# Grade Retention

USDA Pay-Setting Guide

March 2023

This pay-setting guide was developed to provide a comprehensive reference to assist HR Specialists to set pay. This guide provides in-depth coverage of many areas; however, users should refer to applicable laws, regulations, Departmental Regulations, and agency-specific policy when making pay decisions.

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**GRADE RETENTION**

An employee who is placed in a lower-graded position as a result of a reduction in force or when their position is reduced in grade as a result of a reclassification is entitled to retain the grade held immediately before the reduction for a period of 2 years. This means the employee keeps their grade for 2 years even though they’re performing work at a lower grade level. An employee’s retained grade is treated as their grade for all pay and pay administration purposes and an employee on grade retention receives full annual adjustments and any within-grade increases that become due.

## References

* [5 U.S.C. Chapter 53, SUBCHAPTER VI](https://uscode.house.gov/view.xhtml?path=/prelim@title5/part3/subpartD/chapter53/subchapter6&edition=prelim): Grade and Pay Retention
* [5 CFR Part 536](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-536): Grade and Pay Retention
* Also see OPM Fact Sheet: [Grade Retention](https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/grade-retention/)

## MANDATORY GRADE RETENTION

An employee is entitled to grade retention when:

1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule (GS) or Federal Wage System (FWS) position; and
3. The position is at a lower grade as a result of a reduction in force (RIF) or reclassification action.

### Reduction-in-Force Actions

An employee is entitled to grade retention as the result of a RIF when the movement is the result of the employee having received a specific RIF notice and:

* The employee is either placed in the position offered in the notice; or
* The employee is placed in a position other than that offered in the notice but in the same Agency and the position was offered in writing and at the initiative of management.

The employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. Any 52-consecutive week period will meet the requirement; the 52 weeks must be consecutive, but it could have been at any time, the time could have been in more than one position and more than one agency, and it doesn’t have to be at the grade that the employee is retaining.

Under a covered system, the grade held immediately prior to the reduction is the retained grade.

### Reclassification Actions

The movement to a lower-graded position is when the employee either remains in the reclassified position or the employee is placed in a different position in the same agency before the effective date of the reclassification action, but at the initiative of management and after the employee received specific written notice that the position would be reclassified to a lower grade. When an employee is downgraded to correct a classification error or to implement a new classification standard, they are entitled to grade retention if the position that is being downgraded has been classified for at least 1 continuous year immediately before the downgrade. The requirement is 1 calendar year, not 52 weeks and it does not matter how long the employee occupied the position.

## OPTIONAL GRADE RETENTION

An agency may provide grade retention to an employee moving from a position under a covered pay system to a lower-graded position under a covered pay system when:

1. Management announces a reorganization or reclassification decision in writing that may or would affect the employee; and
2. The employee moves to a lower-graded position (either at the employee's initiative or in response to a management offer) on or before the date the announced reorganization or reclassification is affected.

An employee is eligible for optional grade retention only if, immediately before being placed in the lower grade, the employee has served for at least 52 consecutive weeks in one or more positions under a covered pay system at one or more grades higher than that lower grade.

### Exclusions

Grade retention may not be provided to an employee who (see 5 CFR 536.102(b) for additional exclusions):

1. Is reduced in grade or pay for **personal cause** or at the **employee’s request**;
	1. “Reduced in grade or pay for personal cause” means a reduction in grade or rate of basic pay based on the conduct, character, or unacceptable performance of an employee. In situations in which an employee is reduced in grade or pay for inability to perform the duties of their position because of a medical or physical condition beyond the employee's control, the reduction in grade or pay is not considered to be for personal cause.
	2. “Reduced in grade or pay at the employee's request” means a reduction in grade or rate of basic pay that is initiated by the employee for their benefit, convenience, or personal advantage. A reduction in grade or pay that is caused or influenced by a management action is not considered to be at an employee's request, except that the voluntary reduction in grade or pay of an employee in response to a management action directly related to personal cause is considered to be at the employee's request.
2. Was employed on a temporary or term basis immediately before the action causing the reduction in grade;
3. A supervisory or managerial employee who does not satisfactorily complete the probationary period and is removed from the position;
4. Is entitled to a saved rate because of removal from the Senior Executive Service;
5. Moves from an Executive Schedule or equivalent position; or
6. Moves between a covered and non-covered pay system.

### Period of Grade Retention

An employee is entitled to retain the grade immediately before the action that provides entitlement to grade retention for 2 years beginning on the date the employee is placed in the lower-graded position, unless grade retention is terminated.

For example, a GS-12 is demoted to a GS-11 position effective June 26, 2016 as the result of a RIF. The employee will retain the GS-12 grade through June 25, 2018.

### Termination of Grade Retention

Eligibility for grade retention ceases or grade retention terminates if any of the following conditions occurs (see 5 CFR 536.207 and 536.208 for additional rules regarding loss of eligibility or termination of grade retention):

1. Completion of the 2-year period of grade retention;
2. The employee has a break in service of 1 workday or more;
3. The employee is reduced in grade for personal cause or at the employee's request (based on the grade of the employee's position of record rather than the employee's retained grade);
4. The employee moves to a position under a covered pay system with a grade that is equal to or higher than the retained grade (excluding temporary promotions);
5. The employee moves to a position not under a covered pay system;
6. The employee elects in writing to terminate the benefits of grade retention; or
7. The employee declines a reasonable offer of a position with a grade equal to or higher than the retained grade. For an offer to be reasonable, it must:
	1. Be at a grade equal to or higher than the retained grade;
	2. Be in writing;
	3. Include the position description;
	4. Explain the consequences of declination;
	5. Explain that the employee may appeal the reasonableness of the offer to OPM;
	6. Have the same or greater tenure as the employee's tenure;
	7. Have a work schedule with at least the same number of hours as the employee's current schedule; and
	8. Be in the same commuting area unless the employee is subject to a mobility agreement.

### Determining the Retained Grade

In most cases the grade that is retained is pretty simple even when the employee is moving between GS and FWS positions; it's the grade the employee occupied when the downgrade was taken.

### Determining the Rate of Basic Pay under Grade Retention

If there isn’t a geographic conversion and no change in pay schedules (because of a change in the employee's position of record, official worksite, or the establishment of a new pay schedule) before and after the action, the employee is entitled to their existing payable rate for their grade and step.

### Geographic Conversion

When an FWS employee entitled to grade retention changes localities, the employee’s rate of pay is determined by applying the geographic conversion rule. This means the employee’s pay is set at the grade and step for the retained grade in the locality area.

