movement to a position with a higher representative rate, even by just a penny, is a promotion. Pay is set using the FWS 4% mandatory promotion rule.
4. **Reassignment**. A movement to a position with the same representative rate is a reassignment.
5. **Change to Lower Grade**. A movement to a position with a lower representative rate, even by just a penny, is a change to a lower grade. Pay may be set based upon highest previous rate (if the criteria for HPR have been met).

**FWS TO GS**

1. **Federal Wage System to General Schedule**
2. When an employee moves from FWS to GS, pay is set using GS pay-setting rules, which means we set the pay first and then identify the NOA.
3. Do Not Compare Representative Rates.
4. **Promotion**. If the move results in an increase in pay, the NOA is a promotion. Pay may be set based upon HPR (if the conditions for HPR have been met).
5. **Reassignment**. If the pay remains unchanged, the NOA is a reassignment.
6. **Change to Lower Grade**. If the move results in a decrease in pay, the NOA is a change to lower grade. Pay may be set based upon HPR (if the conditions for HPR have been met).

**GS TO FWS**

1. **General Schedule to Federal Wage System**
2. When an employee moves from GS to FWS, pay is set using the FWS rules, which means we determine the NOA first and then set pay.
3. Compare Representative Rates:
4. **Promotion**. If the FWS representative rate is higher than the GS representative rate then the NOA is a promotion. Pay is set using the FWS 4% mandatory promotion rule.
5. **Reassignment**. If the pay remains unchanged, the NOA is a reassignment.
6. **Change to Lower Grade**. If the FWS representative rate is lower than the GS representative rate then the NOA is a change to lower grade. Pay may be set based upon highest previous rate (if the criteria for HPR have been met).

**GS to GS**

1. **General Schedule to General Schedule**. When an employee moves from GS to GS we identify the action first and then determine the pay-setting rules to use.

## HIGHEST PREVIOUS RATE

The highest previous rate rule is a little different for FWS employees than it is for GS employees. For example, HPR may not be based upon a locality rate for GS employees, but HPR for FWS employees can be the hourly rate before or after a geographic conversion, whichever is higher.

The highest previous rate, if earned in a wage job, is the higher of the two following rates: *(5 CFR 532.405)*

1. The actual earned rate, which is the highest hourly amount in dollars and cents the employee earned in a previous FWS job; or
2. The current rate, which is the hourly amount being paid for the grade and step in which the employee earned their HPR on the FWS wage schedule used now in the location where the employee is being placed.

Remember, since HPR is a discretionary authority, you still need to follow your agency-specific HPR policy.

### HPR w/Geographic Conversion

Bonnie is a WG-3806-10 step 4 in Los Angeles and requested a voluntary reassignment to a WG-3703-10 position in Tucson, AZ. Highest previous rate has been approved for this action.

1. **Step 1: Geographic Conversion**.
   1. Apply the geographic conversion rule to determine the rate of basic pay for the GS-10 step 4 position in Tucson.
   2. Bonnie’s converted rate is $26.91.
   3. But the employee’s rate was higher in LA ($29.66 vs. $26.91).
   4. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.*
   5. $29.66 is the employee’s HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |
| **TU** | 10 | 23.93 | 24.91 | 25.91 | 26.91 | 27.89 |

1. **Step 2: Highest Previous Rate**.
   1. Slot Bonnie’s highest previous rate ($29.66) into the Tucson wage area.
   2. $29.66 is more than step 5 of the new position; therefore, pay is set at step 5.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **TU** | 10 | 23.93 | 24.91 | 25.91 | 26.91 | 27.89 |

1. **Step 3: Set the Pay**. Pay is set at WG-10 step 5, $27.89, Tucson wage area, based upon HPR.

#### Ex. 1: Worksheet

| Steps | **FWS Worksheet**  **Highest Previous Rate**  *Use this worksheet when moving from a FWS position to a FWS position and HPR was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **FWS Position You’re Filling.**  Wage Area: **Tucson** (WG/L/S): **WG** Series: **3703** Grade: **10** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **LA** (WG/L/S): **WL** Series: **3806** Grade: **10** Step: **4** Hourly Rate: **$29.66** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Wage Area: **LA** Grade: **10** Step: **4** Hourly Rate: **$29.66**  To: Wage Area: **TU** Grade: **10** Step: **4** Hourly Rate: **$26.91** |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.* 3. HPR hourly rate: **$29.66** |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the HPR hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Wage Area: **TU** (WG/L/S): **WG** Series: **3703** Grade: **10** Step: **5** Hourly Rate: **$27.89** |

### Geographic Conversion: HPR Not Approved

Lila is a WG-10 step 4 in Los Angeles and requested a voluntary reassignment to a WG-10 position in Tucson, AZ. Highest previous rate was not approved for this action.

**Step 1: Geographic Conversion**. Apply the geographic conversion rule to determine the rate of basic pay for the GS-10 step 4 position in Tucson. Lila’s converted rate is $26.91.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |
| **TU** | 10 | 23.93 | 24.91 | 25.91 | 26.91 | 27.89 |

**Step 2: Set the Pay.** Pay is set at WG-10 step 4, $26.91, Tucson, AZ wage area.

### HIGHEST PREVIOUS RATE – FWS to GS

When an employee moves from FWS to GS, pay is set using GS pay-setting rules. Then, after the pay is set, the action (promotion, change to lower grade, reassignment) is identified. This is different from GS to GS; or FWS to FWS actions where the action is identified first and used to determine the pay-setting rules used.

1. When an employee moves to a GS position from a FWS position, pay may be set using the GS maximum payable rate rules following agency-specific highest previous rate policy.
2. Do not compare representative rates.
3. Under the GS maximum payable rate rules, an employee’s pay may be set at any rate of the grade for the position which is lower than, equal to, or greater than, the employee’s current or highest previous rate.

### FWS to GS

On February 7, 2016, Garrett is a WS-5716-5 step 5 and he requested placement in a GS-455-05 position for personal reasons. Both positions are located in Phoenix, AZ. Garrett’s last equivalent increase is when he earned his WGI to step 5 on September 6, 2015.

| **2015** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 5 | 23.12 | 24.07 | 25.04 | 26.01 | 26.96 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2. Highest Previous Rate.** If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
3. **Step 3: Annualize the Hourly Rate.** *$26.96 x 2087 = $56,266*
4. **Step 4: Set the Pay**.
5. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The PHX locality table applies to a GS-0455-05 position in Phoenix, AZ.*

1. Take the annualized hourly rate and slot the pay.

*$56,266 exceeds step 10 of the new position.*

1. This is the maximum payable rate we can pay the employee. Pay may be set anywhere between step 1 and step 10, based upon HPR.
2. Pay is set at GS-05 step 10, $43,030, Phoenix locality, based upon HPR.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 05 | 33,100 | 34,204 | 35,307 | 36,410 | 37,514 | 38,617 | 39,720 | 40,823 | 41,927 | 43,030 |

1. **Step 5: Identify the NOA that is Taking Place.**
2. Compare the FWS salary to the GS salary.
   1. The FWS rate is $56,266:

*$26.96 x 2087 = $56,266*

* 1. The GS rate is $43,030.

1. Since the move results in a decrease in pay, the NOA is a change to lower grade. There is no entitlement to pay retention.
2. **Step 7: Date of Last Equivalent Increase Determination**.
3. Garret received his last equivalent increase under the FWS on September 6, 2015. We are planning on setting his pay at GS-05 step 10. He will be at the top step and there are no more steps for him to receive a WGI, but we still need to adjust his WGI SCD in NFC.
4. Adjusted WGI SCD date **09-06-2015**
5. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD.

#### Ex. 3: Worksheet

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position and the NOA is a promotion, a reassignment, or a change to lower grade.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series: **0455** Grade: **05** |
| **Step 2** | **Current FWS Salary.** Provide the current FWS pay information:  Pay Table: **PHX** (WG/L/S): **WS** Series: **5716** Grade: **05** Step: **5** Hourly Rate: **$26.96** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate: **$26.96** |
| **Step 5** | **Annualize the Hourly Rate.**  Multiply the FWS hourly rate by 2087 to determine the annual rate: **$56,266** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). *If a locality and special rate table apply, then use the table that is the highest applicable rate range.* 2. Take the annualized hourly rate and slot the pay. If the pay falls between two steps, then use the higher step. This is the maximum payable rate we can pay the employee. 3. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table: **PHX** Series: **0455** Grade: **05** Step: **10** Salary: **$43,030** |
| **Step 6** | **Identify the NOA that is Taking Place.** Compare the employee’s previous FWS rate to the new GS rate *(do not compare representative rates when moving from FWS to GS):*   1. FWS annualized rate: **$56,266** 2. GS rate: **$43,030** 3. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 4. If the new GS rate is lower than the FWS rate, the NOA is a change to lower grade. 5. If there is no change in pay, the NOA is a reassignment. 6. NOA: **Change to lower grade** |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS: **09-06-15** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD: **09-06-15** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Reinstated to GS Position: HPR Earned under a FWS Position

On March 19, 2017, Mark is being reinstated to a GS-455-10 position in the Albuquerque locality area. He earned his HPR in 2009 as a WG-5716-11 step 3 in Albuquerque (break in service of more than 52 weeks).

| **2009** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 24.65 | 25.75 | 26.76 | 27.76 | 28.82 |

1. **Step 1: Get the Wage Table When the Employee Earned their HPR.**
2. Find the locality table and the special rate table (if applicable) in the year the employee earned their HPR.
3. Employee’s HPR: *$26.76*
4. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes.*
5. **Step 2: Convert the Hourly Rate to an Annual Rate**. Use the 2009 wage area table and multiply the employee’s hourly rate by 2087 to determine the annual rate:

*$26.76 x 2087 = $55,848*

1. **Step 3: Get the GS Pay Table for the Same Year.** Get the 2009 locality table and the special rate table (if applicable) that apply to the position you’re filling.

*The RUS table applied to the GS position in 2009 (ABQ was not a locality table in 2009).*

1. **Step 4: Slot the Pay**.
2. Slot the employee’s HPR ($55,848) into the 2009 RUS Locality table.
3. $55,848 falls between step 3 and step 4 on the 2009 RUS locality table.
4. Pay can be set anywhere between step 1 and step 4, based upon HPR. The agency approved pay to be set at GS-10 step 4.

| **2009** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 10 | 51,345 | 53,056 | 54,768 | 56,479 | 58,190 | 59,902 | 61,613 | 63,324 | 65,036 | 66,747 |

1. **Step 5: Crosswalk to Locality Table in Current Year**.
2. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year.

*The 2017 ABQ locality table applies to a GS-455-10 position in Albuquerque.*

1. Crosswalk the GS-10 step 4 to the ABQ table.
2. Pay is set at GS-455-10 step 4, $60,442 (ABQ), based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 10 | 54,946 | 56,778 | 58,610 | 60,442 | 62,274 | 64,106 | 65,937 | 67,769 | 69,601 | 71,435 |

1. **Step 6: Date of Last Equivalent Increase Determination**. The employee had a break in service of more than 52 weeks, therefore, his WGI waiting period begins with the date of his appointment on March 19, 2017.

#### Ex. 4: Worksheet

| Steps | **FWS Worksheet**  **Filling GS Position:**  **HPR Earned Under a FWS Position in a Different Year**  *Use this worksheet when you’re filling a GS position but highest previous rate was earned under a FWS position and in a previous year than the current year.* |
| --- | --- |
| **Step 1** | **Find the Wage Table for the Year the Employee Earned Their HPR:**   1. Year: **2009** 2. Wage locality area where HPR was earned: **ABQ** 3. Get the wage table for the year identified above and fill in the following information:   WG/L/S: **WG** Series: **5716** Grade: **11** Step: **3** Hourly Rate: **$26.76**   1. GS position you’re filling: Series: **455** Grade: **10** 2. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ |
| **Step 2** | **Annualized HPR Rate.**  Take the HPR hourly rate (from Step 1(c)) and multiply it by 2087: **$55,848** |
| **Step 3** | **Find the GS Pay Table for the Same Year.** Use the same year from above and find the GS Locality Table and the special rate table (if applicable) that apply to the position you’re filling. |
| **Step 4** | **Slot the Pay.**   1. Take the annualized HPR rate and slot it into the lowest step of the grade to fill that equals or exceeds that rate. 2. If the salary falls between two steps of the grade to fill then use the higher step. 3. If the salary exceeds step 10 of the grade then use step 10. 4. This is the maximum payable rate we can pay the employee.   Grade: **10** Step: **4** |
| **Step 5** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 4 and crosswalk it to the pay table. 3. If a locality and special rate table apply then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table: **ABQ** Series: **455** Grade: **10** Step: **4** Salary: **$60,442** |
| **Step 6** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y: **X** 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD: **03-19-17** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### HIGHEST PREVIOUS RATE – GS to FWS

When an employee moves voluntarily from a GS position to an FWS job, pay may be set using the FWS highest previous rate rules following your agency-specific highest previous rate policy. Under the FWS highest previous rate rules, an employee’s pay may be set at any rate of the grade for the position, which is lower than, equal to, or greater than, the employee’s current or highest previous rate. Compare representative rates; if the representative rate of the FWS grade is lower than the representative rate of the GS grade then the action is a demotion.

### GS to FWS

On February 7, 2016, Ellie, a GS-455-09 step 5 is selected for a WG-5716-9 position. Both positions are located in Albuquerque. Ellie earned her WGI to step 5 on September 6, 2015.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Determine the NOA**. When moving from the GS to the FWS we compare representative rates to determine the NOA.
3. The representative rate for the GS grade is $25.81.

*$53,873 / 2087 = $25.81*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. The representative rate for the FWS grade is $23.52.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. Since the representative rate for the FWS grade is lower than the GS grade, the move is a change to lower grade. (If the representative rate for the FWS grade was higher than the GS grade, then the NOA would be a promotion and the FWS 4% promotion rules would be used to set pay).
2. **Step 3: Convert to Hourly Rate**. Convert the GS-09 step 5 salary to an hourly rate:

*$55,505 / 2087 = $26.60*

1. **Step 4: Set the Pay.**
2. The employee’s current rate ($26.60) is more than step 5 of the new position.
3. Pay may be set anywhere between step 1 and step 5, based upon HPR.
4. Pay is set at WG-9 step 5, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

1. **Step 5: Date of Last Equivalent Increase Determination.**
2. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
3. List the date of the employee’s last equivalent increase under the GS: **09-06-15**
4. Ellie’s last equivalent increase is when she received her step increase from WG-9 step 4 to step 5 on September 6, 2015. If pay is set at step 10, based upon HPR, then the employee is no longer eligible for WGIs, but we still need to adjust the WGI SCD.
5. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

#### Ex. 5: Worksheet

| Steps | **FWS Worksheet**  **Change to Lower Grade: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a change to lower grade. Do not use this worksheet if the NOA is a promotion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table: **ABQ** Series: **0455** Grade: **09** Step: **5** Salary: **$55,055** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 3** | **FWS Position you are Filling.**   1. List the series and grade level of the position you’re filling:   (WG/L/S): **WG** Series: **5716** Grade: **9**   1. **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a FWS employee moves to a GS position. 2. GS representative rate (step 4 of the current grade): **$53,873** 3. Convert to hourly rate (divide by 2087): **$25.81** 4. FWS representative rate (step 2 of grade you’re filling): **$23.52** 5. Compare the rates. 6. If the representative rate for the GS position is lower than the rep. rate for the FWS position then the NOA is a change to lower grade. 7. If the representative rate for the GS position is higher than the rep. rate for the FWS position then STOP and use the *“GS to FWS: Promotion”* worksheet. |
| **Step 5** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down): **$26.60** |
| **Step 6** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Pay Table: **ABQ** (WG/L/S): **WG** Series: **5716** Grade: **9** Step:**5** Hourly Rate: **$26.35** |
| **Step 6** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS: **09-06-15** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y” and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD: **09-06-15** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### GS to FWS: HPR Earned under a GS Position

Trevor is a GS-455-09 step 3 in Los Angeles. On March 19, 2017, he was selected for a WG-5716-10 position in Los Angeles. Trevor earned his WGI to GS-09 step 3 on August 7, 2016.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: HPR**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*.
3. **Step 3: Determine the Nature of Action.** We compare representative rates to determine the nature of action when a GS employee moves into a FWS position.
4. The representative rate for the GS grade is $29.56.

*$61,684 / 2087 = $29.56*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |

1. The representative rate for the FWS grade is $27.47.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |

1. Since the representative rate for the FWS grade is lower than the GS grade, the move is a change to lower grade. *(If the representative rate for the FWS grade was higher than the GS grade, then the NOA would be a promotion and the FWS 4% promotion rules would be used to set pay).*
2. **Step 3: Convert to Hourly Rate**. Take the employee’s HPR and divide it by 2087 to convert the annual salary to an hourly rate. *$59,814 / 2087 = $28.66*
3. **Step 4: Set the Pay.**
4. Find the wage table and special rate table (if applicable) that apply to the WG position in the same locality where the HPR was earned.

*The LA wage area table applies to a WG-5716-10 position in Los Angeles.*

1. Take the HPR ($28.66) and slot it into the table.
2. $28.66 falls between step 3 and step 4. Pay may be set anywhere between step 1 and step 4, based upon HPR.
3. Pay is set at WG-10 step 4, $29.66, LA wage area, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |

1. **Step 5: Date of Last Equivalent Increase Determination.**
2. Date of last equivalent increase under the GS: *08-7-16*
3. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

#### Ex. 6 Worksheet

| Steps | **FWS Worksheet**  **Change to Lower Grade: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a change to lower grade.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table: **LA** Series: **0455** Grade: **09** Step: **3** Salary: **$59,814** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_\_  To: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_\_ |
| **Step 3** | **FWS Position you are Filling.** List the series and grade level of the position you’re filling:  (WG/L/S): **WG** Series: **5716** Grade: **10** |
| **Step 4** | **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ |
| **Step 5** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a GS employee moves to a FWS position. 2. GS representative rate (step 4 of the current grade): **$61,684** 3. Convert to hourly rate (divide by 2087): **$29.56** 4. FWS representative rate (step 2 of grade you’re filling): **$27.47** 5. Compare the rates. 6. If the representative rate for the FWS position is lower than the rep. rate for the GS position then the NOA is a change to lower grade. 7. If the representative rate for the FWS position is higher than the rep. rate for the GS position then STOP and use the *“GS to FWS: Promotion”* worksheet. |
| **Step 6** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down): **$28.66** |
| **Step 7** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee. 6. Pay can be set anywhere between step 1 and the MPR, if the conditions for HPR have been met.   Pay is set at:  Wage Area: **LA** (WG/L/S): **WG** Series: **5716** Grade: **10** Step:**4** Hourly Rate: **$29.66** |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS: **08-07-16** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y” and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD: **08-07-16** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Reinstated to FWS Position: HPR Earned under GS Position

*HPR Earned as GS-09 step 3 in 2014 in LA*

On March 19, 2017, Adam is reinstated to a WG-10 position in Los Angeles, CA. He previously held a GS-09 step 3 position in Los Angeles in 2014 (break in service of more than 52 weeks).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |

1. **Step 1: Convert to Hourly Rate**. Use the current rate for a GS-09 step 3 and convert to an hourly rate. *$59,814 / 2087 = $28.66*
2. **Step 2: Set the Pay**.
3. Slot the hourly GS rate into the wage area table.
4. $28.66 falls between step 3 and step 4.
5. This is the maximum payable FWS rate we can pay the employee.
6. Pay may be set up to step 4 based upon HPR, if the conditions for HPR have been met.
7. Pay is set at WG-10 step 4, $29.66, LA Wage Area, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |

1. **Step 3: Date of Last Equivalent Increase Determination**. The employee had a break in service of more than 52 weeks; therefore, his WGI waiting period begins with the date of his appointment on March 19, 2017.

### Reinstated to FWS Position: HPR Earned under a GS Position

*HPR Earned as GS-05 step 1 in 2009, but only Held GS Position for 6 Weeks*

On March 19, 2017, Cody is reinstated to a WG-5716-5 position in San Diego, CA. He previously held a GS-455-05 step 3 position in Los Angeles in 2009 (break in service of more than 52 weeks), but he only held the position for 6 weeks before he separated.

Refer to your agency-specific policy for guidance. In this example, the agency’s HPR policy reads an employee’s HPR is:

1. Based on a regular tour of duty (full-time or part-time (intermittent employees are not eligible)).
2. Earned while serving under an appointment not limited to 90 days or less, or for a continuous period of not less than 90 days under one or more appointments without a break in service (the appointment must be 90 days or more, the employee doesn’t have to hold the rate for 90 days (e.g., a permanent employee just earned a WGI to step 7 and only held that rate for 2 weeks, you can use step 7 as their HPR)).

It doesn’t matter that he only held the grade for 6 weeks, HPR may still be based upon the GS-05 step 1 rate.

1. **Step 1: Find the Current Locality Table.** The employee earned their HPR in 2009 as a GS-05 step 3 in Los Angeles. When filling a FWS position and when HPR is based upon a GS position, we use the current locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 05 | 37,009 | 38,243 | 39,477 | 40,711 | 41,946 | 43,180 | 44,414 | 45,648 | 46,883 | 48,117 |

1. **Step 2: Convert to Hourly Rate**. Take the salary for a GS-5 step 3 and divide it by 2087 to convert the annual salary to an hourly rate. *$39,477 / 2087 = $18.92*
2. **Step 3: Set the Pay.**
   1. Find the wage table and special rate table (if applicable) that apply to the WG position in the same locality where the HPR was earned.
   2. Take the HPR ($18.92) and slot it into the table.
   3. $18.92 falls between step 1 and step 2.
   4. Pay can be set as high as step 2, based upon HPR (if the conditions for HPR have been met).
   5. If we were filling a position in the same area where the HPR was earned, then this would be the end. But we’re filling a position in San Diego so we need to crosswalk the grade and step to the San Diego locality table.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 5 | 18.49 | 19.26 | 20.02 | 20.77 | 21.56 |

1. **Step 4: Crosswalk to Locality**. The employee earned their HPR in Los Angeles but we’re filling a position in San Diego.
2. Get the wage table and special wage area table (if applicable) that apply in the locality area of the position you’re filling.
3. Crosswalk the grade and step to the locality table that applies to the position you’re filling.
4. The converted rate is $18.14
5. Pay is set at WG-5716-5 step 2, $18.86, SD wage area, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 5 | 18.49 | 19.26 | 20.02 | 20.77 | 21.56 |
| **SD** | 5 | 18.14 | 18.86 | 19.65 | 20.38 | 21.14 |

1. **Step 4: Date of Last Equivalent Increase Determination.** The employee had a break in service of more than 52 weeks; therefore, his WGI waiting period begins with the date of his appointment on March 19, 2017.

#### Ex. 8 Worksheet

| Steps | **FWS Worksheet**  **FWS Reinstatement:**  **HPR Earned Under a GS Position**  *Use this worksheet for a FWS reinstatement but the employee’s HPR is based upon a GS position.* |
| --- | --- |
| **Step 1** | **GS Position HPR is Based Upon.** Get the locality table for the current year where the employee earned their HPR:  Pay Table: **LA** Series: **0455** Grade: **05** Step: **3** Salary: **$39,477** |
| **Step 2** | **FWS Position You’re Filling.**  WG/L/S: **WG** Series: **5716** Grade: **5** |
| **Step 3** | **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ |
| **Step 4** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary by 2087 to determine the hourly rate (round up or round down): **$18.92** |
| **Step 5** | **Set the Pay.**   1. Find the wage table and special rate table (if applicable) that apply to the FWS position in the same locality area where the HPR was earned. 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade, then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee. 6. Pay can be set anywhere between step 1 and the MPR, if the conditions for HPR have been met.   Grade: **5** Step: **2** |
| **Step 5** | **Crosswalk to Locality**.  N/A:\_\_\_  From: Wage Area: **LA** Grade: **5** Step: **2** Hourly Rate: **$19.26**  To: Wage Area: **SD** Grade: **5** Step: **2** Hourly Rate: **$18.86**  Pay is set at:  Wage Area: **SD** (WG/L/S): **WG** Series: **5716** Grade: **5** Step:**2** Hourly Rate: **$18.86** |
| **Step 8** | **Date of Last Equivalent Increase Determination**.  Was the break in service more than 52 weeks? Y: **X** N:\_\_\_   1. If “Y” then new waiting period begins on date of action. 2. If “N” then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 3. Adjusted WGI SCD:\_\_\_ |

### HIGHEST PREVIOUS RATE – THE WINDFALL

### The Windfall

*Voluntary CLG between Pay Systems to a Position with Known Promotion Potential*

On March 5, 2017, Susie, a WG-3502-3 step 2, applied for and was selected for a GS-462-03/04/05 position. Both positions are in Upper Lake, CA (RUS locality). Susie earned her WGI to step 2 on July 24, 2016.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SAC-RUS** | 3 | 15.02 | 15.65 | 16.28 | 16.89 | 17.53 |

1. **Step 1: Geographic Conversion.** *None*.
2. **Step 2: GS Position you are Filling.**
3. List the series and grade level of the position you’re filling:

*GS-462-03/04/05*

1. This next section provides all the worksheets used throughout the pay-setting guide for your own personal use. *Yes*
2. **Step 3: Annualize the Hourly Rate**. Convert the WG-3 step 2 rate to an annual salary:
3. $15.65 x 2087 = $32,662
4. Slot $32,662 into the RUS table.
5. $32,662 falls between step 8 and step 9.
6. Pay may be set up to step 9, based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | 30,510 | 31,383 | 32,255 | 33,127 | 33,999 |

1. **Step 4: Identify the NOA that is Taking Place.** Compare the FWS rate to the GS rate.
2. The WG-3 step 2 annualized rate is $32,662.
3. The GS-03 step 9 rate is $33,127.
4. If pay is set at GS-03 step 9, the move would result in an increase in pay and therefore, the NOA would be a promotion.
5. However, if pay is set at anything lower than step 9, the move would result in a decrease in pay and therefore, the NOA would be a change to lower grade. Look at your agency policy regarding the windfall provision and if it must be taken into account when an employee takes a voluntary CLG to a position with known promotion potential.
6. Due to budget restraints, the hiring manager cannot set pay at GS-03 step 9; therefore, the NOA will be a change to lower grade and in this example, the agency policy reads that the windfall must be taken into account.
7. **Step 5: Determine What Their Pay Would be if they Received a Direct Promotion.** Forecast what the employee’s pay would be in their current position, during the time of demotion and re-promotion, as if they never left their current position. Look at any WGIs the employee would have received during the time of demotion and re-promotion.
8. The anticipated time of demotion and re-promotion is 2 years (March 5, 2017 to March 3, 2019).
9. Susie earned her WGI to step 2 on July 24, 2016. Under the FWS, she is due her WGI to step 3 in 78 weeks (December 31, 2017) and would be due a WGI to step 4 in 104 weeks (December 29, 2019). Therefore, if the employee remained in her current FWS position, pay would be set at WG-3 step 3 (during the time of demotion and re-promotion).
10. Annualize the WG-3 step 3 rate: *$16.28 x 2087 = $33,976*
11. Slot $33,976 directly into the GS-05 grade. $33,976 falls between step 2 and step 3. We want to end up at the GS-05 step 3 when the employee is promoted to the higher grade.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. **Step 6: Set the Pay**. Pay is initially set at GS-03 step 6 to prevent any windfall that could occur.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 03 | 26.150 | 27,022 | 27,894 | 28,766 | 29,638 | (a) 30,510 | 31,383 | (b) 32,255 | 33,127 | 33,999 |
| **RUS** | 04 | 29,356 | 30,334 | 31,312 | (c) 32,290 | 33,268 | (d) 34,246 | 35,224 | 36,202 | 37,180 | 38,158 |
| **RUS** | 05 | 32,844 | 33,939 | (e) 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. We’ll set her pay in the GS-03 grade so when she’s promoted her pay will end at a GS-05 step 3.
2. In one year, the employee is likely to be promoted to the GS-04 grade. Apply the two-step promotion rule (GS-03 step 6 + 2 steps = GS-03 step 8).
3. $32,255 falls between step 3 and step 4; therefore, upon promotion, pay is set at GS-04 step 4.
4. In another year, the employee is likely to be promoted to the GS-05 grade. Apply the two-step promotion rule (GS-04 step 4 + 2 steps = GS-04 step 6).
5. $34,246 falls between step 2 and step 3. When Susie is promoted she ends up at GS-05 step 3; *the step she would have received through a direct promotion had she not taken the lower grade and she didn’t gain additional* steps.
6. **Step 7: Date of Last Equivalent Increase Determination.**
7. Date of last equivalent increase under the FWS: *07-24-16*
8. Susie’s last equivalent increase is when she received her step increase from WG-3 step 1 to step 2 on July 24, 2016. She will be due a WGI to GS-03 step 7 on July 22, 2018.
9. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

## CHANGE TO LOWER GRADE

In the FWS, a change to lower grade is a movement of an employee, while continuously employed from:

1. A higher FWS grade to a lower FWS grade under the same schedule (WG to WG) or (WL to WL) or (WS to WS);
2. A FWS schedule to a different FWS schedule with a lower representative rate (WS to WL) or (WS to WG) or (WL to WG) or vice versa; or
3. A GS position to a FWS position with a lower representative rate. When an employee moves from a GS position to a FWS position, determine the NOA first and then set pay following the FWS pay-setting rules. Don’t forget to look at HPR.

