... THIS IS LISTEN-ONLY SEMINAR. THERE WILL BE A Q&A PORTION AT THE END. THERE IS CLOSED CAPTIONING IN THE SESSION. IT WILL SHOW AT THE BOTTOM OF YOUR SCREEN. IF YOU ARE NOT SEEING IT, IF YOU USE THE DROP-DOWN MENU NEXT TO THE CC ICON AT THE TOP OF THE SCREEN AND SELECT SHOW CAPTIONS. YOU ALSO HAVE THE OPTION TO MOVE IT TO A CONVENIENT LOCATION ON THE SCREEN AS WELL, BY CLICKING AND DRAGGING THE TEXT BOX TO WHERE IT IS CONVENIENT FOR YOU. IF YOU EXPERIENCE ANY DIFFICULTY WITH THE AUDIO, PLEASE PUT A MESSAGE IN THE COURSE CHAT, AND ONE OF US WILL BE ABLE TO ASSIST YOU. AS WE ARE ABOUT THREE MINUTES AWAY FROM OUR START TIME, I WILL BE CHECKING BACK IN WITH YOU SOON. THANK YOU.

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HELLO. THANK YOU FOR JOINING. WELCOME TO APRIL'S HR COMMUNITY OF PRACTICE PAY SETTING. I AM ONE OF THE HOSTS FOR TODAY'S SESSION. IF YOU EXPERIENCE ANY DIFFICULTY DURING THE SESSION, PLEASE REACH OUT IN THE COURSE CHAT AND ONE OF US WILL ASSIST YOU. THERE IS CLOSED CAPTIONING IN THE SESSION. YOU WILL SEE IT AT THE BOTTOM OF YOUR SCREEN. IF YOU DO NOT SEE IT, IF YOU USE THE DROP-DOWN MENU NEXT TO THE CC ICON AT THE TOP OF THE SCREEN, AND SELECT SHOW CAPTIONS. YOU CAN ALSO CLICK AND DRAG THE CAPTION BOX TO A CONVENIENT ON-SCREEN LOCATION FOR YOU AS WELL. WE ARE RIGHT AT OUR START TIME, SO I WOULD LIKE TO INTRODUCE MARITZA. OVER TO YOU.

>> THANK YOU. GOOD AFTERNOON OR GOOD MORNING. I AM A PROGRAM SPECIALIST WITH HRTT. I WOULD LIKE TO WELCOME ALL OF YOU TO APRIL'S HR COMMUNITY OF PRACTICE. TODAY'S TOPIC IS PAY SETTING. OUR PRESENTER TODAY IS CHRISTINA BENSON, AN HR SPECIALIST TECHNICAL TRAINER WITHIN HRTT. AT THE END OF THE PRESENTATION, WE'LL HAVE A Q&A POD OPEN FOR EVERYONE TO PLACE THEIR QUESTIONS.

PLEASE USE THIS TO PLACE YOUR QUESTIONS, NOT THE CHAT, BECAUSE THE INSTRUCTOR WILL ADDRESS ALL THE QUESTIONS AT THE END OF THE SESSION.

PLEASE TAKE A MOMENT TO ENSURE YOU ARE USING THE CORRECT NAMING CONVENTION TO SIGN IN.

THIS WOULD BE YOUR LAST NAME, YOUR FIRST NAME, AND YOUR LOCATION.

THIS WILL ENSURE YOU RECEIVE CREDIT FOR ATTENDANCE IN CMS.

IF WE HAVE 20 PEOPLE WITH THE SAME NAME, IT WILL ALMOST BE IMPOSSIBLE FOR US TO GIVE THE CREDIT.

WE HAVE TO MAKE SURE LAST NAME, FIRST NAME AND YOUR LOCATION. WITH THAT, I WILL TURN IT OVER TO OUR PRESENTER TODAY, CHRISTINA.

>> THANK YOU, AND GOOD MORNING TO EVERYONE TODAY, OR GOOD AFTERNOON, DEPENDING ON WHAT TIME ZONE YOU ARE IN. I APPRECIATE ALL YOUR PARTICIPATION THIS MORNING AS WE GO OVER PAY SETTING.

IF AT ANY TIME YOU CAN'T HEAR ME, PLEASE SEND A NOTE IN THE CHAT AREA OR RAISE YOUR HAND, SO WE CAN BE ABLE TO PINPOINT WHERE THE ISSUE MAY BE.

I WILL GET STARTED NOW.

LOOKS LIKE EVERYONE CAN HEAR ME.

I WILL LET YOU KNOW WHAT THE OBJECTIVES ARE TODAY IN YOUR PAY SETTING TRAINING.

AT THE END OF THE TRAINING, WE WANT YOU TO BE ABLE TO RECOGNIZE AND APPLY THE TERMS AS THEY RELATE TO PAY SETTING, YOU ARE GOING TO BE ABLE TO FORMULATE THE HIGHEST PREVIOUS RATE, APPLY ANY GEOGRAPHICAL CONVERSION, IF AN EMPLOYEE IS MOVING FROM ONE LOCALITY TO THE OTHER AND DETERMINE THEIR LOCALITY RATE AS WELL, AND APPLY THE TWO-STEP RULE WHEN THEY ARE BEING PROMOTED, HOW YOU WOULD DETERMINE THEIR PAY WHEN THEY ARE BEING REASSIGNED, CHANGE TO A LOWER GRADE, AND PROMOTIONS AS WELL.

WE WILL JUMP INTO THE PRINCIPLES OF PAY SETTING.

THE OFFICE OF HUMAN CAPITAL SERVICES PROVIDES US WITH THE LEADERSHIP ON HOW TO ADMIN STREET PAY FOR VBA EMPLOYEES.

THE GOAL OF THAT PAY SETTING IS USUALLY TO PAY EMPLOYEES FAIRLY, TO ENSURE WE ARE GOOD STEWARDS OF TAXPAYER DOLLARS, AND WE ALSO CONSIDER THE LOCAL CONDITIONS THAT MAY AFFECT RECRUITMENT AND RETENTION OF OUR EMPLOYEES.

IF THERE IS AN ISSUE WHERE YOU ARE NOT ABLE TO RETAIN OR FIND EMPLOYEES TO FILL A CERTAIN POSITION, USUALLY AGENCIES HAVE THE DISCRETION TO SET PAY AT A HIGHER RATE, IN ORDER TO ATTRACT THOSE EMPLOYEES.

THE PROCESS OF ESTABLISHING SALARY AMOUNTS START WITH CONGRESS. CONGRESS IS GOING TO PASS THAT LAW REGARDING YOUR PAY POLICIES.

THE NEXT THING THAT OCCURS IS THE OFFICE OF PERSONNEL MANAGEMENT ISSUES THEIR REGULATIONS ON IMPLEMENTING THOSE POLICIES.

AFTER THAT, REGULATIONS ARE PUBLISHED IN THE CODE OF FEDERAL REGULATIONS.

NEXT, WE HAVE THE SPECIFIC AGENCY, WHICH WOULD BE, IN THIS CASE, THE VETERANS AFFAIRS, WOULD ESTABLISH THEIR OWN PAY POLICY.

THEN IT WOULD FURTHER DROP DOWN FROM THERE, WHICH WOULD BE THE VBA WOULD ALSO ESTABLISH PAY POLICIES.

THEN THE EMPLOYEE WOULD RECEIVE THEIR PAY. YOU CAN FIND THOSE POLICIES THAT ARE COVERED IN THE CODE OF FEDERAL REGULATIONS IN OUR CFR 5. YOU CAN ALSO REFERENCE THE VA HANDBOOK FOR THE VA PAY-SETTING POLICIES.