### Pay Adjustments under Grade Retention

1. **Annual Adjustment**
	1. Grade Retention. An employee is entitled to 100% of the general increase for the grade and step of the retained grade.
	2. Grade and Pay Retention. An employee who is under simultaneous grade and pay retention is entitled to 50% of the general increase for the retained grade.
2. **Within-Grade Increases.** An employee is entitled to receive step increases during the 2-year period of grade retention.
3. **Effect of Time-Limited Promotions.** A TLP cannot be the basis for a retained grade. If an employee on retained grade receives a TLP, their period of grade retention continues concurrently with the TLP and terminates without regard to the TLP.
4. **Premium Pay Differentials.** When determining whether an employee is entitled to premium pay differentials while on grade retention (for a GS employee; hazard, Sunday, or night pay; or for a FWS employee; environmental differential, Sunday shift, or night shift differential), premium pay entitlements are based upon the rules applicable to the retained grade. If the employee is retaining a GS grade, then GS pay rules apply. If the employee is retaining a FWS grade, then the FWS pay rules apply.
5. **Fair Labor Standards Act**. Coverage under the Fair Labor Standards Act (FLSA) is determined by the requirements of the position to which assigned.
6. **Transfers.** An employee will continue on grade retention when they transfer to another agency and they were on grade retention at the previous agency.

### Applicability of Retained Grade

An agency must treat an employee's retained grade as the employee's grade for almost all purposes, including pay and pay administration and premium pay.

For example, a GS employee is placed in a lower-graded FWS position as a result of a RIF and retains the GS grade for 2 years. The employee works a fire and would be eligible for hazard pay (for GS employees) and not environmental differential (for FWS employees).

### Simultaneous Grade and Pay Retention

If an employee’s rate of basic pay would be reduced while entitled to grade retention as a result of placement in a lower pay schedule, but excluding any reduction that results from a geographic conversion, the employee would also be eligible for pay retention.

## PAY-SETTING EXAMPLES

**Determining the Retained Grade.** In most cases the grade that is retained is pretty simple even when the employee is moving between GS and FWS positions; it's the grade the employee held when the downgrade was taken.

**Determining the Rate of Basic Pay.** If there is no geographic conversion and no change in pay tables before and after the action, the employee is entitled to their existing payable rate for their grade and step.

### Determining the Retained Grade

Nelson is a GS-0201-09 step 1 and is placed in a GS-05 position because of a RIF.

* Both positions are in the RUS locality area.
* However, Nelson has only been in the GS-09 position for 2 months.
* Prior to that he held a GS-07 position for 3 years.
* The employee meets the eligibility requirements for mandatory grade retention.
1. **Step 1: Does the employee meet the eligibility requirements for grade retention?** *Yes.*
	1. Serving under a permanent appointment (not temporary or term);
	2. Placed in a General Schedule or Federal Wage System position; and
	3. The position is at a lower grade as a result of a RIF or reclassification action.

Also, the grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

1. **Step 2: Determine the Retained Grade.**
	1. Nelson held the GS-09 step 1 position for 2 months and held a GS-07 position for 3 years. What is the retained grade?

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,684 | 42,041 | 43,397 | 44,754 | 46,110 | 47,467 | 48,823 | 50,180 | 51,537 | 52,893 |
| **RUS** | 09 | 49,765 | 51,424 | 53,083 | 54,742 | 56,401 | 58,060 | 59,720 | 61,379 | 63,038 | 64,697 |

* 1. **Grade Retention Rules**. The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.
	2. Since the employee is being downgraded to a GS-05 position and served at least 52 consecutive weeks at a grade above the GS-05, it doesn’t matter that he only held the GS-09 grade for 2 months; his grade will still be based upon the last grade he held prior to the downgrade.
	3. Nelson’s retained grade is GS-09 step 1.
1. **Step 3: Determine the Rate of Basic Pay.**
	1. Nelson’s new position is located in the same area as his previous position (RUS) so there isn’t a geographic conversion.
	2. Nelson remains on the RUS locality table (the highest applicable rate range).
	3. His retained grade (GS-09 step 1) will continue to be paid from the RUS locality table ($49,765).
2. **Step 4: Set the Pay.**
	1. Nelson’s pay continues as GS-09 step 1, $49,765, RUS locality.
	2. He retains the GS-09 grade for 2 years from the effective date of his downgrade unless a terminating event takes place.

#### Ex. 1: Worksheet

| Steps | **Grade Retention Worksheet**Use this worksheet to determine the retained grade and pay when an employee is initially placed on grade retention. |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?** Yes: **X** No:1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position; and
3. The position is at a lower grade as a result of a RIF or reclassification action.
 |
| **Step 2** | **Determine the Retained Grade.**What was the grade, step, and salary the employee held before the downgrade was taken?Pay Table: **RUS** Series: **0201** Grade: **09** Step: **01** Salary: **$49,765**The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. |
| **Step 3** | **Geographic Conversion.**Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table: Series: Grade: Step: Salary: $To: Pay Table: Series: Grade: Step: Salary:$ |
| **Step 4** | **Set the Pay.**Pay is set at:Pay Table: **RUS** Series: **0201** Grade: **09** Step: **01** Salary: **$49,765**The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place. |

### Determining the Retained Grade

Travis is a GS-0203-07 step 2 in and is placed in a GS-05 position because of a RIF, both positions are in the RUS locality area. Travis held the GS-07 grade for 1 year and 5 months and he held the GS-06 grade for 6 months. The employee meets the eligibility requirements for mandatory grade retention.

1. **Step 1: Does the employee meet the eligibility requirements for grade retention?** *Yes.*
	1. Serving under a permanent appointment (not temporary or term);
	2. Placed in a General Schedule or Federal Wage System position; and
	3. The position is at a lower grade as a result of a RIF or reclassification action.

Also, the grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

1. **Step 2: Determine the Retained Grade.**

Since Travis had more than 52 consecutive weeks above the GS-05 grade he is entitled to grade retention and his retained grade would be GS-07.

If the demotion had been to GS-06 he would not be entitled to grade retention because he did not have 52 weeks above the GS-06 grade.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

**Grade Retention Rules.** The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. Any 52-consecutive week period will meet the requirement; the 52 weeks must be consecutive, but it could have been at any time, the time could have been in more than one position and more than one agency, and it doesn’t have to be at the grade that the employee is retaining.