**Voluntary Change to Lower Grade**

A voluntary change to lower grade occurs when an employee requests a CLG for their personal convenience or benefit, or an employee is returned to their lower-graded position following a temporary promotion. Employees may volunteer for a change to lower grade or actively apply for new career opportunities advertised through agency merit promotion programs. If an employee applies for an opportunity at a lower grade level and the lower-graded position does not have promotion potential above the employee's current grade (or grade previously held), they are normally considered a noncompetitive candidate because they have already competed for and currently holds (or held) a position at a higher grade level that the one being filled. *(5 CFR 335.103)*

A voluntary demotion is one in which an employee requests to be moved to a lower-graded position for the employee’s own convenience or benefit (such as career change or geographical move); or is returned to a previously held lower-graded position following a temporary promotion.

An employee who requests to be moved to a lower-graded position is entitled to the minimum payable rate of basic pay for the lower grade unless they have been approved for HPR.

**Involuntary Change to Lower Grade**

An involuntary demotion occurs when an employee is moved to a lower-graded position as a result of a management-directed action. Whether the employee is at fault (personal cause) or not at fault (RIF) is the determining factor in how pay is set.

* **Employee at Fault (Personal Cause).** The most common reasons for change to lower grade for personal cause are when management moves an employee to a lower grade for cause because of unacceptable performance, discipline, or misconduct. Be sure to refer to your agency-specific policy regarding how to set pay for a change to lower grade for cause. For example, most agencies may have a policy that reads that when an employee is changed to lower grade for cause, they may not receive a pay increase and when an employee is demoted for cause management may set the employee's pay as low as the first step of the grade to which the employee is demoted.
* **Not at Fault**. Many CLG actions occur because of a RIF, reclassification, or failure to complete the supervisory or managerial probationary period. When the employee is not at fault for involuntary CLG actions, pay is set based upon grade and pay retention requirements; or highest previous rate if the conditions for HPR are met; or supervisory or managerial probationary period requirements.

### CLG after Temporary Promotion

When an employee is returned to their lower grade after a temporary promotion, the employee’s pay is set as though they had not been temporarily promoted. If the employee became entitled to pay increases (such as a step increase or wage schedule adjustment) at the lower grade while they were temporarily promoted, the employee’s pay must be set to include those increases.

John is a WG-9 step 4 and was temporarily promoted to a WG-10 position. During the time of his temporary promotion, he was entitled to a step increase to WG-9 step 5. Therefore, when John is changed to his lower grade after the temporary promotion, his pay will be set at WG-9 step 5.

### WL-11 to WL-10

Melanie is a WL-3806-11 step 3 Sheet Metal Worker in Los Angeles and requested a change to lower grade to a WL-3703-10 Welder position in Los Angeles.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 30.73 | 32.00 | 33.28 | 34.55 | 35.82 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: HPR**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
3. **Step 3: Change to Lower Grade.** 
   1. Get the wage area table that applies to the new position, at the new location (if applicable).
   2. Take the employee’s current salary and slot the pay into the grade.
   3. $33.28 falls between step 4 and step 5.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

1. **Step 4: Set the Pay.** Pay may be set up to step 5, based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

#### Ex. 11: Worksheet

| Steps | **FWS Worksheet**  **Highest Previous Rate**  *Use this worksheet when moving from a FWS position to a FWS position and HPR was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **FWS Position You’re Filling.**  Wage Area: **LA** (WG/L/S): **WL** Series: **3703** Grade: **10** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **LA** (WG/L/S): **WL** Series: **3806** Grade: **11** Step: **3** Hourly Rate: **$33.28** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.* 3. HPR hourly rate: **$33.28** |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the HPR hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Wage Area: **LA** (WG/L/S): **WL** Series: **3703** Grade: **10** Step: **5** Hourly Rate: **$33.87** |

### WG-9 to WG-8 w/Geographic Conversion

Rachel is a WG-3806-9 step 1 in San Francisco and requested a change to lower grade to a WG-3703-8 position in Montana to be closer to her family. HPR has been approved for this action.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **San Francisco** | 9 | 27.93 | 29.09 | 30.28 | 31.44 | 32.61 |

1. **Step 1: Geographic Conversion**. Apply the geographic conversion rule and Rachel’s converted rate is $24.76.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **San Francisco** | 9 | 27.93 | 29.09 | 30.28 | 31.44 | 32.61 |
| **Montana** | 9 | 24.76 | 25.78 | 26.82 | 27.87 | 28.89 |

1. **Step 2: Highest Previous Rate**.
   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
   2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.*
   3. Rachel had a higher rate when she worked in San Francisco so we will use $27.93 as her HPR.
2. **Step 3: Set the Pay.** 
   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable).
   2. Take the HPR ($27.93) and slot the pay into the wage table.
   3. $27.93 exceeds step 5 so pay can be set up to step 5 based upon HPR.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Montana** | 8 | 23.05 | 24.01 | 24.98 | 25.92 | 26.89 |

#### Ex. 12 Worksheet

| Steps | **FWS Worksheet**  **Highest Previous Rate**  *Use this worksheet when you’re filling a FWS position and you’re setting pay higher than step one based upon HPR and the employee’s HPR was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **FWS Position You’re Filling.**  Pay Table: **Montana** (WG/L/S): **WG** Series: **3703** Grade: **8** |
| **Step 2** | **Position that HPR is Based Upon.** Use the current pay table (it doesn’t matter when they earned their HPR, use the current table) and provide the higher FWS rate the employee held in another Federal job:  Pay Table: **San Francisco** (WG/L/S): **WG** Series: **3806** Grade: **9** Step: **1**  Hourly Rate: **$27.93** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  Pay Table: **San Francisco** Grade: **9** Step: **1** Hourly Rate: **$27.93**  To: Pay Table: **Montana** Grade: **9** Step: **1** Hourly Rate: **$24.76** |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.* 3. HPR hourly rate: **$27.93** |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the HPR hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Pay Table: **Montana** (WG/L/S): **WG** Series: **3703** Grade: **8** Step: **5** Hourly Rate: **$26.89** |

### Involuntary Change to Lower Grade

Shane is a WG-10 step 2 in Los Angeles. He has performed unacceptably in his job and is being changed to a WG-9 for cause. In this example, we are using an agency policy that states an employee may not receive a pay increase for a demotion for cause action. When an employee is a fault, pay is set in the step of the lower grade that does not exceed their existing rate.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: Slot the Pay**.
   1. Get the pay table that applies to the new position, at the new location (if applicable.
   2. Take the employee’s hourly rate and slot it into the lower grade.
   3. $30.02 falls between step 3 and step 4; however, the agency policy states that the employee may not receive a pay increase, so when the salary falls between two steps, then use the lower step.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 27.31 | 28.47 | 29.62 | 30.74 | 31.91 |

1. **Step 3: Set the Pay**. Pay may be set anywhere between step 1 and step 3.

### Failure to Complete Probationary Period

An employee who is changed to a lower grade because of their failure to satisfactorily complete the probationary period is entitled to be placed in a job with no lower grade and pay than the job they left to accept the supervisory or managerial position. The employee is also entitled to any WGI that might have occurred had they remained in the lower grade.

Jeff was a WG-8 step 2 when he was promoted to a WS-10 position. He was required to serve a supervisory probationary period but failed to satisfactorily complete it and is changed to a lower grade. Jeff is entitled to be placed to at least a WG-8 step 2; the grade and pay that he had before he was promoted to the supervisory job. He is also entitled to any WGIs that might have occurred had he remained in the lower grade.

## PROMOTIONS

A promotion occurs when an employee who, while continuously employed:

1. Moves from one grade of a prevailing rate schedule to a higher grade in the same schedule (i.e., WG to WG; WL to WL; or WS to WS), whether in the same or different wage area;
2. Moves from a position under one prevailing rate schedule to a position under a different prevailing rate schedule with a higher representative rate (e.g., WG to WL or WL to WS); or
3. Moves from a position not under a prevailing rate schedule to a position with a higher representative rate under the prevailing rate schedule.

**Mandatory Promotion Rule (The 4% Rule)**

The FWS mandatory promotion rule sets the minimum increase an FWS employee is entitled to on an FWS promotion. Pay is set at the lowest rate of the new grade which exceeds the existing rate of pay by at least 4% of the representative rate of the grade from which promoted. If the top step of the grade is exceeded, then pay is set at the top step. However, if the employee is under pay retention and the employee’s existing pay is more than the top step of the grade, the employee will continue to receive their existing rate of pay.

### PROMOTION - ON SAME SCHEDULE

*(WG to WG) or (WL to WL) or (WS to WS)*

### Wage Grade to Wage Grade

Kenny is a WG-5 step 1 and is moved into a WG-6 position. Both positions are in Los Angeles. The action is a promotion because he is moving from a lower-graded WG position to a higher-graded WG position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 5 | 18.49 | 19.26 | 20.02 | 20.77 | 21.56 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Mandatory 4% Promotion Rule**. Kenny is entitled to an increase equal to 4% of the representative rate for a WG-5.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 5 | 18.49 | 19.26 | 20.02 | 20.77 | 21.56 |

* 1. Compute 4% of the representative rateof his current position:

*$19.26 x 4% = 0.7704*

* 1. Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.
  2. Add the 4% to Kenny’s existing rate of pay:

*$18.49 + $0.78 = $19.27*

* 1. $19.27 is Kenny’s promotion entitlement.

1. **Step 3: Set the Pay**.
   1. Find the pay table that applies to the position you’re filling.
   2. Slot his promotion entitlement ($19.27) into grade 6 on the LA WG pay table.
   3. $19.27 falls below step 1.
   4. Pay is set at WG-6 step 1, $20.16, Los Angeles wage area.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 6 | 20.16 | 21.00 | 21.81 | 22.69 | 23.50 |

Now let’s see if he received an equivalent increase.

1. **Step 4: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 5 | 18.49 | 19.26 | 20.02 | 20.77 | 21.56 |
| **LA** | 6 | 20.16 | 21.00 | 21.81 | 22.69 | 23.50 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$20.16 - $18.49 = $1.67*

1. Kenny’s pay increased by $1.67.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 6 | 20.16 | 21.00 | 21.81 | 22.69 | 23.50 |

*$21.00 x 4% = $0.84 (round up or round down).*

1. The amount of an equivalent increase in the WG-6 grade in Los Angeles is $0.84.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
   1. Kenny’s pay increased by $1.67.
   2. The amount of an equivalent increase in the WG-6 grade in Los Angeles is $0.84.
3. Since Kenny’s pay increase ($1.67) is equal to or greater than the equivalent increase ($0.84), Kenny received an equivalent increase upon promotion.
4. Kenny received an equivalent increase and begins a new waiting period as of the date of his promotion.

#### Ex. 15: Worksheet

| Steps | **FWS Worksheet**  **Promotion on Same Schedule**  ***WG to WG; WL to WL; or WS to WS***  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule. Do not use this worksheet when moving to different schedules (WG to WL; or WL to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None. *If geographic conversion, then use the “Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): **$19.26** 2. Multiply the representative rate by 4%: **$0.78**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate: **$18.49**    2. Add (b) and (c): **$19.27** *promotion entitlement* |
| **Step 3** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Wage Area: **LA** (WG/L/S): **WG** Series: **5716** Grade: **6** Step: **1** Hourly Rate: **$20.16**  Did you look at HPR? Y:\_\_ N/A: **X** |
| **Step 4** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous Hourly Rate: **$18.49** 2. New Hourly Rate: **$20.16** 3. Determine how much the employee’s pay increased ((b) – (a)): **$1.67** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$21.00** 6. Multiply the representative rate by 4%: **$0.84** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Wage Supervisor to Wage Supervisor

Seth is a WS-8 step 5 who is promoted to a WS-9 job. Both positions are in Phoenix, AZ. The action is a promotion because he is moving from a lower-graded WS position to a higher-graded WS position.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 8 | 29.28 | 30.51 | 31.73 | 32.94 | 34.18 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Mandatory 4% Promotion Rule**. Seth is entitled to an increase equal to 4% of the representative rate for a WS-8.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 8 | 29.28 | 30.51 | 31.73 | 32.94 | 34.18 |

* 1. Compute 4% of the representative rateof his current position:

*$30.51 x 4% = 1.2204*

* 1. Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.
  2. Add the 4% to Seth’s existing rate of pay:

*$34.18 + $1.23 = $35.41*

* 1. $35.41 is Seth’s promotion entitlement.

1. **Step 3: Set the Pay**.
   1. Find the pay table that applies to the position you’re filling.
   2. Slot his promotion entitlement ($35.41) into grade 9 on the Phoenix WS pay table.
   3. $35.41 falls between step 4 and 5.
   4. Pay is set at WS-9 step 5, $36.25, Phoenix wage area.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 9 | 31.08 | 32.36 | 33.65 | 34.96 | 36.25 |

Now let’s see if he received an equivalent increase.

1. **Step 4: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2017** | **S** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 8 | 29.28 | 30.51 | 31.73 | 32.94 | 34.18 |
| **PX** | 9 | 31.08 | 32.36 | 33.65 | 34.96 | 36.25 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$36.25 - $34.18 = $2.07*

1. Seth’s pay increased by $2.07.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 9 | 31.08 | 32.36 | 33.65 | 34.96 | 36.25 |

*$32.36 x 4% = $1.29 (round up or round down)*

1. The amount of an equivalent increase in the WS-9 grade in Phoenix is $1.29.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
3. Seth’s pay increased by $2.07.
4. The amount of an equivalent increase is $1.29.
5. Since the employee’s pay increase is equal to or greater than the equivalent increase then they received an equivalent increase upon promotion.
6. Seth received an equivalent increase and begins a new waiting period as of the date of his promotion.

### Promotion and HPR

*WG-7 to WG-8*

Tori is a WG-4741-7 step 1 and is selected for a WG-4741-8 position, both positions are in Albuquerque. The action is a promotion because the employee is moving from a lower WG position to a higher WG position.

Tori previously held a WG-4737-9 step 4 position in 2014 in Albuquerque. As an HR Specialist, you must always look at the mandatory promotion rule and HPR when setting pay. Determine Tori’s pay using the FWS mandatory promotion rule and using highest previous rate.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 19.02 | 19.82 | 20.60 | 21.39 | 22.20 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Mandatory 4% Promotion Rule**. The employee is entitled to an increase equal to 4% of the representative rate for their current position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 19.02 | 19.82 | 20.60 | 21.39 | 22.20 |

* 1. Compute 4% of the representative rateof their current position:

*$19.82 x 4% = 0.7928*

* 1. Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.
  2. Add the 4% to their existing rate of pay:

*$19.02 + $0.80 = $19.82*

* 1. $19.82 is the employee’s promotion entitlement.

1. **Step 3: Set the Pay**.
   1. Find the pay table that applies to the position you’re filling.
   2. Slot the promotion entitlement ($19.82) into the pay table.
   3. $19.82 falls below step 1.
   4. Under the FWS mandatory 4% promotion rule, the employee is entitled to WG-8 step 1, $20.81, ABQ wage area.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 8 | 20.81 | 21.67 | 22.52 | 23.40 | 24.26 |

Now let’s see what her HPR will yield.

1. **Step 4: Highest Previous Rate**. Tori earned her HPR in 2014 as a WG-4737-9 step 4 in Albuquerque.
   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
   2. Use the current wage table in the area where the employee earned their HPR.

*The employee earned their HPR in as a WG-9 step 4 ABQ in 2014 so use the current ABQ wage table.*

*$25.41 is the employee’s HPR*

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 9 | 22.59 | 23.52 | 24.47 | 25.41 | 26.35 |

* 1. Get the wage table that applies to the position you’re filling
  2. Slot the HPR into the pay table.
  3. $25.41 is more than step 5; therefore, pay can be set as high as step 5 based upon HPR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 8 | 20.81 | 21.67 | 22.52 | 23.40 | 24.26 |

* 1. Pay is set at WG-8 step 5, $24.26 (ABQ), based upon HPR.

Now let’s see if she received an equivalent increase.

1. **Step 5: Equivalent Increase.**
2. Get the pay table that applied to their old position and the pay table that applies to the new position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 19.02 | 19.82 | 20.60 | 21.39 | 22.20 |
| **ABQ** | 8 | 20.81 | 21.67 | 22.52 | 23.40 | 24.26 |

1. Determine how much their pay increased (take the new rate and subtract it by the old rate:

*$24.26 - $19.02 = $5.24*

1. The employee’s pay increased by $5.24.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 8 | 20.81 | 21.67 | 22.52 | 23.40 | 24.26 |

*$21.67 x 4% = $0.87*

1. The amount of an equivalent increase in the WG-8 grade in ABQ is $0.87.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
3. The employee’s pay increased by $5.24.
4. The amount of an equivalent increase is $0.87.
5. Since the employee’s pay increase is equal to or greater than the equivalent increase, they received an equivalent increase upon promotion.
6. The employee received an equivalent increase and begins a new waiting period as of the date of her promotion.

#### Ex. 17: Worksheet

| Steps | **FWS Worksheet**  **Promotion on Same Schedule and HPR**  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule (WG to WG; WL to WL; or WS to WS) and you’re also checking HPR based upon a higher rate they held in a previous FWS position. Do not use this worksheet when moving to different schedules (WG to WL; or WL to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None. *If geographic conversion, then use the “Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Mandatory 4% Promotion Rule**. Multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): **$19.82** 2. Multiply the representative rate by 4%: **$0.7928**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate: **$19.02** 2. Add (b) and (c): **$19.82** *promotion entitlement* |
| **Step 3** | **Slot the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Grade: **8** Step: **1** Hourly Rate: **$20.81** |
| **Step 4** | **Highest Previous Rate.** Get the current wage table (it doesn’t matter when they earned it, get the current pay table) in the wage area they earned their HPR:  Wage Area: **ABQ** (WG/L/S): **WG** Series: **4737** Grade: **9** Step: **4** Hourly Rate: **$25.41**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. **If HPR was earned at same locality as the position you’re filling**.    1. Get the pay table that applies to the position you’re filling and slot the HPR into the pay table.    2. If the rate falls between 2 steps then use the higher step. If the rate exceeds step 5 then use step 5 (unless they are entitled to pay retention). Under HPR, pay is set at:   Grade: **8** Step: **5** Hourly Rate: **$24.26**   * 1. Compare the results from the mandatory 4% promotion rule and HPR. Use the higher rate**.**  1. **If HPR was earned at different locality than the position you’re filling**.    1. Get the pay table that applies to the position you’re filling, as if it were at the same location where HPR was earned. Slot the HPR into the pay table.   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   * 1. Crosswalk the grade and step to the locality table.   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   * 1. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.*   Pay is set at:  Wage Area: **ABQ** (WG/L/S): **WG** Series: **4741** Grade: **8** Step: **5** Hourly Rate: **$24.26** |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous Hourly Rate: **$19.02** 2. New Hourly Rate: **$24.26** 3. Determine how much the employee’s pay increased ((b) – (a)): **$5.24** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$21.67** 6. Multiply the representative rate by 4%: **$0.87** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### WS to WS w/Geographic Conversion

*If the promotion is to a position in a different wage area, then determine the employee's pay entitlement as if there were two pay actions: a promotion and a reassignment. The employee will receive the greater benefit.*

Vanessa is a WS-5716-9 step 3 in Vale, OR, and is moving to a WS-5716-10 position in Bend, OR. A different wage schedule applies in the new county. The action is a promotion because she is moving from a lower-graded WS position to a higher-graded WS position.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 9 | 35.20 | 33.85 | 35.21 | 36.56 | 37.91 |

1. **Step 1: Promote then Reassign.** Vanessa is currently a WS-9 step 3 ($35.21). We will promote her to the WS-10 position on the Vale, OR wage schedule and then reassign her to the Bend, OR wage schedule.
2. **Mandatory 4% Promotion Rule**. Vanessa is entitled to an increase equal to 4% of the representative rate for a WS-9 (step 2 is the representative rate).

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 9 | 35.20 | 33.85 | 35.21 | 36.56 | 37.91 |

* 1. Compute 4% of the representative rate of Vanessa’s current position:

*$33.85 x 4% = 1.3540*

* 1. Add the 4% to Vanessa’s existing rate of pay:

*$35.21 + $1.36 = $36.57*

* 1. $36.57 is Vanessa’s promotion entitlement.

1. **Slot the Pay and Reassign.** 
   1. Find the pay table that applies to the position you’re filling at the old location.

*The Vale, Oregon WS-10 pay table appli*es.

* 1. Take $36.57 (promotion entitlement) and slot it into the Vale, OR WS-10 wage schedule.

*$36.57 falls between step 2 and step 3.*

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 10 | 34.13 | 35.55 | 36.96 | 38.40 | 39.81 |

* 1. Find the pay table that applies to the position you’re filling at the new location.

*The Bend, Oregon WS-10 pay table applies.*

* 1. Reassign the WS-10 step 3 (Vale, OR) to the WS-10 Bend, OR wage schedule.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 10 | 34.13 | 35.55 | 36.96 | 38.40 | 39.81 |
| **Bend, OR** | 10 | 31.94 | 33.25 | 34.58 | 35.92 | 37.25 |

1. If Vanessa is promoted on the Vale, OR wage schedule and then reassigned to the Bend, OR wage schedule, her pay would be set at WS-10 step 3, $34.58.

Now let’s see what the other way will yield.

1. **Step 2: Reassign then Promote.** Vanessa is currently a WS-9 step 3 ($35.21). We will reassign her to the Bend, OR wage schedule and then promote her to the WS-10 position.
   1. **Reassign.** 
      1. Find the pay table that applies to her current position at the old location.

*The Vale, Oregon WG-9 table applies.*

* + 1. Find the pay table that applies to her current position at the new location.

*The Bend, Oregon WG-9 pay table applies.*

* + 1. Vanessa’s converted rate is $33.21.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 9 | 35.20 | 33.85 | 35.21 | 36.56 | 37.91 |
| **Bend, OR** | 9 | 30.65 | 31.94 | 33.21 | 34.48 | 35.73 |

* 1. **Mandatory 4% Promotion Rule.**

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bend, OR** | 9 | 30.65 | 31.94 | 33.21 | 34.48 | 35.73 |

* + 1. Compute 4% of the representative rate of Vanessa’s current position:

*$31.94 x 4% = 1.2776*

* + 1. Add the 4% to Vanessa’s existing rate of pay:

*$33.21 + $1.28 = $34.49*

* + 1. $34.49 is Vanessa’s promotion entitlement.
  1. **Slot the Pay.** 
     1. Find the pay table that applies to the position you’re filling at the new location.

*The Bend, Oregon WS-10 pay table applies.*

* + 1. Take $34.49 (promotion entitlement) and slot it into the Bend, Oregon WS-10 wage schedule.

*$34.49 falls between step 2 and step 3.*

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bend, OR** | 10 | 31.94 | 33.25 | 34.58 | 35.92 | 37.25 |

* + 1. If Vanessa is reassigned to Bend, OR and then promoted, her pay would be set at WS-10 step 3, $34.58.

1. **Step 3: Compare the Results**
   1. The “promote then reassign” method produced WS-10 step 3.
   2. The “reassign then promote” method produced WS-10 step 3.

Both methods produced the same result and the employee will not benefit from one way over the other.

Whew – that was crazy!! Are we done yet? No.

**What about HPR?**

Can we use her previous rate as HPR?

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Vale, OR** | 9 | 35.20 | 33.85 | 35.21 | 36.56 | 37.91 |
| **Bend, OR** | 9 | 30.65 | 31.94 | 33.21 | 34.48 | 35.73 |

**Q:** The employee was earning $35.21 as a WS-9 step 3 in Vale, OR can we use that rate as her HPR?

**A:** **Yes.** HPR, if earned in a wage job, is the employee’s actual earned rate ($35.21) or the current rate for the grade and step in which the employee earned their HPR on the table in the new location ($33.21). Make sure all the conditions for HPR have been met and that you’re following your agency-specific policy.

1. **Step 4: Set the Pay**.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bend, OR** | 10 | 31.94 | 33.25 | 34.58 | 35.92 | 37.25 |

* 1. Pay may be set at WS-10 step 3, $34.58 Bend, OR wage area, based upon the mandatory 4% promotion rule; or pay may be set at WS-10 step 4, $35.92 Bend, OR wage area, based upon HPR.
  2. Pay is set at WS-10 step 4, $35.92. Bend, OR wage schedule, based upon HPR.

**What about an equivalent increase?**

Now let’s see if she received an equivalent increase.

1. **Step 5: Equivalent Increase.**
   1. Get the pay table that applied to her old position (at the new location) and the pay table that applies to her new position (at the new location).

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bend, OR** | 9 | 30.65 | 31.94 | 33.21 | 34.48 | 35.73 |
| **Bend, OR** | 10 | 31.94 | 33.25 | 34.58 | 35.92 | 37.25 |

* 1. Determine how much her pay increased (take her new rate and subtract it by her old rate:
     1. $35.92 - $33.21 = $2.71
     2. Vanessa’s pay increased by $2.71.
  2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Bend, OR** | 10 | 31.94 | 33.25 | 34.58 | 35.92 | 37.25 |

* + 1. $33.25 x 4% = $1.33 *round up or round down*
    2. The amount of an equivalent increase in the WS-10 grade in Bend, OR is $1.33.
  1. Compare how much the employee’s pay increased to the amount of an equivalent increase:
     1. Vanessa’s pay increased by $2.71.
     2. The amount of an equivalent increase in the WS-10 grade in Bend, OR is $1.33.
  2. Since Vanessa’s pay increase is more than the equivalent increase, Vanessa received an equivalent increase upon promotion.
  3. Vanessa begins a new waiting period as of the date of her promotion.

