HRDG 4500 - Recruitment and Retention Incentives - Introduction

Last Modified:

Subchapter 4500
Recruitment and Retention Incentives
INTRODUCTION

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Background

On November 5, 1990, the Pay Reform Act became law. The Act's goals were to:

- Achieve pay parity between the public and private sectors on a locality-by-locality basis and,
- Improve our ability to recruit and retain employees.

The Office of Personnel Management and the USDA Office of Human Resources Management (OHRM) interpreted the law and issued regulations pertaining to the law's provisions. Contained in this Subchapter is information for implementing the provisions.

Related Regulations

The regulations related to the provisions are:

Provision	Related Regulations
Payment of Travel and Transportation Expenses for New Appointees and for Pre-Employment Interviews	5 Code of Federal Regulations (CFR) 572, 41 CFR 301, USDA OHRM Personnel Letter No. 572-1
Pay Advances to New Appointees	5 CFR 550
Expanded Authority to Make Appointments Above Minimum Rates	5 CFR 531, USDA OHRM Personnel Letter No. 338-9
Recruitment/Relocation Bonuses	5 CFR 575
Retention Allowances	5 CFR 575
Pay for Critical Positions	5 United States Code (U.S.C.) 5377, OMB Bulletin 91-09
Re-employment of Military and Civilian Retirees to Meet Exceptional Employment Needs	5 CFR 553
Pay for Positions Above GS/GM-15 and for Scientific and Professional Positions (established to carry out research and development functions)	5 CFR 534
Supervisory Differentials	5 CFR 575
Special Salary Rates	5 CFR 530
Special Occupational Pay Systems	5 U.S.C. 5391
Pay Flexibilities	**MRP Directive 4500.1**

Advance in Pay - Payment of basic pay made, in one or more installments covering not more than 2 pay periods, to any individual who is newly appointed in the agency or appointed following a break in service of at least 90 days.

Commuting Area - A geographic area that normally is considered one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities where people live and reasonably can be expected to travel back and forth daily to work.

Continuing Pay - The aggregate of basic pay, any other forms of pay that are paid in the same manner and at the same time as basic pay, and annual premium pay received by an employee at any one time.

Critical Position - A position which requires expertise of an extremely high level in a scientific, technical, professional, or administrative field; and which is critical to the agency's successful accomplishment of an important mission; and may be established only to the extent necessary to recruit or retain an individual exceptionally well qualified for the position.

Critical Position Pay Authority - Authority that may be granted by the Office of Management and Budget under 5 U.S.C. 5377 to set the rate of basic pay for a critical position.

Federal Employees Pay Comparability Act of 1990 - "Pay Reform" Act of 1990 signed into law by President Bush on November 5, 1990.

Interim Geographic Adjustments - Adjustments, established by the President, of up to eight percent of basic pay which may be paid to each General Schedule (GS) employee whose duty station is within any geographic area where such adjustment is needed because of recruitment and retention problems.

Locality-Based Comparability Payments - Payments to GS employees who work in geographic locations determined to have a pay disparity of five percent or more between the public and private sectors.

Positions Above GS/GM-15 - Formerly classified as GS-16, 17, and

Overview

The following chart provides an overview of the pay flexibilities described in this Subchapter:

Provision	Section
Payment of Travel and Transportation Expenses for New Appointees and for Pre- employment Interviews	B
Pay Advances to New Appointees	C
Superior Qualifications Appointments	D
Recruitment and Relocation Bonuses	E
Retention Allowances	F
Pay for Critical Positions	G
Reemployment of Military and Civilian Retirees to Meet Exceptional Employment Needs	H
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