WE ARE GOING TO GO ON TO HOW WE ARE SETTING LOCALITY.

LOCALITY PAY RATES ARE TO REDUCE THE DIFFERENTIAL BETWEEN THE NONFEDERAL COUNTERPARTS, WHICH WOULD BE THOSE IN THE PRIVATE SECTOR, AS OPPOSED TO WHAT FEDERAL EMPLOYEES MAKE. THEY USUALLY WILL BE TIED TO THE LOCAL MARKET. THAT WILL BE IN YOUR MAJOR CITIES.

IF WE ARE TAKING COLORADO AS AN EXAMPLE, SOMEONE WHO LIVED IN THE OUTSKIRTS OF THE DENVER AREA WOULD MOST LIKELY FULL UNDER THE DENVER LOCALITY PAY SETTING.

THE SALARY TABLES WILL BE LISTED ON THE OPM WEBSITE. IF YOU HAVE A CERTAIN AREA OF THE COUNTRY THAT AN EMPLOYEE WOULD BE WORKING, THEN THE PAY WOULD BE SET BASED ON THAT LOCALITY. YOU CAN LOOK THOSE UP ON OPM.

YES, WE WILL HAVE THE SLIDE DECK AVAILABLE FOR DOWNLOAD.

WE WILL GET THAT TAKEN CARE OF A LITTLE LATER, TO UPLOAD THAT IN THE AREA.

HERE IS A MAP OF THE LOCALITIES FOR YOU TO REFERENCE.

YOU CAN SEE THE LIGHTER SHADES OF GREEN WERE THE LOCALITY RATES ARE OUTSIDE OF WHAT WOULD BE THE NORM.

ANYTHING IN THE DARKER GREEN AREA WOULD BE CONSIDERED THE REST OF US.

WHEN OPM SETS LOCALITY RATES, THEY LOOK AT WHAT THE COST OF LIVING IS IN THE AREA. IF IT IS A HIGHER COST OF LIVING, THE PAY RATE WILL BE SET A LITTLE HIGHER.

SOMEONE LIVING IN THE CALIFORNIA AREA IS NOT GOING TO NECESSARILY HAVE THE SAME COST OF LIVING AS SOMEONE WHO WOULD BE LIVING IN TEXAS.

YOUR LOCALITY UP IN THAT AREA WILL BE HIGHER THAN IT WOULD BE IF YOU WERE IN THE MIDDLE OF THE COUNTRY.

NOW THAT WE DISCUSSED LOCALITY, LET'S GIVE AN OVERVIEW OF HOW YOU SET PAY UPON APPOINTMENT.

THIS IS GOING TO BE FOR SOMEONE WHO IS FIRST TIME IN THE FEDERAL SERVICE.

THE INITIAL PAY SETTING THAT'S GOING TO BE APPLIED TO YOUR NEW APPOINTMENTS ARE FOR THOSE WHO WERE FIRST TIME INTO THE FEDERAL SERVICE, WOULD FALL UNDER THE MINIMUM RATE.

YOU ARE GOING TO USE THE EMPLOYEE'S OFFICIAL WORK SITE TO DETERMINE WHERE THE LOCALITY PAY IS GOING TO FALL.

FOR EXAMPLE, YOU CAN SEE ON THIS GS PAY SCALE, FOR SOMEONE COMING INTO THE SERVICE FOR THE FIRST TIME, THEY ARE GOING TO FALL UNDER STEP 1.

IF YOU HAVE SOMEONE WHO WILL BE A GS-7, THEY WILL BE APPOINTED IN THEIR FIRST STEP AT A GS-7, STEP 1.

AS A PERSON PROGRESSES THROUGH THE FEDERAL SERVICE, THE FIRST TWELVE MONTHS WOULD BE STEP 1, AND THEN TWELVE MONTHS AFTER THAT WOULD BE STEP 2 AND 3.

FOR STEPS 1 THROUGH 3, THE WAITING PERIOD IS TWELVE MONTHS.

FOR STEPS 4 THROUGH 6, IT WOULD BE 24 MONTHS.

FOR STEP 7 TO 9, THE WAITING PERIOD IS 36 MONTHS.

IT IS UNCOMMON FOR SOMEONE TO BE APPOINTED OUTSIDE OF STEP 1 IN VBA, BUT IT IS SOMETHING THAT CAN BE DONE.

I WOULD SAY REFER TO YOUR LOCAL HRC FOR YOUR POLICIES ON SETTING SOMEONE ABOVE THE MINIMUM RATE, BUT I AM GOING TO GIVE YOU THE OPM VERSION OF WHAT THEY CONSIDER WOULD BE ACCEPTABLE FOR SOMEONE BEING APPOINTED FIRST TIME IN SERVICE ABOVE STEP 1.

IT'S ONLY USING THOSE CASES WHEN THE EXPERIENCE GAINED IN THE PREVIOUS POSITION WOULD BE SOMETHING THAT WOULD BE BENEFICIAL TO THE AGENCY.

YOU WOULD TAKE IN CONSIDERATION THE TIME PERIOD THEY SERVED IN THAT HIGHEST PREVIOUS RATE.

IT WOULD NEED TO BE APPROVED PRIOR TO THE EFFECTIVE DATE OF THE APPOINTMENT BECAUSE IT IS NOT RETROACTIVE.

THIS WOULD BE SOMETHING YOU WOULD WANT TO MAKE SURE IT GOT APPROVED BEFORE THAT PERSON CAME ON BOARD.

THEY CAN'T HAVE STARTED, THEN SAY BY THE WAY, I HAVE THIS EXPERIENCE IN MY PREVIOUS POSITION AND I THINK I SHOULD MAKE MORE THAN STEP 1.

THEY WOULD HAVE HAD TO ALREADY BROUGHT THAT TO OUR ATTENTION, THEN WE'D GO THROUGH THE APPROVAL PROCESS.

YOU WOULD WANT TO CONSIDER RECRUITMENT INCENTIVE FIRST, BEFORE YOU IMMEDIATELY WENT TO THE ABOVE MINIMUM RATE.

FOR THAT SAMPLE TEMPLATE, IT WILL BE LOCATED IN PART 2, APPENDIX D OF VAH 5007.

ABOVE-MINIMUM RATE DOESN'T HAVE TO APPLY TO AN EMPLOYEE IS FIRST TIME COMING INTO FEDERAL SERVICE.

YOU CAN ALSO UTILIZE IT FOR A PERSON WHO IS BEING REINSTATED.

THEY WOULD NEED TO HAVE HAD THAT BREAK OF SERVICE OF 90 DAYS, AT LEAST.

WE WILL DO OUR FIRST KNOWLEDGE CHECK, JUST TO MAKE SURE EVERYBODY IS ON THE SAME PAGE OF THE INFORMATION WE JUST COVERED.

I WILL PUT THE POLL UP.

IF YOU WOULD GO AHEAD AND VOTE.

THIS IS A TRUE OR FALSE QUESTION.

LOOKS LIKE WE HAVE THE MAJORITY OF THE FOLKS THAT VOTED.

I WILL END THE POLL AND BROADCAST THE RESULTS.

THE ANSWER IS FALSE.

MOST CANDIDATES ARE NOT ELIGIBLE FOR ABOVE THE MINIMUM RATE WHEN SETTING PAY.