#### Ex. 18: Worksheet

| Steps | **FWS Worksheet**  **Promotion on Same Schedule w/Geographic Conversion**  ***WG to WG; WL to WL; or WS to WS***  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule and they are moving and a different pay table applies to the new position.* |
| --- | --- |
| **Step 1** | **Promote then Reassign.** Promote the employee on the current pay table and then reassign them to the new pay table.  **Promote.**   1. Provide the representative rate (step 2 of the current grade on the current table): **$33.85** 2. Multiply the representative rate by 4%: **1.3540**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate: **$35.21** 2. Promotion Entitlement. Add (b) and (c): **$36.57**   **Reassign**   1. Find the pay table that applies to the position you’re filling at the old location. 2. Take the promotion entitlement and slot it into the pay table. When it falls between two steps use the higher step. 3. Find the pay table that applies to the position you’re filling at the new location. Crosswalk the grade and step from (b) to the new pay table.   Under the Promote then Reassign method, pay is set at:  Grade: **10** Step: **3** Hourly Rate: **$34.58** |
| **Step 2** | **Reassign then Promote.** Reassign the employee to the new wage area and then promote them.  **Reassign.**   1. Find the pay table that applies to the current position at the new location. 2. Place the employee’s current grade and step on the pay table. 3. The employee’s converted rate is:   Grade: **9** Step: **3** Hourly Rate: **$33.21**  **Promote.**   1. Provide the representative rate (step 2 of the current grade at the new location): **$31.94** 2. Multiply the representative rate by 4%: **1.2776**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate after geographic conversion: **$31.94** 2. Promotion Entitlement. Add (b) and (c): **$34.49** 3. Find the pay table that applies to the position you’re filling at the new location. 4. Take the promotion entitlement and slot it into the pay table. When the rate falls between two steps use the higher step.   Under the Reassign then Promote method, pay is set at:  Grade: **10** Step: **3** Hourly Rate: **$34.58** |
| **Step 3** | **Compare the Results.**   1. The Promote then Reassign Method:   Grade: **10** Step: **3** Hourly Rate: **$34.58**   1. The Reassign then Promote Method:   Grade: **10** Step: **3** Hourly Rate: **$34.58** |
| **Step 4** | **Highest Previous Rate.** If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ N/A:\_\_\_  HPR:  Wage Area: **Vale, OR** (WG/L/S): **WS** Series: **5716** Grade: **9** Step: **4**  Hourly Rate: **$35.21** |
| **Step 5** | **Set the Pay.** Pay is set at:  Wage Area: **Bend, OR** (WG/L/S): **WS** Series: **5716** Grade: **10** Step: **4**  Hourly Rate: **$35.92** |
| **Step 6** | **Equivalent Increase Determination**. Get the pay table that applied to the old position (at the new location) and the pay table that applies to the new position (at the new location).   1. Previous Hourly Rate (after geographic conversion): **$33.21** 2. New Hourly Rate: **$35.92** 3. Determine how much the employee’s pay increased ((b) – (a)): **$2.71** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$33.25** 6. Multiply the representative rate by 4% *(round up or round down)*: **$1.33** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### PROMOTION - TO DIFFERENT SCHEDULE

*(WG to WL) or (WL to WS) or (WG to WS) or (vice versa) with a Higher Representative Rate*

### Wage Grade to Wage Leader

Levi is a WG-10 step 4 and is moved into a WL-10 position. Both positions are in LA.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: Determine the Nature of Action**.
   1. Find the pay table that applies to their current position, at the new location (if applicable).

*The LA WG-10 table applies to the current position.*

* 1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).

*The LA WL-10 table applies to the position we’re filling.*

* 1. Compare representative rates on both pay tables.

| **2016** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | **WG** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |
| **LA** | **WL** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

* 1. The representative rate for the WG position is $27.47.
  2. The representative rate for the WL position is $30.02.
  3. Since the representative rate for WL-10 is higher than the representative rate for WG-10, the action is a promotion.

1. **Step 3: Mandatory 4% Promotion Rule**.
   1. Compute 4% of the representative rate of Levi’s current position:

*$27.47 x 4% = 1.0998*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to Levi’s existing rate of pay:

*$29.66 + $1.10 = $30.76*

* 1. $30.76 is Levi’s promotion entitlement.

1. **Step 4: Set the Pay**.
   1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).
   2. Slot his promotion entitlement ($30.76) into grade 10 on the LA WL pay table.
   3. $30.76 falls between step 2 and step 3.
   4. Pay is set at WL-10 step 3, $31.38, Los Angeles wage area.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

1. **Step 5: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2016** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | **WG** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |
| **LA** | **WL** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$31.38 - $29.66 = $1.72*

1. Levi’s pay increased by $1.72.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:

| **2016** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | **WL** | 10 | 29.01 | 30.02 | 31.38 | 32.64 | 33.87 |

*$30.02 x 4% = $1.21 (round up or round down)*

1. The amount of an equivalent increase in the WL-10 grade in Los Angeles is $1.21.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
   * 1. Levi’s pay increased by $1.72.
     2. The amount of an equivalent increase in the WL-10 grade in Los Angeles is $1.21.
3. Since Levi’s pay increase ($1.72) is equal to or greater than the equivalent increase ($1.21), Levi received an equivalent increase upon promotion.
4. Levi received an equivalent increase and begins a new waiting period as of the date of his promotion.

#### **Ex. 19: Workshe**et

| Steps | **FWS Worksheet**  **Promotion on Different Schedule**  ***(WG to WL) or (WG to WS) or (WL to WS) or (vice versa) with a Higher Representative Rate***  *Use this worksheet when a FWS employee moves from a position under one prevailing rate schedule to a position under a different prevailing rate schedule with a higher representative rate.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule.  N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 2** | **Determine the Nature of Action**.   1. Find the pay table that applies to their current position, at the new location (if applicable).    1. Representative rate (step 2 of the grade): **$27.42** 2. Find the pay table that applies to the position you’re filling, at the new location (if applicable).    1. Representative rate (step 2 of the grade): **$30.02** 3. Compare representative rates. If the representative rate for new position is higher than the representative rate for the old position, the action is a promotion. *If the representative rate is lower, then STOP and use the “Change to Lower Grade” worksheet.* |
| **Step 3** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): **$27.42** 2. Multiply the representative rate by 4%: **1.0098**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate: **$29.66**    2. Add (b) and (c): **$30.76** *promotion entitlement* |
| **Step 4** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Wage Area: **LA** (WG/L/S): **WL** Series: **3502** Grade: **10** Step: **3** Hourly Rate: **$31.38**  Did you look at HPR? Y:\_\_ N/A: **X** |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position (after geographic conversion, if applicable) and the pay table that applies to the new position (after geographic conversion, if applicable).   1. Previous hourly rate: **$29.66** 2. New hourly rate: **$31.38** 3. Determine how much the employee’s pay increased ((b) – (a)): **$1.72** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$30.02** 6. Multiply the representative rate by 4%: **$1.21** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Wage Grade to Wage Leader w/Geographic Conversion

Dillion is a WG-10 step 4 in Jacksonville, FL who is moving to WL-9 position in Atlanta, GA. Determine the NOA and how to set his pay.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Jacksonville, FL** | 10 | 23.00 | 24.00 | 24.94 | 25.88 | 26.84 |

1. **Step 1: Geographic Conversion**. Apply the geographic conversion rule and the employee’s converted rate is $32.07.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Jacksonville, FL** | 10 | 23.00 | 24.00 | 24.94 | 25.88 | 26.84 |
| **Atlanta, GA** | 10 | 28.53 | 29.71 | 30.88 | 32.07 | 33.29 |

1. **Step 2: Determine the Nature of Action**.
   1. Find the pay table that applies to their current position, at the new location (if applicable).

*The ATL WG-9 table applies to the current position.*

* 1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).

*The ATL WL-9 table applies to the position we’re filling.*

* 1. Compare representative rates on both pay tables.

| **2018** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta, GA** | **WG** | 10 | 28.53 | 29.71 | 30.88 | 32.07 | 33.29 |
| **Atlanta, GA** | **WL** | 9 | 29.36 | 30.57 | 31.79 | 33.00 | 34.25 |

1. The representative rate for the WG position is $29.71.
2. The representative rate for the WL position is $30.57.
   1. Since the representative rate for WL-9 is higher than the representative rate for WG-10, the action is a promotion.
3. **Step 3: Mandatory 4% Promotion Rule**.
   1. Compute 4% of the representative rate of the employee’s current position:

*$29.71 x 4% = 1.1884*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to the employee’s existing rate of pay:

*$32.07 + $1.19 = $33.26*

* 1. $33.26 is the employee’s promotion entitlement.

1. **Step 4: Set the Pay**.
   1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).
   2. Slot the promotion entitlement into the pay table.
   3. $33.26 falls between step 4 and step 5.
   4. Pay is set at WL-9 step 5, $34.25, Atlanta wage area.

| **2018** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Atlanta, GA** | 9 | 29.36 | 30.57 | 31.79 | 33.00 | 34.25 |

1. **Step 5: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2018** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Atlanta, GA** | **WG** | 10 | 28.53 | 29.71 | 30.88 | 32.07 | 33.29 |
| **Atlanta, GA** | **WL** | 9 | 29.36 | 30.57 | 31.79 | 33.00 | 34.25 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$34.25 - $32.07 = $2.18*

1. The employee’s pay increased by $2.18.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%.

| **2018** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Atlanta, GA** | 9 | 29.36 | 30.57 | 31.79 | 33.00 | 34.25 |

*$30.57 x 4% = $1.22 (round up or round down)*

1. The amount of an equivalent increase in the WL-9 grade in Atlanta is $1.22.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
   * 1. Dillon’s pay increased by $2.18.
     2. The amount of an equivalent increase is $1.22.
3. Since the employee’s pay increase is equal to or greater than the equivalent increase the employee received an equivalent increase upon promotion and begins a new waiting period as of the date of his promotion.

### Regular Wage to Special Wage Position

*When an employee is promoted from a position under a regular wage schedule to a position under a special wage schedule, determine the employee’s step in the higher grade on the regular wage schedule and then set pay at the corresponding step on the special wage schedule for the grade to which promoted.*

Morgan is a WG-10 step 3 (regular wage schedule) and is moving to a WG-11 special wage schedule position. Both positions are in San Francisco, CA. The action is a promotion because he is moving from a lower-graded WG position to a higher-graded WG position.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 10 | 30.56 | 31.82 | 33.11 | 34.36 | 35.61 |

1. **Step 1: Geographic Conversion**. *Non*e.
2. **Step 2: Mandatory 4% Promotion Rule**.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 10 | 30.56 | 31.82 | 33.11 | 34.36 | 35.61 |

* 1. Compute 4% of the representative rate of the employee’s current position:

*$31.82 x 4% = 1.2728*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to the employee’s existing rate of pay:

*$33.11 + $1.28 = $34.39*

* 1. $34.39 is the employee’s promotion entitlement.

1. **Step 3: Get the Regular Wage Table and Slot the Pay**.
   1. Get the regular wage table, not the special rate table, which applies to the grade you’re filling.
   2. Take the promotion entitlement and slot the pay into the table.
   3. $34.39 falls between step 2 and step 3 on the regular wage table; therefore, we use step 3.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 11 | 32.13 | 33.45 | 34.79 | 36.12 | 37.48 |

1. **Step 4: Crosswalk to Special Wage Table and Set the Pay.**
   1. Get the special wage table that applies to the position you’re filling.
   2. Crosswalk the grade and step to the special wage table.
   3. Pay is set at WG-11 step 3, $37.53, Special Wage Table A018, San Francisco.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 11 | 32.13 | 33.45 | 34.79 | 36.12 | 37.48 |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

1. **Step 5: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2016** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 10 | 30.56 | 31.82 | 33.11 | 34.36 | 35.61 |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$37.53 - $33.11 = $4.42*

1. The employee’s pay increased by $4.42.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

*$36.09 x 4% = $1.44 (round up or round down)*

1. The amount of an equivalent increase is $1.44.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
3. The employee’s pay increased by $4.42.
4. The amount of an equivalent increase is $1.44.
5. Since the employee’s pay increase is equal to or greater than the equivalent increase, the employee received an equivalent increase upon promotion and begins a new waiting period as of the date of his promotion.

#### **Ex. 21: Workshe**et

| Steps | **FWS Worksheet**  **Promotion: Regular Table to Special Rate Table**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a regular wage table to a special rate table, in the same schedule (WG to WG; WL to WL; or WS to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule. N/A: X |
| **Step 2** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): **$31.82** 2. Multiply the representative rate by 4%: **1.2728**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate: **$33.11**    2. Add (b) and (c): **$34.39** *promotion entitlement* |
| **Step 3** | **Get the Regular Wage Table and Slot the Pay**.   1. Get the regular wage table, not the special rate table, which applies to the grade you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Regular Wage Table: **SF** Grade: **11** Step: **3** |
| **Step 4** | **Crosswalk to Special Wage Table and Set the Pay.**   1. Get the special wage table that applies to the position you’re filling. 2. Crosswalk the grade and step to the special wage table.   Pay is set at:  Special Rate Table: **A018** (WG/L/S): **WG** Series: **8840** Grade: **11** Step: **3** Hourly Rate: **$37.53**  Did you look at HPR? Y:\_\_ N/A: **X** |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous hourly rate: **$33.11** 2. New hourly rate: **$37.53** 3. Determine how much the employee’s pay increased ((b) – (a)): **$4.42** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$36.09** 6. Multiply the representative rate by 4%: **$1.44** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Special Wage to Regular Wage Position

*When an employee is promoted from a position covered by a special wage schedule to a position under a regular wage schedule, use the special wage schedule to determine the employee’s promotion entitlement and then set pay in the new grade on the regular wage schedule.*

Spencer is WG-11 step 3 under Special Wage Schedule A018 and is moving to a WS-10 regular wage position. Both positions are in San Francisco.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: Determine the Nature of Action**.
   1. Find the pay table that applies to their current position, at the new location (if applicable).
   2. Find the pay table that applies to the position you’re filling, at the new location (if applicable).
   3. Compare representative rates on both pay tables.

| **2016** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A018** | **WG** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |
| **SF** | **WS** | 10 | 39.70 | 41.36 | 43.01 | 44.67 | 46.32 |

1. The representative rate for the WG position is $36.09.
2. The representative rate for the WS position is $41.36.
   1. Since the representative rate for WS position is higher than the representative rate for WG position, the action is a promotion.
3. **Step 3: Mandatory 4% Promotion Rule**.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

* 1. Compute 4% of the representative rate of the employee’s current position:

*$36.09 x 4% = 1.4436*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to the employee’s existing rate of pay:

*$37.53 + $1.45 = $38.98*

* 1. $38.98 is the employee’s promotion entitlement.

1. **Step 4: Set the Pay.**
   1. Get the special rate table that applies to the position you’re filling.
   2. Take the promotion entitlement and slot the pay.
   3. $38.98 falls between step 1 and step 2.
   4. Pay is set at WS-10 step 2, $40.23, San Francisco.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 10 | 38.61 | 40.23 | 41.83 | 43.45 | 45.05 |

1. **Step 5: Equivalent Increase.**
2. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2016** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |
| **SF** | 10 | 38.61 | 40.23 | 41.83 | 43.45 | 45.05 |

1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

*$40.23 - $37.53 = $2.70*

1. The employee’s pay increased by $2.70.
2. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%.

| **2016** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SF** | 10 | 38.61 | 40.23 | 41.83 | 43.45 | 45.05 |

*$40.23 x 4% = $1.61 (round up or round down)*

1. The amount of an equivalent increase is $1.61.
2. Compare how much the employee’s pay increased to the amount of an equivalent increase:
3. The employee’s pay increased by $2.70.
4. The amount of an equivalent increase is $1.61.
5. Since the employee’s pay increase is equal to or greater than the equivalent increase the employee received an equivalent increase upon promotion and begins a new waiting period as of the date of his promotion.

#### **Ex. 22: Workshe**et

| Steps | **FWS Worksheet**  **Promotion: Special Rate Table to Regular Table**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a special rate table to a regular wage table, in the same schedule (WG to WG; WL to WL; or WS to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule. N/A: X |
| **Step 2** | **Determine the Nature of Action**.   1. Find the pay table that applies to their current position.   Representative rate (step 2 of the grade): **$36.09**   1. Find the pay table that applies to the position you’re filling.   Representative rate (step 2 of the grade): **$41.36**   1. Compare representative rates. If the representative rate for new position is higher than the representative rate for the old position, the action is a promotion. *If the representative rate is lower, then STOP and use the “Change to Lower Grade” worksheet.* |
| **Step 3** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): **$36.02** 2. Multiply the representative rate by 4%: **1.4436**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate: **$37.53**    2. Add (b) and (c): **$38.98** *promotion entitlement* |
| **Step 4** | **Set the Pay**.   1. Get the regular wage table that applies to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Wage Area: **SF** (WG/L/S): **WS** Series: **5823** Grade: **10** Step: **2** Hourly Rate: **$40.23**  Did you look at HPR? Y:\_\_ N/A: **X** |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous hourly rate: **$37.53** 2. New hourly rate: **$40.23** 3. Determine how much the employee’s pay increased ((b) – (a)): **$2.70** 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade): **$40.23** 6. Multiply the representative rate by 4%: **$1.61** 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase then the WGI SCG remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Special Wage to Regular Wage Position; Exceeds Step 5

*When an employee is promoted from a position covered by a special wage schedule to a position covered by a regular wage schedule and the promotion entitlement exceeds step 5 of the new grade on the regular wage schedule, pay is set at the greater of:*

1. *The maximum rate (step 5) of the new grade, or*
2. *The employee’s existing rate of pay.*

George is WY-11 step 5 (special wage schedule) and is moving to a WS-12 regular wage position. Both positions are in Portland, OR.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A018** | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Determine the NOA**. Compare representative rates.
3. The representative rate for the WG position is $36.09.
4. The representative rate for the WS position is $36.21.
5. Since the representative rate for the WS position is higher than the WG position, this move is a promotion.

| **2016** | **Sch.** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A018** | WG | 11 | 34.65 | 36.09 | 37.53 | 38.98 | 40.42 |
| **Portland** | WS | 12 | 34.74 | 36.21 | 37.66 | 39.10 | 40.55 |

1. **Step 3: Mandatory 4% Promotion Rule**. George is entitled to an increase equal to 4% of the representative rate for a WY-11.
2. Compute 4% of the representative rate of George’s current position:

*$36.09 x 4% = 1.4436*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

1. Add the 4% to George’s existing rate of pay:

*$40.42 + $1.45 = $41.86*

1. $41.86 is George’s promotion entitlement.
2. **Step 4: Set the Pay**.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **POR** | 12 | 34.74 | 36.21 | 37.66 | 39.10 | 40.55 |

1. Slot $41.86 into the WS table.
2. $41.86 exceeds step 5; therefore, pay is set at step 5.
3. When an employee is promoted from a special rate table to a regular rate table and if the promotion entitlement exceeds step 5, then they are entitled to either step 5 of their current rate of pay, whichever is higher.
4. The employee’s existing rate is $40.42.
5. WS-12 step 5 rate is $40.55.
6. The WS-12 step 5 rate is higher; therefore, pay will be set at step 5.
7. Pay is set at WS-12 step 5, $40.55, Portland wage area.

### PROMOTIONS – FWS to GS

When an employee moves from FWS to GS, we set the pay first and then identify the Nature of Action (NOA). FWS employees are not entitled to a two-step promotion increase when promoted to a GS position. Therefore, pay may be set in accordance with the HPR when the conditions for HPR have been met.

The highest previous rate rule is a little different for FWS employees than it is for GS employees. For example, HPR may not be based upon a locality rate for GS employees, but HPR for FWS employees is either their earned rate or the rate for the grade and step on the table at the new location, whichever is higher.

### FWS to GS

On February 7, 2016, Charlotte is a WG-5716-4 step 3 and was selected for a GS-455-07 position. Both positions are in Seattle, WA. Charlotte earned her WGI to step 3 on September 6, 2015.

| **2015** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **SEA** | 4 | 19.28 | 20.06 | 20.88 | 21.69 | 22.47 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: List the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-0455-07*
3. **Step 3: Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*
4. **Step 4: Annualize the Hourly Rate**. Multiply the hourly rate by 2087 to determine the annual rate:

*$20.88 x 2087 = $43,577*

1. **Step 5: Set the Pay**.
2. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The SEA locality table applies to the GS-0455-07 position in Seattle.*

1. Take $43,577 and slot the pay into GS-07 SEA locality table.

*$68,850 falls between step 5 and step 6.*

1. GS-11 step 6 is the maximum payable GS rate we can pay the employee.
2. Pay may be set anywhere between step 1 and step 6, based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SEA** | 07 | 42,802 | 44,229 | 45,656 | 47,082 | 48,509 | 49,936 | 51,363 | 52,789 | 54,216 | 55,643 |

1. HPR was approved for this action so pay is set at GS-07 step 2, $44,229 (SEA), based upon HPR.
2. **Step 6: Identify the NOA that is Taking Place.** Compare the employee’s old rate to his new rate*.*
3. The FWS rate is $43,577.
4. The GS rate is $44,229.
5. Since the move resulted in an increase in pay, the NOA is a promotion.
6. **Step 7: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.
7. Charlotte’s last equivalent increase is when she received her step increase from WG-4 step 2 to step 3 on September 6, 2015. She will be due a WGI to GS-07 step 3 on September 5, 2016.

*Date of last equivalent increase under the FWS: 09-06-15*

1. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

### FWS to GS w/Geographic Conversion

Mario is a WS-5725-10 step 2 in Phoenix, AZ and on March 5, 2017, he is selected for a GS-201-11 position in Albuquerque. Mario earned his WGI to step 2 on July 10, 2016. HPR has been approved by the agency for this move. (WS-10 step 2 is Mario’s HPR).

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 10 | 32.85 | 34.20 | 35.56 | 36.92 | 38.29 |

1. **Step 1: List the GS Position you are Filling**. *GS-201-11*
2. **Step 2: Geographic Conversion**. Place the employee’s current grade and step on the pay table at the new duty location. $32.99 is his converted rate.

| **2017** | **WS** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 10 | 32.85 | 34.20 | 35.56 | 36.92 | 38.29 |
| **AQ** | 10 | 31.67 | 32.99 | 34.31 | 35.63 | 36.95 |

1. **Step 3: Highest Previous Rate.** If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes.*

If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).*

*HPR hourly rate: $34.20*

1. **Step 4: Annualize the Hourly Rate**. Multiply the hourly rate by 2087 to determine the annual rate:

*$34.20 x 2087 = $71,375*

1. **Step 5: Set the Pay**.
2. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The ABQ locality table applies to the GS-0201-11 position in Albuquerque.*

1. Take $71,375 (the annualized hourly rate) and slot the pay into GS-11 ABQ locality table.

*$71,375 falls between step 6 and step 7.*

1. GS-11 step 7 is the maximum payable GS rate we can pay the employee.
2. Pay may be set anywhere between step 1 and step 7, based upon HPR.
3. HPR was approved for this action so pay is set at GS-11 step 7, $72,438 (ABQ), based upon HPR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step 6: Identify the NOA.** Compare the employee’s old rate to his new rate to determine the nature of action*.*
2. The FWS rate is $71,375.
3. The GS rate is $72,438.
4. Since the move resulted in an increase in pay, the NOA is a promotion.
5. **Step 7: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.
6. Mario’s last equivalent increase is when he received his step increase from WS-10 step 1 to step 2 on July 10, 2016. He will be due a WGI to GS-11 step 5 on July 8, 2018.

*Date of last equivalent increase under the FWS: 07-10-16*

1. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD.

#### Ex. 25: Worksheet

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series: **0201** Grade: **11** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **PX** (WG/L/S): **WS** Series: **5716** Grade: **10** Step: **2** Hourly Rate: **$34.20** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: \_\_\_\_  From: Wage Area: **PX** Grade: **10** Step: **2** Hourly Rate: **$34.20**  To: Wage Area: **AQ** Grade: **07** Step: **2** Hourly Rate: **$32.99** |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: X No:\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate: **$34.20** |
| **Step 5** | **Annualize the Hourly Rate.** Multiply the FWS hourly rate by 2087 to determine the annual rate: **$71,375** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the annualized hourly rate and slot the pay. 3. If a locality table and special rate table apply then slot into the table that is the highest applicable rate range. 4. This is the maximum payable rate we can pay the employee. 5. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **11** Step: **7** Salary: **$72,438** |
| **Step 6** | **Identify the NOA that is Taking Place.**   1. Compare the employee’s previous FWS rate to the new GS rate (do not compare representative rates when moving from FWS to GS): 2. FWS annualized rate: **$71,375** 3. GS rate: **$72,438** 4. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 5. If the new GS rate is lower than the FWS rate, the NOA is a demotion. 6. If there is no change in pay, the NOA is a reassignment. 7. NOA: **Promotion** |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS: **07-10-16** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD: **07-10-16** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### FWS (Special Rate) to GS

On August 19, 2018, Sharon is a XA-4742-8 step 2, Utility Systems Repairer Operator at the National Park Service in Gatlinburg, TN. Under the NPS, a special rate table applies to WG-4742 positions in TN. Sharon applies for and is selected for a GS-0462-09 position in North Carolina. She earned her WGI to step 2 on July 9. 2017.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AC-0125R** | 8 | 21.37 | 22.27 | 23.10 | 24.07 | 24.93 |

1. **Step 1: Provide the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-0462-09*
2. **Step 2: Geographic Conversion.** Apply the geographic conversion rule. A special rate table applies to the NPS position in Tennessee but only the Central North Carolina (RUS) wage table apples to a XA-4742 position in North Carolina. $21.07 is the employee’s converted rate.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AC-0125R** | 8 | 21.37 | 22.27 | 23.10 | 24.07 | 24.93 |
| **NC** | 8 | 20.18 | 21.07 | 21.93 | 22.78 | 23.59 |

1. **Step 3: HPR** If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? *Yes*

If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).*

1. **Step 4: Annualize the Hourly Rate.** We have been authorized to use HPR and under the FWS, HPR is either your current rate or the rate after geographic conversion. Since the current rate is higher, we will use that as her HPR. Take the employee’s HPR and multiply it by 2087 to determine the annualized rate.

*$22.27 x 2087 = $46,477*

1. **Step 5: Slot the Pay**.
2. Find the locality table and special rate table (if applicable) that apply to the position you’re filling.
3. The employee’s annualized salary ($46,477) falls below step 1 of the new position.
4. Pay is set at GS-0462-09 step 1, $50,598 (RUS).

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 50,598 | 52,285 | 53,971 | 55,658 | 57,345 | 59,031 | 60,718 | 62,405 | 64,091 | 65,778 |

1. **Step 6: Identify the NOA that is Taking Place.** Compare the FWS salary to the GS salary.
2. The FWS rate is $46,477.
3. The GS rate is $50,598.
4. Since the move results in an increase in pay, the NOA is a promotion.
5. **Step 7: Date of Last Equivalent Increase Determination**.
6. Date of last equivalent increase under the FWS: *07-09-17*
7. Was there a break in service of more than 52 weeks *(if yes, then new waiting period begins on date of action)*? *No*
8. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD to the date of the last equivalent increase under the FWS.

#### Ex. 26: Worksheet

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.**  List the series and grade level of the position you’re filling:  Series: **0462** Grade: **09** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **Table AC-0125R** (WG/L/S): **XA** Series: **4742** Grade: **08** Step: **2** Hourly Rate: **$22.27** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Wage Area: **TN** Grade: **8** Step: **2** Hourly Rate: **$22.27**  To: Wage Area: **NC(RUS)** Grade: **8** Step: **2** Hourly Rate: **$21.07** |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager?   Yes: **X** No:\_\_\_   1. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 2. HPR hourly rate: **$22.27** |
| **Step 5** | **Annualize the Hourly Rate.** Multiply the FWS hourly rate by 2087 to determine the annual rate:  **$46,477** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). *If a locality and special rate table apply then use the table that is the highest applicable rate range.* 2. Take the annualized hourly rate and slot the pay. If it falls between two steps then use the higher step. This is the maximum payable rate we can pay the employee. 3. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table: **RUS** Series: **0462** Grade: **09** Step: **1** Salary: **$50,598** |
| **Step 6** | **Identify the NOA that is Taking Place.**   1. Compare the employee’s previous FWS rate to the new GS rate *(do not compare representative rates when moving from FWS to GS):* 2. FWS annualized rate: **$46,477** 3. GS rate: **$50,598** 4. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 5. If the new GS rate is lower than the FWS rate, the NOA is a change to lower grade. 6. If there is no change in pay, the NOA is a reassignment. 7. NOA: **Promotion** |
| **Step 7** | **Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.   1. Date of last equivalent increase under the FWS: **07-09-17** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD: **07-09-17** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### PROMOTIONS – GS to FWS

Representative rates are compared when a GS employee moves to a FWS position to determine the nature of action. If the FWS representative rate is higher than the GS representative rate, then the action is a promotion. Pay is set using the FWS mandatory promotion rule (4% rule).

