# Pay Retention

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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**PAY RETENTION**

Pay retention allows an employee to keep their rate of basic pay (including locality or special rate supplement) that would otherwise be reduced as the **result of a management action**.

* To be eligible for pay retention the reduction in pay must be directed or influenced by a management action.
* Pay retention is based upon a dollar amount and has no attributes – it’s just a dollar amount set at a rate higher than step 10 of the grade.
* The retained pay may not exceed 150% of step 10 of the grade.
* An employee on pay retention may not receive a WGI or a QSI – pay is already above step 10 of the grade.
* An employee will receive 50% of the annual pay increase.
* 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.

Note: “Management action” means an action (not for personal cause) by an agency official not initiated or requested by an employee which may adversely affect the employee's grade or rate of basic pay. However, an employee's placement in or transfer to a position under a formal employee development program established by an agency for recruitment and employee advancement purposes (e.g., Recent Graduates Program) is considered a management action even though the employee initiates or requests such placement or transfer.

## References

* [5 U.S.C. Chapter 53, SUBCHAPTER VI](https://uscode.house.gov/view.xhtml?path=/prelim@title5/part3/subpartD/chapter53/subchapter6&edition=prelim): Grade and Pay Retention
* [5 CFR Part 536](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-536): Grade and Pay Retention
* Also see OPM Fact Sheet: [Pay Retention](https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/pay-retention/)

## MANDATORY PAY RETENTION

Pay retention must be provided to an employee whose basic pay would be reduced (after geographic conversion) as the result of:

1. Expiration of the 2-year period of grade retention;
2. A RIF or reclassification and the employee does not meet the eligibility requirements for grade retention;
3. A reduction or elimination of a special rate;
4. Movement by a management action from a special rate position into a non-special rate position or into a lower special rate position;
5. Placement by a management action under a different pay schedule;
6. Placement by a management action into a formal employee development program; or
7. Promotion resulting in a payable rate of basic pay that exceeds the maximum rate of the highest applicable rate range.

## OPTIONAL PAY RETENTION

An agency 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 or ill health.

## 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.

## 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.

## 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).

## OPM FREQUENTLY ASKED QUESTIONS

**Q: What is pay retention?**

**A:** See the pay retention fact sheet: [OPM Pay Retention Fact Sheet](http://www.opm.gov/oca/pay/HTML/pay_retention.asp).

**Q: Can we establish initial entitlement to grade or pay retention upon transfer to another agency?**

**A:** If an employee is reduced in grade or pay in conjunction with a transfer to another agency, there is no mandatory entitlement to grade or pay retention. However, the gaining agency may grant grade or pay retention under its optional authority (5 CFR 536.202 or 536.302), as long as the employee is otherwise qualified.

One of the eligibility conditions is that the reduction in grade or pay not be "at the employee's request" (5 CFR 536.102(b)(1)). If the transfer is initiated by the employee for his or her benefit, convenience, or personal advantage (including a transfer to avoid adverse action based on personal cause), it would be considered to be at the employee's request, thus barring grade or pay retention. However, if the transfer was directly caused or influenced by a management action (not based on personal cause), then even though the transfer appeared to be voluntary, it would not be "at the employee's request." (See definitions of *management action* and *reduced in grade or pay at the employee's request* in 5 CFR 536.103.)

For purposes of providing optional grade retention to a transferring employee, the management action must be either a specific RIF notice or a written announcement of a reorganization or reclassification that might result in reduction of the employee's grade. For purposes of optional pay retention, the management action must be an action that would result in a pay reduction (after the application of any applicable geographic conversion under 5 CFR 536.303(a) and in the absence of pay retention).

Note: A movement between subcomponents of an Executive department or other Executive agency cannot be considered a transfer. Under the law, the term "agency" includes Executive departments and certain other agencies. (See 5 U.S.C. 101-105, 5102(a), and 5361(2).) Thus, it is possible for mandatory grade and pay retention to apply to an employee who moves between subcomponents of an Executive department or other Executive agency--e.g., if the employee is placed in a lower-graded position at management initiative as a result of reduction-in-force procedures.

**Q: How is an employee’s grade and pay retention affected by transfer to another agency?**

**A:** If an employee is already under grade or pay retention prior to transferring to another agency, the gaining agency must continue the employee's grade or pay retention entitlement, absent the occurrence of one of the terminating events set forth in law and regulation, such as a break in service of 1 workday or more or reduction in grade at the employee's request. (See 5 U.S.C. 5362(d) and 5 CFR 536.208 regarding termination of grade retention and 5 U.S.C. 5363(c) and 5 CFR 536.308 regarding termination of pay retention.

**Q: Is an employee holding a Veterans Readjustment Appointment (VRA) eligible for grade or pay retention upon reduction in grade or pay, or to severance pay upon involuntary separation (not for cause)?**

**A:** Employees holding VRAs are not eligible for grade or pay retention upon reduction in grade or pay, or to severance pay upon involuntary separation (not for cause).

By law, grade and pay retention apply only to employees whose employment is on other than a temporary or term basis. (See the definition of *employee* in 5 U.S.C. 5361(1).) The grade and pay retention regulations define *employed on a temporary or term basis* as employment under an appointment having a definite time limitation or designated as temporary or term. (See 5 CFR 536.103.)

Similarly, the severance pay law does not apply to an employee serving under an appointment with a definite time limitation, unless the time-limited appointment is made effective within 3 calendar days after separation from a qualifying appointment without time limitation. (See the definition of *employee* in 5 U.S.C. 5595(a)(2)(ii) and the definition of *non-qualifying appointment* in 5 CFR 550.703.)

Under 5 CFR part 307, a VRA is limited to 2 years. Although employees are entitled to convert to a career or career-conditional appointment upon completion of the 2 years, this conversion right is contingent upon meeting the terms of the VRA--i.e., employees must satisfactorily complete (1) 2 years of substantially continuous service and (2) any education and training required under the VRA program. If employees do not complete these requirements, they are not converted to career or a career-conditional appointment, and their VRA ends. Therefore, for the purposes of grade and pay retention and severance pay, the VRA must be viewed as having a definite 2-year limitation. Because the VRA is time-limited, employees holding such appointments are not eligible for grade and pay retention or severance pay.

**Q: When an employee who is already under grade or pay retention transfers to another agency, how do we determine whether a reduction in grade at the employee’s request occurred in conjunction with the transfer?**

**A:** Since a reduction in grade at the employee's request is a terminating event, a determination as to whether such a reduction occurred must be made at the time an employee under grade or pay retention is transferred. This determination must be made based on the actual grade of the employee's position rather than the employee's retained grade. For example, if the true grade of the employee's position is GS-12 and his or her retained grade is GS-13, then acceptance of a GS-12 position upon transfer to another agency is not considered a reduction in grade at the employee's request.

In addition, the term reduced in grade or pay at the employee's request is defined in 5 CFR 536.103 to exclude any reduction in grade that is directly "caused or influenced by a management action." Thus, while a reduction in grade resulting from transfer to another agency may appear to be a voluntary movement, if that transfer was directly caused or influenced by a management action at the losing agency, the gaining agency must continue the employee's grade or pay retention.

**Q: What special pay retention provisions apply to former employees of the Department of Defense National Security Personnel System (NSPS)?**

**A:** See the fact sheet on pay retention for former employees of the Department of Defense National Security Personnel System (NSPS) at the link below. [OPM NSPS Fact Sheet](http://www.opm.gov/oca/pay/HTML/payRetention_DOD_NSPS.asp).

## PAY-SETTING EXAMPLES

### Expiration of Grade Retention

*Mandatory Pay Retention*

Cindy is a GS-0201-11 step 6 on grade retention and was placed into a GS-0301-09 non-special rate position. Both positions are in Washington, DC. Her 2-year period of grade retention has expired and she is now entitled to pay retention.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 66,510 | 68,727 | 70,943 | 73,160 | 75,377 | 77,593 | 79,810 | 82,027 | 84,243 | 86,460 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Change to Lower Grade.**
3. Find the locality pay table and special rate table (if applicable) that apply to the position the employee is moving into.
   1. The DCB locality table applies to a GS-0301-09 position in Washington, DC.
4. See if the employee’s current rate fits within the steps of the new lower-graded position.
   1. If the employee’s current salary fits within the steps then set the pay and you are done.
   2. If the employee’s current salary (after geographic conversion, if applicable) is more than step 10 of the new grade then the employee is entitled to pay retention.
5. Cindy’s current salary ($77,593) is more than step 10 of her new GS-09 position. Cindy is entitled to pay retention.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

1. **Step 3: 150% of Max Step of New Grade.**
   1. 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. (FYI – The rate for Executive Level IV is always less than a locality table limit so just look at the locality limit and you’ll be OK).
   2. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount because we can never exceed 150% of step 10 of the grade when pay retention is initially established.
   3. **You are responsible for ensuring these limitations are not exceeded when a retained rate is initially established.**

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

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

*$71,467 X 150% = $107,201*

* 1. Cindy’s retained rate ($77,593) is less than the capped amount ($107,201) so we are OK to set her pay at $77,593.

1. **Step 4: Set the Pay.** Pay is set at GS-09 step 00, with a retained rate of $77,593.

#### Ex. 1: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary: $  To: Pay Table: Series: Grade: Step: Salary:$ |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **DCB** Series: **0201** Grade: **11** Step: **6** Salary: **$77,593** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **DCB** Grade: **09** Step 10 Rate: **$71,467**   **$71,467** x 150% = **$107,201** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps or their salary is more than ‘Step 4’)*  Pay Table: **DCB** Series: **0301** Grade: **09** Step: **00** Salary: **$77,593** |

### Result of Management Action

*Mandatory Pay Retention*

Greg is a GS-0301-11 step 10 ($86,460) in Washington, DC and is placed as the result of a management action into a GS-09 position in the same area.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 66,510 | 68,727 | 70,943 | 73,160 | 75,377 | 77,593 | 79,810 | 82,027 | 84,243 | 86,460 |

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Change to Lower Grade.**
3. Find the locality pay table and special rate table (if applicable) that apply to the position the employee is moving into.

*The DCB locality table applies to a GS-0301-09 position in Washington, DC.*

1. See if the employee’s current rate fits within the steps of the new lower-graded position.
   1. If the employee’s current salary fits within the steps then set the pay and you are done.
   2. If the employee’s current salary (after geographic conversion, if applicable) is more than step 10 of the new grade then the employee is entitled to pay retention.
2. Greg’s current salary ($86,460) is more than step 10 of his new GS-09 position. Greg is entitled to pay retention.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

1. **Step 3: 150% of Max Step of New Grade.**
   1. 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.
   2. The HR Specialist is responsible for ensuring these limitations are not exceeded when a retained rate is initially established.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 09 | 54,972 | 56,805 | 56,638 | 60,470 | 62,303 | 64,136 | 65,969 | 67,801 | 69,634 | 71,467 |

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

*$71,467 X 150% = $107,201*

* 1. Greg’s retained rate ($86,460) is less than the capped amount ($107,201) so we are OK to set his pay at $86,460.

1. **Step 4: Set the Pay.** Pay is set at GS-09 step 00, with a retained rate of $86,460.