1. **Step 3: Determine the Rate of Basic Pay.**
	1. Travis’ new position is located in the same area as his previous position (RUS) so there isn’t a geographic conversion.
	2. Travis remains on the RUS locality table (the highest applicable rate range).
	3. His retained grade (GS-07 step 1) will continue to be paid from the RUS locality table ($41,367).
2. **Step 4: Set the Pay.** Travis’ pay continues as GS-07 step 2, $41,367, RUS locality. He retains the GS-07 grade for 2 years from the effective date of his downgrade, unless a terminating event takes place.

#### Ex. 2: Worksheet

| Steps | **Grade Retention Worksheet**Use this worksheet to determine the retained grade and pay when an employee is initially placed on grade retention. |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?** Yes: **X** No:1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position; and
3. The position is at a lower grade as a result of a RIF or reclassification action.
 |
| **Step 2** | **Determine the Retained Grade.**What was the grade, step, and salary the employee held before the downgrade was taken?Pay Table: **RUS** Series: **0203** Grade: **07** Step: **02** Salary: **$41,367**The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. |
| **Step 3** | **Geographic Conversion.**Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table: Series: Grade: Step: Salary: $To: Pay Table: Series: Grade: Step: Salary: $  |
| **Step 4** | **Set the Pay.** Pay is set at:Pay Table: **RUS** Series: **0203** Grade: **07** Step: **02** Salary: **$41,367**The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place. |

### Determining the Rate of Basic Pay under Grade Retention

If there is no geographic conversion and no change in pay schedules before and after the action, the employee is entitled to their existing payable rate for their grade and step.

Madison is a GS-201-12 step 3 in Denver and is placed in a GS-301-11 position in the same locality area because of a RIF. The employee meets the eligibility requirements for mandatory grade retention.

1. **Step 1: Does the employee meet the eligibility requirements for grade retention?** *Yes.*
	1. Serving under a permanent appointment (not temporary or term);
	2. Placed in a General Schedule or Federal Wage System position; and
	3. The position is at a lower grade as a result of a RIF or reclassification action.

Also, the grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

1. **Step 2: Determine the Retained Grade.** Since Madison had more than 52 consecutive weeks above the GS-12 grade she is entitled to grade retention and her retained grade would be GS-12.
2. **Step 3: Determine the Rate of Basic Pay.** Madison remains on the Denver locality table (highest applicable rate range).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DEN** | 12 | 76,341 | 78,885 | 81,430 | 83,975 | 86,519 | 89,064 | 91,609 | 94,153 | 96,698 | 99,243 |

1. **Step 4: Set the Pay.** Madison's pay continues as GS-12 step 3, $81,430, Denver locality. She retains the GS-12 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

#### Ex. 3: Worksheet

| Steps | **Grade Retention Worksheet**Use this worksheet to determine the retained grade and pay when an employee is initially placed on grade retention. |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?** Yes: **X** No:1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position; and
3. The position is at a lower grade as a result of a RIF or reclassification action.
 |
| **Step 2** | **Determine the Retained Grade.**What was the grade, step, and salary the employee held before the downgrade was taken?Pay Table: **DEN** Series: **0201** Grade: **12** Step: **03** Salary: **$81,430**The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. |
| **Step 3** | **Geographic Conversion.**Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table: Series: Grade: Step: Salary: $To: Pay Table: Series: Grade: Step: Salary: $  |
| **Step 4** | **Set the Pay.** Pay is set at:Pay Table: **DEN** Series: **0201** Grade: **12** Step: **03** Salary: **$81,430**The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place. |

**Geographic Conversion.** The geographic conversion rule must be processed before any other action when determining pay under grade retention.

If there is a change in pay tables, then the employee is entitled to the corresponding grade and step (rate) from the highest applicable rate range that applies to the new position in the new area.

### Grade Retention with Geographic Conversion

Terri is a GS-301-13 step 7 ($113,755) in Washington, DC and is placed in a GS-201-12 position in Utah as the result of a RIF. The employee meets the eligibility requirements for mandatory grade retention.

1. **Step 1: Does the employee meet the eligibility requirements for grade retention?** *Yes***.**
	1. Serving under a permanent appointment (not temporary or term);
	2. Placed in a General Schedule or Federal Wage System position; and
	3. The position is at a lower grade as a result of a RIF or reclassification action.

Also, the grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

1. **Step 2: Determine the Retained Grade.** What was the grade and step the employee held before the downgrade was taken? *GS-13 step 7*

Since Terri had more than 52 consecutive weeks above the GS-13 grade she is entitled to grade retention and her retained grade would be GS-13.

1. **Step 3: Geographic Conversion.**
	1. Apply the geographic conversion rule (if applicable).
	2. Terri’s converted rate is $102,979.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 94,796 | 97,956 | 101,116 | 104,275 | 107,435 | 110,595 | 113,755 | 116,914 | 120,074 | 123,234 |
| **RUS** | 13 | 85,816 | 88,677 | 91,537 | 94,398 | 97,258 | 100,118 | 102,979 | 105,839 | 108,699 | 111,560 |

1. **Step 4: Set the Pay.**
	1. Terri’s payable rate of basic pay is now the salary for a GS-13 step 7 in Utah; $102,979.
	2. *She does not retain the rate she held in Washington, DC ($113,755).*
	3. Remember, we must always do the geographic conversion before we do anything else.
	4. She retains the GS-13 grade for 2 years from the effective date of her downgrade unless a terminating event takes place.

#### Ex. 4: Worksheet

| Steps | **Grade Retention Worksheet**Use this worksheet to determine the retained grade and pay when an employee is initially placed on grade retention. |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?** Yes: **X** No:1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position; and
3. The position is at a lower grade as a result of a RIF or reclassification action.
 |
| **Step 2** | **Determine the Retained Grade.**What was the grade, step, and salary the employee held before the downgrade was taken?Pay Table: **DCB** Series: **0301** Grade: **13** Step: **07** Salary: **$113,755**The grade retention rules state that an employee must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks. |
| **Step 3** | **Geographic Conversion.**Apply the geographic conversion rule (if applicable). From: Pay Table: **DCB** Series: **0301** Grade: **13** Step: **07** Salary: **$113,755**To: Pay Table: **RUS** Series: **0301** Grade: **13** Step: **07** Salary: **$102,979** |
| **Step 4** | **Set the Pay.** Pay is set at:Pay Table: **RUS** Series: **0301** Grade: **13** Step: **07** Salary: **$102,979**The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place. |

## SPECIAL RATE POSITION TO NON-SPECIAL RATE POSITION

If an employee’s rate of basic pay would be reduced while entitled to grade retention as a result of placement in a lower pay table, *but excluding any reduction that results from a geographic conversion*, the employee would also be eligible for pay retention.

