COURSE SYLLABUS

Pay Setting for GS Positions Course (Self-Paced)

Learn how to set and administer pay for employees under the General Schedule (GS) in this extensive technical course. Implement and apply the complex array of rules and requirements, including those related to:New appointmentsReinstatement and reassignmentsTransfers and conversionsPromotions, changes to lower grade, and other pay changesRecruitment, relocation, and retention incentivesGrade and pay retention, severance pay, and movement between pay systems.Blogs and discussions are designed specifically for students. There is limited instructor assistance.

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-gs-positions



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Course Outline

Module 1: The General Schedule System

- Understanding the structure and purpose of the General Schedule (GS) system.
- Overview of the Federal Wage System (FWS) and comparisons to the GS system.
- Application of GS pay schedules including nationwide, locality, and special salary rates.
- Government-wide pay-setting directives and agency-specific policies.

Module 2: Pay Setting in Hiring and Retention

- Methods of pay-setting for new appointments, reinstatements, transfers, and conversions.
- Overview of recruitment, relocation, and retention incentives, and when they apply.
- Eligibility criteria and methods for offering higher pay to attract top candidates.

Module 3: Highest Previous Rate and GS Maximum Payable Rate

- Understanding the Highest Previous Rate (HPR) and its application in pay setting.
- How to apply the GS Maximum Payable Rate (MPR) rule during promotions and reassignments.
- Situations where the MPR and HPR should or should not be used.

Module 4: Promotions and Changes to Lower Grade

- Pay-setting rules for promotions and how they affect an employee's pay rate.
- How to apply pay rules during changes to lower grade and demotions.
- Understanding pay changes in relation to grade level and step adjustments.

Module 5: Alternate Promotion Method and Other Rules in Promotions

- Alternate promotion methods and when they are applicable for federal employees.
- Detailed explanation of various pay increases and allowances for promotion scenarios.

Module 6: Pay Changes

- Setting pay for within-grade increases and how to handle adjustments.
- Understanding quality step increases and their application.
- How to apply pay changes in special pay situations and work-related allowances.

Module 7: Movement Between Pay Systems

- Understanding transitions between the GS and FWS pay systems.
- What happens when employees move from GS to non-GS positions.
- Application of pay-setting rules when employees transition between systems.

Module 8: Grade and Pay Retention

- How to apply grade and pay retention policies during changes in grade or position.
- Eligibility for grade and pay retention benefits, and how to set pay accordingly.

Module 9: Severance Pay

- Conditions under which severance pay is applicable and the process of calculating it.
- How to handle pay for employees separated under specific circumstances.