MOST EMPLOYEES WILL COME IN AT STEP 1, AND THEY WOULD NEED TO HAVE THOSE EXTENUATING CIRCUMSTANCES FOR THEM TO BE SET AT HIGHEST PREVIOUS RATE.

WE WILL TAKE THE POLL OFF AND GO BACK TO THE SLIDES.

THE NEXT TOPIC IS PAY SETTING UPON POSITION CHANGES.

IN ADDRESSING THE QUESTION THAT IS IN THE CHAT ABOUT SUPERIOR QUALIFICATIONS, YES, THOSE CAN BE UTILIZED WHEN SETTING ABOVE-MINIMUM RATE.

USUALLY, THAT OCCURS WHEN WE ARE FOLLOWING -- I THINK IT'S ALREADY BEEN PUT IN THERE FOR YOU, YES. IT'S BEEN PUT IN THERE FOR YOU. THANK YOU, MARITZA. PAY SETTING UPON POSITION CHANGES. NOW THAT WE ADDRESSED THE FIRST TIME EMPLOYMENT OR PEOPLE BEING REINSTATED, HOW ABOUT THE EMPLOYEES COMING ON BOARD AND THEY HAVE ALREADY BEEN EMPLOYED WITH US, BUT NOW THEY ARE CHANGING POSITIONS.

WHEN AN EMPLOYEE CHANGES POSITIONS, THERE'S THINGS TO CONSIDER. THE FIRST IS IF THEY ARE MOVING FROM A DIFFERENT LOCALITY, WHICH WOULD BE CONSIDERED OUR GEOGRAPHIC CONVERSION PROCESS, WHETHER OR NOT THEY ALREADY HELD THAT POSITION BEFORE OR A SIMILAR -- OR THE SAME GRADE ON THE GS SCALE.

THEN WE HAVE PROMOTIONS, REASSIGNMENTS, CHANGE TO LOWER GRADE, THEN OUR TRANSFER EMPLOYEES.

OUR FIRST EXAMPLE HERE IS GOING TO BE A GEOGRAPHIC CONVERSION.

AN EMPLOYEE'S WORK SITE IS GOING TO BE CHANGING.

ONCE THE EMPLOYEE TRANSFERS, WE WILL ENSURE THE TRANSFER RECEIVES THE RATE OF PAY FOR THE NEW WORK SITE. WE WILL CONVERT THE EMPLOYEE'S RATE TO THE NEW SCALE BEFORE WE SET THEIR PAY.

HERE IS AN EXAMPLE OF THAT.

RUBEN. LET'S CONVERT HIS PAY TO THE NEW POSITION IN THE NEW LOCALITY. HE IS GOING FROM GS-5 STEP 4 IN HOUSTON. AND THIS IS BASED ON 2021 PAY SCALE. HE IS MOVING TO A GS-5, STEP 4 IN COLUMBUS, OHIO. HIS GRADE AND STEP IS NOT CHANGING, JUST THE GEOGRAPHICAL LOCATION WILL BE CHANGING.

SINCE HE IS MOVING FROM A HIGHER LOCALITY TO A LOWER LOCALITY, HIS PAY DOES GO DOWN.

BUT HIS BASE PAY DOESN'T CHANGE. THE ONLY THING THAT WILL CHANGE IS HIS LOCALITY PAY.

IF YOU ARE EXPLAINING THAT TO GENERALLY EMPLOYEES THINK THEY ARE LOSING MONEY, BUT THEY ARE ACTUALLY NOT.

IT IS JUST THEIR LOCALITY PAY IS CHANGING. BASE PAY WILL BE THE SAME, NO MATTER WHAT. NO MATTER WHAT LOCATION IN THE COUNTRY YOU ARE AT. BUT YOUR LOCALITY IS BASED ON WHAT IT COSTS TO LIVE THERE.

IF YOU ARE IN HOUSTON, TEXAS, IT COSTS MOVE TO LIVE IN HOUSTON THAN IT DOES TO LIVE IN COLUMBUS, OHIO. THAT'S WHY THE PAY DOES CHANGE.

NOW LET'S ADDRESS HIGHEST PREVIOUS RATE. THIS IS DISCRETIONARY, SO KEEP THAT IN MIND, IF SOMEONE IS REQUESTING TO BE APPOINTED AT THE PAY THEY PREVIOUSLY HELD.

THIS IS SOMETHING THAT IS DISCRETIONARY.

AN AGENCY DOES NOT HAVE TO PAY ANYONE WHAT THEY USED TO MAKE.

THEY ARE ONLY ENTITLED TO STEP 1, UNLESS YOU ARE FOLLOWING OTHER PAY SETTING RULES.

HIGHEST PREVIOUS RATE DOES PROVIDE SOMEONE WITH THE ABILITY TO BE APPOINTED ABOVE STEP 1.

THAT WOULD BE FOUND IN YOUR VA HANDBOOK 5007, THE DUTIES OF THE PREVIOUS POSITION MUST HAVE BEEN RELATED TO THE NEW POSITION.

THEY ALSO MUST BEFORE THE DUTIES FOR AT LEAST ONE YEAR, AND IT MUST ENHANCE THE CANDIDATE'S QUALIFICATION.

YOUR HIGHEST PREVIOUS RATE IS GOING TO BE CALCULATED USING THE PREVIOUS SALARY RATE OF THEIR GEOGRAPHICAL LOCATION, THE YEAR OF THEIR PREVIOUS APPOINTMENT AND THE HIGHEST PREVIOUS RATE IS RELATED TO ABOVE THE MINIMUM.

THE HIGHEST PREVIOUS RATE AND THE ABOVE-MINIMUM RATE DO REQUIRE DIFFERENT PROCEDURES, SO THEY ARE NOT THE SAME.

JUST KNOW THAT WHEN SOMEONE IS ELIGIBLE FOR ABOVE-MINIMUM RATE, THE HIGHEST PREVIOUS RATE ARE COMPLETELY DIFFERENT PROCEDURES AND THEY WOULD REQUIRE DIFFERENT APPLICATIONS.

THOSE ARE NOT GOING TO BE INTERCHANGEABLE.

COMMON USES FOR HIGHEST PREVIOUS RATE WOULD BE WHEN SOMEONE IS TRANSFERRING BETWEEN AGENCIES.

SO THEY WERE PREVIOUSLY A GS-11 AT A DIFFERENT AGENCY, AND NOW THEY ARE APPLYING TO BE APPOINTED WITH THE VA, ALSO FOR A GS-11, BUT IN THE MEANTIME, THEY MAY HAVE -- THIS POSITION MAY BE A GS-10.

IT CAN ALSO BE USED FOR REASSIGNMENTS, FOR PROMOTIONS, REPROMOTION, AND A CHANGE TO LOWER GRADE OR REINSTATEMENT.

THINGS THAT WE NEED TO CONSIDER FOR HIGHEST PREVIOUS RATE IS WHO DOES THE ACTION BENEFIT.

WHEN WAS THE SALARY EARNED? WHAT WAS THE PERIOD OF TIME IT WAS EARNED?

I THINK WE WILL NEED TO INCREASE THE SIZE ON THIS, SO WE CAN SEE IT.

I WILL WALK YOU THROUGH THE PROCESS OF THE HIGHEST PREVIOUS RATE.

THE FIRST THING THAT WILL OCCUR, THE HUMAN RESOURCE SPECIALIST OR THE SELECTO, BECAUSE MOST OF THE TIME IT IS USUALLY THE SELECTEE THAT TELLS US THEY HELD A PREVIOUS POSITION AT A HIGHER RATE, SO AT THAT POINT, SOMEONE WILL LET US KNOW.

