

Breadcrumb

1. [Home](#)
2. Print
3. Pdf
4. Node
5. Entity Print

HRDG 4500 - Recruitment and Retention Incentives - Section L

Last Modified:

Subchapter 4500 - Recruitment and Retention Incentives Section L - Special Occupational Pay Systems

- [Description](#)
- [Justification Criteria](#)
- [Process for Requesting Approval to Establish a Special Pay System](#)
- [Approval Authority](#)

[Return to 4500 Table of Contents](#)

You may request approval to establish a special pay system for any occupation or group of occupations:

- | | |
|--------------------|--|
| Description | <ul style="list-style-type: none">• For which the current pay system does not function adequately, or• Which, for reasons of good administration, should not be classified under Chapter 51 (Classification) of Title V of the U.S. Code. |
|--------------------|--|

To justify the establishment of a special pay system for employees in an occupation or group of occupations, you should evaluate the current pay system and:

- List reasons **why** the current pay system does not function adequately, or
- List reasons why the occupations or group of occupations should not be classified under Chapter 51 (Classification), I Title V, U.S. Code.

To evaluate the current system, you, as a manager or supervisor, should answer these questions:

**Justification
Criteria**

- Does the current system allow the organization to attract and retain qualified employees at all levels of responsibility?
- Is the current system externally competitive and internally consistent and fair?
- Is there a perception among employees that the current system is unfair or haphazard?
- Does the current system allow employees to be rewarded adequately for individual performance?
- Does the current system allow employees to be rewarded for contributing to the achievement of the organization's mission and goals?
- Is the current system appropriate for the organization's geographic location?
- Does the current system provide for the advancement of capable employees?
- Does the current system cause an excessive level of payments for overtime work?
- Is the current system cost-effective?

You must follow this process when requesting approval to establish a special pay system:

Step	If:	Then:
1	Requesting Approval	Consult the Justification Criteria in this section. Contact HRD-HREB and assist in developing an alternative pay system for the occupation or group of occupations involved.
2	Request is justified	Help HRD-HREB do the following: • Obtain a critique of the alternative pay system by union officials and affected managers, supervisors, and employees. • Send details of the alternative pay system to OPM. • Publish the alternative pay system in the Federal Register. • Conduct one or more public hearings on the alternative system. • Provide each House of Congress with details of the alternative system (90 days prior to the system's implementation date).
3	Alternative pay system is developed	
4	Request is approved	Coordinate with HRD-HREB to activate payment under the new system by sending documentation of approval to the SPO.

Approval Authority

Approval Authority is the Office of Personnel Management (OPM).

[Return to 4500 Table of Contents](#)

[Print](#)