#### Ex. 2: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary: $  To: Pay Table: Series: Grade: Step: Salary:$ |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **DCB** Series: **0301** Grade: **11** Step: **10** Salary: **$86,460** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **DCB** Grade: **09** Step 10 Rate: **$71,467**   **$71,467** x 150% = **$107,201** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps or their salary is more than ‘Step 4’)*  Pay Table: **DCB** Series: **0301** Grade: **09** Step: **00** Salary: **$86,460** |

### Geographic Conversion

*Mandatory Pay Retention*

Monty is a GS-0201-12 step 4 ($87,693) in DCB and is placed in a GS-301-11 position in Boise as the result of a management action. He doesn’t meet the requirements for grade retention but is entitled to pay retention.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

1. **Step 1: Geographic Conversion**.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |
| **RUS** | 12 | 72,168 | 74,574 | 76,980 | 79,386 | 81,792 | 84,197 | 86,603 | 89,009 | 91,415 | 93,821 |

* 1. Apply the geographic conversion rule and Monty’s converted rate is $79,386.
  2. He does not retain the rate he was receiving in Washington, DC ($87,693).

1. **Step 2: 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 RUS locality table applies to a GS-0301-11 position in Boise.*

* 1. See if the employee’s current rate fits within the steps of the new lower-graded position.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

* 1. Monty’s retained rate ($79,386) exceeds step 10 of the GS-11 grade he is moving into. Monty is entitled to pay retention.

1. **Step 3: 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.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

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

*$78,270 X 150% = $117,405*

1. Monty’s retained rate ($79,386) is less than the capped amount ($117,405) so we are OK to set his pay at $79,386.
2. **Step 4: Set the Pay.** Pay is set at GS-0301-11 step 00, with a retained rate of $79,386.

#### Ex. 3: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **DCB** Series: **0201** Grade: **12** Step: **4** Salary: **$87,693**  To: Pay Table: **RUS** Series: **0201** Grade: **12** Step: **4** Salary: **$79,386** |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **RUS** Series: **0201** Grade: **12** Step: **4** Salary: **$79,386** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **RUS** Grade: **11** Step 10 Rate: **$78,270**   **$78,270** x 150% = **$117,405** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps or their salary is more than ‘Step 4’)*  Pay Table: **RUS** Series: **0301** Grade: **11** Step: **00** Salary: **$79,386** |

### Pay Retention, but Salary Falls within the Steps of the New Position

*Mandatory Pay Retention*

Amy is a GS-0201-12 step 3 ($85,811) in Los Angeles and is placed as the result of a management action in a GS-0301-11 position in the same area.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 12 | 83,043 | 85,811 | 88,579 | 91,347 | 94,115 | 96,883 | 99,651 | 102,419 | 105,187 | 107,955 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: 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 Los Angeles locality table applies to a GS-0301-11 position in Los Angeles.*

* 1. See if the employee’s current rate fits within the steps of the new lower-graded position.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LA** | 11 | 69,283 | 71,593 | 73,903 | 76,212 | 78,522 | 80,832 | 83,142 | 85,452 | 87,761 | 90,071 |

* 1. Monty’s retained rate ($85,811) fits within the steps of the new grade and falls between step 8 and step 9, therefore, entitlement to pay retention ends.

1. **Step 3: 150% of Max Step of New Grade.** Skip this step because the employee’s salary at grade 12 ($85,811) fit within the steps of her new position at grade 11, so we do not have to test 150% of the new grade because the employee is no longer entitled to pay retention.
2. **Step 4: Set the Pay.** Pay is set at GS-0301-11 step 9, $87,761, Los Angeles locality. The time at the GS-12 step 3 is creditable towards the employee’s next WGI at GS-11 step 9.

#### Ex. 4: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **LA** Series: **0201** Grade: **12** Step: **2** Salary: **$85,811** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)   **Her current salary (Step 2) fits within the steps of her new grade (GS-11) so go straight to setting her pay.**   * 1. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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. |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **LA** Series: **0301** Grade: **11** Step: **9** Salary: **$87,761** |

### Pay Retention, but Salary Exceeds the 150% Pay Cap

*Optional Pay Retention*

Sandy is a GS-0201-14 step 10 ($145,629) in Washington, DC, and applied for and was selected for a GS-0301-11 position in Bismarck, ND (RUS). Optional pay retention has been authorized for this pay-setting action.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |

1. **Step 1: Geographic Conversion**.
   1. Apply the geographic conversion rule and Sandy’s converted rate is $131,833.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |
| **RUS** | 14 | 101,409 | 104,790 | 108,170 | 111,551 | 114,931 | 118,312 | 121,692 | 125,073 | 128,453 | 131,833 |

* 1. She does not retain the rate she was receiving in Washington, DC ($145,629) because the Washington, DC locality only applies to that position when it was in Washington, DC. You cannot take the DCB locality and set her pay higher based upon HPR because **we can never base an employee’s HPR on a locality rate.**

1. **Step 2: 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 RUS locality table applies to a GS-0301-11 position in Bismarck.*

* 1. See if the employee’s current rate ($131,833) fits within the steps of the new lower-graded position.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

* 1. Sandy’s retained rate ($131,833) exceeds step 10 of the GS-11 grade she is moving into. Sandy is entitled to pay retention.

1. **Step 3: 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.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 11 | 60,210 | 62,216 | 64,223 | 66,230 | 68,236 | 70,243 | 72,250 | 74,256 | 76,263 | 78,270 |

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

*$78,270 X 150% = $117,405*

1. Sandy’s retained rate ($131,833) exceeds the capped amount ($117,405).
2. We cannot set her pay higher than the capped amount ($117,405).
3. **Step 4: Set the Pay.** Pay is set at GS-0301-11 step 00, with a retained rate of $117,405.

#### Ex. 5: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **DCB** Series: **0201** Grade: **14** Step: **10** Salary: **$145,629**  To: Pay Table: **RUS** Series: **0201** Grade: **14** Step: **10** Salary: **$131,833** |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **RUS** Series: **0201** Grade: **14** Step: **10** Salary: **$131,833** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **RUS** Grade: **11** Step 10 Rate: **$78,270**   **$78,270** x 150% = **$117,405** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **RUS** Series: **0301** Grade: **11** Step: **00** Salary: **$117,405** |

### Special Rate to Non-Special Rate

*Mandatory Pay Retention*

Celine is a GS-2210-11 step 3 ($65,213) IT Specialists in Silver City, NM (RUS) paid from Special Rate Table 999B and receives a directed reassignment as the result of a management action to a GS-0301-09 position in the same area.

A special rate applies to the GS-2210 position but a special rate doesn’t apply to the new position.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: 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 RUS locality table applies to a GS-0301-09 position in Silver City.*

* 1. See if the employee’s current rate ($65,213) fits within the steps of the position the employee is moving into (GS-09 in RUS).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 48,968 | 50,600 | 52,232 | 53,863 | 55,495 | 57,127 | 58,759 | 60,391 | 62,022 | 63,654 |

* 1. Celine’s retained rate ($65,213) exceeds step 10 of the GS-09 grade she is moving into. Celine is entitled to pay retention.

1. **Step 3: 150% of Max Step of New Grade.** 
   1. 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.)
   2. 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 09 | 48,968 | 50,600 | 52,232 | 53,863 | 55,495 | 57,127 | 58,759 | 60,391 | 62,022 | 63,654 |

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

*$63,654 X 150% = $95,481*

* 1. Celine’s retained rate ($65,213) is less than the capped amount ($95,481) so we are OK to set her pay at $65,213.

1. **Step 4: Set the Pay.** Pay is set at GS-0301-09 step 00, with a retained rate of $65,213.

#### Ex. 6: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **999B** Series: **2210** Grade: **11** Step: **3** Salary: **$65,213** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **RUS** Grade: **09** Step 10 Rate: **$63,654**   **$63,654** x 150% = **$95,481** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **RUS** Series: **0301** Grade: **09** Step: **00** Salary: **$65,213** |

### Special Rate to Non-Special Rate w/Geographic Conversion

*Mandatory Pay Retention*

Doug is a GS-2210-11 step 9 ($78,752) IT Specialists paid from Special Rate Table 999C in Washington, DC and is reassigned as the result of a management action to a GS-0201-11 position in Albuquerque.

A special rate applies to the GS-2210 position in DC, but a special rate doesn’t apply to the new position in Albuquerque.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |

1. **Step 1: Geographic Conversion**.
   1. Apply the geographic conversion rule.
   2. Special Rate Table 999C applies to Washington, DC and Special Rate Table 999B applies in Albuquerque.
   3. Doug’s converted rate at the new official duty station is $77,440.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 2: 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 Albuquerque locality table applies to a GS-0201-11 position in Albuquerque.*

* 1. See if the employee’s current rate ($77,440) fits within the steps of the position the employee is moving into (GS-11 in ABQ).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

* 1. Doug’s retained rate ($77,440) exceeds step 10 of the GS11 grade he is moving into. Doug is entitled to pay retention.

1. **Step 3: 150% of Max Step of New Grade.** 
   1. 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.)
   2. 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** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

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

*$77,033 X 150% = $115,550*

* 1. Doug’s retained rate ($77,440) is less than the capped amount ($115,550) so we are OK to set his pay at $77,440.

1. **Step 4: Set the Pay.** Pay is set at GS-0201-11 step 00, with a retained rate of $77,440.

#### Ex. 7: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **999C** Series: **2210** Grade: **11** Step: **9** Salary: **$78,752**  To: Pay Table: **999B** Series: **2210** Grade: **11** Step: **9** Salary: **$77,440** |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **999B** Series: **2210** Grade: **11** Step: **9** Salary: **$77,440** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **RUS** Grade: **09** Step 10 Rate: **$63,654**   **$63,654** x 150% = **$95,481** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **ABQ** Series: **0201** Grade: **11** Step: **00** Salary: **$77,440** |

### SSR to Non-SSR but Pay Fits within the Steps of the New Position

*Mandatory Pay Retention*

Mary is a GS-2210-11 step 8 ($76,680) IT Specialists paid from Special Rate Table 999C in Washington, DC and is reassigned as the result of a management action to a GS-0201-11 position in Albuquerque.

A special rate applies to the GS-2210 position in DC, but a special rate doesn’t apply to the new position in Albuquerque.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |

1. **Step 1: Geographic Conversion**.
   1. Apply the geographic conversion rule.
   2. Special Rate Table 999C applies to Washington, DC and Special Rate Table 999B applies in Albuquerque.
   3. Mary’s converted rate at the new official duty station is $75,402.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 2: 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 Albuquerque locality table applies to a GS-0201-11 position in Albuquerque.*

* 1. See if the employee’s current rate ($75,402) fits within the steps of the position the employee is moving into (GS-11 in ABQ).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

* 1. Mary’s retained rate ($75,402) fits within the steps (falls between step 9 and step 10); therefore, her eligibility to pay retention ends.

1. **Step 3: 150% of Max Step of New Grade.** Skip this step and to straight to Step 4 because her pay falls within the steps.
2. **Step 4: Set the Pay.** Pay is set at GS-0201-11 step 10, $77,033, ABQ locality, and the employee begins a new WGI waiting period.