### Special Rate to Non-Special Rate Position

Joy is a GS-2210-11 step 3 IT Specialist paid from Special Rate Table 999B and is placed in a GS-0301-09 position as the result of a RIF. Both positions are located in Albuquerque, and she is entitled to grade retention.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** *Grade 11 step 3.*
2. **Step 2: Geographic Conversion.** *None.*
3. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
4. Joy is moving from a special rate position to a non-special rate position.
5. When an employee moves from a special rate position to a non-special rate position, we need to compare the salary for the old position with the salary for the new position at the same grade and step (get the SSR and the locality table and compare the salary for a GS-11 step 3 on both tables).
6. Find the following tables:
	1. The special rate table that applies to their former position at the new location (if applicable).

*Special Rate Table 999B applies to a GS-2210-11 position in ABQ.*

* 1. The locality table that applies to the new position at the new location (if applicable).

*The ABQ locality table applies to a GS-0301-11 position in ABQ.*

1. Place the employee’s current grade and step on both pay tables.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,748 | 63,806 | 65,864 | 67,922 | 69,980 | 72,038 | 74,096 | 76,154 | 78,212 | 80,870 |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step 4: Compare the Rates.**
2. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate and you are done.
3. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. (If the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention).
4. The employee’s current salary for a GS-11 step 3 on the special rate table ($65,864) is more than the salary for a GS-11 step 3 on the locality table ($64,390), so we need to see if her current salary will fall within the steps of the locality table. See if $65,864 will fall within the steps of grade 11 on the ABQ locality table.
5. $65,864 falls between step 3 and step 4 (her pay falls within the steps and we don’t need to worry about pay retention).

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. **Step 5: Set the Pay.**
2. Pay is set at GS-0301-11 step 4, $66,402, ABQ locality, based upon mandatory grade retention.
3. Joy is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs.

#### Ex. 5: Worksheet

| Steps | **Grade Retention Worksheet****Special Rate Position to Non-Special Rate Position***Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a special rate table.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes: **X** No:\_\_\_ |
| **Step 2** | **Determine the Retained Grade.** List the grade, step, and salary the employee held before the downgrade was taken:Pay Table: **999B** Series: **2210** Grade: **11** Step: **03** Salary: **$65,864** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 4** | **Compare the Rates.** When an employee moves from a special rate position to a non-special rate position, we need to compare the salary for the old position with the salary for the new position at the same grade and step. 1. Find the following tables:
	1. The special rate table that applies to their former position (at the new location, if applicable).
	2. The locality table that applies to the new position (at the new location, if applicable).
2. Place the employee’s current grade and step on both pay tables.
	1. **Salary is the Same**. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate. END.
	2. **Salary is Less but Fits in the Table**. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. If the salary fits within the steps of the locality table, then slot the pay into the steps. When the pay falls between two steps use the higher step. END.

 **$65,864 falls between step 3 and step 4*** 1. **Salary is Less and Doesn’t Fit in the Table**. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary (after geographic conversion, if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.
		1. Step 10 of the retained grade: $\_\_\_
		2. **Capped Amount**. Multiply by 150%: $\_\_\_
 |
| **Step 5** | **Set the Pay.** Pay is set at: Pay Table: **ABQ** Series: **0301** Grade: **11** Step: **04** Salary: **$66,402** |

### SSR to Non-SSR w/ Geographic Conversion

Tara is a GS-2210-11 step 4 IT Specialist paid from Special Rate Table 999C in Washington, DC and is placed in a GS-0301-09 position in Albuquerque as the result of a RIF. Tara meets the requirements for grade retention and will retain the GS-11 grade for 2 years.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** *Grade 11 step 4.*
2. **Step 2: Geographic Conversion.**
3. Apply the geographic conversion rule.
4. Tara’s converted rate is $67,251.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
2. Tara is moving from a special rate position to a non-special rate position.
3. When an employee moves from a special rate position to a non-special rate position we need to compare the salary for the old position with the salary for the new position at the same grade and step (get the SSR and the locality table and compare the salary for a GS-11 step 4 on both tables).
4. Find the following tables:
	1. The special rate table that applies to their former position at the new location (if applicable).
	2. The locality table that applies to the new position at the new location (if applicable).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |
| **ABQ** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

1. **Step 4: Compare the Rates.**
2. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate and you are done.
3. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table.
	1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.
	2. But if the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention.
4. The employee’s current salary for a GS-11 step 4 on the special rate table ($67,251) is more than the salary for a GS-11 step 4 on the locality table ($65,182).
5. See if $67,251 will fall within the steps of grade 11 on the ABQ locality table.

| **2017** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ABQ** | 11 | 60,367 | 62,379 | 64,390 | 66,402 | 68,414 | 70,426 | 72,438 | 74,450 | 76,462 | 78,474 |

1. $67,251 falls between step 4 and step 5 (her pay falls within the steps so we don’t need to worry about pay retention).
2. **Step 5: Set the Pay.**
	1. Pay is set at GS-0301-11 step 5, $68,414, ABQ locality, based upon mandatory grade retention.
	2. Tara is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs.

#### Ex. 6: Worksheet

| Steps | **Grade Retention Worksheet****Special Rate Position to Non-Special Rate Position***Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a special rate table.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes: **X** No:\_\_\_ |
| **Step 2** | **Determine the Retained Grade.** List the grade, step, and salary the employee held before the downgrade was taken:Pay Table: **999C** Series: **2210** Grade: **11** Step: **04** Salary: **$68,390** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_From: Pay Table: **999C** Series: **2210** Grade: **11** Step: **04** Salary: **$68,390**To: Pay Table: **999B** Series: **2210** Grade: **11** Step: **04** Salary: **$67,251** |
| **Step 4** | **Compare the Rates.** When an employee moves from a special rate position to a non-special rate position we need to compare the salary for the old position with the salary for the new position at the same grade and step. 1. Find the following tables:
	1. The special rate table that applies to their former position (at the new location, if applicable).
	2. The locality table that applies to the new position (at the new location, if applicable).
2. Place the employee’s current grade and step on both pay tables.
	1. **Salary is the Same**. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate. END.
	2. **Salary is Less but Fits in the Table**. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. If the salary fits within the steps of the locality table then slot the pay into the steps. When the pay falls between two steps use the higher step. END.