IT WILL EITHER BE US THAT'S DETERMINING THEY ARE ELIGIBLE FOR HIGHEST PREVIOUS RATE OR IT WILL BE THE SELECTEE.

AT THAT POINT, THE HUMAN RESOURCE SPECIALIST WILL CALCULATE THE MINIMUM PAYABLE RATE, AND THEY ARE GOING TO CREATE THE HIGHEST PREVIOUS RATE MEMO FOR APPROVAL.

THEN IT WILL BE ROUTED TO YOUR SUPERVISOR OR SOMEONE IN THE SUPERVISORY POSITION THAT WOULD BE REVIEWING OR CONCURRING YOUR HIGHEST PREVIOUS RATE REQUEST.

THEN THAT SUPERVISORY OFFICIAL IS GOING TO REVIEW YOUR MEMO, THEY ARE EITHER GOING TO CONCUR WITH YOUR FINDINGS OR THEY ARE GOING TO NONCONCUR.

IF THEY CONCUR WITH YOUR FINDINGS, YOU ARE DONE AT THAT POINT.

THEN IT WILL GO TO THE HRC DIRECTOR OR THE DESIGNEE THAT'S GOING TO ISSUE THE FINAL APPROVAL.

THEN THE MEMO WILL BE ROUTED BACK TO YOU FOR PROCESSING.

IF THERE'S A NONCONCURRENCE THAT OCCURS, DENIED, THEY MAY RETURN THE MEMO TO YOU, ASKING FOR FURTHER JUSTIFICATION.

YOU WILL GET AT FLAT-OUT DENIAL, OR YOU WILL GET IT BACK TO YOU, SAYING YOU DIDN'T PROVIDE ENOUGH DETAILS FOR US TO DETERMINE WHETHER OR NOT THIS HIGHEST PREVIOUS RATE IS BENEFICIAL TO THE AGENCY.

MOVING ON, THIS IS AN EXAMPLE OF WHAT THE MEMO LOOKS LIKE.

YOU ARE GOING TO SEE IN THIS EXAMPLE OF THE MEMO AND ALSO REFER TO YOUR LOCAL HRC TO DETERMINE WHETHER OR NOT YOU USE A DIFFERENT MEMO, BUT THIS IS AN EXAMPLE WE HAVE AVAILABLE TO YOU.

YOU CAN SEE IT WILL PROVIDE THE DATE, WHO IS REQUESTING IT, AND WHO IS RESPONSIBLE FOR DELIVERING THE DECISION.

YOU ARE GOING TO GIVE THE NAME OF THE PERSON, WHAT POSITION THEY WERE SELECTED FOR, THE EFFECTIVE DATE OF THEIR SELECTION BECAUSE WE WANT TO BE ABLE TO HAVE THE HIGHEST PREVIOUS RATE APPROVED BEFORE THEY COME ON BOARD, SO THAT WILL BE IMPORTANT. IT TELLS THE PERSON WHO IS GIVING THE CONCURRENCE OR NON-CONCURRENCE HOW MUCH TIME THEY HAVE.

THEN YOU WILL SAY WHAT POSITION THEY PREVIOUSLY HELD, WHAT STEP THEY HAD, HOW MUCH THEY MADE, WHAT TYPE OF APPOINTMENT IT WAS AND WHAT POSITION THEY ARE GOING TO, IF THEY WERE IN A DIFFERENT AGENCY.

THEN YOU ARE GOING TO QUOTE THE 5 CFR REFERENCE THAT SAYS WE GENERALLY HAVE DISCRETION, BUT IT IS NOT GUARANTEED.

THIS LANGUAGE IN THE MEMO IS VERY IMPORTANT BECAUSE IT IS LETTING PEOPLE KNOW WE HAVE INFORMED THEM THAT HIGHEST PREVIOUS RATE IS NOT SOMETHING THAT WOULD BE GUARANTEED, THAT IT'S AT A DISCRETIONARY DECISION BASIS.

THIS WOULD BE AN EXAMPLE OF THE SECOND PAGE OF A MEMO, OR FURTHER DOWN THE FIRST PAGE. YOU WILL SEE THEY CAN EITHER CONCUR AS IS, THEY CAN PUT COMMENTS, IF THEY WANT YOU TO ADD MORE INFORMATION IN THE CONCURRENCE, OR IF THEY WANTED TO PUT A DISCLAIMER AS TO WHY THEY ARE CONCURRING FOR THIS SITUATION, BUT IF YOU HAVE A SIMILAR SITUATION, IT MAY NOT NECESSARILY BE THE SAME OUTCOME.

THEY CAN ALSO PUT NONCONCUR.

THE NEXT THING WE'LL GO TO ARE PROMOTIONS.

A PROMOTION WOULD BE A CHANGE OF AN EMPLOYEE WHILE CONTINUOUSLY EMPLOYED FROM GUN GS GRADE TO A HIGHER GS GRADE. SINCE WE ARE REFERENCING THE GENERAL SERVICE IN THIS TRAINING, SO GS IS OUR EXAMPLES WE ARE UTILIZING.

IT IS NOT ALWAYS GOING TO BE YOUR 702 NATURE OF ACTION, SO KEEP THAT IN MIND.

IT CAN BE -- YOU CAN APPLY THE PROMOTION PAY-SETTING RULE TO A PERSON WHO IS TRANSFERRING IN.

SOMEONE COMING FROM A DIFFERENT AGENCY, YOU WILL ALSO APPLY THAT PROMOTION PAY-SETTING RULE, BUT YOU MAY NOT BE USING THE NATURE OF ACTION OF 702.

NATURE OF ACTION IS AN APPOINTMENT AUTHORITY, SO SOMEONE WHO IS BEING APPOINTED, THAT'S WHAT CONSIDERED THEIR NATURE OF ACTION.

FOR THOSE OF YOU NOT IN THE HR WORLD, IT WOULD BE WHAT IS ON YOUR SF-50 AS TO HOW YOUR POSITION WAS ESTABLISHED OR HOW YOU WERE SET.

WHEN IT COMES TO PROMOTIONS, WE APPLY THE TWO-STEP RULE.

WENT WE ARE APPLYING THE TWO-STEP RULE, WE APPLY THE APPLICABLE WITHIN WAGE INCREASE. YOU ARE CHECKING TO SEE WHEN SOMEONE IS GOING TO GET THEIR WITHIN-GRADE INCREASE, AS WELL AS IF IT'S SOMETHING YOU ARE CONSIDERING FOR YOURSELF, IF YOU ARE BEING PROMOTED, YOU WOULD BE TAKING INTO CONSIDERATION WHEN YOU WERE GOING TO GET THAT NEXT WITHIN-GRADE INCREASE, WHICH GENERALLY HAPPENS 52 WEEKS FOR STEPS 1 THROUGH 3, AND THEN 24 AND 36 FURTHER, LIKE WE DID IN THE PREVIOUS EXAMPLE.

YOU WOULD IDENTIFY THEIR CURRENT GRADE AND STEP, THEN YOU WOULD ADD TWO STEPS TO THAT CURRENT GRADE.

THERE IS ALWAYS AN EXCEPTION, SO IF THEY ARE OFF THE PAY SCALE, GS GOES FROM STEPS 1 THROUGH 10, SO IF THEY ARE CURRENTLY AT A 9, THAT WOULD PUSH THEM OVER THE TWO-STEP RULE.

