

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS DIRECTIVE

4530.3
REVISION 3

10/18/02

SALARY RATE DETERMINATIONS FOR GENERAL SCHEDULE EMPLOYEES

I. PURPOSE

This directive provides information on the method for assigning rates of basic pay for General Schedule employees.

II. CANCELLATION

Cancel FSIS Directive 4530.3, Revision 2, dated 12/27/00.

III. REASON FOR REISSUANCE

This directive is revised to change FSIS policy for setting rates of basic pay based on service in a higher permanent grade. ■
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IV. REFERENCES

5 CFR 531, Subpart B, Determining Rate of Basic Pay ■
FSIS Directive 4315.3, Probationary Period for Newly Appointed Supervisors and
Managers
FSIS Directive 4536.1, Grade and Pay Retention

V. ABBREVIATIONS AND FORMS

The following will be used in their shortened form in this directive:

GS	General Schedule
PMRS	Performance Management and Recognition System
SPO	Servicing Personnel Office (Headquarters Employment and Benefits Policy Branch and Field Personnel Operations Branch)

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DISTRIBUTION:

All Offices

OPI:

HRD – Employment and Benefits Policy
Branch

VI. DEFINITIONS

A. **Existing Rate of Pay.** The rate received immediately before the effective date of a transfer, promotion, demotion, or within-grade increase.

B. **General Merit.** Identification of the pay plan occupied by employees formerly covered by PMRS.

C. **Highest Previous Rate.** The highest rate of basic pay previously paid to an individual while employed in a position in the Federal Government.

D. **Minimum Rate of Pay.** The minimum salary of a grade for GS-1 through GS-15 employee.

E. **New Appointment.** The first appointment as a Federal employee.

F. **Rate of Basic Pay.** The rate fixed by law or administrative action for a position before any deductions. **NOTE:** The rate does not include any additional pay such as overtime, holiday pay, or night differential.

G. **Regular Tour of Duty.** A regularly scheduled full or part-time tour of duty. **NOTE:** On call, as needed, or intermittent employees are not included.

VII. ASSIGNING RATES OF BASIC PAY

A. **New Appointments.** The SPO sets the basic pay at the lowest rate of the new grade.

B. **Other Appointments or Position Changes.** The SPO ensures that rates are consistent with law, regulation, equity, and the needs of the Agency. The SPO sets the basic pay based on the grade of the appointed position, any special salary rates, and the employee's **highest previous rate**.

1. If the highest previous rate exceeds the salary payable for the appointed grade, the employee's basic pay is the maximum rate for the grade.

2. The SPO uses the highest previous rate to set basic pay **only** if the employee worked under a regular tour of duty at least:

a. 90 continuous days on a permanent promotion or appointment. ■

b. One year or longer of actual continuous service on a temporary promotion. ■

c. One year or longer of actual continuous service on a temporary or term appointment, excluding expert and consultant appointments. ■

3. Changes in the highest previous rate policy are **not** retroactive. The SPO makes no adjustments to salary for temporary promotions when the temporary promotion ended **before** the issuance date of this directive. Ninety (90) days of service at a higher permanent grade, or 1 year on a temporary or term appointment, will be applied on all future pay setting determinations and will not be retroactive. ■

4. The SPO does **not** use the highest previous rate to set basic pay based on: ■

a. An intermittent tour of duty.

b. A temporary promotion of less than 1 year.

c. An appointment as an expert or consultant.

d. A special rate of basic pay.

e. Service of less than 90 days in a grade higher than the position being filled. ■

f. Service of less than 1 year on a temporary or term appointment. ■

C. **Demotions.** The SPO sets rates of basic pay differently depending on the conditions of the demotion. **Demotions:**

1. **That Are Voluntary, With or Without a Prospect for a Subsequent Repromotion.** The employee receives the highest previous rate of pay as prescribed in Paragraph B.

2. **With Grade or Pay Retention.** Actions that place employees in a lower grade due to reduction-in-force, localized work reductions, or reclassification are considered involuntary. The SPO sets rates of basic pay based on guidelines in FSIS Directive 4536.1.

3. **For Cause.** An employee demoted for either disciplinary or performance reasons receives the minimum rate of basic pay for the grade. There is no entitlement to the highest previous rate.

4. **Due to Failure to Satisfactorily Complete a Supervisory or Managerial Probationary Period.** The SPO bases the new rate of pay on the pay rate received before entering the supervisory or managerial position. This new rate includes any pay increase which would have occurred at the lower grade had the employee not been promoted to the supervisory or managerial position. (See FSIS Directive 4315.3.)

5. **From a Temporary Promotion of Less Than 1 Year.** The SPO bases the new rate of pay on the pay rate received before the temporary promotion. This new rate includes any increase which would have occurred had the employee not been promoted.

D. **Promotions.** An employee promoted from a GS or General Merit position to a position in the GS pay plan is entitled to a rate of basic pay no less than two steps above the existing rate of pay. The rate may not exceed the maximum rate of the grade to which promoted.

VIII. **REQUESTS FOR EXCEPTIONS**

Employees may request exceptions to these procedures and policies. Employees submit written requests through the Servicing Human Resources Office to the Chief, Employment and Benefits Policy Branch, for approval. ■
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Acting Deputy Administrator
Office of Management