



USAID
FROM THE AMERICAN PEOPLE

ADS Chapter 473

Pay Under Prevailing Rate Systems

Partial Revision Date: 10/05/2011
Responsible Office: OHR
File Name: 473_100511

Functional Series 400 – Personnel
ADS 473 – Pay Under Prevailing Rate Systems

Table of Contents

<u>473.1</u>	<u>OVERVIEW</u>	<u>2</u>
<u>473.2</u>	<u>PRIMARY RESPONSIBILITIES</u>	<u>2</u>
*473.3	<u>POLICY DIRECTIVES AND REQUIRED PROCEDURES</u> ...	<u>3</u>
<u>473.3.1</u>	<u>Rates of Pay General</u>	<u>3</u>
<u>473.3.2</u>	<u>Pay Administration</u>	<u>3</u>
<u>473.3.3</u>	<u>New Appointments</u>	<u>3</u>
<u>473.3.3.1</u>	<u>Use of Highest Previous Rate</u>	<u>3</u>
<u>473.3.3.2</u>	<u>Promotions</u>	<u>4</u>
<u>473.3.3.3</u>	<u>Grading and Regrading of Positions</u>	<u>4</u>
<u>473.3.3.4</u>	<u>Details</u>	<u>4</u>
<u>473.3.3.5</u>	<u>Simultaneous Actions</u>	<u>4</u>
<u>473.3.3.6</u>	<u>Application of New or Revised Wage Schedules</u>	<u>5</u>
<u>473.3.3.7</u>	<u>Within-Grade Increases</u>	<u>5</u>
<u>473.3.3.8</u>	<u>Grade and Pay Retention</u>	<u>5</u>
*473.4	<u>MANDATORY REFERENCES</u>	<u>5</u>
<u>473.4.1</u>	<u>External Mandatory References</u>	<u>5</u>
*473.4.2	<u>Internal Mandatory References</u>	<u>6</u>
<u>473.5</u>	<u>ADDITIONAL HELP</u>	<u>6</u>
<u>473.6</u>	<u>DEFINITIONS</u>	<u>6</u>

ADS 473 – Pay Under Prevailing Rates Systems

(THIS REPLACES HANDBOOK 26, CHAPTER 4 IN ITS ENTIRETY)

473.1 OVERVIEW

Effective Date: 02/03/1995

This chapter outlines the policies and procedures governing pay for prevailing rate (wage) employees. For information on performance and special awards, see [ADS 491, USAID Incentive Awards Program](#)). This chapter applies to USAID direct hire employees who are: (1) in a recognized trade or craft; (2) in an unskilled, semi-skilled or skilled manual labor occupation; (3) paid under the wage board non-supervisory (WG) and wage board supervisory (WS) pay schedules; and (4) paid under printing and lithographic non-supervisory (XP) and printing and lithographic supervisory (XS) pay schedules.

473.2 PRIMARY RESPONSIBILITIES

Effective Date: 02/03/1995

a. **The Office of Human Resources, Personnel Operations Division (OHR/POD)** is responsible for:

- (1) Assessing qualifications of candidates and refers well-qualified candidates for selection consideration,
- (2) Reviewing all positions on a periodic basis to assure classification standards are current, establishing rates of pay, and
- (3) Processing all personnel actions related to wage employees.

b. **The Office of Human Resources, Personnel Operations Division, Position Management and Classification Branch (OHR/POD/PMC)** is responsible for:

- (1) Classifying positions,
- (2) Processing classification appeals, and
- (3) Maintaining a record of all classification appeals.

c. **Supervisors** are responsible for:

- (1) Establishing and maintaining an effective position structure consistent with approved authorities;

- (2) Assigning duties to positions, discussing work assignments with employees, preparing position descriptions, and certifying the accuracy of position descriptions for which accountable;
- (3) Initiating position actions when significant changes have been made in duties, responsibilities or supervisory relationships; and
- (4) Advising employees of their right to review position classification standards and to appeal a classification decision.

d. **Employees** are responsible for:

- (1) Submitting to the Bureau for Management, Office of Human Resources, Personnel Operations Division (OHR/POD) a written request for review if the employee believes the position is erroneously graded; and
- (2) Furnishing such facts as may be requested by OHR/POD to ensure that a request for review is processed in a timely manner.