**$67,251 falls between step 4 and step 5*** 1. **Salary is Less and Doesn’t Fit in the Table**. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary (after geographic conversion, if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount ,then pay is set at the capped amount.
		1. Step 10 of the retained grade: $\_\_\_
		2. **Capped Amount**. Multiply by 150%: $\_\_\_
 |
| **Step 5** | **Set the Pay.** Pay is set at: Pay Table: **ABQ** Series: **0301** Grade: **11** Step: **05** Salary: **$68,414** |

## GRADE RETENTION AS THE RESULT OF A CLASSIFICAITON ERROR

When an employee is downgraded to correct a classification error or to implement a new classification standard, they are entitled to grade retention if the position that is being downgraded has been classified for at least one continuous year immediately before the downgrade. The requirement is one calendar year, not 52 weeks, and it doesn’t matter how long the employee occupied the position.

### Grade Retention as the Result of a Classification Error

* A GS-12 position was classified on March 21, 2016.
* On July 10, 2017, Melanie was promoted into the GS-12 position in Los Angeles.
* Unfortunately, a month later she was downgraded to a GS-11 position because it was determined that the GS-12 position was improperly classified.

**Q:** Is Melanie entitled to grade retention even though she only occupied the position for one month?

**A: Yes.**

**Grade Retention Rules.** Since the position was classified for at least one continuous year, it doesn’t matter that Melanie only occupied the position for one month, she’s still entitled to grade retention.

* Melanie's pay continues as GS-12 step 1, $81,319, Los Angeles locality.
* She retains the GS-12 grade for 2 years from the effective date of her downgrade unless a terminating event takes place.

## TEMPORARY PROMOTIONS

### Temporary Promotion while on Grade Retention

On January 1, 2015, Ofelia is a GS-11 step 6 in San Diego and is placed in a GS-09 position in the same locality area because of a RIF. The employee meets the eligibility requirements for mandatory grade retention.

1. **Step 1: Determine the Rate of Basic Pay for her Grade Retention.** Ofelia remains on the San Diego locality table and her pay continues as GS-11 step 6, $75,395, San Diego locality. She retains the GS-11 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

| **2015** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 11 | 64,624 | 66,778 | 68,932 | 71,086 | 73,240 | 75,394 | 77,548 | 79,702 | 81,857 | 84,011 |

1. **Step 2: Temporary Promotion.** A year later she receives a time-limited promotion for 2 years to a GS-12 position, effective January 1, 2016. Apply the two-step promotion rule and pay is set at GS-12 step 2.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 12 | 77,459 | 80,040 | 82,622 | 85,204 | 87,786 | 90,368 | 92,950 | 95,532 | 98,114 | 100,696 |

1. **Step 3: Set the Pay.**
2. Her grade retention for grade 11 terminates in 2 years on December 31, 2017.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 11 | 67,856 | 70,118 | 72,380 | 74,642 | 76,904 | 79,167 | 81,429 | 83,691 | 85,953 | 88,215 |

1. After her TLP at grade 12 ends, she is returned to the GS-09 position.
2. She is no longer on grade retention so let’s see if she’s entitled to pay retention.
3. Her rate of pay ($79,167) is more than step 10 of grade 09 so Ofelia is now on pay retention.
4. Ofelia is entitled to pay retention because her payable rate of basic pay ($79,167) exceeds step 10 for her retained grade ($72,911).
5. If the employee’s existing rate was less than step 10 then the pay would be set within the steps and pay retention would no longer apply.

| **2018** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SD** | 09 | 56,084 | 57,954 | 59,824 | 61,693 | 63,563 | 65,432 | 67,302 | 69,172 | 71,041 | 72,911 |

1. **Step 4: 150% of Max Step of New Grade**
2. The employee is entitled to their existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

*$72,911 x 150% = $109,367*

1. Her retained rate ($79,167) is less than the capped amount ($109,367) so we are OK to set her pay at $79,167.
2. **Step 5: Set the Pay.** Pay is set at GS-09 step 00, $79,167.

## GRADE RETENTION BETWEEN PAY SYSTEMS

An employee with a retained grade also retains the pay system associated with the retained grade although the new position is in a different pay system.

### FWS Position to GS Position

Liza is a WG-1144-9 step 3 ($22.50) in Fresno, CA and is placed in a GS-07 non-special rate position in the same area (RUS) as the result of a RIF.

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 9 | 20.78 | 21.65 | 22.50 | 23.37 | 24.24 |

1. **Step 1: Compare Representative Rates.**
2. Compare the representative rates to determine if the GS position is equal to, higher than, or lower than the WG position.
3. The representative rate for a FWS position is step 2 and the representative rate for a GS position is step 4.
4. Convert the hourly rate to an annual rate so you can compare the salaries:
5. $21.65 x 2087 = $45,184
6. The representative rate for the WG-9 step 2 is $45,184

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 9 | 20.78 | 21.65 | 22.50 | 23.37 | 24.24 |

1. The representative rate for the GS-07 step 4 is $44,036

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. When comparing the representative rates, the salary for the GS position is lower than the salary for the FWS position; therefore, the GS-7 position is a lower grade than the WG-9 position. The employee is entitled to grade retention.
2. **Step 2: Set the Pay.**
3. Liza's pay continues as WG-9 step 3, $22.50, Fresno locality.
4. She retains the WG-9 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

#### Ex. 9: Worksheet

| Steps | **FWS Worksheet****FWS to GS – Grade Retention***Use this worksheet when a Federal Wage System employee, who is initially placed on grade retention, moves to a GS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes: **X** No:\_\_\_ |
| **Step 2** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:Wage Area: **Fresno** (WG/L/S): **WG** Series: **1144** Grade: **9** Step: **2** Hourly Rate: **$21.65** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**From: Wage Area:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_To: Wage Area:\_\_ (WG/L/S):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 4** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a FWS position to a GS position. If the employee met the requirements for grade retention (Step 1) and if the GS representative rate is lower than the FWS representative rate, then the employee is entitled to grade retention.1. Find the following tables:
2. The FWS wage table that applies to the old position (at the new location, if applicable).
3. The GS table that applies to the new position (at the new location, if applicable).
4. Compare representative rates to ensure the employee is entitled to grade retention.
5. FWS representative rate (step 2 of the current grade): **$21.65**
6. Annualize the rate (multiply by 2087): **$45,184**
7. GS representative rate (step 4 of the grade you’re filling): **$44,036**
8. Compare the rates. If the representative rate for the GS position is lower than the rep. rate for the FWS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention.
 |
| **Step 5** | **Set the Pay.** Pay is set at:Wage Area: **Fresno** (WG/L/S): **WG** Series: **1144** Grade: **9** Step: **2** Hourly Rate: **$21.65***The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place.* |

