CES HR Elements Course
Lesson 5 Compensation Administration
<u>INSTRUCTOR ANSWER SHEET</u>

<u>Scenario 1</u>

Robin is being reassigned from a Cyber Threat Analyst, Professional Work Category, Full Performance Work Level (Work Level 2) position at the GG-12 in Atlanta to a Cyber Threat Analyst position at the same work category, work level, and grade in Washington, DC.

How is her pay set?

ANSWER: Robin's base salary should be set at her existing rate of pay (i.e., same grade and step). In addition, Robin will no longer get LMS for the Atlanta area; instead, her LMS will be recalculated to reflect the rate in Washington, DC. If Atlanta is a lower LMS area than DC, her LMS would increase but decrease if the reassignment was reversed.

<u>Scenario 2</u>

Doug is a Human Resources Management Officer, Professional Work Category, Full Performance Work Level (Work Level 2), GG-13. He has applied for an entry-level analyst position, Entry/Developmental Work Level (Work Level 1). He has a Master's degree in political science, meets the entry-level qualification requirements for this position, and brings with him years of experience in the DoD Cyber Community. He is excited about the new position because it provides a new career path for him that is more in line with his career goals. If he were selected, HR has determined this position would be at the GG-10 level, the highest grade encompassed in the Entry/Developmental Work Level.

How may the supervisor set Doug's pay? (Assume his current salary is GG-13 step 5.)

ANSWER: Because this is a voluntary change to a lower grade, in this case because Doug wants to change his career path, pay retention does not apply. His salary would be set at the maximum rate for the grade of the position to which he will be assigned that does not exceed his current rate. Because he will be reassigning from a GG 13/5 to a GG-10 position, the maximum pay setting for him is at the GG-10/12. Doug's pay will be reduced through this reassignment. Pay setting in the position should consider his experience and education, in light of the contributions he will bring in the new position when setting his pay.

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<u>Scenario 3</u>

Charles is a GG-13 employee with pay retention.

1. If no other event occurs that would terminate Charles's eligibility, how long can he remain on pay retention?

2. Describe two scenarios that could have placed Charles on pay retention.

3. If Charles performs above the unacceptable level, will he get an increase to his base salary?

4. If the work level and grade to which he is assigned is increased, is he eligible for any corresponding increase to his base salary?

ANSWER:

1.Indefinitely until his pay rate range catches up with his current salary.

2.Examples: Involuntary reduction resulting from a management-directed action or after an Reduction In Force or NSPS conversion out.

3.Yes, up to 50%.

4.Yes, if the adjustment places his current pay lower than the maximum of his new grade.

<u>Scenario 4</u>

Marilyn is a Systems Administrator. She is moving from her current agency where she is a Systems Administrator, Professional Work Category, Full Performance Work Level (Work Level 2) at the GG-12 to another Defense Cyber Component to take a reassignment as a Professional Work Category, Full Performance Work Level Systems Administrator position at pay band 3, which offers her the chance to develop her skills and meet new challenges. Can she get a salary increase when she moves to the new Agency?

ANSWER:

No, she cannot get a salary increase because she is taking a reassignment at the same work category and work level; however, because she is moving from a graded position to a pay banded position, she is permitted to receive a within-grade-increase buy-in prorated to

represent time served towards her next regularly scheduled step increase, if applicable. It's important to remember that if she is already at the step 10, she is at the highest step and this buy-in would not apply. A reassignment is defined as a movement within a pay band, which does not qualify for a salary increase.

<u>Scenario 5</u>

An organization wants to retain a GG -12, step 7, cybersecurity employee in the Washington, DC, area who earns $92,987. The employee is likely to leave the Federal Government for a position in the private sector earning $120,000. The agency has a critical need for the employee's skillset. The employee recently finished a master's degree in cybersecurity and has outstanding student loans.

How can the organization incentivize the employee to remain in his current position?

<u>Answer:</u>
1. The organization offers a **retention incentive for one year** of 25%. $92,987 x .25 = $23,247.
   Retention incentive (**1 year of service agreement**)

2. The organization offers to **repay the employee's student loan**.
   The agency offers to pay $5,000 a year for 3 years for a total of $15,000.
   Student loan repayment (**3 year service agreement**):

$92,987 (current salary GG 12 step 7)
+$23,247 (1 year retention incentive)
+ $5,000 (per year of 3 year student loan repayment)
Total compensation =$121,234

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<u>Scenario 6</u>

An organization wants to hire a candidate with 15 years of relevant private sector experience and a Master's Degree in Cybersecurity for a GG-12 Cyber Threat Analyst Position. The candidate is currently earning $120,000.

How can the agency make a competitive job offer?

<u>ANSWER:</u>

1. The organization decides to submit a request to DoD CIO and USD(P&R) to **make an offer above the step 10 rate, based on the candidate's unique qualifications**. The organization sets pay at GG-12, step 12, based on approval from DoD CIO and USD(P&R), the employee's education, experience, and existing salary relative to the labor market and the salaries of current employees with similar qualifications in similar positions.

2. The agency **offers a recruitment incentive of 25 percent with a one-year service agreement**. $92,316 x .25 (25 percent) x 1 year = $23,079.

3. The organization provides service credit for the candidate's 15 years of relevant private sector experience towards the employee's annual leave accrual rate.
The employee will **accrue 8 hours of annual leave each pay period** instead of 4 hours of annual leave each pay period.

$92,316 (current salary)
+$23,079 (recruitment incentive with 1-year service agreement)
Total compensation: =$115,395 not an exact match, but a competitive offer)
+ 8 hour annual leave accrual rate