***473.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES**

Effective Date: 06/13/2002

*For more details on higher pay caps, see the [Mandatory Reference 473mab, New Higher Pay Cap on Premium Pay in Effect.](#)

473.3.1 Rates of Pay General

Effective Date: 02/03/1995

Rates of pay are fixed and adjusted in accordance with 5 USC 5341.

473.3.2 Pay Administration

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on pay administration contained in 5 CFR 532, Subpart D.

473.3.3 New Appointments

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on new appointments contained in 5 CFR 532.403. **(See Mandatory Reference [5 CFR 532.403](#))**

473.3.3.1 Use of Highest Previous Rate

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on use of the highest previous rate contained in 5 CFR 532.405. **(See Mandatory Reference [5 CFR 532.405](#))**

473.3.3.2 Promotions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on promotions contained in 5 CFR 532.407. **(See Mandatory Reference [5 CFR 532.407](#))**

473.3.3.3 Grading and Regrading of Positions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on grading and regrading of positions contained in 5 CFR 532.409. **(See Mandatory Reference [5 CFR 532.409](#))**

An employee may at any time appeal, through a written request for review, the occupational series, grade or title to which assigned per the procedures as follows:

The request for review must be submitted to the Bureau for Management, Office of Human Resources, Personnel Operations Division (OHR/POD) through the employee's supervisor. Bureau for Management, Office of Human Resources, Personnel Operations Division, Position Management Classification (OHR/POD/PMC) shall process the request for review and advise the employee in writing of the outcome of the review, as well as, provide analysis of the job.

- a.** The employee may appeal a decision by the Bureau for Management, Office of Human Resources, Personnel Operations Division (OHR/POD) to the U.S. Office of Personnel Management (OPM) per the procedures as follows:

The appeal must be filed within 15 calendar days after receipt of the Bureau for Management, Office of Human Resources, Personnel Operations Division, Position Management Classification's (OHR/POD/PMC) decision.

- b.** The employee has the right to be represented and advised by a representative of their choosing during the appeal process.

473.3.3.4 Details

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on details contained in 5 CFR 532.411. **(See Mandatory Reference [5 CFR 532.411](#))**

473.3.3.5 Simultaneous Actions

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on simultaneous actions contained in 5 CFR 532.413. **(See Mandatory Reference [5 CFR 532.413](#))**

473.3.3.6 Application of New or Revised Wage Schedules

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on application of new or revised wage schedules contained in 5 CFR 532.415. **(See Mandatory Reference [5 CFR 532.415](#))**

473.3.3.7 Within-Grade Increases

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on within-grade increases contained in 5 CFR 532.417 and 5 CFR 536. **(See Mandatory Reference [5 CFR 532.417](#))**

473.5.3.8 Grade and Pay Retention

Effective Date: 02/03/1995

USAID shall adhere to the policies and procedures on grade and pay retention contained in 5 CFR 532.419. **(See Mandatory References [5 CFR 532.419](#) and see [5 CFR Part 536](#))**

***473.4 MANDATORY REFERENCES**

Effective Date: [06/13/2002](#)

473.4.1 External Mandatory References

Effective Date: 02/03/1995

- a. [5 USC 5341, Policy](#)
- b. [5 USC 5342, Definitions; application](#)
- c. [5 USC 5343, Prevailing rate determinations; wage schedules; night](#)
- d. [5 USC 5344, Effective date of wage increase; retroactive pay](#)
- e. [5 USC 5345, Repealed](#)
- f. [5 USC 5346, Job grading system](#)
- g. [5 USC 5347, Federal Prevailing Rate Advisory Committee](#)
- h. [5 USC 5348, Crews of vessels](#)
- i. [5 USC 5349, Prevailing rate employees; legislative, judicial, Bureau of Engraving and Printing, and government of the District of Columbia](#)
- j. [5 USC 5544, Wage-board overtime and Sunday rates; computation](#)

- k. [5 USC 5545, Night, standby, irregular, and hazardous duty differential](#)
- l. [5 USC 5546, Pay for Sunday and holiday work](#)
- m. [5 CFR 532, Prevailing Rate Systems](#)
- n. [5 CFR 536, Grade and Pay Retention](#)

***473.4.2 Internal Mandatory References**
Effective Date: 06/13/2002

- *a. [473mab, New Higher Pay Cap on Premium Pay in Effect](#)**

473.5 ADDITIONAL HELP
Effective Date: 02/03/1995

473.6 DEFINITIONS
Effective Date: 02/03/1995

473_100511