### GS Position to FWS Position

Ginger is a GS-303-07 step 2 ($41,367) in Fresno (RUS) and is placed in a WG-7 position in the same area as the result of a RIF.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. **Step 1: Compare Representative Rates.**
2. Compare the representative rates to determine if the FWS position is equal to, higher than, or lower than the GS position.
3. The representative rate for a FWS position is step 2 and the representative rate for a GS position is step 4.
4. The representative rate for the GS-07 step 4 is $44,036.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RUS** | 07 | 40,033 | 41,367 | 42,702 | 44,036 | 45,371 | 46,705 | 48,040 | 49,374 | 50,709 | 52,043 |

1. Convert the hourly rate to an annual rate so you can compare the salaries:
2. $19.19 x 2087 = $40,050
3. The representative rate for the WG-7 step 2 is $40,050

| **2016** | **WG** | **1** | **2** | **3** | **4** | **5** |
| --- | --- | --- | --- | --- | --- | --- |
| **Fresno** | 7 | 18.41 | 19.19 | 19.95 | 20.72 | 21.48 |

1. When comparing the representative rates, the salary for the FWS position is lower than the salary for the GS position; therefore, the WG-7 position is a lower grade than the GS-7 position. The employee is entitled to grade retention.
2. **Step 2: Set the Pay.**
3. Ginger's pay continues as GS-07 step 2, $41,367, RUS locality.
4. She retains the GS-07 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

#### Ex. 10: Worksheet

| Steps | **Grade Retention Worksheet****GS to FWS***Use this worksheet when a GS employee, who is initially placed on grade retention, moves to a FWS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes: **X** No:\_\_\_ |
| **Step 2** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:Pay Table: **RUS** Series: **303** Grade: **07** Step: **2** Salary: **$41,367** |
| **Step 3** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table:\_\_\_ Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 4** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a GS position to a FWS position. 1. Find the following tables:
2. The GS table that applies to the old position (at the new location, if applicable).
3. The FWS wage table that applies to the new position (at the new location, if applicable).
4. Compare representative rates to ensure the employee is entitled to grade retention.
5. GS representative rate (step 4 of the current grade): **$44,036**
6. Convert to hourly rate (divide by 2087): **$21.10**
7. FWS representative rate (step 2 of the grade you’re filling): **$19.19**
8. Compare the rates. If the representative rate for the FWS position is lower than the rep. rate for the GS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention.
 |
| **Step 5** | **Set the Pay.** Pay is set at:Pay Table: **RUS** Series: **303** Grade: **07** Step: **2** Salary: **$41,367***The employee retains this grade for 2 years from the effective date of their downgrade, unless a terminating event takes place.* |

## SIMULTANEOUS GRADE AND PAY RETENTION

**Multiple Demotions.** If, during a 2-year period of grade retention, an employee is affected by a subsequent RIF that causes a further reduction in grade, another 2-year period of grade retention begins at the time of the action and runs concurrently with the first period.

### Multiple Demotions

On February 1, 2016, Alicia is a GS-15 step 5 in Washington, DC and is placed in a GS-13 position in the same locality area because of a RIF. The employee meets the eligibility requirements for mandatory grade retention.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 15 | 128,082 | 132,352 | 136,622 | 140,892 | 145,162 | 149,432 | 153,702 | 157,971 | 160,300 | 160,300 |

1. **Determine the Rate of Basic Pay.**
2. Alicia remains on the Washington, DC locality table.
3. Her pay continues as GS-15 step 5, $75,395, DCB locality.
4. She retains the GS-13 grade for 2 years from the effective date of her downgrade, unless a terminating event takes place.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 13 | 92,145 | 95,217 | 98,289 | 101,361 | 104,433 | 107,505 | 110,578 | 113,650 | 116,722 | 119,794 |

1. **Another RIF.** On July 1, 2016, Alicia is placed in a GS-11 position in the same locality area because of a RIF.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **DCB** | 11 | 64,650 | 66,805 | 68,960 | 71,115 | 73,270 | 75,425 | 77,579 | 79,734 | 81,889 | 84,044 |

1. **Set the Pay.**
2. Grade retention for grade 15 terminates in 2 years on January 31, 2018.
3. After the grade retention at grade 15 terminates, she is now entitled to pay retention because her pay is more than step 10 of the GS-11 position.
4. She is now on simultaneous grade retention and pay retention.
5. Grade retention for grade 13 terminates in 2 years on June 20, 2018.
6. After the grade retention at grade 13 terminates, pay retention continues because her pay is more than step 10 of the GS-11 position.
7. Pay continues at the GS-15 step 5 salary under pay retention unless a terminating event takes place.

### Special Rate to Non-Special Rate Position

If an employee’s rate of basic pay would be reduced while entitled to grade retention as a result of placement in a lower pay table*, but excluding any reduction that results from a geographic conversion,* the employee would also be eligible for pay retention.

Joshua is a GS-2210-11 step 10 IT Specialist paid from Special Rate Table 999B and is placed in a GS-0201-09 position as the result of a RIF. Both positions are in Denver. Joshua meets the requirements for grade retention and will retain the GS-11 grade for 2 years.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999D** | 11 | 63,728 | 65,852 | 67,976 | 70,100 | 72,224 | 74,349 | 76,473 | 78,597 | 80,721 | 82,845 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** *Grade 11 step 10.*
2. **Step 2: Geographic Conversion.** *None.*
3. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
4. Joshua is moving from a special rate position to a non-special rate position.
5. When an employee moves from a special rate position to a non-special rate position we need to compare the salary for the old position with the salary for the new position at the same grade and step (get the SSR and the locality table and compare the salary for a GS-11 step 10 on both tables).
6. Find the following tables:
	1. The special rate table that applies to their former position at the new location (if applicable).
	2. The locality table that applies to the new position at the new location (if applicable).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999D** | 11 | 63,728 | 65,852 | 67,976 | 70,100 | 72,224 | 74,349 | 76,473 | 78,597 | 80,721 | 82,845 |
| **DEN** | 11 | 63,691 | 65,814 | 67,937 | 70,060 | 72,183 | 74,306 | 76,429 | 78,552 | 80,675 | 82,798 |

1. **Step 4: Compare the Rates.**
2. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate and you are done.
3. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table.
	1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.
	2. But if the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention.
4. The employee’s current salary for a GS-11 step 10 on the special rate table ($82,845) is more than the salary for a GS-11 step 10 on the locality table ($82,798).
5. Since the employee’s pay is more than step 10, he is entitled to simultaneous grade retention and pay retention.
6. **Step 5: 150% of Max Step of New Grade.**
7. Joshua is entitled to his existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established. *$82,798 x 150% = $124,197*
8. Joshua’s retained rate ($82,845) is less than the capped amount ($124,197), so we are OK with setting his pay at $82,845.
9. **Step 6: Set the Pay**
10. Pay is set at GS-11 step 00, $82,845, Denver locality.
11. Joshua is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs. After grade retention ends, Joshua’s pay will continue under pay retention and pay will be set at GS-09 step 00.