#### Ex. 8: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **999C** Series: **2210** Grade: **11** Step: **8** Salary: **$77,444**  To: Pay Table: **999B** Series: **2210** Grade: **11** Step: **8** Salary: **$75,402** |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **999B** Series: **2210** Grade: **11** Step: **8** Salary: **$75,402** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)   **Her current salary (Step 2) fits within the steps of her new grade (GS-11) so go straight to setting her pay.**   * 1. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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. |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **ABQ** Series: **0201** Grade: **11** Step: **10** Salary: **$77,033** |

### Special Rate Doesn’t Have Grade 11 on it

*Mandatory Pay Retention*

Richard is a GS-2210-11 step 8 IT Specialist in San Diego paid from Special Rate Table 999C ($77,444). Richard is placed in a GS-0301-09 (non-special rate position) in Los Angeles as the result of a management action.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |

1. **Step 1: Geographic Conversion**.
   1. The employee is moving from San Diego to Los Angeles, so we need to apply the geographic conversion rule.
   2. The employee is currently paid from Special Rate Table 999C in San Diego, so find the Special Rate Table that applies in Los Angeles.
   3. Special Rate Table 999E applies to GS-2210 position in Los Angeles, unfortunately, the table doesn’t have grade 11 on it (Table 999E doesn’t have grades above grade 09 on it).

Now what do we do?

* 1. The regulations state we need to find the pay table that applies to their position at the new location, and since the special rate table in Los Angeles doesn’t have grade 11 on it, that means that the only table that will apply to a GS-2210-11 position is the Los Angeles locality table.
  2. Get the LA locality table and apply the geographic conversion rule.
  3. The employee is moving from grade 11 step 8 ($77,444) on SSR 999C to grade 11 step 8 on the LA locality table ($83,672).
  4. Richard’s converted rate is $83,672.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,795 | 64,888 | 66,980 | 69,073 | 71,166 | 73,259 | 75,352 | 77,444 | 79,537 | 81,630 |
| **LA** | 11 | 67,845 | 70,106 | 72,367 | 74,628 | 76,889 | 79,150 | 81,411 | 83,672 | 85,933 | 88,194 |

1. **Step 2: 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 Los Angeles locality table applies to a GS-0301-09 position in Los Angeles.*

* 1. See if the employee’s current rate ($83,672) fits within the steps of the position the employee is moving into (GS-09).

| **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. Richard’s retained rate ($83,672) exceeds step 10 of the GS-09 grade he is moving into. Richard is entitled to pay retention.

1. **Step 3: 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.

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

*$72,901 X 150% = $109,352*

1. Richard’s retained rate ($83,672) is less than the capped amount ($109,352) so we are OK to set his pay at $83,672.
2. **Step 4: Set the Pay.** Pay is set at GS-0301-09 step 00, with a retained rate of $83,672.

#### Ex. 9: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **999C** Series: **2210** Grade: **11** Step: **8** Salary: **$77,444**  To: Pay Table: **LA** Series: **2210** Grade: **11** Step: **8** Salary: **$83,672** |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **LA** Series: **2210** Grade: **11** Step: **8** Salary: **$83,672** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.  Pay Table: **LA** Grade: **09** Step 10 Rate: **$72,901**  **$72,901** x 150% = **$109,352** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **LA** Series: **0301** Grade: **09** Step: **00** Salary: **$83,672** |

### Special Rate Doesn’t Apply at New Location

*Mandatory Pay Retention*

Shelly is a GS-0462-07 step 3 ($47,846) in Los Angeles and is reassigned to a GS-0462-07 position in Boise as the result of a management action.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 07 | 45,512 | 46,679 | 47,846 | 49,013 | 50,180 | 51,347 | 52,514 | 53,681 | 54,848 | 56,015 |

1. **Step 1: Geographic Conversion**.
   1. The employee is moving from Los Angeles to Boise so we need to apply the geographic conversion rule.
   2. The employee is currently paid from Special Rate Table 0256 in Los Angeles, but a special rate table doesn’t apply to a GS-0462 position in Boise.
   3. Now what do we do? The regulations state we need to find the pay table that applies to their position at the new location, and since a special rate table doesn’t apply in Boise, that means that the only table that will apply to a GS-0462-07 position is the RUS locality table.
   4. Get the RUS locality table and apply the geographic conversion rule.
   5. The employee is moving from grade 07 step 3 ($47,846) on SSR 0256 to grade 07 step 3 on the RUS locality table ($42,702).
   6. Shelly’s converted rate is $42,702.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **0256** | 07 | 45,512 | 46,679 | 47,846 | 49,013 | 50,180 | 51,347 | 52,514 | 53,681 | 54,848 | 56,015 |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. **Step 2: Pay Retention Rules.** Because the reduction in Shelly’s pay is entirely due to the geographic conversion rule, pay retention does not apply.

*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.*

1. **Step 3: Set the Pay.** Pay is set at GS-0462-07 step 3, $42,702, RUS locality.

### Reassigned from Non-SSR to Special Rate

Julie was a GS-2210-09 and was reassigned to a GS-0802-09 position (because her position was abolished as part of the 2210 realignment). Both positions are in Alaska. Julie is entitled to pay retention and her retained rate is $92,059.

Several months later, she was selected for a GS-0810-09/11 position and qualified at the GS-09 grade. Julie’s on pay retention on the Alaska locality table and is moving to a position that is paid from Special Rate Table 414A.

1. **Step 1: Geographic Conversion**. None
2. **Step 2: Reassign GS-09 from Locality Table to Special Rate Table.** 
   1. See if the employee’s retained rate ($92,059) fits within the steps of the special rate table.

| **414A** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AK** | 09 | 72,854 | 74,826 | 76,798 | 78,770 | 80,743 | 82,715 | 84,687 | 86,659 | 88,632 | 90,604 |

* 1. Julie’s retained rate ($92,059) exceeds step 10 of grade 09 on the special rate table. Julie’s retained pay continues (if her pay fell within the steps then pay retention would end).

1. **Step 3: Set the Pay.** Pay is set at GS-0810-09 step 00, with a retained rate of $92,059.
2. **Promoted to Grade 11**. When the employee is promoted to the GS-11 grade, pay is set at GS-11 step 8, and pay retention ends. An employee on pay retention who is promoted is entitled to step 10 plus 2 WGIs or their retained rate (whichever is higher):
   1. Retained rate: $92,059.
   2. Step 10 plus two WGIs. (Since the SSR 214A supplement “VARIES”, follow the steps below to determine “step 10 plus two WGIs”):

| **2020** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **Supp.** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414A** | 09 | 72,854 | 74,826 | 76,798 | 78,770 | 80,743 | 82,715 | 84,687 | 86,659 | 88,632 | 90,604 | VARIES |

* + 1. Find the Base step 10 plus 2 WGIs:

$59,316 + (2 x $1,521) = $62,358

| **2020** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 09 | 45,627 | 47,148 | 48,669 | 50,190 | 51,711 | 53,232 | 54,753 | 56,274 | 57,795 | 59,316 | 1,521 |

* + 1. Find the special rate supplement by subtracting Base step 10 from SSR step 10:

$90,604 (*SSR GS-09 step 10 rate)*

- $59,316 (*Base GS-09 step 10 rate)*

=$31,288 (*special rate supplement)*

* + 1. Add the special rate supplement to the base pay plus two WGIs to determine “Step 10 plus two WGIs”:

$62,358 + $31,288 = $93,646

* + 1. Compare the results:
       1. Retained rate is $92,059
       2. Step 10 plus two WGIs is $93,646
       3. $93,646 is higher and is the employee’s promotion entitlement.
    2. $93,646 falls between step 7 and 8. Pay is set at step 8 and pay retention ends when the employee is promoted into the GS-11 grade.

| **2020** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **414A** | 11 | 78,943 | 81,329 | 83,715 | 86,101 | 88,487 | 90,873 | 93,259 | 95,645 | 98,030 | 100,416 |

### Classification Error

*Mandatory Pay Retention*

Jeff is a GS-301-1 step 4 ($70,060) in Denver and is demoted to the GS-301-09 grade to correct a classification error in the same area. Unfortunately, the GS-11 position wasn’t classified for a year so he is not entitled to grade retention, but he 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 11 | 63,691 | 65,814 | 67,937 | 70,060 | 72,183 | 74,306 | 76,429 | 78,552 | 80,675 | 82,798 |

1. **Step 1: Geographic Conversion**. *None.*
2. **Step 2: 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 Denver locality table applies to a GS-0301-09 position in Denver.*

* 1. See if the employee’s current rate ($70,060) fits within the steps of the position the employee is moving into (GS-09 in Denver).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 52,642 | 54,397 | 56,151 | 57,905 | 59,659 | 61,413 | 63,168 | 64,922 | 66,676 | 68,430 |

* 1. Jeff’s retained rate ($70,060) exceeds step 10 of the GS-09 grade he is moving into. Jeff is entitled to pay retention.

1. **Step 3: 150% of Max Step of New Grade.** 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.)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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 52,642 | 54,397 | 56,151 | 57,905 | 59,659 | 61,413 | 63,168 | 64,922 | 66,676 | 68,430 |

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

*$68,430 X 150% = $102,645*

1. Jeff’s retained rate ($70,060) is less than the capped amount ($102,645) so we are OK to set his pay at $70,060.
2. **Step 4: Set the Pay.** Pay is set at GS-0301-09 step 00, with a retained rate of $70,060.

#### Ex. 12: Worksheet

| Steps | **Pay Retention Worksheet**  *Use this worksheet when determining initial pay retention entitlement.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **DEN** Series: **0301** Grade: **11** Step: **4** Salary: **$70,060** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **DEN** Grade: **09** Step 10 Rate: **$68,430**   **$68,430** x 150% = **$102,645** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **DEN** Series: **0301** Grade: **09** Step: **00** Salary: **$70,060** |

## MOVEMENT BETWEEN PAY SYSTEMS

### FWS to GS Position

*Mandatory Pay Retention*

Ben is a WG-3502-12 step 5 in Albuquerque ($31.55) 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).

| **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. Ben’s retained rate ($65,845) exceeds step 10 of the GS-09 grade he is moving into. Ben 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.

| **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. 13: Worksheet

| Steps | **Pay Retention Worksheet**  **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: **X**  From: Pay Table: Series: Grade: Step: Hourly Rate:  To: Pay Table: Series: Grade: Step: Hourly Rate: |
| **Step 2** | **Current Salary.**   1. Provide the employee’s current salary (including locality), after geographic conversion (if applicable).   Pay Table: **ABQ** Series: **3502** Grade: **WG-12** Step: **5** Hourly Rate: **$31.55**   1. Annualize the hourly rate:   **$31.55** x 2087 = **$65,845** |
| **Step 3** | **Change to Lower Grade.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **ABQ** Grade: **09** Step 10 Rate: **$63,665**   **$63,665** x 150% = **$95,948** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps or their salary is more than ‘Step 4’)*  Pay Table: **ABQ** Series: **0301** Grade: **09** Step: **00** Salary: **$65,845** |

### FWS to GS Position w/Geographic Conversion

*Mandatory Pay Retention*

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. 14: Worksheet

| Steps | **Pay Retention Worksheet**  **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).  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.** Get the pay table that applies to the position the employee is moving into.   1. Find the locality table and the special rate 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*. 2. See if the employee’s current salary (Step 2) fits within the steps of the new grade.    1. 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. (End-go to step 5)    2. If the salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. |
| **Step 4** | **150% of Max Step of New Grade.** The employee is entitled to their current salary 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.   * Pay Table: **PHX** Grade: **09** Step 10 Rate: **$69,640**   **$69,640** x 150% = **$104,460** |
| **Step 5** | **Set the Pay.** Pay is set at:  *(Should match the salary from ‘Step 2’ unless their salary fits within the steps, or their salary is more than ‘Step 4’)*  Pay Table: **PHX** Series: **0301** Grade: **09** Step: **00** Salary: **$69,768** |

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

*Mandatory Pay Retention*

Dana 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. Dana’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).

| **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. Dana’s retained rate ($66,742) fits within the steps (falls between step 3 and step 4).
  2. Skip Step 4 and move straight to setting the pay.