AND THEN WE WOULD USE THEIR NEW LOCALITY.

IF THEY WERE SWITCHING LOCATIONS, SO THEY WERE GOING FROM DENVER TO ORLANDO, ONCE WE DETERMINE THEIR TWO STEP, THEN WE WOULD MOVE THEM TO THAT NEW LOCALITY.

OF COURSE, REFERENCE YOUR RULES AND YOUR LOCAL HRC OR THE RULES FOR THE LOCATION YOU WORK AT, BECAUSE APPLYING THESE RULES MAY BE DIFFERENT.

SOME ORGANIZATIONS CONSIDER PROMOTING THEM FIRST AND THEN MOVING THEM TO THE LOCALITY, AND SOME ORGANIZATIONS CONSIDER MOVING THEM TO THE LOCALITY FIRST AND THEN DOING THE PROMOTION.

USING THAT FALLS UNDER WHAT'S MORE BENEFICIAL TO THE EMPLOYEE.

LET'S GIVE YOU AN EXAMPLE.

MR. SMITH IS CURRENTLY A GS-6 STEP 9 CLAIMS ASSISTANT.

HE IS SELECTED FOR A GS-7 VETERANS SERVICE REPRESENTATIVE POSITION.

BOTH POSITIONS ARE LOCATED IN TALLAHASSEE, FLORIDA.

WE DON'T HAVE A CONSIDER A CHANGE IN GEOGRAPHIC LOCATION HERE.

THE ONLY THING WE WILL DO IS APPLY THE TWO-STEP RULE TO DO THE PROMOTION.

LET'S LOOK AT THAT, WHAT THAT LOOKS LIKE.

WE WILL CONSIDER WHETHER OR NOT THEY ARE DUE FOR A WITHIN-GRADE INCREASE FIRST.

THIS EMPLOYEE IS NOT DUE FOR THE INCREASE, SO WE DON'T HAVE TO WORRY ABOUT THAT.

WE WILL CONSIDER ALSO THE EXCEPTION, BECAUSE I SAID THERE IS AN EXCEPTION AS TO WHETHER OR NOT WE CAN APPLY A TWO-STEP RULE, IF IT GOES OFF THE SCALE.

WHEN THEY ARE GOING FROM A 9, 10 IS THE HIGHEST IT COULD GO, SO WE AREN'T GOING TO READILY BE ABLE TO APPLY THE TWO-STEP RULE, BECAUSE THAT WOULD PUT THEM OFF THE PAY SCALE.

LET'S SEE WHAT THIS EXAMPLE LOOKS LIKE.

WE WILL USE THE TWO-STEP RULE AND WE ARE GOING TO UTILIZE THE EXCEPTION.

SINCE AN EMPLOYEE IS NOT DUE FOR A WGI, THE GS-6 STEP 9, THAT'S WHERE THE GS-6 IS, AND STEP 9. NOW WE ARE GOING TO MOVE US OVER IN THE STEP 2, WHICH WOULD BE AN 11, BUT THERE IS NOT AN 11 ON OUR SCALE, SO WHAT DO WE DO AT THAT POINT?

SINCE THIS IS THAT EXCEPTION, AND STEP 10 IS WHERE WE STOP, BUT MOVING HIM TWO PLACES WOULD PUT HIM AT 11, WHAT OCCURS IS WE WILL DO THE DIFFERENCE BETWEEN STEPS AND ADD IT.

I WILL SLOW THAT DOWN FOR YOU, SO YOU GET A BETTER UNDERSTANDING OF HOW THAT WORKS.

UTILIZING THIS AS OUR EXAMPLE, SO GS-6, THE DIFFERENCE BETWEEN THE TWO STEPS, SO WE ARE UTILIZING STEP 4 TO STEP 5 AS OUR EXAMPLE.

THE DIFFERENCE BETWEEN THOSE STEPS IS $1,310.

WHAT WE WOULD DO, SINCE WE CAN'T READILY LOOK ON OUR PAY SCALE THERE TO FIND OUT WHAT EACH STEP WOULD BE, WE ARE GOING TO TAKE THAT $1,310 TIMES 2 AND WE WILL ADD IT TO THEIR EXISTING RATE OF PAY.

THAT WILL GIVE US WHAT THE PAY SHOULD BE, WHICH IS $52,412.

AT THAT POINT, WE WILL NEED TO PLUG IN THAT $52,412 ON THEIR NEW PAY SCALE FOR WHERE THEY ARE PROMOTING.

WE HAVE A QUESTION IN THE CHAT AS TO HOW THAT WORKS.

WHATEVER PAY SCALE YOU ARE ON, IT'S THE PAY SCALE THEY CURRENTLY ARE SITTING AT.

THIS PERSON IS A GS-6, SO WE WILL DO THE DIFFERENCE IN THE STEPS FOR THE GS-6.

WHATEVER THE DIFFERENCE BETWEEN STEP 1 AND 2, 3 AND 4, AND YOU USE WHICHEVER STEP YOU WANT TO USE, BECAUSE IT DOESN'T MATTER.

THEY ARE THE SAME AMOUNT BETWEEN EACH STEP.

MITCH PREFERENCE IS ALWAYS USE 4 TO 5, BUT YOU DO WHATEVER YOU FEEL COMFORTABLE, WHAT YOU WILL REMEMBER.

YES, IT IS BASED ON WHERE THEY CURRENTLY SIT.

IF THEY ARE A GS-6 CURRENTLY, WE WILL DO THE DIFFERENCE BETWEEN THE STEPS ON THE GS-6.

NOW WE WILL PLUG IN WHERE THE $52,421 GOES, FOR THEIR NEW GS-7.

PLUGGING IN THAT $52,421, WHICH IS THE MINIMUM AMOUNT THEY NEED TO MAKE IN ORDER TO BE CONSIDERED A PROMOTION ON THE GS SCALE, SO WE WOULD PLUG IT IN TO THE GS-7.

NOW WE SEE THAT AMOUNT FALLS IN TO THE GS-7 STEP 7.

IT WILL ALWAYS BE THE HIGHER AMOUNT, BECAUSE YOU WANT TO GIVE THE BENEFIT TO THE EMPLOYEE, SO IF IT FALLS IN BETWEEN STEPS 6 AND 7, YOU WOULD GIVE THEM 7.

IF IT FALLS BELOW STEP 7, WE WOULD PUT THEM ON -- I'M SORRY. IF IT FALLS BELOW -- LET ME REPHRASE THAT. IF IT IS IN BETWEEN STEPS, WE WOULD GIVE THEM THE HIGHER STEP.

BECAUSE THE EMPLOYEE IS BEING PROMOTED TO A POSITION IN THE SAME CITY, WE CAN USE THAT STATEMENT TABLE.

WE ARE NOT MOVING THEM TO A DIFFERENT GEOGRAPHICAL LOCATION.

IN THE PREVIOUS CLAIMS ASSISTANT ROLE, THE RATE OF PAY WAS GS-6 STEP 9.

WE USED THAT TWO-STEP RULE IN ORDER TO PROMOTE THEM.

BECAUSE IT WAS GOING TO BE THAT EXCEPTION, WHERE IT FELL OFF THE SCALE, THEN WE WOULD DO THE DIFFERENCE BETWEEN THE STEPS FOR THE GS-6, THEN WE WOULD ADD IT TO THEIR EXISTING PAY AND FIND WHERE THE NEW AMOUNT FALLS ON THE GS-7, THEN PUT THEM IN THAT NEW RATE.