### Ex. 27: GS to FWS

On July 9, 2017, Norman, a GS-455-05 step 2, is selected for a WG-5716-7 position. Both positions are located in Boise, ID. Norman earned his WGI to GS-05 step 2 on September 4, 2016. Also, Norman previously held a WG-5716-7 step 2 in 2015.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Determine the Nature of Action**.
3. Compare the representative rates to determine the NOA. Representative rates are compared when a GS employee moves to a FWS position to determine the nature of action. If the FWS representative rate is higher than the GS representative rate then the action is a promotion and pay is set using the FWS mandatory promotion rule (4% rule). The representative rate for the GS grade is step 4 (it doesn’t matter what step the employee is currently at) and the representative rate for the FWS grade is step 2.
4. The representative rate for the GS grade is $17.31.

*$36,130/2087=$17.31*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. The representative rate for the FWS grade is $20.94.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

1. Since the representative rate for the FWS grade is higher than the GS grade, the move is a promotion, and the 4% mandatory promotion rule must be used to set his pay*.*
2. **Step 3: Convert to Hourly Rate.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 05 | 32,844 | 33,939 | 35,035 | 36,130 | 37,225 | 38,321 | 39,416 | 40,511 | 41,607 | 42,702 |

1. Convert the employee’s GS 2 salary to an hourly rate:

*$33,939/2087 = $16.26*

1. Compute 4% of the representative rate of Norman’s current position.
2. Divide by 2087 to get the hourly rate: *$36,130 / 2087 = $17.31*
3. Multiply that by 4%: *$17.31 x 4% = 0.6923*

*Take out to 4 decimal places and always round up (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement).*

1. Add the 4% to the employee’s current rate: *$16.26 + $0.70 = $16.96*
2. $16.96 is the employee’s promotion entitlement.
3. **Step 4: Slot the Pay.**
4. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The Boise WG-7 table applies to a WG-5716-7 position in Boise, ID.*

1. Slot $16.96 into the pay table.
2. $16.96 falls below step 1.
3. Pay is set at WG-5716-7 step 1, $20.12, Boise wage area, based upon the mandatory promotion rule. Don’t forget to look at HPR.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

**Highest Previous Rate**

1. **Step 5: HPR**. The employee previously held a WG-7 step 2 in 2015.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Boise** | 7 | 20.12 | 20.94 | 21.76 | 22.62 | 23.50 |

1. **Step 6: Set the Pay.** Pay may be set at step 1 based upon the mandatory promotion rule or pay may be set at step 2, based upon HPR.
2. **Step 7: Date of Last Equivalent Increase Determination.** 
   1. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
   2. The employee’s last equivalent increase is when he received his step increase from GS-05 step 1 to step 2 on September 5, 2016.

*Date of last equivalent increase under the GS: 09-04-16*

* 1. He will be due a step increase to WG-7 step 3 in 78 weeks (February 2, 2018).
  2. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD.

#### Ex. 27: Worksheet

| Steps | **FWS Worksheet**  **Promotion: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a promotion. No Geographic Conversion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table: **RUS** Series: **0455** Grade: **05** Step: **02** Salary: **$33,939** |
| **Step 2** | **FWS Position You’re Filling:**  Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** |
| **Step 3** | **Geographic Conversion.** None. *If geographic conversion then use the “Promotion: GS to FWS w/Geographic Conversion” worksheet.* |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. GS representative rate (step 4 of the current grade): **$36,130** 2. Convert to hourly rate (divide by 2087): **$17.31** 3. FWS representative rate (step 2 of grade you’re filling): **$20.94** 4. Compare the rates. 5. If the move results in an increase in pay the NOA is a promotion. 6. If the move results in a decrease in pay then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the GS representative rate by 4% then add the result to the employee’s current rate.   1. GS hourly representative rate (step 4 of the current grade/2087): **$17.31** 2. Multiply the representative rate by 4%: **0.6923**   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current rate:    1. Convert the employee’s current GS rate to an hourly rate (divide by 2087):   **$33,939** / 2087 = **$16.26**   * 1. Add (b) and (c): **$16.96** *promotion entitlement* |
| **Step 5** | **Set the Pay**.   1. Get the regular wage table (and special rate table, if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Wage Area: **SF** (WG/L/S): **WS** Series: **5823** Grade: **10** Step: **2** Hourly Rate: **$40.23**  Did you look at HPR? Y: **X (attached)** N/A:\_\_\_ |
| **Step 6** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS: **09-04-16** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD: **09-04-16** 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

#### Ex. 27: HPR Worksheet

| Steps | **FWS Worksheet**  **Highest Previous Rate**  *Use this worksheet when you’re filling a FWS position and you’re setting pay higher than step one based upon HPR and the employee’s HPR was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **FWS Position You’re Filling.**  Wage Area: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** |
| **Step 2** | **Position that HPR is Based Upon.** Use the current pay table (it doesn’t matter when they earned their HPR, use the current table) and provide the higher FWS rate the employee held in another Federal job:  Pay Table: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** Step: **2** Hourly Rate: **$20.94** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.* 3. HPR hourly rate: **$20.94** |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the HPR hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Pay Table: **Boise** (WG/L/S): **WG** Series: **5716** Grade: **7** Step: **2** Hourly Rate: **$20.94** |

### Ex. 28: GS to FWS w/Geographic Conversion

*If the promotion is to a position in a different wage area, the agency must determine the employee's pay entitlement as if there were two pay actions: a promotion and a reassignment. The employee will receive the greater benefit.*

On March 5, 2017, Cliff is a GS-07 step 2 in Los Angeles and is selected for a WL-5716-7 position in Albuquerque. Cliff earned his WGI to step 2 on September 4, 2016.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Step 1: Geographic Conversion.** Apply the geographic conversion rule and Cliff’s converted rate is $42,150.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. **Step 2: Determine the Nature of Action**.
2. Compare the representative rates to determine the NOA.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. The representative rate for the GS grade is $21.50.

*$44,870/2087=$21.50*

1. The representative rate for the FWS grade is $21.80.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

1. Since the representative rate for the FWS grade is higher than the GS grade, the move is a promotion, and the 4% mandatory promotion rule must be used to set his pay*.*
2. If the promotion is to a position in a different wage area the agency must determine the employee's pay entitlement as if there were two pay actions: a promotion and a reassignment. The employee will receive the greater benefit.
3. **Step 3: Promote then Reassign.** We are filling a WL position in Albuquerque. We will promote him to the WL-7 position on the Los Angeles wage table and then reassign him to the Albuquerque wage table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |

1. **Promote the Employee to the WL-7 Position on the Los Angeles Wage Table**.
   1. Convert Cliff’s GS Los Angeles annual rate to an hourly rate; $22.70.

*$47,372 / 2087 = $22.70*

* 1. Compute 4% of the representative rate of his current position; $0.97.

*$50,429/2087 = $24.16*

*$24.16 x 4% = 0.9664*

*Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to Cliff’s existing rate of pay: *$22.70 + $0.97 = $23.67*
  2. $23.67 is his promotion entitlement.
  3. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the old location.

*The LA WL-7 table applies to a WL-5716-7 position in Los Angeles.*

* 1. Slot $23.67 into the pay table and it falls below step 1.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 7 | 23.98 | 24.96 | 25.96 | 26.97 | 27.96 |

1. **Reassign the Employee to the Albuquerque Wage Area.**
   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the new location.

*The ABQ WL-7 table applies to a WL-5716-7 position in Albuquerque.*

* 1. Reassign.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 7 | 23.98 | 24.96 | 25.96 | 26.97 | 27.96 |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

* 1. If Cliff is promoted on the LA wage schedule and then reassigned to the ABQ wage schedule, his pay would be set at WL-7 step 1, $20.93, Albuquerque wage area.

Now let’s see what the other way will yield.

1. **Step 4: Reassign then Promote.** We will reassign him to Albuquerque and then promote him to the WL-7 position.
   1. **Reassign the Employee to Albuquerque.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **ABQ** | 07 | 40,790 | 42,150 | 43,510 | 44,870 | 46,231 | 47,591 | 48,951 | 50,311 | 51,671 | 53,031 |

1. Convert the employee’s GS annual rate to an hourly rate; $20.20.

*$42,150/2087 = $20.20*

1. Compute 4% of the representative rate of his current position; $0.86.

*$44,870/2087 = $21.50*

*$21.50 x 4% = $0.8600*

*Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

1. Add the 4% the existing rate of pay: *$20.20 + $0.86 = $21.06*
2. $21.06 is his promotion entitlement.
3. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling at the new location.

*The ABQ WL-7 table applies to a WL-5716-7 position in Albuquerque.*

1. Slot $21.06 into the Albuquerque wage schedule.
2. $21.06 falls between step 1 and step 2.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 7 | 20.93 | 21.80 | 22.67 | 23.53 | 24.40 |

1. If Cliff is reassigned to the GS-07 position in Albuquerque and then promoted to the WL-7 position, his pay would be set at WL-7 step 2, $21.80, Albuquerque wage area.
2. **Step 5: Compare the Results**
   1. The “promote then reassign” method produced WL-7 step 1.
   2. The “reassign then promote” method produced WL-7 step 2.
   3. The reassign then promote method produces the higher result; therefore, we must use that method.
3. **Step 6: Set the Pay**. Pay is set at WL-5716-7 step 2, $21.80, ABQ wage area, based upon the mandatory 4% promotion rule and the reassign then promote method.
4. **Step 7: Date of Last Equivalent Increase.** A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
   1. Cliff’s last equivalent increase is when he received his WGI from GS-07 step 1 to step 2 on September 4, 2016. He will be due a step increase to WL-7 step 3 in 78 calendar weeks (February 25, 2018).

*Date of last equivalent increase under the GS: 09-04-16*

* 1. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD.

#### Ex. 28: Worksheet

| Steps | **FWS Worksheet**  **Promotion: GS to FWS w/Geographic Conversion**  *Use this worksheet when an employee moves from a GS position to a FWS position, the nature of action is a promotion, and the employee is moving to a new location where a different pay table applies.* |
| --- | --- |
| **Step 1** | **Current GS Salary:**  Pay Table: **LA** Series: **0455** Grade: **07** Step: **02** Salary: **$47,372** |
| **Step 2** | **FWS Position You’re Filling:**  Pay Table: **ABQ** (WG/L/S): **WL** Series: **5716** Grade: **7** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current GS grade and step on the pay table at the new duty location.  From: Pay Table: **LA** Grade: **07** Step: **2** Salary: **$47,372**  To: Pay Table: **ABQ** Grade: **07** Step: **2** Salary: **$42,150** |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade): **$44,870** 3. Convert to hourly rate (divide by 2087): **$21.50** 4. Get the FWS locality table (and special rate wage table, if applicable) at the new location. 5. FWS representative rate (step 2 of grade you’re filling): **$21.80** 6. Compare the rates. 7. If the move results in an increase in pay the NOA is a promotion. 8. If the move results in a decrease in pay then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promote then Reassign.** Promote the employee to the FWS position at the old location and then reassign them to the FWS position at the new location.   1. Get the GS locality table (and special rate, if applicable) at the old location. 2. GS representative rate (step 4 of the current grade): **$50,429** 3. Convert to hourly rate (divide by 2087): **$50,429 / 2087 = $24.16**   **Promote**   1. Multiply the representative rate by 4%: **$24.16 x 4% = 0.9664**   *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (before geographic conversion): **$47,372** 3. Convert to hourly rate (divide by 2087): **$47,372 / 2087 = $22.70** 4. Add (b) and (c)(2): **$22.70 + $0.97 = $23.67** *promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the old location. 6. Slot the promotion entitlement into the table.   Pay Table: **LA** (WG/L/S): **WL** Grade: **7** Step: **1**  **Reassign**   1. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location.   Under the “Promote then Reassign” method, pay is set at:  Pay Table: **ABQ** (WG/L/S): **WL** Grade: **7** Step: **1** Hourly Rate: **$20.93** |
| **Step 6** | **Reassign then Promote.** Reassign the employee to the new location and then promote them to the FWS position.  **Reassign**   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade): **$44,870** 3. Convert to hourly rate (divide by 2087): **$44,870 / 2087 = $21.50**   **Promote**   1. Multiply the representative rate of their current position, at the new location by 4%: ((a)(4) x 4%): **$0.86**   **$21.50 x 4% = 0.8600**  *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (after geographic conversion): **$42,130** 3. Convert to hourly rate (divide by 2087): **$42,150 / 2087 = $20.20** 4. Add (b) and (c)(2): **$20.20 + $0.86 = $21.06** *promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 6. Slot the promotion entitlement into the table.   Under the “Reassign then Promote” method, pay is set at:  Pay Table: **ABQ** (WG/L/S): **WL** Grade: **7** Step: **2** Hourly Rate: **$21.80** |
| **Step 7** | **Compare the Results.** Compare the results and use the method that produced the higher rate.   1. The “Promote then Reassign” method: **WL-7 step 1** 2. The “Reassign then Promote” method: **WL-7 step 2**   Pay is set at:  Pay Table: **ABQ** (WG/L/S): **WL** Series: **5716** Grade: **7** Step: **2** Hourly Rate: **$21.80**  Did you look at HPR? Y:\_\_\_ N/A: **X** |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS: **09-04-16** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD: **09-04-16**   Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

## GRADE RETENTION

The requirements for grade retention are the same for GS and FWS employees. An employee on grade retention means they get to keep their grade for 2 years even though performing work at a lower grade and retains that grade for 2 years beginning on the date the employee is placed in the lower-graded position.

**Mandatory Grade Retention**

An employee is entitled to grade retention when:

1. Serving under a permanent appointment (not temporary or term);
2. Placed in a FWS or GS position; and
3. The position is at a lower grade as a result of a reduction in force (RIF) or reclassification action.

**Reduction-in-Force Actions**

An employee is entitled to grade retention as the result of a RIF when the movement is the result of the employee having received a specific RIF notice and:

* The employee is either placed in the position offered in the notice; or
* The employee is placed in a position other than that offered in the notice but in the same agency and the position was offered in writing and at the initiative of management.

The employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. Any 52-consecutive week period will meet the requirement; the 52 weeks must be consecutive, but it could have been at any time, the time could have been in more than one position and more than one agency, and it doesn’t have to be at the grade that the employee is retaining.

Under a covered system, the grade held immediately prior to the reduction is the retained grade.

**Reclassification Actions**

The movement to a lower-graded position is when the employee either remains in the reclassified position or the employee is placed in a different position in the same agency before the effective date of the reclassification action, but at the initiative of management and after the employee received specific written notice that the position would be reclassified to a lower grade. When an employee is downgraded to correct a classification error or to implement a new classification standard, they are entitled to grade retention if the position that is being downgraded has been classified for at least 1 continuous year immediately before the downgrade. The requirement is 1 calendar year, not 52 weeks and it does not matter how long the employee occupied the position.

**Optional Grade Retention**

An Agency may provide grade retention to an employee moving from a position under a covered pay system to a lower-graded position under a covered pay system when:

1. Management announces a reorganization or reclassification decision in writing that may or would affect the employee; and
2. The employee moves to a lower-graded position (either at the employee's initiative or in response to a management offer) on or before the date the announced reorganization or reclassification is affected.

An employee is eligible for optional grade retention only if, immediately before being placed in the lower grade, the employee has served for at least 52 consecutive weeks in one or more positions under a covered pay system at one or more grades higher than that lower grade.

**Exclusions**

Grade retention may not be provided to an employee who (see 5 CFR 536.102(b) for additional exclusions):

1. Is reduced in grade or pay for **personal cause** or at the **employee’s request**:
   1. “Reduced in grade or pay for personal cause” means a reduction in grade or rate of basic pay based on the conduct, character, or unacceptable performance of an employee. In situations in which an employee is reduced in grade or pay for inability to perform the duties of their position because of a medical or physical condition beyond the employee's control, the reduction in grade or pay is not considered to be for personal cause.
   2. “Reduced in grade or pay at the employee's request” means a reduction in grade or rate of basic pay that is initiated by the employee for their benefit, convenience, or personal advantage. A reduction in grade or pay that is caused or influenced by a management action is not considered to be at an employee's request, except that the voluntary reduction in grade or pay of an employee in response to a management action directly related to personal cause is considered to be at the employee's request.
2. Was employed on a temporary or term basis immediately before the action causing the reduction in grade;
3. A supervisory or managerial employee who does not satisfactorily complete the probationary period and is removed from the position;
4. Is entitled to a saved rate because of removal from the Senior Executive Service;
5. Moves from an Executive Schedule or equivalent position; or
6. Moves between a covered and non-covered pay system.

**Period of Grade Retention**

An employee is entitled to retain the grade immediately before the action that provides entitlement to grade retention for 2 years beginning on the date the employee is placed in the lower-graded position, unless grade retention is terminated.

For example, a WS-9 is demoted to a WG-11 position effective June 26, 2016 as the result of a RIF. The employee will retain the WS-9 grade through June 25, 2018.

**Termination of Grade Retention**

Eligibility for grade retention ceases or grade retention terminates if any of the following conditions occurs (see 5 CFR 536.207 and 536.208 for additional rules regarding loss of eligibility or termination of grade retention):

1. Completion of the 2-year period of grade retention;
2. The employee has a break in service of 1 workday or more;
3. The employee is reduced in grade for personal cause or at the employee's request (based on the grade of the employee's position of record rather than the employee's retained grade);
4. The employee moves to a position under a covered pay system with a grade that is equal to or higher than the retained grade (excluding temporary promotions);
5. The employee moves to a position not under a covered pay system;
6. The employee elects in writing to terminate the benefits of grade retention; or
7. The employee declines a reasonable offer of a position with a grade equal to or higher than the retained grade. For an offer to be reasonable, it must:
   1. Be at a grade equal to or higher than the retained grade;
   2. Be in writing;
   3. Include the position description;
   4. Explain the consequences of declination;
   5. Explain that the employee may appeal the reasonableness of the offer to OPM;
   6. Have the same or greater tenure as the employee's tenure;
   7. Have a work schedule with at least the same number of hours as the employee's current schedule; and
   8. Be in the same commuting area unless the employee is subject to a mobility agreement.

**Determining the Retained Grade**

In most cases the grade that is retained is pretty simple even when the employee is moving between FWS and GS positions; it's the grade the employee occupied when the downgrade was taken.

**Determining the Rate of Basic Pay under Grade Retention**

If there isn’t a geographic conversion and no change in pay schedules (because of a change in the employee's position of record, official worksite, or the establishment of a new pay schedule) before and after the action, the employee is entitled to their existing payable rate for their grade and step.

**Geographic Conversion**

When an FWS employee entitled to grade retention changes wage areas, the employee’s rate of pay is determined by applying the geographic conversion rule. This means the employee’s pay is set at the grade and step for the retained grade in the new wage area.

**Pay Adjustments under Grade Retention**

1. **Annual Adjustment**
   1. *Grade Retention*. An employee is entitled to 100% of the general increase for the grade and step of the retained grade.
   2. *Grade and Pay Retention*. An employee who is under simultaneous grade and pay retention is entitled to 50% of the general increase for the retained grade.
2. **Within-Grade Increases.** An employee is entitled to receive step increases during the 2-year period of grade retention.
3. **Effect of Time-Limited Promotions.** A TLP cannot be the basis for a retained grade. If an employee on retained grade receives a TLP, their period of grade retention continues concurrently with the TLP and terminates without regard to the TLP.
4. **Premium Pay Differentials.** When determining whether an employee is entitled to premium pay differentials while on grade retention (for a GS employee; hazard, Sunday, or night pay; or for a FWS employee; environmental differential, Sunday shift, or night shift differential), premium pay entitlements are based upon the rules applicable to the retained grade. If the employee is retaining a GS grade, then GS pay rules apply. If the employee is retaining a FWS grade, then the FWS pay rules apply.
5. **Fair Labor Standards Act**. Coverage under the Fair Labor Standards Act (FLSA) is determined by the requirements of the position to which assigned.
6. **Transfers.** An employee will continue on grade retention when they transfer to another agency and they were on grade retention at the previous agency.

**Applicability of Retained Grade**

An agency must treat an employee's retained grade as the employee's grade for almost all purposes, including pay and pay administration and premium pay.

For example, a FWS employee is placed in a lower-graded GS position as a result of a RIF and retains the FWS grade for 2 years. The employee works a fire and would be eligible for environmental differential (for FWS employees) and not hazard pay (for GS employees).

**Simultaneous Grade and Pay Retention**

If an employee’s rate of basic pay would be reduced while entitled to grade retention as a result of placement in a lower pay schedule, but excluding any reduction that results from a geographic conversion, the employee would also be eligible for pay retention.

### Ex. 29: Determining Grade Retention Entitlement

*Mandatory Grade Retention*

Jenny is a WG-4 and is being placed in a WG-3 job because of a RIF. She is serving under a permanent appointment. Jenny’s employment history is as follows:

| *Date* | *Action* |
| --- | --- |
| October 7, 2012 | Appointed to WG-5 |
| December 1, 2013 | Promoted to WG-6 |
| February 8, 2014 | Resigned |
| October 5, 2015 | Reinstated to WG-4 |
| February 7, 2016 | RIF |

Jenny is eligible for grade retention and will retain the WG-4 for 2 years because she met the 52-consecutive week requirement; she served as a WG-5 and WG-6 from October 7, 2012 to February 8, 2014.

### Ex. 30: Determining the Retained Grade

In most cases the grade that is retained is pretty simple even when the employee is moving between GS and FWS positions; it's the grade the employee occupied when the downgrade was taken.

Charlotte is a WS-10 step 5 and is moved to a WG-11 position because of a RIF. Charlotte is entitled to grade retention and will retain the WS-10 grade for 2 years.

### Ex. 31: Determining the 2-Year Period of Grade Retention

*Mandatory Grade Retention*

Deirdre is a WG-10 step 1 and on February 7, 2016, she is moved to a WG-8 position because of a RIF. Deirdre is entitled to grade retention, and she will retain the WG-10 grade through February 4, 2018.

### Ex. 32: Mandatory Grade Retention as the Result of a RIF

*WG-10 step 4 in AZ to WG-7 in CA - RIF*

Carmen is a WG-10 step 4 in Tucson, AZ and is placed in a WG-7 position in Los Angeles, CA as the result of a RIF.

1. **Step 1: Geographic Conversion.** Apply the geographic conversion rule. Carmen’s converted rate is $29.66.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **TU** | 10 | 23.93 | 24.91 | 25.91 | 26.91 | 27.89 |
| **LA** | 10 | 26.41 | 27.47 | 28.57 | 29.66 | 30.76 |

1. **Step 2: Set the Pay**. Carmen’s grade retention entitlement is WG-10 step 4, $29.66, Los Angeles wage area. She will retain the grade for 2 years unless a terminating event occurs.

### Ex. 33: WG-11 in LA to WG-9 in Fresno

*Mandatory Grade Retention*

On March 6, 2016, Cleo is a WG-1144-11 step 5 in Los Angeles, CA and is placed into a WG-9 non-special rate position in Fresno, CA as the result of a RIF. Cleo is entitled to grade retention.

1. **Step 1: Geographic Conversion**. Apply the geographic conversion rule by setting the employee’s pay in the pay table for the employee’s new position of record after the RIF action (including the retained grade) which corresponds to the employee's grade and step immediately before the action. This is the employee's existing payable rate of basic pay for the purpose of considering whether pay retention applies. Cleo’s converted rate is $27.01.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 27.92 | 29.09 | 30.23 | 31.38 | 32.56 |
| **FRESNO-LA** | 11 | 23.15 | 24.12 | 25.08 | 26.05 | 27.01 |

**Pay Retention Rules**. While the employee is entitled to a lesser payable rate after the RIF, the reduction is entirely attributable to the geographic conversion, therefore; pay retention does not apply. *(5 CFR 536.303(a))*

1. **Step 2: Set the Pay**. Pay is set at WG-11 step 5, $27.01, Fresno wage area under grade retention. She will retain the grade for 2 years unless a terminating event occurs.

#### Ex. 33: Worksheet

| Steps | **FWS Worksheet**  **Grade Retention Worksheet**  *Use this worksheet to determine the retained grade and pay when a FWS employee is initially placed on grade retention.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes: **X** No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade: March 6, 2016** |
| **Step 3** | **Determine the Retained Grade.**  What was the grade, step, and salary the employee held before the downgrade was taken?  Wage Table: **LA** (WG/L/S): **WG** Grade: **11** Step: **2** Hourly Rate: **$32.56** |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Wage Table: **LA** (WG/L/S): **WG** Grade: **11** Step: **2** Hourly Rate: **$32.56**  To: Wage Table: **Fresno-LA** (WG/L/S): **WG** Grade: **11** Step: **2** Hourly Rate: **$27.01** |
| **Step 5** | **Set the Pay.** Pay is set at:  Wage Table: **Fresno-LA** (WG/L/S): **WG** Series: **1144** Grade: **11** Step: **2** Hourly Rate: **$27.01**  *The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |

### Ex. 34: Special Rate to Non-Special Rate: Grade and Pay Retention

*WG-9 step 5 in LA (SSR A012) to WG-8 in San Bernardino*

*Mandatory Grade & Pay Retention*

On February 7, 2016, James is a WG-8852-9 step 5, Aircraft Mechanic in Fresno, CA, paid from Special Rate Table A012, and is placed in a WG-5823-8 non-special rate position in San Bernardino, CA, as the result of a RIF. James meets the requirements for grade retention and will retain the WG-9 grade for 2 years.

1. **Step 1: Geographic Conversion**. Apply the geographic conversion rule (moving from Fresno (A012) to San Bernardino (A016)). James’s converted rate is $34.83.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **A012** | 9 | 23.72 | 24.71 | 25.70 | 26.68 | 27.67 |
| **A016** | 9 | 29.87 | 31.10 | 32.35 | 33.58 | 34.83 |

1. **Step 2: Slot the Pay.**
   1. Get the wage table that applies to the new position (at the new location, if applicable).
   2. See if the employee’s pay (after geographic conversion, if applicable) will fit within the steps of the wage table.
   3. If the pay falls within two steps, then use the higher step. Set the pay. END.
   4. If the pay is more than step 5 then the employee is entitled to simultaneous grade retention and pay retention.
   5. The employee’s rate ($34.83) us more than step 5. James is entitled to pay retention because his payable rate of basic pay ($34.83) exceeds step 5 for his retained grade at the new location ($28.71).

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **San Bernardino** | 9 | 24.59 | 25.63 | 26.62 | 27.66 | 28.71 |

1. **Step 3: 150% of Max Step of New Grade.**
   1. James is entitled to his existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less.
   2. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.
   3. $28.71 x 150% = $43.07
   4. James’ retained rate ($34.83) is less than the capped amount ($43.07) so we’re OK with setting his pay at $34.83.
2. **Step 4: Set the Pay**.
   1. Pay is set at WG-9 step 00, $34.83, San Bernardino wage area under grade retention.
   2. James is entitled to grade retention and will retain the WG-9 grade for 2 years or until a terminating action occurs.
   3. After grade retention ends, pay will be set at WG-8 step 00, under pay retention.

#### Ex. 34: Worksheet

| Steps | **FWS Worksheet**  **Grade Retention**  **Special Rate Position to Non-Special Rate Position**  *Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a special rate table.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes: **X** No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade: February 7, 2016** |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and salary the employee held before the downgrade was taken:  Wage Area: **Fresno/A012** (WG/L/S):**WG** Series:**8852**  Grade:**9** Step:**5** Hourly Rate: **$27.67** |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Wage Area: **Fresno/A012** (WG/L/S):**WG** Grade:**9** Step:**5** Hourly Rate: **$27.67**  To: Wage Area: **San Bernardino/A016** (WG/L/S):**WG** Grade:**9** Step:**5** Hourly Rate: **$34.83** |
| **Step 5** | **Compare the Rates.** When an employee moves from a special rate position to a non-special rate position we need to compare the salary for the old position with the salary for the new position at the same grade and step.   1. Find the following tables:    1. The special rate table that applies to their former position (at the new location, if applicable).    2. The locality table that applies to the new position (at the new location, if applicable). 2. Place the employee’s current grade and step on both pay tables.    1. **Salary is the Same**. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate. END.    2. **Salary is Less but Fits in the Table**. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. If the salary fits within the steps of the locality table, then slot the pay into the steps. When the pay falls between two steps use the higher step. END.    3. **Salary is Less and Doesn’t Fit in the Table**. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary (after geographic conversion, if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.       1. Step 5 of the retained grade: **$28.71**       2. **Capped Amount**. Multiply by 150%: **$43.07** |
| **Step 6** | **Set the Pay.** Pay is set at:  Wage Area: **SB** (WG/L/S): **WG** Series:**5823** Grade:**8** Step:**00** Hourly Rate: **$34.83** |

### Ex. 35: Position Reclassified to a Lower Grade

*Mandatory Grade Retention*

A WS-5 position was classified on March 21, 2015.