#### Ex. 12: Worksheet

| Steps | **Grade Retention Worksheet****Special Rate Position to Non-Special Rate Position**Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a SSR table. |
| --- | --- |
| **Step 1** | **Determine the Retained Grade.** What was the grade, step, and salary the employee held before the downgrade was taken? *(Must have been at higher grade for at least 52 consecutive weeks)*Pay Table: **999D** Series: **2210** Grade: **11** Step: **10** Salary: **$82,845** |
| **Step 2** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A: **X**From: Pay Table: Series: Grade: Step:Salary:To: Pay Table:Series: Grade:Step: Salary: |
| **Step 3** | **Get the Special Rate Table that applies to their old position and the Locality Table that applies to their new position.** When an employee moves from a special rate position to a non-special rate position we need to compare the salary for the old position with the salary for the new position at the same grade and step. Find the following tables:1. The special rate table that applies to their former position at the new location (if applicable).
2. The locality table that applies to the new position at the new location (if applicable).
3. Place the employee’s current grade and step on both pay tables.
 |
| **Step 4** | **Compare the Rates.** 1. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate and you are done.
2. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table.
	1. If the salary fits within the steps of the locality table, then slot the pay into the steps and you are done.
	2. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary as long as it doesn’t exceed 150% of step 10 of the new grade. *If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.*

Step 10 of New Position **($82,798)** x 150% = **$124,197** |
| **Step 5** | **Set the Pay.** Pay is set at: Pay Table: **DEN** Series: **0201** Grade: **11** Step: **00** Salary: **$82,845** |

### Special Rate to Non-Special Rate w/Geographic Conversion

Tony is a GS-2210-11 step 9 IT Specialist paid from Special Rate Table 999C in Washington, DC and is placed in a GS-0301-09 position in Albuquerque as the result of a RIF. Tony meets the requirements for grade retention and will retain the GS-11 grade for 2 years.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |

1. **Step 1: What was the grade the employee held before the downgrade was taken?** *Grade 11 step 9*
2. **Step 2: Geographic Conversion.**
3. Apply the geographic conversion rule.
4. Tony’s converted rate is $77,440.

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999C** | 11 | 62,173 | 64,246 | 66,318 | 68,390 | 70,463 | 72,535 | 74,608 | 76,680 | 78,752 | 80,825 |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |

1. **Step 3: Determine the Rate for the New Non-Special Rate Position under Grade Retention.**
2. Tony is moving from a special rate position to a non-special rate position.
3. When an employee moves from a special rate position to a non-special rate position, we need to compare the salary for the old position with the salary for the new position at the same grade and step (get the SSR and the locality table and compare the salary for a GS-11 step 9 on both tables).
4. Find the following tables:
	1. The special rate table that applies to their former position at the new location (if applicable).
	2. The locality table that applies to the new position at the new location (if applicable).

| **2016** | **Gr** | **STEP 1** | **STEP 2** | **STEP 3** | **STEP 4** | **STEP 5** | **STEP 6** | **STEP 7** | **STEP 8** | **STEP 9** | **STEP 10** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **999B** | 11 | 61,137 | 63,175 | 65,213 | 67,251 | 69,288 | 71,326 | 73,364 | 75,402 | 77,440 | 79,478 |
| **ABQ** | 11 | 59,256 | 61,231 | 63,207 | 65,182 | 67,157 | 69,132 | 71,107 | 73,082 | 75,058 | 77,033 |

1. **Step 4: Compare the Rates.**
2. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate and you are done.
3. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table.
	1. If the salary fits within the steps of the locality table then slot the pay into the steps and you are done.
	2. But if the salary exceeds step 10 of the locality table then the employee is entitled to pay retention and then we need to do the steps for pay retention.
4. The employee’s current salary for a GS-11 step 9 on the special rate table ($77,440) is more than the salary for a GS-11 step 10 on the locality table ($77,033).
5. Since the employee’s pay is more than step 10, he is entitled to simultaneous grade retention and pay retention.
6. **Step 5: 150% of Max Step of New Grade.**
7. Tony is entitled to his existing rate subject to 150% of the maximum rate of the new grade or Executive Level IV, whichever is less. The HR Specialist must ensure these limitations are not exceeded when a retained rate is initially established.

*$77,033 x 150% = $115,550*

1. Tony’s retained rate ($77,440) is less than the capped amount ($115,550), so we are OK with setting his pay at $77,440.
2. **Step 6: Set the Pay**
3. Pay is set at GS-11 step 00, $77,440, ABQ locality.
4. Tony is entitled to grade retention and will retain the GS-11 grade for 2 years or until a terminating action occurs.
5. After grade retention ends, Tony’s pay will continue under pay retention and pay will be set at GS-09 step 00.

## CODING THE SF-52

* To demonstrate how the proper coding and processing will generate an accurate SF-50.
	+ The action must be processed correctly, or we may run into issues in 2 years when we process the Termination of Grade Retention action.
	+ The employee must be advised of grade retention entitlements in the confirmation letter.
	+ Using an example of a reclassification action.

**Typical NOA and Authority Codes**

****

**From: Position Information**

****

**To: Position Information**

**Typical Pay-Rate Determinant Code**

****

**Part F: Enter Applicable Remarks**

****

**SF-50**

****

****

**Pay Rate Determinant Code and Remarks**

****

****

**IRIS 522 Screen Shot**



**IRIS 528 Screen Shot of the Retained Grade Data**

****

## GRADE RETENTION PAY-SETTING WORKSHEETS

The following grade retention worksheets are provided to assist you with setting pay.

* Just highlight the worksheet, copy and paste into a word document, and fill in the blanks.
* If you type in the numbers and don’t like the blank lines, then just delete them. Personalize the worksheet to the way you want it to look, font size, color, no lines, etc.

