COURSE SYLLABUS

Pay Setting: General Schedule Course

This course provides federal personnel with the knowledge to set and administer pay for General Schedule (GS) employees, covering a wide range of pay-setting rules and scenarios.

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-general-schedule



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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.