On July 10, 2016, Chloe was promoted into the WS-5 position. Unfortunately, a month later the position was reclassified to a WS-4 position and Chloe was changed to the lower grade.

**Q: Is Chloe entitled to grade retention even though she only occupied the position for 1 month?**

**A: Yes**. Chloe is entitled to grade retention even though she occupied the position for 1 month because the position had been classified as a WS-5 for a minimum of 1 year immediately before preceding Chloe’s placement in the lower grade.

### GRADE RETENTION – FWS to GS

**Grade Retention Between Pay Systems.** An employee with a retained grade also retains the pay system associated with the retained grade although the new position is in a different pay system.

### Ex. 36: FWS Position to GS Position

*Mandatory Grade Retention*

On March 6, 2016, Liza is a WG-1144-9 step 3 ($22.50) in Fresno, CA and is placed in a GS-07 non-special rate position in the same area (RUS) as the result of a RIF.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 9 | 20.78 | 21.65 | 22.50 | 23.37 | 24.24 |

1. **Step 1: Compare Representative Rates.**
   1. Compare the representative rates to determine if the GS position is equal to, higher than, or lower than the WG position.
   2. The representative rate for a FWS position is step 2 and the representative rate for a GS position is step 4.
   3. Convert the hourly rate to an annual rate so you can compare the salaries:
   4. $21.65 x 2087 = $45,184
   5. The representative rate for the WG-9 step 2 is $45,184

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 9 | 20.78 | 21.65 | 22.50 | 23.37 | 24.24 |

* 1. The representative rate for the GS-07 step 4 is $44,036

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

* 1. When comparing the representative rates, the salary for the GS position is lower than the salary for the FWS position; therefore, the GS-7 position is a lower grade than the WG-9 position. The employee is entitled to grade retention.

1. **Step 2: Set the Pay.**
   1. Liza's pay continues as WG-9 step 3, $22.50, Fresno locality.
   2. She retains the WG-9 grade for 2 years from the effective date of her downgrade unless a terminating event takes place.

#### Ex. 36: Worksheet

| Steps | **FWS Worksheet**  **Grade Retention: FWS to GS**  *Use this worksheet when a Federal Wage System employee, who is initially placed on grade retention, moves to a GS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. Yes: **X** No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade: March 6, 2016** |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:  Wage Area: **Fresno** (WG/L/S): **WG** Series: **1144** Grade: **9** Step: **2** Hourly Rate: **$21.65** |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A: **X**  From: Wage Area:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_  To: Wage Area:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a FWS position to a GS position. If the employee met the requirements for grade retention (Step 1) and if the GS representative rate is lower than the FWS representative rate, then the employee is entitled to grade retention.   1. Find the following tables: 2. The FWS wage table that applies to the old position (at the new location, if applicable). 3. The GS table that applies to the new position (at the new location, if applicable). 4. Compare representative rates to ensure the employee is entitled to grade retention. 5. FWS representative rate (step 2 of the current grade): **$21.65** 6. Annualize the rate (multiply by 2087): **$45,184** 7. GS representative rate (step 4 of the grade you’re filling): **$44,036** 8. Compare the rates. If the representative rate for the GS position is lower than the rep. rate for the FWS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention. |
| **Step 6** | **Set the Pay.** Pay is set at:  Wage Area: **Fresno** (WG/L/S): **WG** Series: **1144** Grade: **9** Step: **2** Hourly Rate: **$21.65**  *The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place.* |

### GRADE RETENTION – GS to FWS

### Ex. 37: GS Position to FWS Position

Ginger is a GS-303-07 step 2 ($41,367) in Fresno (RUS) and is placed in a WG-7 position in the same area as the result of a RIF.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. **Step 1: Compare Representative Rates.**
2. Compare the representative rates to determine if the FWS position is equal to, higher than, or lower than the GS position.
3. The representative rate for a FWS position is step 2 and the representative rate for a GS position is step 4.
4. The representative rate for the GS-07 step 4 is $44,036.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. Convert the hourly rate to an annual rate so you can compare the salaries:
2. $19.19 x 2087 = $40,050
3. The representative rate for the WG-7 step 2 is $40,050

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 7 | 18.41 | 19.19 | 19.95 | 20.72 | 21.48 |

1. When comparing the representative rates, the salary for the FWS position is lower than the salary for the GS position; therefore, the WG-7 position is a lower grade than the GS-7 position. The employee is entitled to grade retention.
2. **Step 2: Set the Pay.**
3. Ginger's pay continues as GS-07 step 2, $41,367, RUS locality.
4. She retains the GS-07 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

#### Ex. 37: Worksheet

| Steps | **FWS Worksheet**  **Grade Retention: GS to FWS**  *Use this worksheet when a GS employee, who is initially placed on grade retention, moves to a FWS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. Yes: **X** No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:** 09/04/16 |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:  Pay Table: **RUS** Series: **303** Grade: **07** Step: **2** Salary: **$41,367** |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A: **X**  From: Pay Table:\_\_\_ Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a GS position to a FWS position.   1. Find the following tables: 2. The GS table that applies to the old position (at the new location, if applicable). 3. The FWS wage table that applies to the new position (at the new location, if applicable). 4. Compare representative rates to ensure the employee is entitled to grade retention. 5. GS representative rate (step 4 of the current grade): **$44,036** 6. Convert to hourly rate (divide by 2087): **$21.10** 7. FWS representative rate (step 2 of the grade you’re filling): **$19.19** 8. Compare the rates. If the representative rate for the FWS position is lower than the rep. rate for the GS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table: **RUS** Series: **303** Grade: **07** Step: **2** Salary: **$41,367**  *The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place.* |

## PAY RETENTION

Pay retention occurs when an employee keeps their pay when it’s higher than the maximum rate of the grade in which the employee is being placed. The rules for retained pay are the same for FWS employees as for GS employees. However, there are a few additional situations under which the employee would be entitled to retained pay.

**MANDATORY PAY RETENTION**

A FWS employee is entitled to retained pay in the following situations:

1. Completion of the 2-year grade retention period.
2. Employee is affected by a RIF or reclassification but does not meet the eligibility requirements for grade retention.
3. Employee is placed in a formal employee development program used government-wide such as the Pathways Program.
4. When a special rate is reduced or eliminated.
5. When an employee receiving a special rate in involuntarily placed in a regular rate position.
6. When an employee is involuntarily placed in a different pay schedule.

An employee would not be entitled to retained pay for a voluntary move (the move was initiated by the employee and not by management).

**OPTIONAL PAY RETENTION**

Agencies may provide pay retention to an employee not entitled to mandatory pay retention whose payable rate of basic pay otherwise would be reduced as a result of a management action, for example, accepts a lower-graded position for non-disciplinary reasons of ill health.

**GEOGRAPHIC CONVERSION RULE**

If an employee’s pay is reduced solely because of the geographic conversion rule, the employee is not entitled to pay retention (or to HPR). Remember, the locality pay table only applies to that position when the employee is working at that location. If the employee moves, they are no longer under that locality pay table.

If, in conjunction with a pay action that may entitle an employee to pay retention, an employee's official worksite changes to a new location where different pay schedules apply, the agency must convert the employee's rate(s) of basic pay to the applicable pay schedule before determining whether the employee is entitled to pay retention and before determining the employee's initial pay retention entitlement.

Similarly, when an employee is receiving a retained rate and the employee's official worksite changes to a new location where different pay schedules apply, the agency must convert the employee's retained rate to the new location before re-determining the employee's pay retention entitlement in the new position of record at the new official worksite.

### DETERMINING BASIC PAY UPON INITIAL ENTITLEMENT

When an employee is entitled to pay retention, they receive the rate of pay equal to the rate being paid immediately before the action.

1. The geographic conversion rule must be applied if the location of an employee's official worksite changes in conjunction with an action that may provide an initial entitlement to pay retention.
2. A newly established retained rate may not exceed 150% of the maximum payable rate of the highest applicable rate range for the grade of the new position or the rate for level IV of the Executive Schedule, whichever is less. The 150% cap only applies when a retained rate is first established; however, a retained rate may never exceed the rate for level IV of the Executive Schedule.
3. If the existing payable rate of basic pay falls within the rate range of the highest applicable rate range for the new grade; pay is set within the rate range and pay retention terminates.

**PAY ADJUSTMENTS**

* An employee under pay retention will receive 50% of any general increase and they may not receive a WGI (because pay is already above step 5 of the grade).
* The retained pay may not exceed 150% of step 10 of the grade.
* Pay retention will continue until a terminating event happens or the pay falls within the steps of the grade.
* Over time, the employee’s pay should fall within the steps of the grade and when that happens pay is set at the higher step and pay retention ends.

**EXCLUSIONS**

Pay retention may not be provided to an employee who (see 5 CFR 536.102(b) for additional exclusions):

1. Is reduced in grade or pay for **personal cause** or at the **employee’s request**;
   1. “Reduced in grade or pay for personal cause” means a reduction in grade or rate of basic pay based on the conduct, character, or unacceptable performance of an employee. In situations in which an employee is reduced in grade or pay for inability to perform the duties of their position because of a medical or physical condition beyond the employee's control, the reduction in grade or pay is not considered to be for personal cause.
   2. “Reduced in grade or pay at the employee's request” means a reduction in grade or rate of basic pay that is initiated by the employee for their benefit, convenience, or personal advantage. A reduction in grade or pay that is caused or influenced by a management action is not considered to be at an employee's request, except that the voluntary reduction in grade or pay of an employee in response to a management action directly related to personal cause is considered to be at the employee's request.
2. Was employed on a temporary or term basis immediately before the action causing the reduction in grade or pay;
3. A supervisory or managerial employee who does not satisfactorily complete the probationary period and is removed from the position;
4. Is entitled to a saved rate because of removal from the Senior Executive Service;
5. Moves from an Executive Schedule or equivalent position; or
6. Moves between a covered and non-covered pay system.

**TERMINATION OF PAY RETENTION**

Eligibility for pay retention ceases or pay retention terminates if any of the following conditions occurs (after applying any applicable geographic conversion). The employee:

1. Has a break in service of 1 workday or more;
2. Becomes eligible for a rate of pay equal to or higher than the retained rate;
3. Declines a reasonable offer;
4. Receives a demotion for cause or by the employee’s request; or
5. Moves to a position not under a covered pay system (non-GS or non-FWS position).

### Ex. 38: Expiration of Grade Retention

*Mandatory Pay Retention*

Tyler is a WG-2805-11 step 5 on grade retention ($32.56) and is placed into a WG-2606-9 position. Both positions are in Los Angeles. His 2-year period of grade retention has expired and Tyler is entitled to pay retention.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 27.92 | 29.09 | 30.23 | 31.38 | 32.56 |

1. **Step 1: Geographic Conversion**. *None*
2. **Step 2: Change to Lower Grade**.
3. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable). If a locality and special rate table apply then use the table with the *highest applicable rate range*.

*The LA wage area applies to a WG-2606-9 position in Los Angeles, CA.*

1. See if the employee’s current hourly rate fits within the steps of the new grade.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |

1. If the employee’s current hourly rate is less than step 5 of the new grade, then slot the pay into the steps and entitlement to pay retention ends. END
2. If the current hourly rate is more than step 5 of the new grade, then the employee is entitled to retain their current hourly rate.

*The employee’s current hourly rate ($32.56) is more than step 5 of the WG-9 table.*

1. Tyler is eligible for pay retention because his payable rate of basic pay ($32.56) exceeds the maximum rate for his new WG-09 position ($28.99).
2. **Step 3: 150% of Max Step of New Grade**. The employee is entitled to their current hourly rate as long as it doesn’t exceed 150% of step 5 of the new grade. The HR Specialist must ensure this limitation is not exceeded when a retained rate is initially established.

*$28.99 x 150% = $43.49*

Tyler’s retained rate ($32.56) is less than the capped amount ($43.49) so we are OK with setting his pay at $32.56. (If his rate exceeded 150% then he would receive the capped amount).

1. **Step 4: Set the Pay**. Pay is set at WG-2606-9 step 00, $32.56, LA Wage Area, on pay retention. Pay retention continues unless a terminating event or when the hourly rate falls within the steps.

#### Ex. 38: Worksheet

| Steps | **FWS Worksheet**  **Pay Retention**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A: **X**  From: Wage Area:\_\_\_(WG/L/S):\_\_\_Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  To: Wage Area:\_\_\_(WG/L/S):\_\_\_Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 2** | **Current Hourly Rate.** Provide the employee’s current hourly rate (including locality), after geographic conversion (if applicable).  Wage Area: **LA** (WG/L/S): **WG** Series:**2805** Grade: **11** Step: **5** Hourly Rate: **$32.56** |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality wage table (and special rate table, if applicable) that apply to the position, at the new location, (if applicable). If a locality and special rate table apply then use the table with the highest applicable rate range. 2. See if the employee’s current hourly rate fits within the steps of the new grade.    1. If the employee’s current hourly rate is less than step 5 of the new grade, then slot the pay into the steps and entitlement to pay retention ends. END (Go to Step 5).    2. If the salary is more than step 5 of the new grade, then the employee is entitled to retain their current hourly rate. (Go to Step 4). |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current hourly rate, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.   1. Find the locality table (and special rate table, if applicable) that apply to the position, at the new location (if applicable). 2. Step 5 of the retained grade: **$28.99** 3. **Capped Amount**. Multiply (b) by 150%: **$43.49** |
| **Step 5** | **Set the Pay.** This should match the hourly rate from “Step 2” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at:  Wage Area: **LA** (WG/L/S): **WG** Series:**2606** Grade: **09** Step: **00** Hourly Rate: **$32.56** |

### Ex. 39: Pay Retention w/Geographic Conversion

*Determining Pay Retention Entitlement*

Stephanie is a WL-9 step 5 in Los Angeles and is placed in a WL-9 position in Phoenix, AZ as the result of a management action. Stephanie is not entitled to grade retention but let’s see if she’s entitled to pay retention.

1. **Step 1: Geographic Conversion**.
   1. Apply the geographic conversion rule to determine the rate of basic pay for the WL-9 step 5 position in Phoenix.
   2. $30.18 is Stephanie’s converted rate.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 27.31 | 28.47 | 29.62 | 30.74 | 31.91 |
| **PX** | 9 | 25.87 | 26.94 | 28.01 | 29.09 | 30.18 |

1. **Step 2: Determine Pay Retention Entitlement.**
   1. Pay Retention Rules. A WG employee moving to another WG position at the same grade in a lower wage area is not eligible for pay retention.
   2. The pay retention regulations provide that a reduction in an employee's rate of basic pay resulting from a geographic conversion is not a basis for entitlement to pay retention. *(5 CFR 536.303(a))*
   3. The reduction in pay is completely attributable to the geographic conversion rule, and; therefore, the employee is not entitled to pay retention.
2. **Step 3: Set the Pay**.
   1. Pay is set at WL-9 step 5, $30.18, Phoenix wage area.
   2. What about HPR? Yes, pay could be set at $31.91, based upon HPR if the conditions and criteria for HPR have been met.

### Ex. 40: Pay Retention w/Geographic Conversion

*Change to Lower Grade as the Result of a Mgmt. Action: Mandatory Pay Retention*

Evan is a WG-11 step 5 in Los Angeles, CA and is placed into a WG-09 non-special rate position in Fresno, CA as the result of a management action. Evan is entitled to pay retention.

1. **Step 1: Geographic Conversion**. Apply the geographic conversion rule. Evan’s converted rate is $27.01.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 27.92 | 29.09 | 30.23 | 31.38 | 32.56 |
| **FRESNO** | 11 | 23.15 | 24.12 | 25.08 | 26.05 | 27.01 |

1. **Step 2: Change to Lower Grade**.
   1. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable). If a locality and special rate table apply then use the table with the *highest applicable rate range*.

*The Fresno wage area applies to a WG-9 position in Fresno, CA.*

* 1. See if the employee’s current hourly rate fits within the steps of the new grade.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **FRESNO** | 9 | 20.79 | 21.66 | 22.51 | 23.39 | 24.26 |

1. If the employee’s current hourly rate is less than step 5 of the new grade, then slot the pay into the steps and entitlement to pay retention ends. END
2. If the current hourly rate is more than step 5 of the new grade, then the employee is entitled to retain their current hourly rate.

*The employee’s current hourly rate ($27.01) is more than step 5 of the WG-9 table.*

* 1. The employee is eligible for pay retention because his payable rate of basic pay ($27.01) exceeds the maximum rate for his new WG-09 position ($24.26).

1. **Step 3: 150% of Max Step of New Grade**. The employee is entitled to their current hourly rate as long as it doesn’t exceed 150% of step 5 of the new grade. The HR Specialist must ensure this limitation is not exceeded when a retained rate is initially established.

*$24.26 x 150% = $36.39*

The employee’s retained rate ($27.01) is less than the capped amount ($36.39) so we are OK with setting his pay at $27.01. (If his rate exceeded 150% then he would receive the capped amount).

1. **Step 4: Set the Pay**. Pay is set at WG-9 step 00, $27.01, Fresno Wage Area, on pay retention. Pay retention continues unless a terminating event or when the hourly rate falls within the steps.

### PROMOTION WHILE ON PAY RETENTION

When a FWS employee is under pay retention and if there is no rate in the new grade which meets the FWS mandatory promotion entitlement, the employee is entitled to their existing rate of pay or the maximum rate of the new grade, whichever is greater.

### Ex. 41: Pay Retention Promotion

*Promotion While on Pay Retention but Hourly Rate Fits within Table of New Grade*

Rose is a WG-13 step 00 ($35.25) under pay retention and is moved to a WL-11 position. Both positions are located in Los Angeles.

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Compare Representative Rates.** We compare representative rates to determine the nature of action when an employee moves between positions (i.e., WG to WL).

| **2016** |  |  | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Los Angeles | **WG** | **13** | 30.07 | 31.38 | 32.59 | 33.86 | 35.12 |
| Los Angeles | **WL** | **11** | 30.73 | 32.00 | 33.28 | 34.55 | 35.82 |

* 1. Find the wage area table (and special rate wage table, if applicable) for the old position (at the new location, if applicable).
  2. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable).
  3. Compare the representative rates:
     1. The representative rate for the WG-13 position is $31.38.
     2. The representative rate for the WL-11 position is $32.00.
  4. Since the WL-11 representative rate is higher than the rep. rate for the WG-13 position, the move is a promotion.

1. **Step 3: Mandatory 4% Promotion Rule.**
   1. Get the pay table for the employee’s current position (at the new location, if applicable).
   2. Compute 4% of the representative rate of the employee’s current position:

*$31.38 x 4% = 1.2552*

*$1.26*

*Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to the employee’s current rate: *$35.25 + $1.26 = $36.51*
  2. $36.51 is the promotion entitlement.

1. **Step 4: Set the Pay.**

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Los Angeles** | 11 | 30.73 | 32.00 | 33.28 | 34.55 | 35.82 |

* 1. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable).
  2. See if the promotion entitlement will fit within the steps.

*$36.51 exceeds step 5*. *(There is no rate in the new grade that meets the FWS mandatory promotion entitlement).*

When a FWS employee is under pay retention and if there is no rate in the new grade which meets the FWS mandatory promotion entitlement, the employee is entitled to their existing rate of pay or the maximum rate of the new grade, whichever is greater.

* 1. Since there isn’t a rate in the new grade that meets the FWS mandatory promotion entitlement, the employee is entitled to their current rate of pay or step 5 of the new grade. See if the employee’s current rate will fit within the steps. *$35.25 fits within the steps.*
  2. Rose is entitled to her existing rate of pay or step 5 of the new grade, whichever is higher.
  3. Pay is set at WL-11 step 5, $35.82, Los Angeles wage area and pay retention ends.

### Ex. 42: Pay Retention Promotion

*Promotion While on Pay Retention but Both the Employee’s Current Hourly Rate and the Promotion Entitlement are Higher than Step 5 of the New Grade*

Liam is a WG-2805-13 step 00 ($35.97) under pay retention and is moved to a WL-2805-11 position. Both positions are located in Los Angeles.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Los Angeles** | 13 | 30.07 | 31.38 | 32.59 | 33.86 | 35.12 |

1. **Step 1: Geographic Conversion.** *None*
2. **Step 2: Compare Representative Rates.** We compare representative rates to determine the nature of action when an employee moves between positions (i.e., WG to WL).

| **2016** |  |  | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Los Angeles | **WG** | **13** | 30.07 | 31.38 | 32.59 | 33.86 | 35.12 |
| Los Angeles | **WL** | **11** | 30.73 | 32.00 | 33.28 | 34.55 | 35.82 |

* 1. Find the wage area table (and special rate wage table, if applicable) for the old position (at the new location, if applicable).
  2. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable).
  3. Compare the representative rates:
     1. The representative rate for the WG-13 position is $31.38.
     2. The representative rate for the WL-11 position is $32.00.
  4. Since the WL-11 representative rate is higher than the rep. rate for the WG-13 position, the move is a promotion.

1. **Step 3: Mandatory 4% Promotion Rule.**
   1. Get the pay table for the employee’s current position (at the new location, if applicable).
   2. Compute 4% of the representative rate of the employee’s current position:

*$31.38 x 4% = 1.2552*

*$1.26*

*Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*

* 1. Add the 4% to the employee’s current rate:

*$35.97 + $1.26 = $37.23*

* 1. $37.23 is Liam’s promotion entitlement.

1. **Step 4: Set the Pay.**

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Los Angeles** | 11 | 30.73 | 32.00 | 33.28 | 34.55 | 35.82 |

* 1. Find the wage area table (and special rate wage table, if applicable) for the new position (at the new location, if applicable).
  2. See if the promotion entitlement will fit within the steps.

*$37.23 exceeds step 5*. *(There is no rate in the new grade that meets the FWS mandatory promotion entitlement).*

When a FWS employee is under pay retention and if there is no rate in the new grade which meets the FWS mandatory promotion entitlement, the employee is entitled to their existing rate of pay or the maximum rate of the new grade, whichever is greater.

* 1. Since there isn’t a rate in the new grade that meets the FWS mandatory promotion entitlement, the employee is entitled to their current rate of pay or step 5 of the new grade. See if the employee’s current rate will fit within the steps.

*$35.97 exceeds step 5.*

* 1. Since the employee’s current rate ($35.97) and the 4% promotion rule ($37.20) both exceed step 5 of the position he is moving into, pay is set at the employee’s current rate and pay retention continues.
  2. Pay is set at WL-11 step 00, $35.97, Los Angeles wage area. Pay retention continues until a terminating event takes place.

#### Ex. 42: Worksheet

| Steps | **FWS Worksheet**  **Promotion While on Pay Retention**  *Use this worksheet when a FWS employee on pay retention is promoted. No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** N/A: **X**  *If geographic conversion, then use the “FWS Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Current Hourly Rate.** Provide the employee’s current hourly rate (including locality).  Wage Area: **LA** (WG/L/S): **WG** Series:**2805** Grade: **13** Step: **00** Hourly Rate: **$35.97**  **FWS Position You’re Filling:**  Wage Area: **LA** (WG/L/S): **WL** Series: **2805** Grade: **11** |
| **Step 3** | **Compare Representative Rates.**   1. Find the locality wage table (and special rate table, if applicable) that apply to the old position. 2. Find the locality wage table (and special rate table, if applicable) that apply to the new position. 3. Compare the representative rates (step 2 of the grade). If the rep. rate for the new position is more than the rep. rate for the old position then the NOA is a promotion. If the rep. rate is lower then STOP and use the “Change to Lower Grade Worksheet”. |
| **Step 4** | **Mandatory 4% Promotion Rule.** Multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Employee’s current hourly rate: **$35.97** 2. Representative rate (step 2 of the grade): **$31.38** 3. Multiply the representative rate by 4%: **$1.26**   *Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion entitlement**. Add the 4% to the employee’s current rate (a + c): **$37.23** |
| **Step 5** | **Set the Pay.** Find the wage area table (and special rate wage table, if applicable) for the new position.   1. See if the promotion entitlement will fit within the steps. If the promotion entitlement fits within the steps then set the pay. END. 2. If the promotion entitlement is more than step 5 then see if the employee’s current hourly rate will fit within the steps. If the employee’s current rate fits within the steps then set the pay at step 5. END. 3. If both the promotion entitlement and the employee’s current hourly rate is more than step 5 then pay continues at the employee’s current hourly rate and pay retention continues. END.   Pay is set at:  Wage Area: **LA** (WG/L/S): **WL** Series:**2805** Grade: **11** Step: **00** Hourly Rate: **$35.97** |

### PAY RETENTION – FWS to GS

### Ex. 43: FWS to GS

Ben is a WG-3502-12 step 5 in Albuquerque and is placed in a GS-0301-09 position in the same area as the result of a management action.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 27.06 | 28.19 | 29.25 | 30.43 | 31.55 |

1. **Step 1: Geographic Conversion Rule.** *None*.
2. **Step 2: Annualize the Hourly Rate.** Convert his hourly rate to an annual rate by multiplying it by 2087:

*$31.55 x 2087 = $65,845*

1. **Step 3: Change to Lower Grade.** 
   1. Find the locality pay table and special rate table (if applicable) that apply to the position the employee is moving into.

*The ABQ locality table applies to a GS-0301-09 position in Albuquerque.*

* 1. See if the employee’s current rate ($65,845) fits within the steps of the position the employee is moving into (GS-09 in ABQ).
  2. Ben’s retained rate ($65,845) exceeds step 10 of the GS-09 grade he is moving into. Ben is entitled to pay retention.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. **Step 4: 150% of Max Step of New Grade.**
2. The employee is entitled to their current salary as long as it doesn’t exceed 150% of step 10 of the new grade or Executive Level IV, whichever is less. (If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.)
3. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 09 | 48,977 | 50,609 | 52,241 | 53,873 | 55,505 | 57,137 | 58,769 | 60,401 | 62,033 | 63,665 |

1. Take step 10 of the new position and multiply that rate by 150%

*$63,665 X 150% = $95,498*

1. Ben’s retained rate ($65,845) is less than the capped amount ($95,498) so we are OK to set his pay at $65,845.
2. **Step 5: Set the Pay.** Pay is set at GS-0301-09 step 00, with a retained rate of $65,845.