### Worksheet 1: Grade Retention Worksheet

Use this worksheet to determine how to set pay when an employee is initially placed on grade retention.

| Steps | **Grade Retention Worksheet***Use this worksheet to determine the retained grade and pay when an employee is initially placed on grade retention.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.**What was the grade, step, and salary the employee held before the downgrade was taken?Pay Table:\_\_\_Series:\_\_\_Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 5** | **Set the Pay.** Pay is set at:Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_*The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |
| **Step 6** | Staffer Name: Date: |

### Worksheet 2: Special Rate to Non-Special Rate Position

Use this worksheet to determine how to set pay when an employee is initially placed on grade retention and moves from a position covered by a special rate table to a position not covered by a special rate table.

| Steps | **Grade Retention Worksheet****Special Rate Position to Non-Special Rate Position***Use this worksheet when an employee, who is initially entitled to grade retention, moves from a position covered by a special rate table to a position not covered by a special rate table.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and salary the employee held before the downgrade was taken:Pay Table:\_\_\_Series:\_\_\_Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_To: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 5** | **Compare the Rates.** When an employee moves from a special rate position to a non-special rate position, we need to compare the salary for the old position with the salary for the new position at the same grade and step. 1. Find the following tables:
	1. The special rate table that applies to their former position (at the new location, if applicable).
	2. The locality table that applies to the new position (at the new location, if applicable).
2. Place the employee’s current grade and step on both pay tables.
	1. **Salary is the Same**. If the salary for the new position is equal to or greater than the salary for the old position then set the pay at the new rate. END.
	2. **Salary is Less but Fits in the Table**. If the salary for the new position is less than the salary for the old position then take the employee’s salary from the special rate table (at the new location, if applicable) and see if you can slot it into the locality table. If the salary fits within the steps of the locality table, then slot the pay into the steps. When the pay falls between two steps use the higher step. END.
	3. **Salary is Less and Doesn’t Fit in the Table**. If the salary exceeds step 10 of the locality table, then the employee is entitled to simultaneous grade retention and pay retention. The employee is entitled to their current salary (after geographic conversion, if applicable) as long as it doesn’t exceed 150% of step 10 of the new grade. If the employee’s retained rate is more than the capped amount, then pay is set at the capped amount.
		1. Step 10 of the retained grade: $\_\_\_
		2. **Capped Amount**. Multiply by 150%: $\_\_\_
 |
| **Step 6** | **Set the Pay.** Pay is set at: Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_ Step:\_\_\_ Salary:$\_\_\_ |
| **Step 7** | Staffer Name: Date: |

### Worksheet 3: FWS to GS

Use this worksheet when an employee under a FWS position moves to a GS position as the result of a RIF or reclassification action and meets the requirements for mandatory grade retention.

| Steps | **FWS Worksheet****Grade Retention: FWS to GS***Use this worksheet when a Federal Wage System employee, who is initially placed on grade retention, moves to a GS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:Wage Area:\_\_ (WG/WL/WS):\_\_Series:\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_From: Wage Area:\_\_ (WG/WL/WS):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_To: Wage Area:\_\_ (WG/WL/WS):\_\_Grade:\_\_ Step:\_\_Hourly Rate:$\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a FWS position to a GS position. 1. Find the following tables:
2. The FWS wage table that applies to the old position (at the new location, if applicable).
3. The GS table that applies to the new position (at the new location, if applicable).
4. Compare representative rates to ensure the employee is entitled to grade retention.
5. FWS representative rate (step 2 of the current grade): $\_\_\_
6. Annualize the rate (multiply by 2087): $\_\_\_
7. GS representative rate (step 4 of the grade you’re filling): $\_\_\_
8. Compare the rates. If the representative rate for the GS position is lower than the rep. rate for the FWS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention.
 |
| **Step 6** | **Set the Pay.** Pay is set at:Wage Area:\_\_ (WG/WL/WS):\_\_Series:\_\_ Grade:\_\_ Step:\_\_Hourly Rate:$\_\_*The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |
| **Step 7** | Staffer Name: Date: |

### Worksheet 4: GS to FWS

Use this worksheet when an employee under a GS position moves to a FWS position as the result of a RIF or reclassification action and meets the requirements for mandatory grade retention.

| Steps | **Grade Retention Worksheet****GS to FWS***Use this worksheet when a GS employee, who is initially placed on grade retention, moves to a FWS position.* |
| --- | --- |
| **Step 1** | **Does the employee meet the requirements for mandatory grade retention?**1. Serving under a permanent appointment (not temporary or term);
2. Placed in a General Schedule or Federal Wage System position;
3. The position is at a lower grade as a result of a RIF or reclassification action; and
4. Must have served at a grade or higher grades than the one to which reduced for at least 52 consecutive weeks.

Yes:\_\_\_ No:\_\_\_ |
| **Step 2** | **Effective Date of the Downgrade:**\_\_\_ |
| **Step 3** | **Determine the Retained Grade.** List the grade, step, and hourly rate the employee held before the downgrade was taken:Pay Table:\_\_\_ Series:\_\_\_ Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_ |
| **Step 4** | **Geographic Conversion.** Apply the geographic conversion rule (if applicable). N/A:\_\_\_From: Pay Table:\_\_\_ Grade:\_\_\_ Step:\_\_\_Salary:$\_\_\_To: Pay Table:\_\_\_ Grade:\_\_\_Step:\_\_\_ Salary:$\_\_\_ |
| **Step 5** | **Compare Representative Rates.** We compare representative rates to determine initial grade retention when moving from a GS position to a FWS position. 1. Find the following tables:
2. The GS table that applies to the old position (at the new location, if applicable).
3. The FWS wage table that applies to the new position (at the new location, if applicable).
4. Compare representative rates to ensure the employee is entitled to grade retention.
5. GS representative rate (step 4 of the current grade): $\_\_\_
6. Convert to hourly rate (divide by 2087): $\_\_\_
7. FWS representative rate (step 2 of the grade you’re filling): $\_\_\_
8. Compare the rates. If the representative rate for the FWS position is lower than the rep. rate for the GS position, and if the requirements for grade retention have been met (from Step 1), then the employee is entitled to grade retention.
 |
| **Step 6** | **Set the Pay.** Pay is set at:Pay Table:\_\_\_ Series:\_\_\_Grade:\_\_\_Step:\_\_\_Salary:$\_\_\_*The employee retains this grade for 2 years from the effective date of their downgrade unless a terminating event takes place.* |
| **Step 7** | Staffer Name: Date: |