SINCE IT FELL BETWEEN STEPS, WE PUT THEM AT THE GS-7 STEP 7.

LET'S LOOK AT REASSIGNMENTS. THAT WOULD BE A CHANGE OF AN EMPLOYEE WHILE CONTINUOUSLY EMPLOYED FROM DIFFERENT POSITIONS AT THE SAME GRADE.

IF THEY ARE GOING FROM ONE POSITION TO ANOTHER, BUT THEY ARE NOT CHANGING GRADES, THAT WOULD BE CONSIDERED A REASSIGNMENT.

THEN IT IS NOT GOING TO ALWAYS -- THE NATURE OF ACTION WILL NOT ALWAYS BE THAT 721. NATURE OF ACTION IS HOW YOU ARE APPOINTED, THE LEGAL AUTHORITY TO YOUR APPOINTMENT.

IF IT IS A TRANSFER EMPLOYEE, IT COULD BE A DIFFERENT NUMBER, BUT YOU WILL STILL APPLY THOSE SAME RULES.

YOU CAN USE THE CURRENT STEP, UNLESS THEY HAVE THAT HIGHEST PREVIOUS RATE.

THEN YOU WILL USE THE MEMO AND GO WILL YOU THE PROCESS OF GETTING APPROVAL.

THE SALARY CAN CHANGE, IF THEY ARE MOVING FROM A DIFFERENT GEOGRAPHICAL LOCATION TO ANOTHER.

HERE IS AN EXAMPLE.

HELEN IS CURRENTLY A SERVICE REPRESENTATIVE, GS-7, STEP 3, IN OAKLAND. NO PRIOR SERVICE, SO WE AREN'T GOING TO CONSIDER THE HIGHER PREVIOUS RATE. THEY WILL COME IN AT THE STEP 1. SHE ACCEPTS A RATING VETERANS SERVICE REPRESENTATIVE POSITION, GS-7 IN SEATTLE.

YOU ARE CONSIDERING THE FOLLOWING: IF THEY ARE NOT ELIGIBLE FOR HIGHEST PREVIOUS RATE, BUT THE GEOGRAPHICAL LOCATION WILL BE CHANGING.

LET'S FIND THE NEW GRADE, STEP AND SALARY.

SHE IS GOING FROM THAT GS-7, STEP 3 IN OAKLAND TO GS-7, STEP 3 IN SEATTLE.

OF COURSE, ONCE AGAIN, SHE IS GOING FROM THE HIGHER LOCALITY TO THE LOWER LOCALITY, SO HER BASE PAY IS NOT CHANGING, BUT THE LOCALITY IS.

LET'S DO ANOTHER EXAMPLE OF A REASSIGNMENT. PEGGY IS AN ACCOUNTANT AT THE IRS IN DENVER, SHE WORKED THERE THREE YEARS, BUT LEFT FEDERAL SERVICE IN JANUARY.

SHE WAS HIRED IN MAY AS A MEDICAL ASSISTANT AT THE VA OFFICE IN DENVER, SHE ACCEPTED THAT RE-ASSIGNMENT IN SEPTEMBER TO THE AN ACCOUNTANT POSITION, GS-7. SHE LEFT FEDERAL SERVICE WITH THE IRS, GOT HIRED IN DENVER IN MAY. NOW SHE IS ALSO MOVING POSITIONS AGAIN, SO SHE ACCEPTED AN ACCOUNTING POSITION IN SEPTEMBER.

LET'S KEEP THIS IN MIND. WE ARE GOING TO CONSIDER THE FOLLOWING: SHE COULD BE ELIGIBLE FOR HIGHEST PREVIOUS RATE BECAUSE OUR EXAMPLES THAT WE USED EARLIER IS IT DOESN'T NECESSARILY APPLY TO A NEW APPOINTMENT. IT COULD BE A REINSTATED EMPLOYEE OR SOMEONE WHO PRIOR HELD THAT POSITION, AS LONG AS WE HAVE THAT 90-DAY PERIOD IN BETWEEN.

SINCE SHE LEFT IN JANUARY AND WAS REHIRED IN MAY, SHE HAD A 90-DAY BREAK IN SERVICE.

NOW SHE IS APPLYING FOR ANOTHER POSITION IN SEPTEMBER.

HER GEOGRAPHICAL LOCATION WILL REMAIN THE SAME BECAUSE SHE IS STAYING AT THE SAME LOCATION.

NOW WE WILL FIND THE NEW GRADE, STEP AND SALARY, USING THE TABLES PROVIDED.

LET'S LOOK AT OUR SCENARIO.

GS-7, STEP 1 IN DENVER, THAT WAS HER OLD POSITION.

NOW SHE IS GOING TO THIS NEW POSITION.

SO WE COULD -- WE WOULD HAVE TO GO THROUGH THAT APPROVAL PROCESS TO GET PERMISSION TO APPOINT HER AT THE HIGHER STEP, SO YOU COULD APPOINT HER AT THE GS-7, STEP 3, EVEN THOUGH SHE HAS NOT SERVED THAT TWELVE-MONTH PERIOD IN BETWEEN STEPS 1, 2 AND 3, TO GET THERE, TECHNICALLY.

SHE NORMALLY WOULD HAVE HAD TO HAVE WAITED 36 MONTHS BEFORE SHE GOT TO THAT 3, BUT SHE IS ELIGIBLE FOR HIGHEST PREVIOUS RATE.

OF COURSE, THAT'S ONLY AT THE DISCRETION OF MANAGEMENT.

THEY DON'T NECESSARILY HAVE TO GIVE HER THAT STEP 3, BUT SHE COULD BE ELIGIBLE FOR IT.

WE ARE GOING TO GO, SINCE WE ARE GETTING A LITTLE SHORT ON TIME, I WILL GO OVER THESE A LITTLE QUICKER.

WE WILL HAVE A QUESTION AND ANSWER SESSION AT THE END, TO BE ABLE TO ADDRESS SOME OF YOUR ISSUES THAT YOU MAY NOT HAVE BEEN CLEAR ON.

LET'S DO A CHANGE TO A LOWER GRADE.

THIS IS ALSO KNOWN AS A DEMOTION. AND IT DOESN'T NECESSARILY HAVE TO BE THE SAME CODE. TAKE IN CONSIDERATION IF A PERSON IS TRANSFERRING.

WE ARE ALSO GOING TO TAKE IN CONSIDERATION WHETHER OR NOT THIS WOULD CAUSE A RAPID PROMOTION.

IF IT IS VOLUNTARILY CHANGED TO A LOWER GRADE, WE WOULD CONSIDER HIGHEST PREVIOUS RATE, AS WELL AS HIGHEST PROMOTION RULE.

I WILL EXPLAIN WHAT THAT MEANS IN A SECOND.

THEY ARE ONLY ENTITLED TO STEP 1 OF THE NEW GRADE. WHAT IS A RAPID PROMOTION? WE HAD THAT TIME FRAME IN WHICH THEY WOULD BE ABLE TO MOVE FROM THE STEPS, SO IF SOMEONE TAKES A DEMOTION AND THEN THEY ARE GOING TO BE REPROMOTED LATER, YOU WOULD HAVE TO CONSIDER THAT RAPID PROMOTION TO MAKE SURE WHEN THEYARE REPROMOTED, THEY WOULDN'T PROMOTE TO A HIGHER STEP THEY WOULD HAVE. SAY YOU HAVE A GS-9 THAT TAKES A CHANGE TO A LOWER GRADE TO GS-7, AND IT IS A TARGET 910. WHEN THEY REPROMOTE TO THAT 9, AND THEN SUBSEQUENTLY TO THE 10, WE WOULD WANT TO MAKE SURE THEY WOULD NOT MOVE AT A HIGHER STEP THAN IF THEY STAYED AT THAT GS-9 THE ENTIRE TIME AND THEN PROMOTED TO A 10.