#### Ex. 43: Worksheet

| Steps | **FWS Worksheet**  **FWS to GS: Pay Retention**  *Use this worksheet when moving from a FWS position to a GS position to determine initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A: **X**  From: Wage Area:\_\_\_ (WG/L.S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  To: Wage Area:\_\_\_ (WG/L.S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 2** | **Current Salary.**   1. Provide the employee’s current salary (including locality), after geographic conversion (if applicable).   Wage Area: **ABQ** (WG/L/S): **WG** Grade: **12** Step: **5** Hourly Rate: **$31.55**   1. Annualize the hourly rate (multiply by 2087): **$65,845** |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality table and the special rate table (if applicable) that apply to the position, at the new location (if applicable). If a locality and special rate table apply then use the table with the highest applicable rate range. 2. See if the employee’s current annualized salary (Step 2) fits within the steps of the new grade. 3. If the employee’s current salary is less than step 10 of the new grade then slot the pay into the steps and entitlement to pay retention ends. (Go to Step 5) 4. If the salary is more than step 10 of the new grade then the employee is entitled to retain their current salary (Go to Step 4). |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.   1. Find the locality table and special rate table (if applicable) that apply to the position, at the new location (if applicable). 2. Step 10 of the retained grade: **$63,665** 3. **Capped Amount**. Multiply (b) by 150%: **$95,948** |
| **Step 5** | **Set the Pay.** This should match the hourly rate from “Step 2” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at: Pay Table: **ABQ** Series: **0301** Grade: **09** Step: **00** Salary: **$65,845** |

### Ex. 44: FWS to GS Position w/Geographic Conversion

Anita is a WG-3502-12 step 5 in Albuquerque ($31.98) and is placed in a GS-0301-09 position in Phoenix, AZ as the result of a management action.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AQ** | 12 | 27.43 | 28.57 | 29.65 | 30.84 | 31.98 |

1. **Step 1: Geographic Conversion Rule.**
   1. The employee is moving from Albuquerque to Phoenix, so we need to apply the geographic conversion rule.
   2. The employee is moving from WG-12 step 5 ($31.98) on the AQ pay table to grade WG-12 step 5 on the PX locality table ($33.43).
   3. Anita’s converted rate is $33.43.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **AQ** | 12 | 27.43 | 28.57 | 29.65 | 30.84 | 31.98 |
| **PX** | 12 | 28.68 | 29.86 | 31.05 | 32.25 | 33.43 |

1. **Step 2: Annualize the Hourly Rate.** Convert her hourly rate to an annual rate by multiplying it by 2087:

*$33.43 x 2087 = $69,768*

1. **Step 3: Change to Lower Grade.** 
   1. Find the locality pay table and special rate table (if applicable) that apply to the position the employee is moving into.

*The Phoenix locality table applies to a GS-0301-09 position in Phoenix.*

* 1. See if the employee’s current rate ($69,768) fits within the steps of the position the employee is moving into (GS-09 in PHX).

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 09 | 53,970 | 55,711 | 57,453 | 59,194 | 60,935 | 62,676 | 64,417 | 66,158 | 67,899 | 69,640 |

* 1. Anita’s retained rate ($69,768) exceeds step 10 of the GS-09 grade she is moving into. Anita is entitled to pay retention.

1. **Step 4: 150% of Max Step of New Grade.**
2. The employee is entitled to their current salary as long as it doesn’t exceed 150% of step 10 of the new grade or Executive Level IV, whichever is less. (If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.)
3. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PHX** | 09 | 53,970 | 55,711 | 57,453 | 59,194 | 60,935 | 62,676 | 64,417 | 66,158 | 67,899 | 69,640 |

1. Take step 10 of the new position and multiply that rate by 150%

*$69,640 X 150% = $104,460*

1. Anita’s retained rate ($69,768) is less than the capped amount ($104,460) so we are OK to set her pay at $69,768.
2. **Step 5: Set the Pay.** Pay is set at GS-0301-09 step 00, with a retained rate of $69,768.

#### Ex. 44: Worksheet

| Steps | **FWS Worksheet**  **FWS to GS: Pay Retention**  *Use this worksheet when moving from a FWS position to a GS position to determine initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_  From: Pay Table: **AQ** Series: **3502** Grade: **WG-12** Step: **5** Hourly Rate: **$31.98**  To: Pay Table: **PX** Series: **3502** Grade: **WG-12** Step: **5** Hourly Rate: **$33.43** |
| **Step 2** | **Current Salary.**   1. Provide the employee’s current salary (including locality), after geographic conversion (if applicable).   Pay Table: **PX** Series: **3502** Grade: **WG-12** Step: **5** Hourly Rate: **$33.43**   1. Annualize the hourly rate:   **$33.43** x 2087 = **$69,768** |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality table and the special rate table (if applicable) that apply to the position, at the new location (if applicable). If a locality and special rate table apply then use the table with the highest applicable rate range. 2. See if the employee’s current annualized salary (Step 2) fits within the steps of the new grade. 3. If the employee’s current salary is less than step 10 of the new grade then slot the pay into the steps and entitlement to pay retention ends. (Go to Step 5) 4. If the salary is more than step 10 of the new grade then the employee is entitled to retain their current salary (Go to Step 4). |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.   1. Find the locality table and special rate table (if applicable) that apply to the position, at the new location (if applicable). 2. Step 10 of the retained grade: **$69,640** 3. **Capped Amount**. Multiply (b) by 150%: **$104,460** |
| **Step 5** | **Set the Pay.** This should match the hourly rate from “Step 2” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at: Pay Table: **PHX** Series: **0301** Grade: **09** Step: **00** Salary: **$69,768** |

### Ex. 45: FWS to GS w/Geo Conv. but Pay Falls within the Steps of New Position

Diane is a WG-301-12 step 4 in Phoenix, AZ ($33.43) and is placed in a GS-301-11 position in Albuquerque as the result of a management action.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 12 | 28.68 | 29.86 | 31.05 | 32.25 | 33.43 |

1. **Step 1: Geographic Conversion Rule.**
   1. The employee is moving from Phoenix to Albuquerque, so we need to apply the geographic conversion rule.
   2. Diane’s converted rate is $31.98.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 12 | 28.68 | 29.86 | 31.05 | 32.25 | 33.43 |
| **AQ** | 12 | 27.43 | 28.57 | 29.65 | 30.84 | 31.98 |

1. **Step 2: Annualize the Hourly Rate.** Convert her hourly rate to an annual rate by multiplying it by 2087:

*$31.98 x 2087 = $66,742*

1. **Step 3: Change to Lower Grade.** 
   1. Find the locality pay table and special rate table (if applicable) that apply to the position the employee is moving into.

*The ABQ locality table applies to a GS-0301-11 position in Albuquerque*.

* 1. See if the employee’s current rate ($66,742) fits within the steps of the position the employee is moving into (GS-11 in ABQ).
  2. Diane’s retained rate ($66,742) fits within the steps (falls between step 3 and step 4).
  3. Skip Step 4 and move straight to setting the pay.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 61,425 | 63,472 | 65,520 | 67,568 | 69,616 | 71,664 | 73,711 | 75,759 | 77,807 | 79,855 |

1. **Step 4: 150% of Max Step of New Grade.** Pay fit within the steps so skip this step and go straight to Step 5.
2. **Step 5: Set the Pay.** Pay is set at GS-0301-11 step 4, $67,568, Albuquerque locality.

### PAY RETENTION – GS to FWS

### Ex. 46: GS to FWS

Jorge is a GS-0462-09 step 10 and is involuntarily placed in a WG-3502-9 position as the result of a management action. Both positions are in Los Angeles, CA. The employee is entitled to pay retention. The employee’s last equivalent increase is when he received a step increase to step 10 on February 5, 2017.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |

1. **Step 1: Geographic Conversion**. *None*
2. **Step 2: Determine the NOA**. Compare representative rates to determine the nature of action.
3. The GS representative rate is $29.56.

*$61,684 / 2087 = $29.56*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |

1. The FWS representative rate is $25.88.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |

1. Since the representative rate for the FWS position is lower than the representative rate for the GS position, the action is a change to lower grade.
2. **Step 3: Convert the GS Rate to an Hourly Rate**. Convert the employee’s GS annual rate to an hourly rate:

*$72,901 / 2087 = $34.93*

1. **Step 4: Change to Lower Grade.**
   1. Find the locality pay table (and special rate table, if applicable) that apply to the position the employee is moving into.

*The LA wage area applies to a WG-9 position in Los Angeles.*

* 1. See if the employee’s current hourly rate fits within the steps of the position the employee is moving into.

| **2018** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |

* 1. The employee’s retained rate ($34.93) exceeds step 5 of the WG-9 grade they are moving into; therefore, the employee is entitled to pay retention.

1. **Step 5: 150% of Max Step of New Grade.**
2. The employee is entitled to their current salary as long as it doesn’t exceed 150% of step 10 of the new grade or Executive Level IV, whichever is less. (If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.)
3. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

*$28.99 x 150% = $43.49*

1. Jorge’s retained rate ($34.93) is less than the capped amount ($43.49) so we are OK with setting his pay at $34.93.
2. **Step 6: Set the Pay**. Pay is set at WG-9 step 00, LA wage area, with a retained rate of $34.93.
3. **Step 7: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
4. The employee’s last equivalent increase is when he received his step increase from GS step 9 to step 10 on February 5, 2017.
5. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD to 02-05-17.

#### Ex. 46: Worksheet

| Steps | **FWS Worksheet**  **Pay Retention: GS to FWS**  *Use this worksheet when determining initial pay retention entitlement when an employee moves from a GS position to a FWS position.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table: **LA** Series: **0301** Grade: **9** Step: **10** Salary: **72,901** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location. N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 3** | **FWS Position you are Filling.**   1. List the series and grade level of the position you’re filling: **WG** Series: **3502** Grade: **9** 2. **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a FWS employee moves to a GS position. 2. GS representative rate (step 4 of the current grade): **$61,684** 3. Convert to hourly rate (divide by 2087): **$29.56** 4. FWS representative rate (step 2 of grade you’re filling): **$25.88** 5. Compare the rates. 6. If the representative rate for the GS position is lower than the rep. rate for the FWS position then the NOA is a change to lower grade. 7. If the representative rate for the GS position is higher than the rep. rate for the FWS position then STOP and use the *“Promotion: GS to FWS”* worksheet. |
| **Step 5** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down): **$34.93** |
| **Step 6** | **150% of Max Step of New Grade.** The employee is entitled to their current hourly rate, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount then pay is set at the capped amount.   1. Find the locality table (and special rate table, if applicable) that apply to the position, at the new location (if applicable). 2. Step 5 of the retained grade: **$28.99** 3. **Capped Amount**. Multiply (b) by 150%: **$43.49** |
| **Step 7** | **Set the Pay.** This should match the hourly rate from “Step 5” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at: Table: **LA** (WG/L/S): **WG** Series: **3502** Grade: **9** Step: **00** Hourly Rate: **$34.93** |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS: **02-05-17** 2. Was there a break in service? N: **X** Y:\_\_\_ 3. If “NO” then WGI SCD is date under (a). 4. If “YES”, was the break in service more than 52 weeks? 5. If the break was more than 52 weeks then new waiting period begins on date of action. 6. If the break was less than 52 weeks then extend the WGI SCD by the number of weeks of the break, less allowable in non-pay status, if applicable *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 7. Adjusted WGI SCD: **02-05-17** 8. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Ex. 47: GS to FWS w/Geographic Conversion

Penny is a GS-09 step 10 in Los Angeles, CA and is involuntarily placed in a WG-9 position in Fresno, CA as the result of a management action. The employee is not entitled to grade retention. The employee received step 10 on 02-05-17.

1. **Step 1: Geographic Conversion.** Penny’s converted rate at the new official worksite is $64,697.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 09 | 56,075 | 57,944 | 59,814 | 61,684 | 63,553 | 65,423 | 67,292 | 69,162 | 71,031 | 72,901 |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

1. **Step 2: Determine the NOA**. Determine the nature of action by comparing the representative rates:

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

1. The GS representative rate is $26.23.

*$54,742 / 2087 = 26.23*

1. The FWS representative rate is $21.66.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **FRESNO** | 9 | 20.79 | 21.66 | 22.51 | 23.39 | 24.26 |

1. Since the representative rate for the FWS position ($21.66) is lower than the representative rate for the GS position ($26.23), the action is a change to lower grade.
2. **Step 3: Convert to Hourly Rate**. Convert Penny’s annual rate to an hourly rate.

*$64,697 / 2087 = $31.00*

1. **Step 4: Change to Lower Grade**. $31.00 exceeds step 5 of the position Penny is moving into; therefore, she is entitled to pay retention.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **FRESNO** | 9 | 20.79 | 21.66 | 22.51 | 23.39 | 24.26 |

1. **Step 5: 150% of Max Step of New Grade**. Penny is entitled to her existing rate subject to 150% of the maximum rate of the new grade. The HR Specialist must ensure this limitation is not exceeded when a retained rate is initially established.

*$24.26 x 150% = $36.39*

Penny’s retained rate ($31.00) is less than the capped amount ($36.39). (If her rate exceeded 150% then she would receive the capped amount).

1. **Step 6: Set the Pay**. Pay is set at WG-9 step 00, with a retained rate of $31.00.
2. **Step 7: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from GS to FWS, the pay increase is not considered an equivalent increase.
3. The employee’s last equivalent increase is when he received his step increase from GS step 9 to step 10 on February 5, 2017.
4. Be sure to add remark code “TMP” for the processor to adjust the WGI SCD to 02-05-17.

### PAY RETENTION-ANNUAL PAY ADJUSTMENT

### Ex. 48: Annual Pay Adjustment

Rick is a WG-3414-9 step 00 in Phoenix (RUS) with a retained rate of $27.12. Determine his annual pay adjustment when the 2016 wage schedules were issued.

1. **Step 1: 50% of the Annual Adjustment.**

| **PX** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **2015** | 9 | 22.70 | 23.63 | 24.57 | 25.51 | 26.46 |
| **2016** | 9 | 23.01 | 23.95 | 24.90 | 25.85 | 26.82 |

* 1. Take the difference between the 2015 WG-9 step 5 and the 2016 WG-9 step 5:

*$26.82 - $26.46 = $0.36*

* 1. Divide the result by 2 to determine 50% of the annual pay increase.

*$0.36 / 2 = $0.18*

* 1. Add 50% of the annual pay adjustment to the employee’s current retained rate.

*$27.12 + $0.18 = $27.30*

1. **Step 2: Slot the Pay.** 
   1. See if $27.30 falls within the steps of grade 9 on the locality table.
   2. $27.30 exceeds step 5; therefore, pay retention continues.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 9 | 23.01 | 23.95 | 24.90 | 25.85 | 26.82 |

1. **Step 3: Set the Pay.** Pay is set at WG-9 step 00, $27.30.

#### Ex. 48: Worksheet

| Steps | **FWS Worksheet**  **Pay Retention: Annual Pay Adjustment**  *Use this worksheet to determine the annual pay adjustment for a FWS employee on pay retention.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 2** | **Current Salary.** Provide the employee’s current hourly rate (including locality), after geographic conversion (if applicable).  Wage Area: **PX** (WG/L/S): **WG** Series: **3414** Grade: **9** Step: **00** Hourly Rate: **$27.12** |
| **Step 3** | **Determine the Dollar Amount of the Annual Adjustment.** Take the maximum rate from the current year and subtract the maximum rate from last year.   1. Current Year’s Step 5 Rate: **$26.82** 2. Last Year’s Step 5 Rate: **$26.46** 3. (a) – (b) = **$0.36** |
| **Step 4** | **Determine 50% of the Annual Adjustment.** Divide the result from Step 3(c) by 2 to determine 50% of the annual pay increase:   1. Annual Adjustment (from Step 3(c): **$0.36** 2. 50% of Annual Adjustment (÷ 2) = **$0.18** |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take 50% of the annual adjustment and add it to the employee’s current retained rate.   1. Employee’s Current Retained Rate: **$27.12** 2. 50% of Annual Adjustment: **$0.18** 3. New Retained Rate (add (a) + (b)): **$27.30** 4. If the new retained rate is more than step 5 then pay retention continues. 5. If the new retained rate is less than step 5 of the grade then slot the pay into the current steps and pay retention ends. |
| **Step 6** | **Set the Pay.** Pay is set at:  Wage Area: **PX** (WG/L/S):**WG** Series: **3414** Grade: **9** Step: **00** Hourly Rate: **$27.30** |

### Ex. 49: Annual Pay Adjustment: Pay Fits Within the Steps

Megan is a WG-9 step 00 in Phoenix with a retained rate of $26.51. When the 2017 wage schedules were adjusted, her pay was adjusted as follows:

1. **Step 1: 50% of the Annual Adjustment**.

| **Yr.** | **Loc.** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2016** | **Phoenix** | 9 | 22.70 | 23.63 | 24.57 | 25.51 | 26.46 |
| **2017** | **Phoenix** | 9 | 23.01 | 23.95 | 24.90 | 25.85 | 26.82 |

* 1. Take the difference between the 2016 WG-9 step 5 and the 2017 WG-9 step 5:

*$28.82 - $26.46 = $0.36*

* 1. Divide the result by 2 to determine 50% of the annual pay increase.

*$0.36 / 2 = $0.18*

* 1. Add 50% of the annual pay adjustment to the employee’s current retained rate.

*$26.51 + $0.18 = $26.69*

1. **Step 2: Slot the Pay.** 
   1. See if the employee’s pay, after the annual adjustment was added on, fits within the steps of the pay table.
      1. If the employee’s pay fits within the steps, then set the pay at the higher step and pay retention ends.
      2. If the employee’s pay is more than step 5 then pay retention continues.
   2. $26.69 falls within the rate range of her retained grade; therefore, pay is set within the steps and pay retention ends.

| **2017** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Phoenix** | 9 | 23.01 | 23.95 | 24.90 | 25.85 | 26.82 |

1. **Step 3: Set the Pay**. Pay is set at WG-9 step 5, $26.82, Phoenix wage area and pay retention ends.

## WITHIN-GRADE INCREASE

A within-grade increase (WGI) for FWS is a periodic increase in an employee’s rate of pay from one step of the grade to the next higher step of that grade. FWS employees advance from steps 1 through 5.

To be eligible for a WGI, a FWS employee must:

1. Be paid at less than the maximum step of the grade.
2. Complete the required waiting period.
3. Not have received an equivalent increase during the waiting period.
4. Have a satisfactory performance rating.
5. Be under either a temporary or permanent appointment. *Unlike a GS employee, FWS employees do not have to have a permanent appointment to be eligible for WGIs. This means that temporary employees can receive WGIs.*
6. Have a satisfactory performance rating to move to the next step. *Unlike the GS, there are no procedures to process the denial of step increases. If an employee does not have a satisfactory performance rating, the employee does not receive the step increase.*
7. There are no provisions for quality step increases (QSI) in the FWS.

**WAITING PERIODS**

A waiting period is the minimum time requirement of creditable service for an employee to become eligible for a WGI. A waiting period begins:

1. Upon first appointment as a Federal employee.
2. Upon receiving an equivalent increase, or
3. In most cases, after a period of non-pay status or a break in service of more than 52 weeks.

**Full-Time and Part-Time.** The length of waiting periods for full-time and part-time employees is:

| ***Step*** | ***Creditable Service*** |
| --- | --- |
| **Step 2** | 26 calendar weeks of creditable service to move to step 2. |
| **Step 3** | 78 calendar weeks of creditable service to move to step 3. |
| **Step 4 and 5** | 104 calendar weeks of creditable service to move to steps 4 and 5. |

Part-time employees receive credit as if working full-time, regardless of the days per week worked.

**Intermittent.** Intermittent employees receive one day of credit for each day in a pay status which means they get one day of service credit for every day they are paid. This also means that even if an intermittent employee is in a pay status for only one hour, they receive 1 day of credit toward the completion of the waiting period. The length of waiting periods for intermittent work is:

| ***Step*** | ***Creditable Service*** |
| --- | --- |
| **Step 2** | 130 days of creditable service in a pay status over a period of not less than 26 calendar weeks to move to step 2. |
| **Step 3** | 390 days of creditable service in a pay status over a period of not less than 78 calendar weeks to move to step 3. |
| **Step 4 and 5** | 520 days of creditable service in a pay status over a period of not less than 104 calendar weeks to move to steps 4 and 5. |

### Ex. 50: Intermittent Waiting Period

Charlie is a WG-4 step 4 on an intermittent work schedule. Charlie will be eligible for step 5 after he has served 520 days in a pay status over a period of not less than 104 calendar weeks (2 years).

**CREDITABLE SERVICE**

Creditable service for the completion of a waiting period is civilian service in any branch of the Federal government under any type of appointment (includes periods of paid leave). In some situations, all time in a non-pay status may be credited; however, usually the employee must return to duty within certain time limits. The situations for granting credit is outlined in the OPM Operating Manual for the Federal Wage System, but the three most common are:

1. Military service with reemployment rights.
2. On-the-job injury with injury compensation.
3. Service with the Peace Corps or VISTA.

As with GS employees, full-time and part-time FWS employees may have an amount of non-pay time that is creditable when the total non-pay time does not exceed:

| ***Step*** | ***Creditable Service*** |
| --- | --- |
| **Step 2** | One workweek for step 2. |
| **Step 3** | Three workweeks for step 3. |
| **Step 4 and 5** | Four workweeks for steps 4 and 5. |

Any excess time in a non-pay status will extend the waiting period by the excess amount. For a part-time employee, the workweek is the employee’s scheduled tour of duty.

### Ex. 51: Extending the Waiting Period for Full-Time Employee

* Kim is a WG-5 step 1 full-time employee and she took 3 weeks of LWOP during the waiting period for step 2.
* Kim is allowed 1 workweek of non-pay time before it affects her waiting period.
* She has 2 weeks in excess of what is allowed so her waiting period will be extended by 2 weeks.
* This means that it will take Kim 2 extra weeks to complete her waiting period for step 2.

### Ex. 52: Creditable Service

Amber is a WG-4 step 1 part-time employee and works 32 hours a week and she took 32 hours of LWOP during the waiting period for step 2. She is allowed 1 workweek in a non-pay status. Amber’s workweek is 32 hours, and she took 32 hours of LWOP (equals 1 week). She will be given credit for 32 hours of non-pay time and her waiting period is not extended.

**EQUIVALENT INCREASE**

Unless a FWS employee is changing wage schedules, an equivalent increase is equal to or greater than the amount of the within-grade increase for the grade in which the employee is serving.

If an employee changes wage schedules (e.g., WG to WL), an equivalent increase is determined by comparing the increase received, if any, with 4% of the representative rate of the grade after the move.

Occasionally an employee may have several increases in pay during the waiting period, none of which is an equivalent increase. In that situation, the increases must be added together until the total increase is equal to or greater than the value of a step of the employee’s grade (an equivalent increase). The following increases are not considered equivalent increases:

1. Implementation of a new or revised wage schedule.
2. Non-foreign or foreign post differentials; or non-foreign COLAs.
3. Pay increase due to an adjustment of the GS salary table.
4. Premium pay.
5. Correction of an error causing a pay increase.
6. Temporary promotion followed by a CLG.
7. Re-promotion when a CLG was not for cause and not at the employee’s request.
8. Transfer or reassignment to another wage area with a higher wage schedule.
9. Increase resulting from a QSI under the GS pay system.
10. Increase in pay upon movement to a job covered by a special wage schedule.

### Ex. 53: Multiple Temporary Seasonal Appointments then Career Conditional Appt.

*(More than 52 Week Break)*

Tripp is a WG-3502-6 temporary seasonal employee who received multiple temporary appointments and then received a career-conditional appointment. Determine how to set his pay upon conversion.

| ***Date*** | ***Action*** |
| --- | --- |
| 09/06/2015 | 1. On 09/062015, the employee is appointed to a WG-3502-6 temporary seasonal appointment NTE 04-04-16. 2. Pay is set at WG-6 step 1. |
| 03/07/2016 | 1. On 03/07/2016, the employee has 26 weeks of creditable service at WG-6 step 1 and earns his WGI to step 2. 2. Pay is set at WG-6 step 2. 3. New WGI waiting period to step 3 begins. |
| 04/03/2016 | 1. On 04/03/2016, the temporary seasonal appointment terminates, and the employee is separated. 2. The employee has 4 weeks of creditable service at WG-6 step 2. |
| 05/14/2017 | 1. 58 weeks break in service. 2. On 05/14/2017, the employee receives a career conditional appointment to a WG-3502-6 position. 3. Let’s see if we can set his pay at step 2 or if we need to set his pay at step 1. First, let’s see if there was a break in service. 4. If he had a break in service of more than 52 weeks then none of his previous time counts, pay is set at step 1 *(look at your agency-specific HPR policy to see if you can set pay higher based on HPR*), and a new waiting period begins on the date of his new appointment. END. 5. If he didn’t have a break in service of more than 52 weeks, and if the employee didn’t receive an equivalent increase *(he was a WG-6 step 2, so if we set his pay at step 2 that isn’t an equivalent increase),* then we can set his pay at WG-6 step 2. 6. He had 58 weeks break in service; therefore, the 4 weeks of creditable service at step 2 does not count and he must begin a new waiting period on May 14, 2017. 7. Pay is set at WG-6 step 1, none of the previous time at step 2 counts, and the employee begins a new waiting period on May 14, 2017. |

### Ex. 54: Multiple Temporary Seasonal Appointments then Career Conditional Appt.

*(Less than 52 Week Break)*

Taylor is a WG-3502-6 temporary seasonal employee who received multiple temporary appointments and then received a career-conditional appointment. Determine how to set her pay upon conversion.

| ***Date*** | ***Action*** |
| --- | --- |
| 09/06/2015 | 1. On 09/062015, the employee is appointed to a WG-3502-6 temporary seasonal appointment NTE 04-04-16. 2. Pay is set at WG-6 step 1. |
| 03/07/2016 | 1. On 03/07/2016, the employee has 26 weeks of creditable service at WG-6 step 1 and earns her WGI to step 2. 2. Pay is set at WG-6 step 2. 3. New WGI waiting period to step 3 begins. |
| 04/03/2016 | 1. On 04/03/2016, the temporary seasonal appointment terminates, and the employee is separated. 2. The employee has 4 weeks of creditable service at WG-6 step 2. |
| 03/19/2017 | 1. 50 weeks break in service. 2. On 03/19/2017, the employee receives a career conditional appointment to a WG-3502-6 position. 3. Let’s see if we can set her pay at step 2 or if we need to set her pay at step 1. First, let’s see if there was a break in service. 4. If she had a break in service of more than 52 weeks then none of her previous time counts, pay is set at step 1 *(look at your agency-specific HPR policy to see if you can set pay higher based on HPR*), and a new waiting period begins on the date of her new appointment. END. 5. If she didn’t have a break in service of more than 52 weeks, and if the employee didn’t receive an equivalent increase *(she was a WG-6 step 2, so if we set her pay at step 2 that isn’t an equivalent increase),* then we can set her pay at WG-6 step 2.    1. She had 50 weeks break in service.    2. Pay is set at WG-6 step 2. *We set her pay at step 2 based on her entitlement to the WGIs because HPR is discretionary but WGI waiting periods are not.* 6. Since her break was less than 52 weeks, we need to count her time at step 2 and extend her waiting period.    1. When moving from step 2 to step 3 and employee is allowed to have 3 workweeks of non-pay time before it extends their waiting period.   *50 weeks break in service – 3 weeks allowed = 47 weeks extended*   * 1. Taylor has 47 weeks in excess of what is allowed so her waiting period will be extended by 47 weeks:   03/07/16 *(WGI SCD)*  + 47 weeks  02/26/17 *(Adjusted WGI SCD)*  Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 47 weeks to 02/26/17 to account for her 50 week break in service minus 3 weeks. |

### Ex. 54: Multiple Temporary Appointments then Converted to Higher Grade

Andrea is a WG-7 temporary employee who received multiple temporary appointments and then received a career-conditional appointment. Determine how to set her pay upon conversion.

| ***Date*** | ***Action*** |
| --- | --- |
| 09/06/2015 | 1. On 09/06/2015, the employee receives a temporary NTE 04-14-16 appointment to a WG-3502-7 position. 2. Pay is set at WG-7 step 1. |
| 03/07/2016 | 1. On 03/07/2016, the employee has 26 weeks of creditable service and earns her WGI to step 2. 2. Pay is set at WG-7 step 2. 3. New WGI waiting period to step 3. |
| 04/03/2016 | 1. On 04/03/2016, the temporary appointment terminates, and the employee is separated. 2. The employee has 4 weeks of creditable service at WG-7 step 2. |
| 08/07/2016 | 1. On 08/07/2016, the employee receives a career conditional appointment to a WG-3502-8 position. 2. 18 weeks break in service. 3. Pay is set at WG-8 step 1. 4. The employee received an equivalent increase when she was appointed to the WG-8 position. 5. A new WGI waiting period begins 08/07/16, the date of the appointment. |

### Ex. 55: Multiple Temporary Appointments then Converted to Lower Grade

Patty is a WG-8610-6 temporary employee who received multiple temporary appointments and then received a career-conditional appointment to a WG-5 position. Determine how to set her pay upon conversion.