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. Be sure to adjust the WGI SCD.

### Multiple Demotions with Pay Retention

*Mandatory Pay Retention*

Jon is a GS-0201-13 step 10 ($109,800) in Albuquerque and is placed as the result of a management action in a GS-0201-12 position in the same area.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ABQ | 13 | 84,458 | 87,273 | 90,089 | 92,905 | 95,721 | 98,537 | 101,352 | 104,168 | 106,984 | 109,800 |

**First Demotion**

1. **Step 1: Geographic Conversion Rule.** *None.*
2. **Step 2: 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-0201-12 position in Albuquerque.*

* 1. See if the employee’s current rate ($109,800) fits within the steps of the position the employee is moving into (GS-12 in ABQ).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 71,025 | 73,392 | 75,760 | 78,127 | 80,495 | 82,862 | 85,230 | 87,597 | 89,965 | 92,332 |

* 1. Jon’s retained rate ($109,800) exceeds step 10 of the GS-12 grade he is moving into. Jon is entitled to pay retention.

1. **Step 3: 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** | 12 | 71,025 | 73,392 | 75,760 | 78,127 | 80,495 | 82,862 | 85,230 | 87,597 | 89,965 | 92,332 |

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

*$92,332 X 150% = $138,498*

1. Jon’s retained rate ($109,800) is less than the capped amount ($138,498) so we are OK to set his pay at $109,800.
2. **Step 4: Set the Pay.** Pay is set at GS-0201-12 step 00, with a retained rate of $109,800.

**Second Demotion**

A few months later Jon is demoted to a GS-07 in the same area as the result of a management action. Jon is entitled to pay retention for the second demotion.

1. **Step 1: Geographic Conversion Rule.** None.
2. **Step 2: 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-0201-07 position in Albuquerque.*

* 1. See if the employee’s current rate ($109,800) fits within the steps of the position the employee is moving into (GS-07 in ABQ). Of course, it doesn’t.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 07 | 40,040 | 41,374 | 42,709 | 44,044 | 45,379 | 46,713 | 48,048 | 49,383 | 50,717 | 52,052 |

1. **Step 3: 150% of Max Step of New Grade.**
2. When a retained rate is established, you must ensure the existing rate doesn’t exceed 150% of the maximum step of the new grade. However, Jon was already on pay retention so the initial limitations when establishing pay retention do not apply.
3. If Jon had not been on pay retention when he was demoted from GS-12 to GS-07 he could have only retained 150% of GS-07 step 10:

*$52,052 x 150% = $78,078*

1. However, Jon retains the pay of $109,800 even though he exceeds 150% of GS-07 step 10 because he was already on pay retention before the second.
2. **Step 4: Set the Pay.** Pay is set at GS-07 step 00, with a retained rate of $109,800.

## REASONABLE ACCOMODATION

### Change to Lower Grade to Provide Reasonable Accommodation

*Optional Pay Retention*

Shae is a GS-0201-09 step 6 ($57,137) in Albuquerque. She is no longer able to perform the duties of her position because of a physical condition beyond her control and is placed in a GS-203-07 non-special rate position as the result of a management action in the same locality pay area.

Shae is eligible for optional 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 1: Geographic Conversion Rule.** *None.*
2. **Step 2: 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-0203-07 position in Albuquerque.*

* 1. See if the employee’s current rate ($57,137) fits within the steps of the position the employee is moving into (GS-07 in ABQ).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 07 | 40,040 | 41,374 | 42,709 | 44,044 | 45,379 | 46,713 | 48,048 | 49,383 | 50,717 | 52,052 |

* 1. Shae’s retained rate ($57,137) exceeds step 10 of the GS-12 grade she is moving into. Shae is entitled to pay retention.

1. **Step 3: 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** | 07 | 40,040 | 41,374 | 42,709 | 44,044 | 45,379 | 46,713 | 48,048 | 49,383 | 50,717 | 52,052 |

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

*$52,052 x 150% = $78,078*

1. Shae’s retained rate ($57,137) is less than the capped amount ($78,078) so we are OK to set her pay at $57,137.
2. **Step 4: Set the Pay.** Pay is set at GS-0203-07 step 00, with a retained rate of $57,137.

## SEPARATED FOR ONE WORKDAY OR MORE

When an employee has been separated for one workday or more, there is no entitlement to either grade or pay retention.

### Reemployed Annuitant

*Optional Pay Retention*

Arlene is a reemployed annuitant and is hired for a GS-13 position in Washington, DC. She previously held a GS-14 step 10 position in DCB, and the hiring manager wants to offer optional pay retention.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 112,021 | 115,755 | 119,489 | 123,223 | 126,958 | 130,692 | 134,426 | 138,160 | 141,895 | 145,629 |

1. **Determine if the Employee is Eligible for optional Pay Retention**.
   1. Grade and pay retention may only be offered to **current employees** when the conditions have been met.
   2. It wouldn’t matter if Arlene was previously on grade or pay retention when she left the Agency; she still wouldn’t be eligible for grade or pay retention *because there was a break in service of 1 workday or more.*
2. **See if she’s eligible for Highest Previous Rate.** 
   1. Pay may be set based upon HPR if the requirements for HPR have been met.

| 2017 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 94,796 | 97,956 | 101,116 | 104,275 | 107,435 | 110,595 | 113,755 | 116,914 | 120,074 | 123,234 |

* 1. Pay may be set anywhere between GS-13 step 1 and step 10, based upon HPR.
  2. *But we cannot save her pay ($145,629) and offer pay retention.*

## ANNUAL PAY ADJUSTMENT UNDER PAY RETENTION

An employee on pay retention receives 50% of the annual pay increase. This means that over time the employee’s rate will fall within the rate range of their grade. When the employee’s rate falls within the steps of their grade, pay retention ends.

### GS Employee – Pay Doesn’t Fit Within the Steps

Brianna is a GS-301-11 step 00 in Atlanta with a retained rate of $82,654. Determine her 2016 annual pay adjustment.

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

| **ATL** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2015** | 11 | 61,193 | 63,233 | 65,273 | 67,313 | 69,353 | 71,393 | 73,433 | 75,472 | 77,512 | 79,552 |
| **2016** | 11 | 61,956 | 64,021 | 66,086 | 68,151 | 70,216 | 72,281 | 74,346 | 76,412 | 78,477 | 80,542 |

* 1. Take the difference between the 2015 GS-11 step 10 and the 2016 GS-11 step 10

*$80,542 - $79,552 = $990*

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

*$990 / 2 = $495*

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

*$82,654 + $495 = $83,149*

1. **Step 2: Slot the Pay.** 
   1. See if $83,149 falls within the steps of grade 11 on the locality table.
   2. $83,149 exceeds step 10.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ATL** | 11 | 61,956 | 64,021 | 66,086 | 68,151 | 70,216 | 72,281 | 74,346 | 76,412 | 78,477 | 80,542 |

1. **Step 3: Set the Pay.** Pay is set at GS-11 step 00, $83,149, and pay retention continues.

#### Ex. 19: Worksheet

| Steps | **Pay Retention Worksheet**  **Annual Pay Adjustment: GS**  *Use this worksheet to determine the annual pay adjustment (NOA 894) for a GS employee on pay retention.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **ATL** Series: **0301** Grade: **11** Step: **00** Salary: **$82,654** |
| **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 10 Rate: **$80,542** 2. Minus Last Year’s Step 10 Rate: **$79,552** 3. Equals the full Annual Adjustment: **$990** |
| **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:  Annual Adjustment (from Step 3(c): **$990** ÷ 2 = **$495** (50% of Annual Adjustment) |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take the result from Step 4 and add it to the employee’s current retained rate (Step 2):   1. 50% of Annual Adjustment (Step 4): **$495** 2. Plus the Employee’s Current Retained Rate (Step 2): **$82,654** 3. Equals the New Retained Rate: **$83,149**   If the employee’s current salary is less than step 10 of the grade, then slot the pay into the current steps and pay retention ends. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table: **ATL** Series: **0301** Grade: **11** Step: **00** Salary: **$83,149** |

### GS Employee – Pay Fits Within the Steps

Elaine is a GS-201-09 step 00 in Denver with a retained rate of $69,233. Determine her 2017 annual pay adjustment.

| **DEN** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2016** | 09 | 52,642 | 54,397 | 56,151 | 57,905 | 59,659 | 61,413 | 63,168 | 64,922 | 66,676 | 68,430 |

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

| **DEN** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2016** | 09 | 52,642 | 54,397 | 56,151 | 57,905 | 59,659 | 61,413 | 63,168 | 64,922 | 66,676 | 68,430 |
| **2017** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |

* 1. Take the difference between the 2016 GS-09 step 10 and the 2017 GS-09 step 10

*$70,089 - $68,430 = $1,659*

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

*$1,659 / 2 = $830*

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

*$69,233 + $830 = $70,063*

1. **Step 2: Slot the Pay.** 
   1. See if $70,063 falls within the steps of grade 09 on the locality table.
   2. $70,063 falls between step 9 and step 10.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 09 | 53,912 | 55,710 | 57,507 | 59,305 | 61,102 | 62,900 | 64,697 | 66,495 | 68,292 | 70,089 |

1. **Step 3: Set the Pay.** Pay is set at GS-09 step 10, $70,089, Denver locality and pay retention terminates.

