COURSE SYLLABUS

Pay Setting for FWS Positions Course (Self-Paced)

Learn how to set pay for employees under the Federal Wage System (FWS) in this extensive technical course. Implement and apply the rules and requirements related to:New appointmentsReinstatement and reassignmentsTransfers and conversionsPromotions, changes to lower grade, and other pay changesRecruitment, relocation, and retention incentivesSpecial qualifications, grade and pay retention, severance pay, and movement between pay systems.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/pay-setting-for-fws-positions



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Course Outline

Module 1: The Federal Wage System

- Define the Federal Wage System (FWS) and its historical context.
- Understand FWS pay structure and wage area definitions.
- Learn about the directives for FWS pay setting and application of wage schedules.

Module 2: New Wage Schedules; New Appointments

- Understand how to apply new or revised FWS wage schedules.
- Set pay for new appointments, including minimum rates for hard-to-fill positions.
- Learn the process for establishing wage schedules and the responsibility of various agencies.

Module 3: Highest Previous Rate; Promotions

- Define Highest Previous Rate (HPR) and its application.
- Understand how to set pay for promotions, including within the same wage area or different wage areas.
- Learn the rules around using HPR for promotions and reassignment.

Module 4: Within-Grade Increases

- Understand eligibility requirements for within-grade increases (WGI).
- Learn about waiting periods and creditable service for within-grade increases.
- Apply the rules for within-grade increases, including equivalent increases and performance requirements.

Module 5: Night Shift Differential

- Define night shift differential and determine employee eligibility.
- Understand how meal breaks and flexible work schedules affect night shift differential pay.

- Learn about different night shift differential rates based on shift hours.