YOU ARE GOING TO SET THAT PAY THAT UPON REPROMOTION, THE EMPLOYEE WILL NOT BE ENTITLED TO THE HIGHER STEP.

YOU WILL FIND THAT IN YOUR VA HANDBOOK.

LET'S THE A CHANGE OF GRADE SCENARIO. I WILL PUT UP THE INFORMATION HERE, SO WE CAN COVER IT QUICKLY.

MIKE MAJOR. SINCE IT'S AT THE FULL PERFORMANCE LEVEL, WE ARE NOT NECESSARILY HAVING TO CONSIDER THE RAPID PROMOTION, BECAUSE HE IS NOT GOING TO BE PROMOTED TO AN 11, WITHOUT APPLYING AND BEING CONSIDERED ON A NORMAL PROMOTION RULE.

LET'S FIND WHAT HIS SALARY IS GOING TO BE.

HE IS GOING FROM THE GS-12, STEP 2, SO WHAT IS HIS NEW GRADE, STEP AND SALARY GOING TO BE? HE GOES TO THE STEP 10, AND WE ARE GOING TO MATCH HIS PAY.

WE WILL PUT HIS CURRENT SALARY AT $89,615 ON THAT GS-10 PAY SCALE.

THAT PUTS HIM AT THE HIGHEST STEP, WHICH IS STEP 10.

HE COMES OUT TO $85,617.

IT DOESN'T HAVE TO MATCH DOLLAR FOR DOLLAR.

IT JUST NEEDS TO FALL INTO THAT STEP.

IF IT IS A LITTLE HIGHER, THAT'S OKAY BECAUSE THAT IS THE SALARY FOR STEP 10.

LET'S DO ANOTHER EXAMPLE.

[READING]

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SINCE THESE SCENARIOS, JUST GIVING YOU EXAMPLES, IF YOU ARE NOT HR PERSONNEL, JUST KNOW THESE ARE JUST EXAMPLES OF HOW THIS WORKS.

SHE COULD BE ELIGIBLE FOR HIGHEST PREVIOUS RATE BECAUSE THE DEMOTION IS VOLUNTARY.

THE DUTIES WERE PERFORMED AT THE HIGHER RATE, GRADE OR CLOSELY RELATED, AND THEY ARE GOING TO ENHANCE HER IN THIS EXISTING POSITION.

KEEP THAT IN MIND, SHE COULD BE ELIGIBLE FOR HIGHEST PREVIOUS RATE, EVEN THOUGH SHE HAS TAKEN THE CHANGE TO LOWER GRADE.

AND THESE ARE OTHER THINGS TO CONSIDER.

WE WOULD VERIFY THE EMPLOYEE WILL NOT BE CONSIDERED FOR PROMOTION FOR ONE YEAR.

THAT WAY, WE DON'T HAVE THAT RAPID PROMOTION.

THEN WE WILL IDENTIFY WHAT GRADE, STEP THE EMPLOYEE COULD ATTAIN IF SHE HAD REMAINED IN HER CURRENT ORIGINAL POSITION.

HOW YOU GET THERE IS YOU WOULD PERFORM THE TWO-STEP RULE BACKWARDS.

IF YOU ARE DETERMINING WHETHER OR NOT SOMEONE WOULD HAVE THAT RAPID PROMOTION, YOU WOULD BASICALLY PERFORM THE TWO-STEP RULE BACKWARDS.

THE PREVIOUS POSITION, WE WOULD DO THE TWO-STEP RULE AS IF THEY WERE PROMOTED TO THEIR HIGHER GRADE, THEN DETERMINE WHETHER OR NOT IT WOULD RESULT IN A RAPID PROMOTION.

I WILL SKIP A FEW MORE OF THESE SCENARIOS, BECAUSE WE ARE RUNNING OUT OF TIME.

WE WILL GO TO OUR KNOWLEDGE CHECK, WHICH IS OUR LAST POLL.

IF YOU WOULD VOTE ON THESE, SO WE'LL HAVE SOME QUESTION AND ANSWER TIME AT THE END.

WHICH STATEMENT BELOW DEDEFINES A REASSIGNMENT? WE ARE STILL VOTING.

MOST OF IT.

I WILL END THE POLL AND BROADCAST THE RESULTS.

LOOKS LIKE THE MAJORITY OF US SAID A, WHICH A REASSIGNMENT, CHANGE OF EMPLOYEE WHILE CONTINUOUSLY EMPLOYED FROM A DIFFERENT POSITION AT THE SAME GRADE.

REASSIGNMENT IS SOMEONE WHO STAYS AT THE SAME POSITION -- THE SAME GRADE. THEY ARE JUST MOVING POSITIONS.

THAT IS YOUR KEY. THEY WILL STAY AT THE SAME POSITION -- STAY AT THE SAME GRADE. THEY ARE JUST MOVING POSITIONS.

LET'S GOT TO THE NEXT POLL.

A DEMOTION.

IF YOU WILL VOTE ON THIS.

[READING]

I WILL GIVE YOU A FEW SECONDS ON THIS BEFORE I CLOSE OUT THE POLL.

LOOKS LIKE WE HAVE A GOOD CHUNK OF PEOPLE, SO I WILL END THE POLL AND BROADCAST OUR RESULTS.

THAT IS CORRECT.

100% OF YOU GOT THIS RIGHT. DEMOTION IS WHERE THEY ARE GOING DOWN FROM ONE GS GRADE TO THE NEXT GS GRADE.

OH, WE DON'T HAVE A QUESTION ON THIS ONE, SO WE WILL SKIP IT.

A PROMOTION REFERS TO ...

[READING]

GOING TO END THIS POLL AND BROADCAST THE RESULTS.

YOU ALL GOT THIS CORRECT.

WE WILL MOVE TO THE LAST POLL.

WHICH RULE IS USED WHEN CALCULATING THE RATE OF PAY FOR AN EMPLOYEE WHO WAS PROMOTED, FOR EXAMPLE, FROM IS GS-9 TO GS-11? LOOKS LIKE WE HAVE A LOT OF VOTES COMING IN.

I WILL END THE POLL AND BROADCAST THE RESULTS.

THAT IS CORRECT.

IT WOULD BE THE TWO-STEP RULE.

WONDERFUL.

YOU ALL -- TO BE ONLY THING WE HAD AN WISH SHOE WITH WAS THE FIRST QUESTION, AND THAT IS THE REASSIGNMENT. THE KEY WORD IS YOU ARE STAYING AT THE SAME GRADE. THEY ARE JUST CHANGING POSITIONS.

GOING OVER OUR RULE, WHEN WENT OVER THE TITLE 5 PAY PROCESS, HOW IT GOES FROM CONGRESS SETTING PAY TO THE EMPLOYEE GETTING PAID.

WE DETERMINE WHAT THE LOCALITY PAY WOULD BE BASED ON, LOOKING AT OUR MAP.