#### Ex. 20: Worksheet

| Steps | **Pay Retention Worksheet**  **Annual Pay Adjustment: GS**  *Use this worksheet to determine the annual pay adjustment (NOA 894) for a GS employee on pay retention.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **DEN** Series: **0201** Grade: **09** Step: **00** Salary: **$69,233** |
| **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 10 Rate: **$70,089** 2. Minus Last Year’s Step 10 Rate: **$68,430** 3. Equals the full Annual Adjustment: **$1,659** |
| **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:  Annual Adjustment (from Step 3(c): **$1,659** ÷ 2 = **$830** (50% of Annual Adjustment) |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take the result from Step 4 and add it to the employee’s current retained rate (Step 2):   1. 50% of Annual Adjustment (Step 4): **$830** 2. Plus the Employee’s Current Retained Rate (Step 2): **$69,233** 3. Equals the New Retained Rate: **$70,063**   If the employee’s current salary is less than step 10 of the grade, then slot the pay into the current steps and pay retention ends. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table: **DEN** Series: **0201** Grade: **09** Step: **10** Salary: **$70,089** |

### FWS Employee – Pay Doesn’t Fit Within the Steps

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.

| **2015** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 9 | 22.70 | 23.63 | 24.57 | 25.51 | 26.46 |

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. 21: Worksheet

| Steps | **Pay Retention Worksheet**  **Annual Pay Adjustment: FWS**  *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 (if applicable). N/A: **X**  From: Pay Table: Series: Grade: Step: Hourly Rate:  To: Pay Table: Series: Grade: Step: Hourly Rate: |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table: **PX** Series: **3414** Grade: **WG-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. Minus Last Year’s Step 5 Rate: **$26.46** 3. Equals the full Annual Adjustment: **$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:  Annual Adjustment (from Step 3(c): **$0.36** ÷ 2 = **$0.18** (50% of Annual Adjustment) |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take the result from Step 4 and add it to the employee’s current retained rate (Step 2):   1. 50% of Annual Adjustment (Step 4): **$0.18** 2. Plus the Employee’s Current Retained Rate (Step 2): **$27.12** 3. Equals the New Retained Rate: **$27.30**   If the employee’s current salary is less than step 10 of the grade, then slot the pay into the current steps and pay retention ends. |
| **Step 6** | **Set the Pay.** Pay is set at:  Pay Table: **PX** Series: **3414** Grade: **WG-9** Step: **00** Hourly Rate: **$27.30** |

### FWS Employee – Pay Fits Within the Steps

Yvonne is a WG-3414-9 step 00 in Phoenix with a retained rate of $26.51. Determine her annual pay adjustment when the 2016 wage schedules were issued.

| **2015** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **PX** | 9 | 22.70 | 23.63 | 24.57 | 25.51 | 26.46 |

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.

*$26.51 + $0.18 = $26.69*

1. **Step 2: Slot the Pay.** 
   1. See if $26.69 falls within the steps of grade 9 on the locality table.
   2. $26.69 falls between step 4 and step 5; therefore, set pay at step 5 and pay retention ends.

| **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 5, $26.82, PX locality and pay retention terminates.

## GEOGRAPHIC CONVERSION

*Re-Determining Pay Retention Entitlement*

When an employee on retained pay moves to another position or pay schedule that results in coverage under a new highest applicable rate range, the employee's entitlement to pay retention must be refigured.

If the employee’s official worksite changes to a new location where different pay schedules apply, the employee’s retained rate must be converted to the new location before re-determining the employee’s pay retention entitlement.

### Movement to a Higher Locality

Matt is a GS-0201-12 step 00 with a retained rate of $94,129 in Albuquerque and moves to Washington, DC. Determine Matt’s retained rate in Washington, DC.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |

1. **Step 1: Current retained rate**. Matt’s current retained rate in Albuquerque is $94,129.
2. **Step 2: Geographic Conversion.** 
   1. Matt is moving from Albuquerque to Washington, DC so we need to determine what his pay will be in Washington, DC. Remember, we must always process the geographic conversion rule whenever someone moves to a new location. Matt does not retain the salary he had in ABQ, we must apply the geographic conversion rule to determine his retained rate in DCB.
   2. Find the locality table and the special rate table (if applicable) that apply to the old location.

*ABQ locality applies to the old location.*

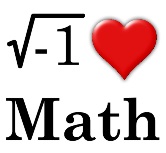
* 1. Find the locality table and the special rate table (if applicable) that apply to the new location.

*DCB locality applies to the new location.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

* 1. Divide step 10 at the new locality by step 10 from the old locality:
     1. $103,639 / $94,066 = **1.1018** (take out to 4 decimal places)
     2. 1.1018 is the percentage difference between the locality areas.

1. **Step 3: Determine the New Retained Rate.**
   1. Multiply the employee’s current retained rate by the percentage difference between locality areas:
      1. $94,129 X 1.1018 = **$103,712**
      2. $103,712 is Matt’s new retained rate in Washington, DC.
2. **Step 4: Set the Pay.** Pay is set at GS-0201-12 step 00, $103,712, DCB locality.

For people who love math: 

It’s all relative. The geographic conversion rule maintains the relative position of the employee’s retained rate compared to the applicable rate range maximum.

* 1. Matt’s converted retained rate in Washington, DC is approximately 1.0007 percent above step 10 of his retained grade:

$103,712/$103,639 = 1.0007

* 1. Just as his retained rate in Albuquerque was approximately 1.0007 percent above step 10 of his retained grade:

$94,129/$94,066 = 1.0007

#### Ex. 23: Worksheet

| Steps | **Pay Retention Worksheet**  **Re-Determining Pay Retention Entitlement**  *Use this worksheet when an employee on pay retention moves to a new locality area where different pay tables apply.* |
| --- | --- |
| **Step 1** | **Current Salary.** Provide the employee’s current salary (including locality):  Pay Table: **ABQ** Series: **0201** Grade: **12** Step: **00** Salary: **$94,129** |
| **Step 2** | **Geographic Conversion.**   1. Find the locality table and special rate table (if applicable) that apply at the old location and the locality table and special rate table (if applicable) that apply at the new location. 2. Divide step 10 at the new locality by step 10 from the old locality: 3. Step 10 Rate of New Locality: **$103,639** 4. Divided by the Step 10 Rate of Old Locality: **$94,066** 5. Equals the Percentage Difference Between Localities: **1.1018** (take out to 4 decimal places) |
| **Step 3** | **Determine the New Retained Rate.**  Multiply the employee’s retained rate by the percentage difference between localities:   1. Current Retained Rate (from Step 1): **$94,129** 2. Multiplied by the Percentage Difference Between Localities (Step 2(b)(3)): **1.1018** 3. Equals the New Retained Rate: **$103,712** |
| **Step 4** | **Set the Pay.** Pay is set at:  Pay Table: **DCB** Series: **0201** Grade: **12** Step: **00** Salary: **$103,712** |

### Movement to a Lower Locality

Myron is a GS-0201-12 step 00 with a retained rate of $103,712 in Washington, DC and moves to Albuquerque. Determine Myron’s retained rate in Albuquerque.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |

1. **Step 1: Current retained rate**. Myron’s current retained rate in Washington, DC is $103,712.
2. **Step 2: Geographic Conversion.**
3. Myron is moving from Washington, DC to Albuquerque so we need to determine what his pay will be in Albuquerque. Remember, we must always process the geographic conversion rule whenever someone moves to a new location. Myron does not retain the salary he had in DC; we must apply the geographic conversion rule to determine his retained rate in ABQ.
4. Find the locality table and the special rate table (if applicable) that apply to the old location. *DCB locality applies to the old location.*
5. Find the locality table and the special rate table (if applicable) that apply to the new location. *ABQ locality applies to the new location.*

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 12 | 79,720 | 82,377 | 85,035 | 87,693 | 90,350 | 93,008 | 95,666 | 98,323 | 100,981 | 103,639 |
| **ABQ** | 12 | 72,356 | 74,768 | 77,180 | 79,593 | 82,005 | 84,417 | 86,829 | 89,241 | 91,654 | 94,066 |

1. Divide step 10 at the new locality by step 10 from the old locality:

$94,066 / $103,639 = **0.9076** (take out to 4 decimal places)

0.9076 is the percentage difference between the locality areas.

1. **Step 3: Determine the New Retained Rate.**
   1. Multiply the employee’s current retained rate by the percentage difference between locality areas: *$103,712 X 0.9076 = $94,129*
   2. $94,129 is Myron’s new retained rate in Albuquerque.
2. **Step 4: Set the Pay.** Pay is set at GS-0201-12 step 00, $94,129, ABQ locality.

It’s all relative. The geographic conversion rule maintains the relative position of the employee’s retained rate compared to the applicable rate range maximum.

* 1. Myron’s converted retained rate in Albuquerque is approximately 1.0007 percent above step 10 of his retained grade:

$94,129/$94,066 = 1.0007

* 1. Just as his retained rate in Washington, DC was approximately 1.0007 percent above step 10 of his retained grade in in DCB:

$103,712/$103,639 = 1.0007

### Transfer from Overseas

Lisa is a GS-0301-11 step 00 with a retained rate of $74,494 with the Air Force stationed in Japan (GS Base Table) and was selected for a GS-0301-11 position in RUS. *If an employee is already under pay retention prior to transferring to your agency, then you must continue pay retention unless a terminating event occurred (break in service of one day or more, etc.).*

| **2019** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **GS-Base** | 11 | 53,805 | 55,599 | 57,393 | 59,187 | 60,981 | 62,775 | 64,569 | 66,363 | 68,157 | 69,951 |

1. **Step 1: Current retained rate**. Lisa’s current retained rate in Japan is $74,494, GS Base Table. *Locality tables apply to employees whose official duty station is in the U.S. or its territories but employees whose official duty station is overseas are paid from the GS Base Table*.
2. **Step 2: Geographic Conversion.**
3. Lisa is moving from Japan to RUS so we need to determine what her pay will be on the RUS table. Remember, we must always process the geographic conversion rule whenever someone moves to a new location. Lisa does not retain the salary she had in Japan; we must apply the geographic conversion rule to determine her retained rate on the RUS table.
4. Find the locality table and the special rate table (if applicable) that apply to the old location. *The GS Base Table applies to the old location.*
5. Find the locality table and the special rate table (if applicable) that apply to the new location. *The RUS locality applies to the new location.*

| **2019** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 53,805 | 55,599 | 57,393 | 59,187 | 60,981 | 62,775 | 64,569 | 66,363 | 68,157 | 69,951 |
| **RUS** | 11 | 62,236 | 64,311 | 66,386 | 68,462 | 70.537 | 72,612 | 74,687 | 76,762 | 78,837 | 80,912 |

1. Divide step 10 at the new locality by step 10 from the old locality:
2. $80,912 / $69,951 = **1.1567** *(take out to 4 decimal places)*
3. 1.1567 is the percentage difference between the locality areas.
4. **Step 3: Determine the New Retained Rate.**

Multiply the employee’s current retained rate by the percentage difference between locality areas:

* 1. $74,494 X 1.1567 = **$86,167**
  2. $86,167 is Lisa’s new retained rate upon transfer on the RUS locality pay area.

1. **Step 4: Set the Pay.** Pay is set at GS-0301-11 step 00, $86,167, RUS locality.

