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HRDG 4500 - Recruitment and Retention Incentives - Section L

Last Modified:

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

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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: <ul style="list-style-type: none">• 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).

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