| ***Date*** | ***Action*** |
| --- | --- |
| 05/15/2016 | 1. On 05/15/2016, the employee receives a temporary NTE 03/04/17 appointment to a WG-8610-6 position. 2. Pay is set at WG-6 step 1. |
| 11/27/2016 | 1. On 11/27/2016, the employee has 26 weeks of creditable service and earns her WGI to step 2. 2. Pay is set at WG-6 step 2. 3. New WGI waiting period to step 3. |
| 03/03/2017 | 1. On 03/03/2017, the temporary appointment terminates, and the employee is separated. 2. The employee has 14 weeks of creditable service at WG-6 step 2. |
| 06/25/17 | 1. 16 weeks break in service. 2. On 06/25/17, the employee receives a temporary NTE 01/06/18 appointment to a WG-8610-6 position. 3. Let’s see if we can set her pay at step 2 or if we need to set her pay at step 1. First, let’s see if there was a break in service. 4. If she had a break in service of more than 52 weeks then none of her previous time counts, pay is set at step 1 *(look at your agency-specific HPR policy to see if you can set pay higher based on HPR*), and a new waiting period begins on the date of her new appointment. END. 5. If she didn’t have a break in service of more than 52 weeks, and if the employee didn’t receive an equivalent increase (she was a WG-6 step 2, so if we set her pay at step 2 that isn’t an equivalent increase), then we can set her pay at WG-6 step 2.    1. She had 16 weeks break in service.    2. Pay is set at WG-6 step 2. 6. Since her break in service was less than 52 weeks, we need to count her time at step 2 and extend her waiting period. 7. When moving from step 2 to step 3, an employee is allowed to have 3 workweeks of non-pay time before it extends their waiting period.   *16 weeks break in service – 3 week allowed = 13 weeks extended*   1. Patty has 13 weeks in excess of what is allowed so her waiting period will be extended by 13 weeks:   11/27/16 *(WGI SCD)*  + 13 weeks  02/26/17 *(Adjusted WGI SCD)*   1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 13 weeks to 02/26/17 to account for her 16 week break in service minus 3 weeks allowed in non-pay status”, so they know to adjust the WGI SCD. |
| 01/05/2018 | 1. On 01/05/2018, the temporary appointment terminates, and the employee is separated. 2. The employee has 42 weeks of creditable service at WG-6 step 2 (*14 weeks from previous appt. plus 28 weeks from this appt.).* |
| 07/08/2018 | 1. 26 weeks break in service. 2. On 07/08/18, the employee receives another temporary NTE 07/06/19 appointment to a WG-8610-6 position. 3. Let’s see if we can set her pay at step 2 or if we need to set her pay at step 1. 4. Was there a break in service of more than 52 weeks or did she receive an equivalent increase? No. 5. She had 26 weeks break in service. 6. Pay is set at WG-6 step 2. 7. Since her break in service was less than 52 weeks, we need to count her time at step 2 and extend her waiting period by 26 weeks, because she had a 26 week break in service and she already received her 3 weeks allowed at step 2 for non-pay status.   02/26/17 *(WGI SCD)*  + 26 weeks  08/27/17 *(Adjusted WGI SCD)*   1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 26 weeks to 08/27/17 to account for her 26 week break in service”, so they know to adjust the WGI SCD. |
| 10/14/2018 | 1. On 10/14/2018, the employee receives a career conditional appointment to a WG-5 position. 2. Let’s see if she has enough creditable service so we can set her pay at step 2 *(look at your agency-specific HPR policy to see if you can set pay higher based on HPR*)    1. An employee needs 26 weeks of creditable service to move from step 1 to step 2.    2. The employee has 26 weeks of creditable service at the previous WG-6 step 2 positions, and since there wasn’t a break in service of more than 52 weeks, and since the employee didn’t receive an equivalent increase, we can count that time and set her pay at WG-5 step 2. 3. Pay is set at WG-5 step 2 and the additional time is dropped. 4. New waiting period begins 10/14/2018. |

### **Ex. 56: Multiple Temporary Appointments then Converted Under LMWF**A

Louise is a WG-3502-8 temporary employee who received multiple temporary appointments and then was converted to a career-conditional appointment under the Land Management Workforce Flexibility Act. Under the GS, only permanent employees can receive WGIs, but under the FWS, permanent and temporary employees can receive WGIs. Determine how to set her pay upon conversion.

| ***Date*** | ***Action*** |
| --- | --- |
| 09/07/2014 | 1. On 09/07/2014, the employee receives a temporary NTE 04-05-15 appointment to a WG-3502-8 position. 2. Pay is set at WG-8 step 1. |
| 03/08/2015 | 1. On 03/08/2015, the employee earns her WGI to step 2 (26 weeks creditable service). 2. Pay is set at WG-8 step 2. 3. New WGI waiting period begins. |
| 04/04/2015 | 1. On 04/04/2015, the temporary appointment terminates, and the employee is separated. 2. 4 weeks creditable service at WG-8 step 2. |
| 06/28/2015 | 1. 12 weeks break in service. 2. On 06/28/2015, the employee receives another temporary appointment to a WG-3502-8 position. 3. Pay is set at WG-8 step 1. Let’s see if we need to adjust her WGI SCD. 4. If she had a break in service of more than 52 weeks then she begins a new waiting period on the date of her new appt. (June 28, 2015). 5. If she didn’t have a break in service of more than 52 weeks, then her time at step 2 is creditable. 6. Add up the weeks of her break in service. 7. She had 12 weeks break in service. 8. Since her break in service was less than 52 weeks, we need to count her time at step 2 and extend her waiting period. 9. When moving from step 1 to step 2, an employee is allowed to have 1 workweek of non-pay time before it extends their waiting period. (*12 weeks break in service – 1 week allowed = 11 weeks extended).* 10. Louise has 11 weeks in excess of what is allowed so her waiting period will be extended by 11 weeks:   03/08/15 *(WGI SCD)*  + 11 weeks  05/24/15 *(Adjusted WGI SCD)*   1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 11 weeks to 05/24/15 to account for her 12 week break in service minus 1 week allowed in non-pay status”, so they know to adjust the WGI SCD. |
| 10/31/2015 | 1. On 10/31/2015, the temporary appointment terminates, and the employee is separated. 2. 18 weeks creditable service at WG-8 step 1. |
| 05/15/2016 | 1. 28 weeks break in service. 2. On 05/15/2016, the employee receives another temporary appointment to a WG-3502-8 position. 3. Pay is set at WG-8 step 1. 4. Let’s see if we need to adjust her WGI SCD. Add up the weeks of her break in service.    1. She had 28 weeks break in service.    2. Since her break in service was less than 52 weeks, we need to count her time at step 1 and extend her waiting period by 28 weeks (28 weeks break in service and she already received her 1 week allowed at step 1 for non-pay status).   05/24/15 *(WGI SCD)*  + 28 weeks  11/29/15 *(Adjusted WGI SCD)*   1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 28 weeks to 11/29/15 to account for her 28 week break in service”, so they know to adjust the WGI SCD. |
| 04/23/2016 | 1. On 04/23/2015, the temporary appointment terminates, and the employee is separated. 2. 10 weeks creditable service at WG-8 step 1. |
| 08/21/2016 | 1. 10 weeks break in service. 2. On 08/21/2016, the employee receives a career-conditional appointment to a WG-3502-8 position under the LMWFA. 3. Pay is set at WG-8 step 1.    1. Let’s see if we need to adjust her WGI SCD.    2. Add up the weeks of her break in service. 4. She had 10 weeks break in service. Since her break in service was less than 52 weeks, we need to count her time at step 1 and extend her waiting period (she already received her 1 week allowed at step 1 for non-pay status).   11/29/15 *(WGI SCD)*  + 10 weeks  01/31/16 *(Adjusted WGI SCD)*   1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 10 weeks to 01/31/16 to account for her 10 week break in service”, so they know to adjust the WGI SCD.   If her break in service was more than 52 weeks, then she would have to begin a new waiting period (08/21/16 instead of 11/29/15). She would also need to begin a new waiting period if she received an equivalent increase. |

### Ex. 57: FWS to GS to FWS

Valencia is a WG-3502-6 temporary employee who received multiple temporary appointments between FWS position and GS positions.

WG-6 step 1:

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 6 | 20.16 | 21.00 | 21.81 | 22.69 | 23.50 |

GS-0462-06 step 1:

| **2017** | **Grade** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **Step 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 06 | 36,611 | 37,832 | 39,053 | 40,273 | 41,494 | 42,715 | 43,936 | 45,156 | 46,377 | 47,598 |

Determine how to set her pay and if/when she’s eligible for WGIs.

| ***Date*** | ***Action*** |
| --- | --- |
| 05/15/2016 | 1. On 05/15/2016 the employee receives a temporary appointment, NTE 11/13/2016 to a WG-6 position. 2. Pay is set at WG-6 step 1. |
| 11/06/2016 | 1. On 11/06/2016, the employee has 26 weeks of creditable service at step 1 and earns a WGI to step 2. 2. Pay is set at WG-6 step 2. 3. New WGI waiting period begins. |
| 11/12/2016 | 1. On 11/12/2016, the temporary appointment terminates, and the employee is separated. 2. 1 week creditable service at WG-6 step 2. |
| 05/28/2017 | 1. 28 weeks break in service. 2. On 05/28/2017, the employee receives a temporary appointment to a GS-0462-06 position, NTE 12/24/17. 3. Pay is set at GS-06 step 1. 4. While under the temporary GS position, the employee is no longer eligible to receive WGIs. The time is still creditable (because all time is creditable) but they can’t receive a WGI. 5. Even though the employee is not eligible for WGIs, we still need to adjust the WGI SCD. Add up the weeks of her break in service.    1. She had 28 weeks break in service.    2. Since her break in service was less than 52 weeks, we need to count her time at step 2 and extend her waiting period.    3. When moving from step 2 to step 3, an employee is allowed to have 3 workweeks of non-pay time before it extends their waiting period.   *28 weeks break in service – 3 weeks allowed = 25 weeks extended*   * 1. The employee has 25 weeks in excess of what is allowed so her waiting period will be extended by 25 weeks:   11/06/16 *(WGI SCD under the FWS)*  + 25 weeks  04/23/17 *(Adjusted WGI SCD)*   * 1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “Even though the employee is under a position where they’re no longer eligible to receive WGIs, the employee did receive their last equivalent increase under the FWS system on 11/06/16 and their WGI SCD must be extended by 25 weeks to 04/23/17 to account for her 28 week break in service minus 3 weeks allowed in non-pay status”, so they know to adjust the WGI SCD. |
| 12/23/2017 | 1. On 12/23/2017, the temporary appointment terminates, and the employee is separated. 2. 30 weeks creditable service at GS-462-06 step 1. |
| 03/04/2018 | 1. 10 weeks break in service. 2. On 03/04/2018, the employee receives a temporary appointment, NTE 06/10/2018 to a WG-6 position. 3. The employee was previously a WG-6 step 2 and moved from a position that was eligible to receive WGIs (FWS temp position) to a position that was not eligible to receive WGIs (GS temp position) back to a position that is eligible to receive WGIs. If the time spent in the GS position is creditable, then how do we set her pay in the FWS position? 4. Let’s see if we can set her pay at step 2 or if we need to set her pay at step 1. First, let’s see if there was a break in service.    1. If she had a break in service of more than 52 weeks then none of her previous time counts, pay is set at step 1 *(look at your agency-specific HPR policy to see if you can set pay higher based on HPR*)*,* and a new waiting period begins on the date of her new appointment. END.    2. If she didn’t have a break in service of more than 52 weeks, then pay is set at WG-6 step 2 and her time in the temp GS position will count towards her WGI from WG-6 step 2 to step 3. She had 10 weeks break in service.    3. Pay is set at WG-6 step 2. 5. Next, see if she received an equivalent increase. She didn’t receive an equivalent increase when moving from GS to WG. 6. Since her break in service was less than 52 weeks and she did not receive an equivalent increase, we need to count her time in the GS position and adjust her WGI SCD. She had a 10 week break in service (she already received her allowed 3 weeks in non-pay status when moving from step 2 to step 3). Therefore, we extend her waiting period by 10 weeks.   04/23/17 *(WGI SCD under the FWS)*  + 10 weeks  07/02/17 *(Adjusted WGI SCD)*  Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 10 weeks to 07/02/17 to account for her 10 week break in service”, so they know to adjust the WGI SCD. |

### Ex. 58: Converted to GS Position under LMWFA

Gayle is a WG-3502-6 temporary employee who received multiple temporary appointments and on March 4, 2018, she received a career-conditional appointment to a GS-0462-07 position under the Land Management Workforce Flexibility Act. Both positions are in Los Angeles. Gayle earned her WGI to WG-6 step 2 on May 28, 2017.

| ***Date*** | ***Action*** |
| --- | --- |
| 05/15/2016 | 1. On 05/15/2016 the employee receives a temporary appointment, NTE 10/15/2016 to a WG-6 position. 2. Pay is set at WG-6 step 1. |
| 10/15/2016 | 1. On 10/15/2016, the temporary appointment terminates, and the employee is separated. 2. 24 weeks creditable service at WG-6 step 1. |
| 05/14/2017 | 1. 30 weeks break in service. 2. On 05/14/2017, the employee receives another temporary appointment to a WG-6 position, NTE 11-12-17. 3. Pay is set at WG-6 step 1. |
| 05/28/2017 | 1. On 05/28/17, 26 weeks creditable service at WG-6 step 1. 2. Earns WGI to step 2. 3. Pay is set at WG-6 step 2. 4. New WGI waiting period begins. |
| 11/11/2017 | 1. On 11/11/2017, the temporary appointment terminates, and the employee is separated. 2. 24 weeks creditable service at WG-6 step 2. |
| 03/04/2018 | 1. 16 weeks break in service. 2. On 03/04/2018, the employee receives a career conditional appointment to a GS-0462-07 position under LMWFA. 3. Pay is set at GS-0462-07 step 1. 4. The 24 weeks of creditable service counts towards completion of WGI to step 3 (because there wasn’t a break in service of more than 52 weeks and because they didn’t receive an equivalent increase). |

Determine how to set her pay to the GS position upon conversion.

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: Provide the GS Position you are Filling**. List the series and grade level of the position you’re filling: *GS-0462-07*
3. **Step 3: Annualize the Hourly Rate**. Multiply the hourly rate by 2087 to determine the annual rate: *$21.00 x 2087 = $43,827*

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 6 | 20.16 | 21.00 | 21.81 | 22.69 | 23.50 |

1. **Step 4: Set the Pay**.
2. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable).

*The Los Angeles locality table and Special Rate Table 0256 apply to a GS-0462-07 position in Los Angeles.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 07 | 45,843 | 47,372 | 48,900 | 50,429 | 51,957 | 53,486 | 55,014 | 56,543 | 58,072 | 59,600 |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

1. Take $43,827 (the annualized hourly rate) and slot the pay into the highest applicable rate range.

*$43,827 falls below step 1 so we use the special rate table.*

1. Pay is set at GS-0462-07 step 1 Special Rate Table 0256.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 07 | 45,970 | 47,149 | 48,328 | 49,507 | 50,686 | 51,865 | 53,044 | 54,223 | 55,402 | 56,581 |

1. **Step 5: Identify the NOA that is Taking Place.** Compare the employee’s old rate to her new rate.
2. The FWS annualized rate is $43,827.
3. The GS rate is $45,970.
4. Since the move resulted in an increase in pay, the NOA is a promotion.
5. **Step 6: Date of Last Equivalent Increase Determination**. A pay increase resulting from a change in pay systems does not count as an equivalent increase. The personnel action must have occurred within the same pay system, which means, even if the employee receives an increase in pay when they move from FWS to GS, the pay increase is not considered an equivalent increase.
6. Gayle’s last equivalent increase is when she received her step increase from WG-6 step 1 to step 2 on May 28, 2017. Let’s see if we need to adjust her WGI SCD.
7. Add up the weeks of her break in service.
8. She had 16 weeks break in service.
9. Since her break in service was less than 52 weeks, we need to count her time at step 2 and extend her waiting period to step 3, if necessary.
10. When moving from step 2 to step 3, an employee is allowed to have 3 workweeks of non-pay time before it extends their waiting period.

16 weeks break in service

– 3 weeks allowed

13 weeks extended

1. The employee has 13 weeks in excess of what is allowed so her waiting period will be extended by 13 weeks:

05/28/17 *(WGI SCD)*

+ 13 weeks

08/20/17 *(Adjusted WGI SCD)*

1. Be sure to annotate to the processor with remarks code “TMP” (note to processor) on the SF-52 that “The employee’s WGI SCD must be extended by 13 weeks to 08/20/17 to account for her 16 week break in service minus 3 weeks allowed in non-pay status”, so they know to adjust the WGI SCD.

#### Ex. 57: Worksheet

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series: **0462** Grade: **07** |
| **Step 2** | **Current FWS Salary:**  Wage Area: **LA** (WG/L/S): **WG** Series: **3502** Grade:**6** Step: **2** Hourly Rate: **$21.00** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A: **X**  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements and agency-specific policy requirements for HPR been met and paying HPR approved by hiring manager? Yes: **X** No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate: **$21.00** |
| **Step 5** | **Annualize the Hourly Rate.** Multiply the FWS hourly rate by 2087 to determine the annual rate: **$43,827** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the annualized hourly rate and slot the pay. 3. If a locality table and special rate table apply then slot into the table that is the highest applicable rate range. 4. This is the maximum payable rate we can pay the employee. 5. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table: **0256** Series: **0462** Grade: **07** Step: **1** Salary: **$45,970** |
| **Step 6** | **Identify the NOA that is Taking Place.**   1. Compare the employee’s previous FWS rate to the new GS rate (do not compare representative rates when moving from FWS to GS): 2. FWS annualized rate: **$43,827** 3. GS rate: **$45,970** 4. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 5. If the new GS rate is lower than the FWS rate, the NOA is a change to lower grade. 6. If there is no change in pay, the NOA is a reassignment. 7. NOA: **Promotion** |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS: **05-28-17** 2. Was there a break in service? N:\_\_\_ Y: **X** 3. If “NO” then WGI SCD is date under (a). 4. If “YES”, was the break in service more than 52 weeks?    1. If the break was more than 52 weeks then new waiting period begins on date of action.    2. If the break was less than 52 weeks then extend the WGI SCD by the number of weeks of the break, less allowable in non-pay status, if applicable *(Allowable: 1 week moving to step 2; 3 weeks moving to step 3; and 4 weeks moving to step 4 or 5).*    3. Adjusted WGI SCD: **08-20-17** 5. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |

### Ex. 59: WG to WL; Did the Employee Receive an Equivalent Increase?

Ben is a WG-9 step 4 and is promoted to a WL-8 position. Both positions are in Los Angeles.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Mandatory 4% Promotion Rule.**
   1. Get the pay table for the employee’s current position (at the new location, if applicable).

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |

* 1. Compute 4% of the representative rate of the employee’s current position:

1. *$25.88 x 4% = 1.0352*
2. *$1.04. Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*
   1. Add the 4% to the employee’s current rate:

*$27.96 + $1.04 = $29.00*

* 1. $29.00 is the promotion entitlement.

1. **Step 3: Set the Pay.**
   1. Get the pay table for the employee’s new position (at the new location, if applicable).
   2. Slot the promotion entitlement into the table. $29.00 falls between step 4 and step 5.
   3. Pay is set at WL-8, step 5, $29.91, Los Angeles wage area.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 8 | 25.65 | 26.73 | 27.75 | 28.83 | 29.91 |

Now let’s see if he received an equivalent increase.

1. **Step 4: Equivalent Increase.**
   1. Get the pay table that applied to his old position and the pay table that applies to his new position.

| **2016** | **FWS** | **Gr** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | **WG** | 9 | 24.83 | 25.88 | 26.90 | 27.96 | 28.99 |
| **LA** | **WL** | 8 | 25.65 | 26.73 | 27.75 | 28.83 | 29.91 |

* 1. Determine how much his pay increased (take his new rate and subtract it by his old rate:

1. *$29.91 - $27.96 =**$1.95*
2. The employee’s pay increased by $1.95.
   1. Determine the amount of an equivalent increase for their new position. Use the table that applies to their new position and take the step 2 rate and multiply it by 4%:
3. *$26.73 x 4% =**$1.07*
4. The amount of an equivalent increase in the WL-8 grade in Los Angeles is $1.07.

| **2016** | **WL** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **LA** | 8 | 25.65 | 26.73 | 27.75 | 28.83 | 29.91 |

* 1. Compare how much the employee’s pay increased to the amount of an equivalent increase:

1. The employee’s pay increased by $1.95.
2. The amount of an equivalent increase is $1.07.
   1. Since the employee’s pay increase is equal to or greater than the equivalent increase, they received an equivalent increase upon promotion and begins a new waiting period as of the date of his promotion.

## PAY-SETTING WORKSHEETS

This next section provides all the worksheets used throughout the pay-setting guide and are provided to assist you with setting pay for FWS positions.

* Just highlight the worksheet, copy and paste into a word document, and fill in the blanks.
* If you type in the numbers and don’t like the blank lines, then just delete them. Personalize the worksheet to the way you want it to look, font size, color, no lines, etc.

### Worksheet 1: Federal Wage System to General Schedule

Use this worksheet when an employee moves from a Federal Wage System (FWS) position to a General Schedule (GS) position and the nature of action is either a promotion, a reassignment, or a change to lower grade.

When moving from the FWS to the GS we set the pay first and then determine the nature of action *(do not compare representative rates to determine the nature of action).*

| Steps | **FWS Worksheet**  **Federal Wage System to General Schedule**  *Use this worksheet when an employee moves from a FWS position to a GS position and the NOA is a promotion, a reassignment, or a change to lower grade.* |
| --- | --- |
| **Step 1** | **GS Position you are Filling.** List the series and grade level of the position you’re filling:  Series:\_\_\_Grade:\_\_\_ |
| **Step 2** | **Current FWS Salary.** Provide the current FWS pay information:  Pay Table:\_\_\_ (WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ N/A:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher *(you cannot do that if HPR is based upon a GS position).* 3. HPR hourly rate:$\_\_\_ |
| **Step 5** | **Annualize the Hourly Rate.**  Multiply the FWS hourly rate by 2087 to determine the annual rate:$\_\_\_ |
| **Step 6** | **Set the Pay.**   1. Find the locality table and the special rate table (if applicable) that apply to the position you’re filling, at the new location (if applicable). *If a locality and special rate table apply, then use the table that is the highest applicable rate range.* 2. Take the annualized hourly rate and slot the pay. If the pay falls between two steps, then use the higher step. This is the maximum payable rate we can pay the employee. 3. Pay may be set anywhere between step 1 and the MPR (if the conditions for HPR have been met).   Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 7** | **Identify the NOA that is Taking Place.** Compare the employee’s previous FWS rate to the new GS rate *(do not compare representative rates when moving from FWS to GS):*   1. FWS annualized rate:$\_\_\_ 2. GS rate:$\_\_\_ 3. If the new GS rate is higher than the FWS rate, the NOA is a promotion. 4. If the new GS rate is lower than the FWS rate, the NOA is a change to lower grade. 5. If there is no change in pay, the NOA is a reassignment. 6. NOA:\_\_\_ |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |

### Worksheet 2: Promotion on Same Schedule

Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule:

* WG to WG
* WL to WL
* WS to WS

Do not use this worksheet if moving to a different schedule (WG to WL or WL to WS). Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion on Same Schedule**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule. Do not use this worksheet when moving to different schedules (WG to WL; or WL to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None.  *If geographic conversion, then use the “Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade): $\_\_ 2. Multiply the representative rate by 4%:$\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate: $\_\_    2. Add (b) and (c): $\_\_ *promotion entitlement* |
| **Step 3** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_(WG/WL/WS):\_\_ Series:\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_  Did you look at HPR? Y:\_\_ N/A:\_\_ |
| **Step 4** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous Hourly Rate:$\_\_\_ 2. New Hourly Rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position so use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4%:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 5** | Staffer Name: Date: |

### Worksheet 3: Promotion on Same Schedule w/Geographic Conversion

Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule AND they are moving, and a different pay table applies to the new position:

* WG to WG
* WL to WL
* WS to WS

Do not use this worksheet if moving to a different schedule (WG to WL or WL to WS).

| Steps | **FWS Worksheet**  **Promotion on Same Schedule w/Geographic Conversion**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule and they are moving, and a different pay table applies to the new position.* |
| --- | --- |
| **Step 1** | **Promote then Reassign Method.** Promote the employee on the current pay table and then reassign them to the new pay table.  **Promote.**   1. Provide the representative rate (step 2 of the current grade on the current table):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate:$\_\_\_ 2. Promotion Entitlement. Add (b) and (c):$\_\_\_   **Reassign**   1. Find the pay table that applies to the position you’re filling at the old location. 2. Take the promotion entitlement and slot it into the pay table. When it falls between two steps use the higher step. 3. Find the pay table that applies to the position you’re filling at the new location. Crosswalk the grade and step from (b) to the new pay table.   Under the Promote then Reassign method, pay is set at:  Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 2** | **Reassign then Promote Method.** Reassign the employee to the new wage area and then promote them.  **Reassign.**   1. Find the pay table that applies to the current position at the new location. 2. Place the employee’s current grade and step on the pay table. 3. The employee’s converted rate is:   Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  **Promote.**   1. Provide the representative rate (step 2 of the current grade at the new location):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate after geographic conversion:$\_\_\_ 2. Promotion Entitlement. Add (b) and (c):$\_\_\_ 3. Find the pay table that applies to the position you’re filling at the new location. 4. Take the promotion entitlement and slot it into the pay table. When the rate falls between two steps use the higher step.   Under the Reassign then Promote method, pay is set at:  Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 3** | **Compare the Results.**   1. The Promote then Reassign Method:   Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_   1. The Reassign then Promote Method:   Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 4** | **Highest Previous Rate.** If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ N/A:\_\_\_  HPR:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 5** | **Set the Pay.** Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 6** | **Equivalent Increase Determination**. Get the pay table that applied to the old position (at the new location) and the pay table that applies to the new position (at the new location).   1. Previous Hourly Rate (after geographic conversion):$\_\_\_ 2. New Hourly Rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position so use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4% *(round up or round down)*:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 7** | Staffer Name: Date: |

### Worksheet 4: Promotion and HPR

Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule:

* WG to WG
* WL to WL
* WS to WS

And you’re also checking HPR because the employee held a higher rate in a previous FWS position.

Do not use this worksheet if moving to a different schedule (WG to WL or WL to WS).

Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion and HPR**  *Use this worksheet when a FWS employee moves from a lower grade to a higher grade in the same schedule (WG to WG; WL to WL; or WS to WS) and you’re also checking HPR based upon a higher rate they held in a previous FWS position. Do not use this worksheet when moving to different schedules (WG to WL; or WL to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None.  *If geographic conversion, then use the “Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Mandatory 4% Promotion Rule**. Multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade):$\_\_\_ 2. Multiply the representative rate by 4%:$\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate. Current hourly rate:$\_\_\_ 2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 3** | **Slot the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 4** | **Highest Previous Rate.** Get the current wage table (it doesn’t matter when they earned it, get the current pay table) in the wage area they earned their HPR:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   1. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ 2. **If HPR was earned at same locality as the position you’re filling**. 3. Get the pay table that applies to the position you’re filling and slot the HPR into the pay table. 4. If the rate falls between 2 steps, then use the higher step. If the rate exceeds step 5 then use step 5 (unless they are entitled to pay retention). Under HPR, pay is set at:   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   1. Compare the results from the mandatory 4% promotion rule and HPR. Use the higher rate**.** 2. **If HPR was earned at different locality than the position you’re filling**. 3. Get the pay table that applies to the position you’re filling as if it were at the same location where HPR was earned. Slot the HPR into the pay table.   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   1. Crosswalk the grade and step to the locality table.   Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_   1. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.*   Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous Hourly Rate:$\_\_\_ 2. New Hourly Rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4%:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 6** | Staffer Name: Date: |

### Worksheet 5: Promotion on Different Schedule

Use this worksheet when a FWS employee moves from a position under one prevailing rate schedule to a position under a different prevailing rate schedule and the new position has a higher representative rate.