#### Ex. 25: Worksheet

| Steps | **Pay Retention Worksheet**  **Re-Determining Pay Retention Entitlement**  *Use this worksheet when an employee on pay retention moves to a new locality area where different pay tables apply.* |
| --- | --- |
| **Step 1** | **Current Salary.** Provide the employee’s current salary (including locality):  Pay Table: **Base** Grade: **11** Step: **00** Salary: **$74,494** |
| **Step 2** | **Geographic Conversion.** Divide step 10 at the new locality by step 10 from the old locality to determine the percentage difference between localities.   1. Find the locality table and special rate table (if applicable) that apply at the old location and the locality table and special rate table (if applicable) that apply at the new location. 2. Step 10 Rate of New Locality: **$80,912 (RUS)** 3. Step 10 Rate of Old Locality: **$69,951 (GS Base)** 4. **Percentage Difference between Localities** ((b)/(c)): **1.1567** *(take out to 4 decimal places)* |
| **Step 3** | **Determine the New Retained Rate.** Multiply the employee’s retained rate by the percentage difference between localities:   1. Current Retained Rate (from Step 1): **$74,494** 2. Percentage Difference Between Localities (from Step 2(d)): **1.1567** 3. New Retained Rate (Multiply (a) x (b)): **$86,167** |
| **Step 4** | **Set the Pay.**  Pay is set at: Pay Table: **RUS** Series: **0301** Grade: **11** Step: **00** Salary: **$86,167** |

## PROMOTION OF RETAINED RATE EMPLOYEES

When an employee under pay retention is promoted, they are entitled to the greater of:

1. Step 10 of retained grade plus two WGIs; or
2. The employee’s current retained rate.

### Promotion While on Pay Retention

Jack is a GS-0301-11 step 00 on pay retention with a retained rate of $83,132 and is promoted to a GS-0301-12 position. Both positions are located in Portland, OR.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 11 | 63,815 | 65,942 | 68,069 | 70,196 | 72,322 | 74,449 | 76,576 | 78,703 | 80,830 | 82,956 |

**Standard Method**

1. **Step 1: Geographic Conversion.** *None.*
2. **Step 2: Current Retained Rate.** Jack’s current retained rate is $83,132.
3. **Step 3: Two-Step Promotion.**

*When an employee under pay retention is promoted, they are entitled to the greater of: (1) The employee’s current retained rate; or (2) Step 10 of retained grade plus two WGIs.*

* 1. We already know their current retained rate ($83,132), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 11 | 52,329 | 54,073 | 55,817 | 57,561 | 59,305 | 61,049 | 62,793 | 64,537 | 66,281 | 68,025 | 1,744 |

* 1. Use the GS Base table to find the amount of a step increase at grade 11; multiply that rate by two; and add the result to the step 10 base rate:
     1. $1,744 x 2 = **$3,488**
     2. $68,025 + $3,488 = **$72,513** (Step 10 base rate of retained grade plus two WGIs)
  2. Multiply this rate by the locality rate supplement for Portland: *Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.*

$72,513 x 1.2195 = **$88,430**

SALARY TABLE 2017-POR

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 21.95%

FOR THE LOCALITY PAY AREA OF PORTLAND-VANCOUVER-SALEM, OR-WA

TOTAL INCREASE: 2.05%

EFFECTIVE JANUARY 2017

1. **Step 4: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: $88,430
      2. The employee’s current retained rate: $83,132
   2. $88,430 is higher so that is Jack’s promotion entitlement.
2. **Step 5: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position (at the new location, if applicable).

*The POR locality table applies to a GS-0301-12 position in Portland, Oregon.*

* 1. Slot $88,430 into grade 12 on the Portland locality pay table.
     1. $88,430 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends.
     2. (If the promotion entitlement was more than step 10 of the new grade then pay retention would continue).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POR** | 12 | 76,489 | 79,039 | 81,589 | 84,139 | 86,689 | 89,239 | 91,789 | 94,339 | 96,889 | 99,439 |

1. **Step 6: Set the Pay.** Pay is set at GS-0301-12 step 6, $89,239, Portland locality and pay retention ends.

#### Ex. 26: Worksheet

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention: No Geographic Conv.**  *Use this worksheet when an employee on pay retention is promoted (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Pay Table: **POR** Series: **0301** Grade: **11** Step: **00** Salary: **$83,132** |
| **Step 1** | **Geographic Conversion**. None. *If the employee is moving to a new locality pay area, then use the “Promotion While on Pay Retention with Geographic Conversion”.* |
| **Step 2** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted, they are entitled to the greater of:   * The employee’s current retained rate *(we already know this)*; or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Use the Base Table (not the locality table) for all the calculations below:   1. Amount of a step increase of their current grade: **$1,744** 2. Multiply the amount of a step increase by 2: **$1,744** x 2 = **$3,488** 3. Step 10 rate of their current grade: **$68,025** 4. Add 2(b)+2(c): **$3,488** + **$68,025** = **$72,513** 5. Find the locality pay table and provide the locality rate supplement\*: **21.95%** 6. Multiply 2(d) by 2(e): **$72,513** x **1.2195** = **$88,430** *Step 10 of retained grade plus two WGIs*   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 3** | **Promotion Entitlement**. Compare the employee’s current retained rate and Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. Current retained rate: **$83,132** 2. Step 10 plus two WGIs (Step 2(f)): **$88,430** 3. Promotion entitlement: **$88.430** |
| **Step 4** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position. 2. Slot the promotion entitlement (Step 3(c)) into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps, then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the rate from Step 3(c) and pay retention continues.   Pay is set at: Pay Table: **POR** Series: **0301** Grade: **12** Step: **6** Salary: **$89,239** |

### Promotion w/ Geographic Conversion – To Lower Locality

Terri is a GS-0201-13 step 00 on pay retention with a retained rate of $120,835 in Washington, DC and is promoted to a GS-0201-14 position in Albuquerque.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |

**Standard Method**

1. **Step 1: Current retained rate**. Terri’s current retained rate in Washington, DC is $120,835.
2. **Step 2: Geographic Conversion.**
3. Terri is moving from Washington, DC to Albuquerque so we need to determine what her pay will be in Albuquerque. Remember, we must always process the geographic conversion rule whenever someone moves to a new location. Terri does not retain the salary she had in DC, we must apply the geographic conversion rule to determine her retained rate in ABQ.
4. Find the locality table and the special rate table (if applicable) that apply to the old location.

*DCB locality applies to the old location.*

1. Find the locality table and the special rate table (if applicable) that apply to the new location.

*ABQ locality applies to the new location.*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |

1. Divide step 10 at the new locality by step 10 from the old locality:
2. $109,781 / $119,794 = **0.9164** (take out to 4 decimal places)
3. 0.9164 is the percentage difference between the locality areas.
4. **Step 3: Determine the New Retained Rate.**
5. Multiply the employee’s current retained rate by the percentage difference between locality areas:
6. $120,835 X 0.9164 = **$110,733**
7. $110,733 is Terri’s new retained rate in Albuquerque.
8. **Step 4: Two-Step Promotion (Standard Method).**

When an employee under pay retention is promoted, they are entitled to the greater of:

* The employee’s current retained rate; or
* Step 10 of retained grade plus two WGIs.
  1. We already know their current retained rate ($110,733), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 73,846 | 76,308 | 78,770 | 81,232 | 83,694 | 86,156 | 88,618 | 91,080 | 93,542 | 96,004 | 2,462 |

* 1. Use the GS Base table to find the amount of a step increase at grade 13; multiply that rate by two; and add the result to the step 10 base rate:
     1. $2,462 x 2 = **$4,924**
     2. $96,004 + $4,924 = **$100,928**
  2. Multiply this rate by the locality rate supplement for ABQ: *Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.*

SALARY TABLE 2016-AQ

INCORPORATING THE 1% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF 14.37%

FOR THE LOCALITY PAY AREA OF ALBUQUERQUE-SANTA FE-LAS VEGAS, NM

TOTAL INCREASE: 1.19%

EFFECTIVE JANUARY 2016

* + 1. $100,928 x 1.1437 = **$115,431**

1. **Step 5: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: **$115,431**
      2. The employee’s current retained rate: **$110,733**
   2. $115,431 is higher so that is Terri’s promotion entitlement.
2. **Step 6: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position (at the new location, if applicable).

*The ABQ locality table applies to a GS-0201-14 position in Albuquerque.*

* 1. Slot $115,431 into grade 14 on the ABQ locality pay table.
     1. $115,431 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends.
     2. (If the promotion entitlement was more than step 10 of the new grade then pay retention would continue).

| 2016 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 14 | 99,785 | 103,112 | 106,438 | 109,765 | 113,091 | 116,417 | 119,744 | 123,070 | 126,397 | 129,723 |

1. **Step 7: Set the Pay.** Pay is set at GS-0201-14 step 6, $116,417, ABQ locality and pay retention ends.

#### Ex. 27: Worksheet

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention with Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted to a position in a different area (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Current Salary** | Provide the employee’s current salary (including locality):  Pay Table: **DCB** Series: **0201** Grade: **13** Step: **00** Salary: **$120,835** |
| **Step 1** | **Geographic Conversion.**   1. Find the locality table and special rate table (if applicable) that apply to the current position at the old location (use the table with the higher step 10 rate):   Step 10 Rate: **$109,781**   1. Find the locality table and special rate table (if applicable) that apply to the current position at the new location (use the table with the higher step 10 rate):   Step 10 Rate: **$119,794**   1. **Percentage Rate between Localities**. Divide step 10 at the new locality by step 10 from the old locality (2(b)/2(a)):   **$119,794 / $109,781 = 0.9164** (take out to 4 decimal places) |
| **Step 2** | **New Retained Rate.** Multiply the employee’s retained rate by the percentage difference between localities (current salary x Step 1(c)):  **$120,835 x 0.9164 = $110,733** *New Retained Rate* |
| **Step 3** | **Apply the Two-Step Promotion Rule.**  When an employee under pay retention is promoted, they are entitled to the greater of:   * The employee’s current retained rate *(we already know this);* or * Step 10 of retained grade plus two WGIs *(we need to figure this one out).*   Find the base table (not the locality table) and use for all the calculations below:   1. Amount of a step increase of their current grade: **$2,462** 2. Multiply the amount of a step increase by 2: **$2,462 x 2 = $4,924** 3. Step 10 rate of their current grade: **$96,004** 4. Add 3(b)+3(c): **$4,924 + $96,004 = $100,928** 5. Find the locality pay table and provide the locality rate supplement\*: **14.37%** 6. Multiply 3(d) by 3(e): **$100,928 x 1.1437 = $115,431** *Step 10 of retained grade plus two WGIs*   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 4** | **Promotion Entitlement.** Compare the employee’s retained rate and Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. New retained rate: **$110,733** 2. Step 10 plus two WGIs (Step 3(f)): **$115,431** 3. Promotion entitlement: **$115,431** |
| **Step 5** | **Promotion Entitlement.** Compare the employee’s retained rate to Step 10 of the retained grade plus two WGIs and whichever is higher will be the employee’s promotion entitlement.   1. Current retained rate (Step 3): **$110,733** 2. Step 10 plus two WGIs (Step 4(e)): **$115,431** 3. Promotion entitlement: **$115,431** |
| **Step 6** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location. 2. Slot the promotion entitlement (Step 4(c)) into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps, then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the rate from Step 4(c) and pay retention continues.   Pay is set at: Pay Table: **ABQ** Series: **0201** Grade: **14** Step: **6** Salary: **$116,417** |

### **Promotion w/ Geographic Conversion – To Higher Locality**

Anna is a GS-0201-13 step 00 on pay retention with a retained rate of $110,835 in Albuquerque and is promoted to a GS-0201-14 position in Washington, DC.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |

**Standard Method**

1. **Step 1: Current retained rate**. Anna’s current retained rate in ABQ is $110,835.
2. **Step 2: Geographic Conversion.**
3. Anna is moving from Albuquerque to Washington, DC so we need to determine what her pay will be in DCB.
4. Find the locality table and the special rate table (if applicable) that apply to the old location.