THEN WE WENT OVER STEP 1, THAT MOST EMPLOYEES -- MOST OF THEM COME IN AT STEP 1, UNLESS THEY ARE ELIGIBLE FOR ABOVE-MINIMUM RATE AND OF COURSE, SOME QUALIFIES FOR THAT WOULD BE IF THEY WERE A PREVIOUS FEDERAL EMPLOYEE AND THEY WERE ELIGIBLE -- NOT NECESSARILY ELIGIBLE FOR HIGHEST PREVIOUS RATE. SO HIGHEST PREVIOUS RATE AND ABOVE MINIMUM RATE ARE TWO SEPARATE THINGS.

WE WENT OVER PROMOTION, REASSIGNMENT AND CHANGE TO LOWER GRADE.

THAT WAS OUR SUMMARY FOR TODAY.

WE DETERMINED HOW WE SET LOCALITY, THE GEOGRAPHIC CONVERSION, IF THEY ARE MOVING FROM ONE AREA TO THE OTHER, WHAT THE TWO-STEP RULE IS, IS WHEN WE ARE PROMOTING, AND HOW WE DETERMINE A REASSIGNMENT.

NOW WE WILL ADDRESS ANY QUESTIONS THAT YOU HAVE.

IF YOU WOULD, GO AHEAD AND TYPE ANY THAT YOU HAVE.

YOU CAN ASK AWAY AT ALL THOSE QUESTIONS I WASN'T ABLE TO ANSWER WHILE I WAS GOING OVER THIS TRAINING, SINCE IT IS A ONE-HOUR TRAINING, WE WENT OVER A FEW THINGS PRETTY FAST.

WE DID HAVE SOME THAT WERE IN THE CHAT, SO I WANT TO ADDRESS THOSE.

ANDREA DID ALREADY ANSWER THEM FOR YOU, BUT I WANT TO READ THEM OUT LOUD FOR YOU.

THE LOCALITY PAY IS BASED ON YOUR OFFICIAL DUTY LOCATION. THAT WOULD BE DETERMINED BY YOUR SF-50.

IT WILL REALLY DEPEND, AND I AM GOING TO DEFER THAT TO ANDREA, IN CASE WHAT I SAY IS NOT APPLICABLE TO WHAT GOES ON IN THE HRCS, BUT I WOULD TELL YOU, YOU WOULD WANT TO CONSIDER THAT WGI WILL OCCUR BEFORE THE ACTION EFFECTIVE DATE.

IF THEY ARE GOING TO GET THAT WGI PRIOR TO THEIR EFFECTIVE DATE, YOU WOULD WANT TO TAKE THAT IN CONSIDERATION WHEN YOU ARE DOING THE TWO-STEP RULE.

IF THEY ARE GOING TO GET -- I WILL DEFER TO ANDREA, AS TO WHETHER OR NOT THIS APPLIES TO THE VA.

WHEN YOU ARE CONSIDERING THAT WGI, ARE YOU COUNTING THE TIME PERIOD THEY HAVE BEEN IN THAT -- THEIR 52 WEEKS, TO DETERMINE WHETHER OR NOT YOU ARE GOING TO GIVE THEM THAT WGI BEFORE YOU DO THE TWO-STEP PAY-SETTING RULE?

>> YES, YOU ALWAYS WANT TO CONSIDER IT, ESPECIALLY IF IT WILL BE HAPPENING IN THE SAME PAY PERIOD YOU ARE DOING THE PROMOTION.

IF YOU ARE PROMOTING SOMEONE AND YOU ARE WORRIED ABOUT RAPID REPROMOTION, SAY IT GOES TO A VSR, OR FROM A GS-9 TO A 7 VSR, YOU WOULD WANT TO LOOK WITHIN THAT YEAR OR WHENEVER YOU ARE GOING TO BE REPROMOTING THEM. THAT'S WHY YOU WILL GET QUESTIONS FROM THE HRCS, HOW LONG ARE YOU GOING TO WAIT BEFORE YOU REPROMOTE THEM BACK TO THE 9. THAT'S THE REASON, BECAUSE IT DOES AFFECT HOW WE SET THEIR PAY.

IF YOU ARE GOING TO BE REPROMOTING THEM WITHIN 90 DAYS, IT CHANGES HOW WE DO THE TWO-STEP. WHEN WE DO THE REPROMOTION, WE DON'T WANT TO TAKE THEM HIGHER THAN THEY WOULD HAVE, HAD THEY STAYED IN THE CURRENT POSITION. TYPICALLY, IT IS WITHIN THAT YEAR, IF YOU ARE GOING TO MAKE THEM WAIT A YEAR, WHAT WILL THEY LOOK LIKE IN A YEAR FROM WHEN THEY TOOK THE CHANGE TO LOWER GRADE, OR SOMETHING LIKE THAT.

THAT SHOULD ANSWER YOUR QUESTION ON THE TWO-STEP RULE.

AS FAR AS KBIS, IT IS PRETTY NATURAL. THE WGI DATE STARTS WHEN THEY ARE PROMOTED. BUT FOR THE TWO-STEP RULE, IT WOULD -- FAST IT IS THE SAME PAY PERIOD OR HAPPENING AROUND THE SAME TIME, YOU WOULD WANT TO CONSIDER IT. IF YOU ARE GOING TO REPROMOTE THEM WITHIN 90 DAYS OR LESS THAN A YEAR, YOU WOULD CONSIDER IT.

AND ALSO, WITHIN THAT YEAR.

>> THANK YOU, ANDREA.

ANY OTHER QUESTIONS?

I WILL TURN IT BACK OVER TO MARITZA TO CLOSE US OUT.

>> THANK YOU, CHRISTINA AND ANDREA FOR PROVIDING THIS GREAT INFORMATION TODAY.

TO OUR PARTICIPANTS, PAY SETTING IS AN IMPORTANT THING TO UNDERSTAND.

IT IS NOT JUST IMPORTANT FOR NEWLY HIRED EMPLOYEES.

IT IS IMPORTANT FOR ALL EMPLOYEES, NOT JUST HR PROFESSIONALS. ALL EMPLOYEES. PAY IS SOMETHING THAT IS NEAR AND DEAR TO US.

WE GET THE QUESTION VERY FREQUENTLY IN HR, WHY AM I AT THIS STEP? OR WHY I DIDN'T GET MY WITHIN-GRADE INCREASE? SO WE WANTED TO MAKE SURE WE PROVIDE GENERAL INFORMATION, SO YOU CAN HAVE A BETTER IDEA AND MAKE YOUR DECISIONS ON YOUR PROFESSIONAL GOALS FOR MAYBE -- MAYBE YOU WANT TO RELOCATE, THINGS LIKE THAT. NOW YOU HAVE A BETTER IDEA OF THE LOCALITY, SO WE WANT TO MAKE SURE THAT PUT THAT GENERAL KNOWLEDGE OUT THERE.

OUR GOAL IS ALWAYS TO MAKE SURE YOU LEAVE HERE WITH ALL THE INFORMATION YOU NEED.

THANK YOU AGAIN, CHRISTINA AND ANDREA, THANK YOU TO OUR ADVOCATES FOR THEIR SUPPORT AND THANK YOU, PARTICIPANTS, FOR YOUR TIME.

WE KNOW YOUR TIME IS VALUABLE.

OUR HR COMMUNITY OF PRACTICE TOPIC FOR MAY WILL BE ETHICS. MYSELF AND HRTT TEAM LOOK FORWARD TO SEEING YOU THERE.

THAT BRINGS US TO THE END OF OUR JOURNEY TODAY.

I HOPE EVERYONE HAS A GREAT REST OF YOUR DAY AND WEEK.

BYE-BYE, EVERYONE.