* WG to WL
* WG to WS
* WL to WS
* WL to WG
* WS to WG
* WS to WL

| Steps | **FWS Worksheet**  **Promotion on Different Schedule**  ***(WG to WL) or (WG to WS) or (WL to WS) or (vice versa) with a Higher Representative Rate***  *Use this worksheet when a FWS employee moves from a position under one prevailing rate schedule to a position under a different prevailing rate schedule with a higher representative rate.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule.  N/A:\_\_\_  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 2** | **Determine the Nature of Action**.   1. Find the pay table that applies to their current position, at the new location (if applicable).   Representative rate (step 2 of the grade): $\_\_\_   1. Find the pay table that applies to the position you’re filling, at the new location (if applicable).   Representative rate (step 2 of the grade): $\_\_\_   1. Compare representative rates. If the representative rate for new position is higher than the representative rate for the old position, the action is a promotion. *If the representative rate is lower, then STOP and use the “Change to Lower Grade” worksheet.* |
| **Step 3** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate:$\_\_\_    2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 4** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_ N/A:\_\_\_ |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position (after geographic conversion, if applicable) and the pay table that applies to the new position (after geographic conversion, if applicable).   1. Previous hourly rate:$\_\_\_ 2. New hourly rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4%:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 6** | Staffer Name: Date: |

### Worksheet 6: Promotion: Regular Table to Special Rate Table

Use this worksheet when a FWS employee moves from a regular wage table to a special rate table in the same schedule:

* WG to WG
* WL to WL
* WS to WS

Do not use this worksheet if moving to a different schedule (WG to WL or WL to WS).

Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion: Regular Table to Special Rate Table**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a regular wage table to a special rate table, in the same schedule (WG to WG; WL to WL; or WS to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None |
| **Step 2** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate:$\_\_\_    2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 3** | **Get the Regular Wage Table and Slot the Pay**.   1. Get the regular wage table, not the special rate table, which applies to the grade you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Regular Wage Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ |
| **Step 4** | **Crosswalk to Special Wage Table and Set the Pay.**   1. Get the special wage table that applies to the position you’re filling. 2. Crosswalk the grade and step to the special wage table.   Pay is set at: Special Rate Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_ N/A:\_\_\_ |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous hourly rate:$\_\_\_ 2. New hourly rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4%:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 6** | Staffer Name: Date: |

### Worksheet 7: Promotion: Special Rate Table to Regular Table

Use this worksheet when a FWS employee moves from a special rate table to a regular table in the same schedule:

* WG to WG
* WL to WL
* WS to WS

Do not use this worksheet if moving to a different schedule (WG to WL or WL to WS).

Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion: Special Rate Table to Regular Table**  ***(WG to WG) or (WL to WL) or (WS to WS)***  *Use this worksheet when a FWS employee moves from a special rate table to a regular wage table, in the same schedule (WG to WG; WL to WL; or WS to WS). No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** None |
| **Step 2** | **Determine the Nature of Action**.   1. Find the pay table that applies to their current position.   Representative rate (step 2 of the grade):$\_\_\_   1. Find the pay table that applies to the position you’re filling.   Representative rate (step 2 of the grade):$\_\_\_   1. Compare representative rates. If the representative rate for new position is higher than the representative rate for the old position, the action is a promotion. *If the representative rate is lower, then STOP and use the “Change to Lower Grade” worksheet.* |
| **Step 3** | **Mandatory 4% Promotion Rule**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Representative rate (step 2 of the current grade):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current hourly rate:    1. Current hourly rate:$\_\_\_    2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 4** | **Set the Pay**.   1. Get the regular wage table that applies to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at: Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_ N/A:\_\_\_ |
| **Step 5** | **Equivalent Increase Determination**. Get the pay table that applied to the old position and the pay table that applies to the new position.   1. Previous hourly rate:$\_\_\_ 2. New hourly rate:$\_\_\_ 3. Determine how much the employee’s pay increased ((b) – (a)):$\_\_\_ 4. Determine the amount of an equivalent increase for the new position. Use the table that applies to the new position and multiply the representative rate by 4%: 5. Representative rate (step 2 of new grade):$\_\_\_ 6. Multiply the representative rate by 4%:$\_\_\_ 7. Compare how much the employee’s pay increased to the amount of an equivalent increase (compare (c) to (d)(2)). 8. If the employee’s pay increase is equal to or greater than an equivalent increase, then the employee begins a new WGI waiting period on the date of promotion. 9. If the employee’s pay increase is less than an equivalent increase, then the WGI SCD remains unchanged. 10. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 6** | Staffer Name: Date: |

### Worksheet 8: Promotion: GS to FWS

Use this worksheet when an employee moves from a General Schedule position to a Federal Wage System position and the nature of action is a promotion.

Do not use this worksheet is there is a geographic conversion.

| Steps | **FWS Worksheet**  **Promotion: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position and the nature of action is a promotion. No Geographic Conversion.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **FWS Position You’re Filling:**  Pay Table:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Geographic Conversion.** None.  *If geographic conversion, then use the “Promotion: GS to FWS w/Geographic Conversion” worksheet.* |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. GS representative rate (step 4 of the current grade):$\_\_\_ 2. Convert to hourly rate (divide by 2087):$\_\_\_ 3. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 4. Compare the rates. 5. If the move results in an increase in pay the NOA is a promotion. 6. If the move results in a decrease in pay, then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promotion Entitlement**. To determine the mandatory 4 % promotion rule for FWS employees, multiply the GS representative rate by 4% then add the result to the employee’s current rate.   1. GS hourly representative rate (step 4 of the current grade/2087):$\_\_\_ 2. Multiply the representative rate by 4%:\_\_\_   *Take out to 4 decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. Add the 4% to the employee’s current rate:    1. Convert the employee’s current GS rate to an hourly rate (divide by 2087):$\_\_\_    2. Add (b) and (c):$\_\_\_ *promotion entitlement* |
| **Step 6** | **Set the Pay**.   1. Get the regular wage table (and special rate table, if applicable) that apply to the position you’re filling. 2. Take the promotion entitlement and slot the pay into the table. 3. When the rate falls between two steps use the higher step.   Pay is set at:  Pay Table:\_\_\_(WG/WL/WS):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_\_ N/A:\_\_\_ |
| **Step 7** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 8** | Staffer Name: Date: |

### Worksheet 9: Promotion: GS to FWS w/Geographic Conversion

Use this worksheet when an employee moves from a General Schedule position to a Federal Wage System position, the nature of action is a promotion, and the employee is moving to a new location where a different locality pay table applies. For example, moving from Los Angeles to San Diego.

You do not need to use this method if the same locality pay table applies, for example, moving from Riverside to San Bernardino because the LA locality applies to both locations.

| Steps | **FWS Worksheet**  **Promotion: GS to FWS w/Geographic Conversion**  *Use this worksheet when an employee moves from a GS position to a FWS position, the nature of action is a promotion, and the employee is moving to a new location where a different locality pay table applies.* |
| --- | --- |
| **Step 1** | **Current GS Salary:**  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **FWS Position You’re Filling:**  Pay Table:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current GS grade and step on the pay table at the new duty location.  From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).** Compare representative rates to determine the NOA when a GS employee moves to a FWS position.   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Get the FWS locality table (and special rate wage table, if applicable) at the new location. 5. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 6. Compare the rates. 7. If the move results in an increase in pay the NOA is a promotion. 8. If the move results in a decrease in pay, then stop and use the *“Change to Lower Grade: GS to FWS” worksheet.* |
| **Step 5** | **Promote then Reassign Method.** Promote the employee to the FWS position at the old location and then reassign them to the FWS position at the new location.   1. Get the GS locality table (and special rate, if applicable) at the old location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_   **Promote**   1. Multiply the representative rate by 4%:\_\_\_   *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (before geographic conversion):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Add (b) and (c)(2):$\_\_\_*promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the old location. 6. Slot the promotion entitlement into the table.   Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_  **Reassign**   1. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 2. Crosswalk the grade and step to the pay table.   Under the “Promote then Reassign” method, pay is set at:  Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 6** | **Reassign then Promote Method.** Reassign the employee to the new location and then promote them to the FWS position.  **Reassign**   1. Get the GS locality table (and special rate table, if applicable) at the new location. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_   **Promote**   1. Multiply the representative rate of their current position, at the new location by 4%:\_\_\_   *Take out to four decimal places and always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion Entitlement**. Add the 4% to the employee’s current rate. 2. Current GS rate (after geographic conversion):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. Add (b) and (c)(2):$\_\_\_ *promotion entitlement* 5. Find the locality wage table (and special rate wage table, if applicable) that apply to the position you’re filling at the new location. 6. Slot the promotion entitlement into the table.   Under the “Reassign then Promote” method, pay is set at:  Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 7** | **Compare the Results.** Compare the results and use the method that produced the higher rate.   1. The “Promote then Reassign” method:\_\_\_ 2. The “Reassign then Promote” method:\_\_\_   Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  Did you look at HPR? Y:\_\_\_ N/A:\_\_\_ |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |

### Worksheet 10: Highest Previous Rate

Use this worksheet when you’re filling a FWS position and you’re setting pay higher than step one based upon HPR, and the employee’s highest previous rate was earned under a FWS position.

Unlike the GS system, under the FWS we use the current wage table to determine the HPR (it doesn’t matter when they earned it, use the current wage table). Also, unlike GS, we can use the rate before or after geographic conversion as the employee’s HPR.

This only applies when filling a FWS position and when HPR was earned under a FWS position.

| Steps | **FWS Worksheet**  **Highest Previous Rate**  *Use this worksheet when you’re filling a FWS position and you’re setting pay higher than step one based upon HPR and the employee’s HPR was earned under a FWS position.* |
| --- | --- |
| **Step 1** | **FWS Position You’re Filling.**  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 2** | **Position that HPR is Based Upon.** Use the current pay table (it doesn’t matter when they earned their HPR, use the current table) and provide the higher FWS rate the employee held in another Federal job:  Pay Table:\_\_\_ (WG/L/S):\_\_\_ Series:\_\_\_ Grade:\_\_\_Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 4** | **Highest Previous Rate.**   1. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ 2. If HPR is authorized, under the FWS you can use the hourly rate before or after geographic conversion, whichever is higher*.* 3. HPR hourly rate:$\_\_\_ |
| **Step 5** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the HPR hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade, then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee.   Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 11: HPR: FWS Reinstatement and HPR Earned Under a GS Position

Use this worksheet for a FWS reinstatement but the employee’s HPR is based upon a GS position.

| Steps | **FWS Worksheet**  **FWS Reinstatement:**  **HPR Earned Under a GS Position**  *Use this worksheet for a FWS reinstatement but the employee’s HPR is based upon a GS position.* |
| --- | --- |
| **Step 1** | **GS Position HPR is Based Upon.** Get the locality table for the current year where the employee earned their HPR:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 2** | **FWS Position You’re Filling.**  WG/L/S:\_\_\_ Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 4** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary by 2087 to determine the hourly rate (round up or round down):$\_\_\_ |
| **Step 5** | **Set the Pay.**   1. Find the wage table and special rate table (if applicable) that apply to the FWS position in the same locality area where the HPR was earned. 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade, then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee. 6. Pay can be set anywhere between step 1 and the MPR, if the conditions for HPR have been met.   Grade:\_\_\_Step:\_\_\_ |
| **Step 6** | **Crosswalk to Locality**.  N/A:\_\_\_  From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  Pay is set at:  Wage Area:\_\_\_(WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 7** | **Date of Last Equivalent Increase Determination**.  Was the break in service more than 52 weeks? Y:\_\_\_N:\_\_\_   1. If “Y” then new waiting period begins on date of action. 2. If “N” then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* Adjusted WGI SCD:\_\_\_ |
| **Step 8** | Staffer Name: Date: |

### Worksheet 12: HPR: Filling GS Position and HPR Earned Under a FWS Position in a Different Year

Use this worksheet when you are filling a GS position, but highest previous rate was earned under a FWS position in a different year than the current year.

| Steps | **FWS Worksheet**  **Filling GS Position:**  **HPR Earned Under a FWS Position in a Different Year**  *Use this worksheet when you’re filling a GS position, but highest previous rate was earned under a FWS position and in a previous year than the current year.* |
| --- | --- |
| **Step 1** | **Find the Wage Table for the Year the Employee Earned Their HPR:**   1. Year:\_\_\_ 2. Wage locality area where HPR was earned:\_\_\_ 3. Get the wage table for the year identified above and fill in the following information:   WG/L/S:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_   1. GS position you’re filling: Series:\_\_\_ Grade:\_\_\_ 2. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Annualized HPR Rate.**  Take the HPR hourly rate (from Step 1(c)) and multiply it by 2087:$\_\_\_ |
| **Step 3** | **Find the GS Pay Table for the Same Year.** Use the same year from above and find the GS Locality Table and the special rate table (if applicable) that apply to the position you’re filling. |
| **Step 4** | **Slot the Pay.**   1. Take the annualized HPR rate and slot it into the lowest step of the grade to fill that equals or exceeds that rate. 2. If the salary falls between two steps of the grade to fill, then use the higher step. 3. If the salary exceeds step 10 of the grade, then use step 10. 4. This is the maximum payable rate we can pay the employee.   Grade:\_\_\_ Step:\_\_\_ |
| **Step 5** | **Crosswalk the Grade and Step to the Pay Table in the Current Year.**   1. Find the locality table and special rate table (if applicable) that apply to the position you’re filling in the current year. 2. Take the grade and step from Step 4 and crosswalk it to the pay table. 3. If a locality and special rate table apply, then place the grade and step on both pay tables and whichever table is higher for that step will determine which pay table you will use.   Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ |
| **Step 6** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break in service, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 7** | Staffer Name: Date: |

### Worksheet 13: Change to Lower Grade: GS to FWS

Use this worksheet when an employee moves from a GS position to a FWS position, and the nature of action is a change to lower grade. Do not use this worksheet if the NOA is a promotion.

| Steps | **FWS Worksheet**  **Change to Lower Grade: GS to FWS**  *Use this worksheet when an employee moves from a GS position to a FWS position, and the nature of action is a change to lower grade.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_\_  To: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_\_ |
| **Step 3** | **FWS Position you are Filling.** List the series and grade level of the position you’re filling: (WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_ |
| **Step 4** | **Highest Previous Rate**. If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 5** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a GS employee moves to a FWS position. 2. GS representative rate (step 4 of the current grade):$\_\_\_ 3. Convert to hourly rate (divide by 2087):$\_\_\_ 4. FWS representative rate (step 2 of grade you’re filling):$\_\_\_ 5. Compare the rates. 6. If the representative rate for the FWS position is lower than the rep. rate for the GS position, then the NOA is a change to lower grade. 7. If the representative rate for the FWS position is higher than the rep. rate for the GS position, then STOP and use the *“Promotion: GS to FWS”* worksheet. |
| **Step 6** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down):$\_\_\_ |
| **Step 7** | **Set the Pay.**   1. Find the locality wage table and the special rate wage table (if applicable) that apply to the position you’re filling, at the new location (if applicable). 2. Take the GS hourly rate and slot the pay into the wage table. 3. When the rate falls between two steps use the higher step. 4. If the rate exceeds step 5 of the grade, then use step 5 (unless the employee is entitled to pay retention). 5. This is the maximum payable rate we can pay the employee. 6. Pay can be set anywhere between step 1 and the MPR, if the conditions for HPR have been met.   Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y” and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |

### Worksheet 14: Grade Retention

Use this worksheet to determine how to set pay when an employee is initially placed on grade retention.

| Steps | **FWS Worksheet**  **Grade Retention**  *Use this worksheet to determine the retained grade and pay when a FWS employee is initially placed on grade retention.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_\_ |
| **Step 3** | **Determine the Retained Grade.**  What was the grade, step, and salary the employee held before the downgrade was taken?  Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Pay Table:\_\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  To: Pay Table:\_\_ (WG/L/S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 5** | **Set the Pay.** Pay is set at:  Pay Table:\_\_ (WG/L/S):\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  *The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |
| **Step 6** | Staffer Name: Date: |

### Worksheet 15: Grade Retention: Special Rate to Non-Special Rate Position

Use this worksheet to determine how to set pay when an employee is initially placed on grade retention and moves from a position covered by a special rate table to a position not covered by a special rate table.

| Steps | **FWS Worksheet**  **Grade Retention**  **Special Rate Position to Non-Special Rate Position**  *Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a special rate table.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and salary the employee held before the downgrade was taken:  Pay Table:\_\_\_ (WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Pay Table:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_  To: Pay Table:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 5** | **Compare the Rates.** When an employee moves from a special rate position to a non-special rate position, we need to compare the salary for the old position with the salary for the new position at the same grade and step.   1. Find the following tables:    1. The special rate table that applies to their former position (at the new location, if applicable).    2. The locality table that applies to the new position (at the new location, if applicable). 2. Place the employee’s current grade and step on both pay tables.    1. **Salary is the Same**. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate. END.    2. **Salary is Less but Fits in the Table**. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. If the salary fits within the steps of the locality table, then slot the pay into the steps. When the pay falls between two steps use the higher step. END.    3. **Salary is Less and Doesn’t Fit in the Table**. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary (after geographic conversion, if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.       1. Step 5 of the retained grade: $\_\_\_       2. **Capped Amount**. Multiply by 150%: $\_\_\_ |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table:\_\_ (WG/L/S):\_\_Series:\_\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 16: Grade Retention: FWS to GS

Use this worksheet when an employee under a FWS position moves to a GS position as the result of a RIF or reclassification action and meets the requirements for mandatory grade retention.

| Steps | **FWS Worksheet**  **Grade Retention: FWS to GS**  *Use this worksheet when a Federal Wage System employee, who is initially placed on grade retention, moves to a GS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:  Pay Table:\_\_ (WG/L/S):\_\_Series:\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Pay Table:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_  To: Pay Table:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a FWS position to a GS position.   1. Find the following tables: 2. The FWS wage table that applies to the old position (at the new location, if applicable). 3. The GS table that applies to the new position (at the new location, if applicable). 4. Compare representative rates to ensure the employee is entitled to grade retention. 5. FWS representative rate (step 2 of the current grade): $\_\_\_ 6. Annualize the rate (multiply by 2087): $\_\_\_ 7. GS representative rate (step 4 of the grade you’re filling): $\_\_\_ 8. Compare the rates. If the representative rate for the GS position is lower than the representative rate for the FWS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table:\_\_ (WG/L/S):\_\_Series:\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_  *The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |
| **Step 7** | Staffer Name: Date: |

### Worksheet 17: Grade Retention: GS to FWS

Use this worksheet when an employee under a GS position moves to a FWS position as the result of a RIF or reclassification action and meets the requirements for mandatory grade retention.

| Steps | **Grade Retention Worksheet**  **GS to FWS**  *Use this worksheet when a GS employee, who is initially placed on grade retention, moves to a FWS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**   1. Serving under a permanent appointment (not temporary or term); 2. Placed in a General Schedule or Federal Wage System position; 3. The position is at a lower grade as a result of a RIF or reclassification action; and 4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.   Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Pay Table:\_\_\_ Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a GS position to a FWS position.   1. Find the following tables: 2. The GS table that applies to the old position (at the new location, if applicable). 3. The FWS wage table that applies to the new position (at the new location, if applicable). 4. Compare representative rates to ensure the employee is entitled to grade retention. 5. GS representative rate (step 4 of the current grade): $\_\_\_ 6. Convert to hourly rate (divide by 2087): $\_\_\_ 7. FWS representative rate (step 2 of the grade you’re filling): $\_\_\_ 8. Compare the rates. If the representative rate for the FWS position is lower than the rep. rate for the GS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table:\_\_\_ Series:\_\_\_Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_  *The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place.* |
| **Step 7** | Staffer Name: Date: |

### Worksheet 18: Pay Retention

Use this worksheet to determine how to set pay when a FWS employee initially goes on pay retention.

| Steps | **FWS Worksheet**  **Pay Retention**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:  From: Pay Table:\_\_\_(WG/L/S):\_\_\_Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  To: Pay Table:\_\_\_(WG/L/S):\_\_\_Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 2** | **Current Hourly Rate.** Provide the employee’s current hourly rate (including locality), after geographic conversion (if applicable).  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality wage table (and special rate table, if applicable) that apply to the position, at the new location, (if applicable). If a locality and special rate table apply then use the table with the highest applicable rate range. 2. See if the employee’s current hourly rate fits within the steps of the new grade. 3. If the employee’s current hourly rate is less than step 5 of the new grade, then slot the pay into the steps and entitlement to pay retention ends. END (Go to Step 5). 4. If the salary is more than step 5 of the new grade, then the employee is entitled to retain their current hourly rate. (Go to Step 4). |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current hourly rate, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.   1. Find the locality table (and special rate table, if applicable) that apply to the position, at the new location (if applicable). 2. Step 5 of the retained grade: $\_\_\_ 3. **Capped Amount**. Multiply (b) by 150%: $\_\_\_ |
| **Step 5** | **Set the Pay.** This should match the hourly rate from “Step 2” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 19: Promotion While on Pay Retention

Use this worksheet when a FWS employee who is on pay retention is promoted. Do not use this worksheet is there is a geographic conversion. Do not use this worksheet if the nature of action is a change to lower grade.

| Steps | **FWS Worksheet**  **Promotion While on Pay Retention**  *Use this worksheet when a FWS employee on pay retention is promoted. No geographic conversion.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** N/A  *If geographic conversion, then use the “FWS Promotion w/Geographic Conversion” worksheet.* |
| **Step 2** | **Current Hourly Rate.** Provide the employee’s current hourly rate (including locality).  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_  **FWS Position You’re Filling:**  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ |
| **Step 3** | **Compare Representative Rates.**   1. Find the locality wage table (and special rate table, if applicable) that apply to the old position. 2. Find the locality wage table (and special rate table, if applicable) that apply to the new position. 3. Compare the representative rates (step 2 of the grade). If the rep. rate for the new position is more than the rep. rate for the old position, then the NOA is a promotion. If the rep. rate is lower, then STOP and use the “Change to Lower Grade Worksheet”. |
| **Step 4** | **Mandatory 4% Promotion Rule.** Multiply the representative rate by 4% then add the result to the employee’s current rate.   1. Employee’s current hourly rate:$\_\_\_ 2. Representative rate (step 2 of the grade):$\_\_\_ 3. Multiply the representative rate by 4%:$\_\_\_   *Always round up to the penny (never round down) for FWS promotions to ensure the employee receives the full 4% promotion entitlement.*   1. **Promotion entitlement**.   Add the 4% to the employee’s current rate (a + c) = $\_\_\_ |
| **Step 5** | **Set the Pay.** Find the wage area table (and special rate wage table, if applicable) for the new position.   1. See if the promotion entitlement will fit within the steps. If the promotion entitlement fits within the steps, then set the pay. END. 2. If the promotion entitlement is more than step 5 then see if the employee’s current hourly rate will fit within the steps. If the employee’s current rate fits within the steps, then set the pay at step 5. END. 3. If both the promotion entitlement and the employee’s current hourly rate are more than step 5 then pay is set at the employee’s current hourly rate and pay retention continues. END.   Pay is set at:  Pay Table: \_\_\_(WG/L/S): \_\_\_Series: \_\_\_ Grade: \_\_\_ Step: \_\_\_Hourly Rate: $\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 20: Pay Retention: FWS to GS

Use this worksheet to determine the initial retained rate when an employee is under a FWS position and moves to a GS position.

| Steps | **FWS Worksheet**  **Pay Retention: FWS to GS**  *Use this worksheet when moving from a FWS position to a GS position to determine initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  N/A:\_\_\_  From: Pay Table:\_\_\_ (WG/L.S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  To: Pay Table:\_\_\_ (WG/L.S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 2** | **Current Salary.**   1. Provide the employee’s current salary (including locality), after geographic conversion (if applicable).   Pay Table:\_\_\_ (WG/L.S):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_   1. Annualize the hourly rate (multiply by 2087): $\_\_\_ |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality table and the special rate table (if applicable) that apply to the position, at the new location (if applicable). If a locality and special rate table apply then use the table with the highest applicable rate range. 2. See if the employee’s current annualized salary (Step 2) fits within the steps of the new grade. 3. If the employee’s current salary is less than step 10 of the new grade, then slot the pay into the steps and entitlement to pay retention ends. (Go to Step 5) 4. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary (Go to Step 4). |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.   1. Find the locality table and special rate table (if applicable) that apply to the position, at the new location (if applicable). 2. Step 10 of the retained grade: $\_\_\_ 3. **Capped Amount**. Multiply (b) by 150%: $\_\_\_ |
| **Step 5** | **Set the Pay. Set the Pay.** This should match the hourly rate from “Step 2” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 6** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the FWS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y”, and if the break was more than 52 weeks then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 1 workweek moving to step 2; 3 workweeks moving to step 3; and 4 workweeks moving to step 4 or 5).* 6. Adjusted WGI SCD:\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 7** | Staffer Name: Date: |

### Worksheet 21: Pay Retention: GS to FWS

Use this worksheet to determine the initial retained rate when an employee is under a GS position and moves to a FWS position.

| Steps | **FWS Worksheet**  **Pay Retention: GS to FWS**  *Use this worksheet when determining initial pay retention entitlement when an employee moves from a GS position to a FWS position.* |
| --- | --- |
| **Step 1** | **Current GS Salary**:  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_ |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule and place the employee’s current FWS grade and step on the pay table at the new duty location.  N/A:\_\_\_  From: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 3** | **FWS Position you are Filling.**   1. List the series and grade level of the position you’re filling:   (WG/L/S):\_\_\_ Series:\_\_\_Grade:\_\_\_   1. **Highest Previous Rate** If setting pay higher than step one based on HPR, have the regulatory requirements for HPR been met and paying HPR approved by hiring manager? Yes:\_\_\_ No:\_\_\_ |
| **Step 4** | **Determine the Nature of Action (NOA).**   1. Compare representative rates to determine the NOA when a FWS employee moves to a GS position. 2. GS representative rate (step 4 of the current grade): $\_\_\_ 3. Convert to hourly rate (divide by 2087): $\_\_\_ 4. FWS representative rate (step 2 of grade you’re filling): $\_\_\_ 5. Compare the rates. 6. If the representative rate for the GS position is lower than the rep. rate for the FWS position, then the NOA is a change to lower grade. 7. If the representative rate for the GS position is higher than the rep. rate for the FWS position, then STOP and use the *“Promotion: GS to FWS”* worksheet. |
| **Step 5** | **Convert the Current GS Rate to an Hourly Rate.** Divide the employee’s GS salary (after geographic conversion, if applicable) by 2087 to determine the hourly rate (round up or round down): $\_\_\_\_\_ |
| **Step 6** | **150% of Max Step of New Grade.** The employee is entitled to their current hourly rate, after geographic conversion (if applicable) as long as it doesn’t exceed 150% of step 5 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.   1. Find the locality table (and special rate table, if applicable) that apply to the position, at the new location (if applicable). 2. Step 5 of the retained grade: $\_\_\_ 3. **Capped Amount**. Multiply (b) by 150%: $\_\_\_ |
| **Step 7** | **Set the Pay.** This should match the hourly rate from “Step 5” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at:  Pay Table:\_\_\_(WG/L/S):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 8** | **Date of Last Equivalent Increase Determination**.   1. Date of last equivalent increase under the GS:\_\_\_ 2. Was there a break in service? N:\_\_\_ Y:\_\_\_ 3. If “N” then WGI SCD is date under (a). 4. If “Y” and if the break was more than 52 weeks, then new waiting period begins on date of action. 5. If “Y” and if the break was less than 52 weeks then extend the WGI SCD by the number of workweeks of the break, less allowable in non-pay status, if applicable. *(Allowable: 2 workweeks moving to step 2-3; 4 workweeks moving to step 4-6; and 6 workweeks moving to step 7-10).* 6. Adjusted WGI SCD:\_\_\_\_ 7. Be sure to communicate to the processor with the remark code “TMP” (note to processor) on the SF-52 so they are aware to adjust the WGI SCD. |
| **Step 9** | Staffer Name: Date: |