*ABQ locality applies to the old location.*

1. Find the locality table and the special rate table (if applicable) that apply to the new location.

*DCB locality applies to the new location.*

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 13 | 84,443 | 87,258 | 90,073 | 92,889 | 95,704 | 98,519 | 101,335 | 104,150 | 106,965 | 109,781 |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |

1. Divide step 10 at the new locality by step 10 from the old locality:

$119,792 / $109,781 = **1.0912** (take out to 4 decimal places)

1.0912 is the percentage difference between the locality areas.

1. **Step 3: Determine the New Retained Rate.** Multiply the employee’s current retained rate by the percentage difference between locality areas:
2. $110,835 X 1.0912 = **$120,943**
3. $120,943 is Anna’s new retained rate in DCB.
4. **Step 4: Two-Step Promotion (Standard Method).**

*When an employee under pay retention is promoted, they are entitled to the greater of: (1) The employee’s current retained rate; or (2) Step 10 of retained grade plus two WGIs.*

* 1. We already know their current retained rate ($120,943), so let’s figure out what “Step 10 of the retained grade plus two WGI’s” turns out to be.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** | **WGI** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base** | 13 | 73,846 | 76,308 | 78,770 | 81,232 | 83,694 | 86,156 | 88,618 | 91,080 | 93,542 | 96,004 | 2,462 |

* 1. Use the GS Base table to find the amount of a step increase at grade 13; multiply that rate by two; and add the result to the step 10 base rate:

$2,462 x 2 = **$4,924**

$96,004 + $4,924 = **$100,928**

* 1. Multiply this rate by the locality rate supplement for DCB (1.2748):

$100,928 x 1.2748 = **$125,938**

1. **Step 5: Promotion Entitlement.**
   1. Compare the results:
      1. Step 10 of retained grade plus two WGIs: **$125,938**
      2. The employee’s current retained rate: **$120,943**
   2. $125,938 is higher so that is Anna’s promotion entitlement.
2. **Step 6: Slot the Pay.**
   1. Find the locality table and special rate table (if applicable) that apply to the new position (at the new location, if applicable).

*The DCB locality table applies to a GS-0201-14 position in Washington, DC.*

* 1. Slot $120,943 into grade 14 on the DCB locality pay table.
  2. $125,938 falls between step 5 and step 6 so we will slot the pay within the steps and pay retention ends.

| 2016 | Gr | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 | STEP 10 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 14 | 108,887 | 112,517 | 116,146 | 119,776 | 123,406 | 127,036 | 130,666 | 134,296 | 137,926 | 141,555 |

1. **Step 7: Set the Pay.** Pay is set at GS-0201-14 step 6, $127,036, DCB locality and pay retention ends.

## 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.

### Special Rate to Non-Special Rate Position

Joshua is a GS-2210-11 step 10 IT Specialist paid from Special Rate Table 999B and is placed in a GS-0201-09 position as the result of a RIF. Both positions are in Denver. Joshua meets the requirements for grade retention and will retain the GS-11 grade for 2 years.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999D** | 11 | 63,728 | 65,852 | 67,976 | 70,100 | 72,224 | 74,349 | 76,473 | 78,597 | 80,721 | 82,845 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** Grade 11 step 10.
2. **Step 2: Geographic Conversion.** None.
3. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
4. Joshua is moving from a special rate position to a non-special rate position.
5. 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 (get the SSR and the locality table and compare the salary for a GS-11 step 10 on both tables).
6. Find the following tables:
7. The special rate table that applies to their former position at the new location (if applicable).
8. The locality table that applies to the new position at the new location (if applicable).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999D** | 11 | 63,728 | 65,852 | 67,976 | 70,100 | 72,224 | 74,349 | 76,473 | 78,597 | 80,721 | 82,845 |
| **DEN** | 11 | 63,691 | 65,814 | 67,937 | 70,060 | 72,183 | 74,306 | 76,429 | 78,552 | 80,675 | 82,798 |

1. **Step 4: Compare the Rates.**
2. 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 and you are done.
3. 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.
   1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.
   2. But if the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention.
4. The employee’s current salary for a GS-11 step 10 on the special rate table ($82,845) is more than the salary for a GS-11 step 10 on the locality table ($82,798).
5. Since the employee’s pay is more than step 10, he is entitled to simultaneous grade retention and pay retention.
6. **Step 5: 150% of Max Step of New Grade.**
7. Joshua is entitled to his existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

*$82,798 x 150% = $124,197*

1. Joshua’s retained rate ($82,845) is less than the capped amount ($124,197), so we are OK with setting his pay at $82,845.
2. **Step 6: Set the Pay**
3. Pay is set at GS-11 step 00, $82,845, Denver locality.
4. Joshua is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs.
5. After grade retention ends, Joshua’s pay will continue under pay retention and pay will be set at GS-09 step 00.

#### Ex. 29: Worksheet

| Steps | **Grade Retention Worksheet**  **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 SSR table.* |
| --- | --- |
| **Step 1** | **Determine the Retained Grade.** What was the grade, step, and salary the employee held before the downgrade was taken? *(Must have been at higher grade for at least 52 consecutive weeks)*  Pay Table: **999D** Series: **2210** Grade: **11** Step: **10** Salary: **$82,845** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**  From: Pay Table: Series: Grade:Step: Salary:  To: Pay Table: Series: Grade: Step: Salary: |
| **Step 3** | **Get the Special Rate Table that applies to their old position and the Locality Table that applies to their new position.** 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. 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). 3. Place the employee’s current grade and step on both pay tables. |
| **Step 4** | **Compare the Rates.**   1. 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 and you are done. 2. 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.    1. If the salary fits within the steps of the locality table, then slot the pay into the steps and you are done.    2. 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 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.*   Step 10 of New Position **($82,798)** x 150% = **$124,197** |
| **Step 5** | **Set the Pay.** Pay is set at:  Pay Table: **DEN** Series: **0201** Grade: **11** Step: **00** Salary: **$82,845** |

### Special Rate to Non-Special Rate w/Geographic Conversion

Tony is a GS-2210-11 step 9 IT Specialist paid from Special Rate Table 999C in Washington, DC and is placed in a GS-0301-09 position in Albuquerque as the result of a RIF. Tony meets the requirements for grade retention and will retain the GS-11 grade for 2 years.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** Grade 11 step 9.
2. **Step 2: Geographic Conversion.**
3. Apply the geographic conversion rule.
4. Tony’s converted rate is $77,440.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
2. Tony is moving from a special rate position to a non-special rate position.
3. 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 (get the SSR and the locality table and compare the salary for a GS-11 step 9 on both tables).
4. 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).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |
| **ABQ** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

1. **Step 4: Compare the Rates.**
2. 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 and you are done.
3. 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.
   1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.
   2. But if the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention.
4. The employee’s current salary for a GS-11 step 9 on the special rate table ($77,440) is more than the salary for a GS-11 step 10 on the locality table ($77,033).
5. Since the employee’s pay is more than step 10, he is entitled to simultaneous grade retention and pay retention.
6. **Step 5: 150% of Max Step of New Grade.**
7. Tony is entitled to his existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

$77,033 x 150% = $115,550

1. Tony’s retained rate ($77,440) is less than the capped amount ($115,550), so we are OK with setting his pay at $77,440.
2. **Step 6: Set the Pay**
3. Pay is set at GS-11 step 00, $77,440, ABQ locality.
4. Tony is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs.
5. After grade retention ends, Tony’s pay will continue under pay retention and pay will be set at GS-09 step 00.

#### Ex. 30: Worksheet

| Steps | **Grade Retention Worksheet**  **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 SSR table.* |
| --- | --- |
| **Step 1** | **Determine the Retained Grade.** What was the grade, step, and salary the employee held before the downgrade was taken? *(Must have been at higher grade for at least 52 consecutive weeks)*  Pay Table: **999C** Series: **2210** Grade: **11** Step: **9** Salary: **$78,752** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable).  From: Pay Table: **999C** Series: **2210** Grade: **11** Step: **9** Salary: **$78,752**  To: Pay Table: **999B** Series: **2210** Grade: **11** Step: **9** Salary: **$77,440** |
| **Step 3** | **Get the Special Rate Table that applies to their old position and the Locality Table that applies to their new position.** 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. 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). 3. Place the employee’s current grade and step on both pay tables. |
| **Step 4** | **Compare the Rates.**   1. 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 and you are done. 2. 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.    1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.    2. 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 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.*   Step 10 of New Position **($77,033)** x 150% = **$115,550** |
| **Step 5** | **Set the Pay.** Pay is set at:  Pay Table: **ABQ** Series: **0201** Grade: **11** Step: **00** Salary: **$77,440** |

## PAY RETENTION PAY-SETTING WORKSHEETS

The following pay retention worksheets are provided to assist you with setting pay.

* 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: Pay Retention Worksheet

Use this worksheet to determine how to set pay when an employee is initially placed on pay retention.

| Steps | **Pay Retention Worksheet**  *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:\_\_ Grade:\_\_ Step:\_\_ Salary:$\_\_\_  To: Pay Table:\_\_ Grade:\_\_ Step:\_\_ Salary:$\_\_\_ |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_ |
| **Step 3** | **Change to Lower Grade.**   1. Find the locality 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 salary fits within the steps of the new grade. 3. 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). 4. 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. END (Go to Step 5). |
| **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%: $\_\_\_ |
| **Step 5** | **Set the Pay.** This should match the salary from “Step 2” *(unless their salary fits within the steps or their salary is more than 150% of the capped amount).*  Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 2: Annual Pay Adjustment: GS

Use this worksheet to determine the annual pay adjustment (NOA 894) for a GS employee on pay retention.

| Steps | **Pay Retention Worksheet**  **Annual Pay Adjustment: GS**  *Use this worksheet to determine the annual pay adjustment (NOA 894) for a GS employee on pay retention.* |
| --- | --- |
| **Step 1** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_  From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_  To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **Current Salary.** Provide the employee’s current salary (including locality), after geographic conversion (if applicable).  Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_\_ |
| **Step 3** | **Determine the Dollar Amount of the Annual Adjustment.** Take the maximum rate from the current year and subtract the maximum rate from last year.   1. Current Year’s Step 10 Rate:$\_\_\_ 2. Last Year’s Step 10 Rate: $\_\_\_\_ 3. (a) – (b) = $\_\_\_ |
| **Step 4** | **Determine 50% of the Annual Adjustment.** Divide the result from Step 3(c) by 2 to determine 50% of the annual pay increase:   1. Annual Adjustment (from Step 3(c):$\_\_\_ 2. 50% of Annual Adjustment (÷ 2) =$\_\_\_ |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take 50% of the annual adjustment and add it to the employee’s current retained rate.   1. Employee’s Current Retained Rate:$\_\_\_ 2. 50% of Annual Adjustment:$\_\_\_ 3. New Retained Rate (add (a) + (b)):$\_\_\_ 4. If the new retained rate is more than step 10 then pay retention continues. 5. If the new retained rate is less than step 10 of the grade, then slot the pay into the current steps and pay retention ends. |
| **Step 6** | **Set the Pay.**  Pay is set at: Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 3: Annual Pay Adjustment: FWS

Use this worksheet to determine the annual pay adjustment (NOA 894) for a FWS employee on pay retention.

| 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. N/A:\_\_\_  From: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_  To: Wage Area:\_\_ Grade:\_\_ Step:\_\_ Hourly Rate: $\_\_ |
| **Step 2** | **Current Salary.** Provide the employee’s current hourly rate (including locality), after geographic conversion (if applicable).  Wage Area:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **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:$\_\_\_ 2. Last Year’s Step 5 Rate:$\_\_\_ 3. (a) – (b) = $\_\_\_ |
| **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): $\_\_\_\_ 2. 50% of Annual Adjustment (÷ 2) = $\_\_\_ |
| **Step 5** | **Add 50% of the Annual Adjustment to the Employee’s Current Retained Rate.** Take 50% of the annual adjustment and add it to the employee’s current retained rate.   1. Employee’s Current Retained Rate:$\_\_\_ 2. 50% of Annual Adjustment:$\_\_\_ 3. New Retained Rate (add (a) + (b)):$\_\_\_ 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:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_Grade:\_\_\_Step:\_\_\_Hourly Rate:$\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 4: Re-Determining Pay Retention Entitlement

Use this worksheet when an employee on pay retention moves to a new locality area where different pay tables apply. For example, moving from RUS to DCB.

| Steps | **Pay Retention Worksheet**  **Re-Determining Pay Retention Entitlement**  *Use this worksheet when an employee on pay retention moves to a new locality area where different pay tables apply.* |
| --- | --- |
| **Step 1** | **Current Salary.** Provide the employee’s current salary (including locality):  Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **Geographic Conversion.** Divide step 10 at the new locality by step 10 from the old locality to determine the percentage difference between localities.   1. Find the locality table and special rate table (if applicable) that apply at the old location and the locality table and special rate table (if applicable) that apply at the new location. 2. Step 10 Rate of New Locality: $\_\_\_ 3. Step 10 Rate of Old Locality: $\_\_\_ 4. **Percentage Difference between Localities** ((b) / (c)): \_\_\_ |
| **Step 3** | **Determine the New Retained Rate.** Multiply the employee’s retained rate by the percentage difference between localities:   1. Current Retained Rate (from Step 1): $\_\_\_ 2. Percentage Difference Between Localities (from Step 2(d)):\_\_\_ 3. New Retained Rate (Multiply (a) x (b)): $\_\_\_\_ |
| **Step 4** | **Set the Pay.**  Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 5** | Staffer Name: Date: |

### Worksheet 5: 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: Wage Area:\_\_\_ (WG/WL/WS):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_  To: Wage Area:\_\_\_ (WG/WL/WS):\_\_\_ Grade:\_\_\_ Step:\_\_\_ Hourly Rate:$\_\_\_ |
| **Step 2** | **Current Salary.**   1. Provide the employee’s current salary (including locality), after geographic conversion (if applicable).   Wage Area:\_\_\_ (WG/WL/WS):\_\_\_ 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 salary is more than step 10 of the new grade, then the employee is entitled to retain their current salary. (Go to Step 4) 4. 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) |
| **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 6: 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 (if applicable) and place the employee’s current FWS grade and step on the pay table at the new duty location. N/A:\_\_\_  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/WL/WS):\_\_\_ Series:\_\_\_Grade:\_\_\_   1. If setting pay higher than step 1 based on HPR, have the conditions for HPR been met? 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 representative 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 representative 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): $\_\_\_\_\_ |
| **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%: $\_\_\_ |
| **Step 7** | **Set the Pay.** This should match the hourly rate from “Step 5” *(unless their hourly rate fits within the steps or their hourly rate is more than 150% of the capped amount).*  Pay is set at:  Wage Area:\_\_\_(WG/WL/WS):\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_Hourly Rate:$\_\_\_ |
| **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 7: Pay Retention Promotion

Use this worksheet when an employee on pay retention is promoted and the same pay tables apply to the old position and the new position. For example, a GS-0810-09 step 00 promoted to a GS-0810-11. Do not use this table if there is a geographic conversion.

Use the Alternate Method Worksheet also once you’ve determined the promotion entitlement if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, **based upon a change in the series**.

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention: No Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Step 1** | Provide the employee’s current salary (including locality):  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step: **00** Salary:$\_\_\_\_ |
| **Step 2** | **Geographic Conversion**. N/A: **X**  *If the employee is moving to a new locality pay area where different pay tables apply, then use the “Promotion While on Pay Retention with Geographic Conversion”.* |
| **Step 3** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted, they are entitled to the greater of the employee’s current retained rate *(we already know this)*; or step 10 of retained grade plus two WGIs *(we need to figure this one out).*  Use the **Base Table** (not the locality table) for all the calculations below:   1. Amount of a step increase of their current grade:$\_\_\_\_ 2. Multiply the amount of a step increase by 2: $\_\_\_\_ 3. Step 10 rate of their current grade: $\_\_\_\_ 4. Add (b) + (c): $\_\_\_\_ 5. Find the locality pay table and provide the locality rate supplement\*: \_\_\_% 6. **Step 10 of Retained Grade Plus Two WGIs** (Multiply (d) x (e)):$\_\_\_   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 4** | **Promotion Entitlement**.   1. Current Salary (from Step 1): $\_\_\_\_ 2. Step 10 of Retained Grade Plus two WGIs (from Step 3(f)): $\_\_\_\_ 3. **Promotion Entitlement** (Compare (a) to (b) and whichever is higher will be the employee’s promotion entitlement): $\_\_\_\_ |
| **Step 5** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position. 2. Slot the promotion entitlement into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).* 3. If the pay fits within the steps, then set the pay and pay retention ends. 4. If the pay is more than step 10, then set the pay at the promotion entitlement rate (from Step 4(c)) and pay retention continues.   Pay is set at:  Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_\_\_ |
| **Step 6** | Staffer Name: Date: |

### Worksheet 8: Pay Retention Promotion w/Geographic Conversion

Use this worksheet when an employee on pay retention is promoted to a different locality and the same pay tables apply to the old position and the new position. For example, a GS-0810-09 step 00 in Washington, DC promoted to a GS-0810-11 in Montana.

Use the Alternate Method Worksheet also once you’ve determined the promotion entitlement if going from (1) a locality to special rate; (2) special rate to different special rate; or (3) special rate to locality, *based upon a change in the series*.

| Steps | **Pay Retention Worksheet**  **Promotion While on Pay Retention with Geographic Conversion**  *Use this worksheet when an employee on pay retention is promoted to a position in a different area (standard method) and the same pay tables apply to the old position and the new position.* |
| --- | --- |
| **Step 1** | Provide the employee’s current salary (including locality):  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step: **00** Salary: $\_\_\_\_ |
| **Step 2** | **Geographic Conversion.** Divide the step 10 rate from the new locality by the step 10 rate by the old locality. If a locality and special rate table apply, then use the table with the higher step 10 rate.   1. Find the locality table and special rate table (if applicable) that apply to the current position at the old location. Provide the step 10 Rate: $\_\_\_ 2. Find the locality table and special rate table (if applicable) that apply to the current position at the new location. Provide the step 10 Rate: $\_\_\_ 3. **Percentage Rate Difference between Localities** (Divide (b) /(a)): \_\_\_ |
| **Step 3** | **New Retained Rate.**   1. Multiply the employee’s current salary by the percentage rate difference between localities. 2. New Retained Rate (Step 1 x Step 2(c)): $\_\_\_ |
| **Step 4** | **Apply the Two-Step Promotion Rule.** When an employee under pay retention is promoted, they are entitled to the greater of the employee’s current retained rate *(we already know this);* or step 10 of retained grade plus two WGIs *(we need to figure this one out).*  Find the **Base Table** (not the locality table) and use for all the calculations below:   1. Amount of a step increase of their current grade: $\_\_\_ 2. Multiply the amount of a step increase by 2: $\_\_\_ 3. Step 10 rate of their current grade: $\_\_\_ 4. Add (b) + (c): $\_\_\_ 5. Find the locality pay table and provide the locality rate supplement\*: \_\_% 6. **Step 10 of Retained Grade Plus Two WGIs** (Multiply (d) x (c)): $\_\_\_   *\* Go to the locality pay table and find “INCORPORATING THE X% GENERAL SCHEDULE INCREASE AND A LOCALITY PAYMENT OF XX.XX%”. When multiplying, put a 1 in front of the decimal place (1.XXXX) and it will give you the payable rate of pay.* |
| **Step 5** | **Promotion Entitlement**.   1. Current Salary: $\_\_\_\_ 2. Step 10 of Retained Grade Plus two WGIs: $\_\_\_\_ 3. **Promotion Entitlement** (Compare (a) to (b) and whichever is higher will be the employee’s promotion entitlement): $\_\_\_\_ |
| **Step 6** | **Set the Pay.**   1. Find the locality table and special rate table (if applicable) that apply to the new position, at the new location. 2. Slot the promotion entitlement into the table. *(If a locality and special rate table apply then slot into the table with the highest applicable rate range, refer to the “Hybrid Worksheet” if you need to).*    1. If the pay fits within the steps, then set the pay and pay retention ends.    2. If the pay is more than step 10, then set the pay at the promotion entitlement rate (from Step 5(c)) and pay retention continues.   Pay is set at: Pay Table:\_\_\_Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary: $\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 9: Grade Retention: Special Rate to Non-Special Rate

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, to determine if they are also entitled to pay retention. 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 under the special rate (including locality but after a geographic conversion) to the salary for the new position under the locality table. For example, a GS-0810-09 to a GS-0301-09; etc.

| Steps | **Grade Retention Worksheet**  **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, to determine if they are also entitled to pay retention.* |
| --- | --- |
| **Step 1** | **Determine the Retained Grade.** What was the grade, step, and salary the employee held on the special rate table, including locality, before the downgrade was taken? *(Must have been at higher grade for at least 52 consecutive weeks)*  Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_  From: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_  To: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 3** | **Get the Special Rate Table and the Locality Table.** 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. Find the following tables:   1. Find the special rate table that applies to their former position, at the new location (if applicable). 2. Find the locality table that applies to their new position, at the new location (if applicable). 3. Place the employee’s current grade and step on both pay tables. |
| **Step 4** | **Compare the Rates.**   1. 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 and you are done. End. 2. 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. 3. If the salary fits within the steps of the locality table, then slot the pay into the steps and you are done. End. 4. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention.    * 1. Step 10 of the new position: $\_\_\_      2. Capped amount (step 10 x 150%): $\_\_\_      3. The employee is entitled to their current salary as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount. |
| **Step 5** | **Set the Pay.** Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 6** | Staffer Name: Date: |