



Hiring Reform: Hiring Flexibilities and Incentives Training





Topics

- Student Loan Repayment Plan
- Crediting Private Sector Experience for Annual Leave Accrual
- Recruitment, Retention, and Relocation Incentives



Student Loan Repayment Plan

- Title 5 USC 5379 and accompanying regulations found in CFR 537, authorize agencies to repay student loans to recruit or retain highly qualified professional, technical, or administrative personnel.
- DAO #202-957 further authorizes DOC operating units to make such payments.
- Payments made directly to the educational or lending institution on behalf of the employee (not to the employee BEFORE entering the program).



Crediting Private Sector Experience for Leave

- In the spirit of the President's hiring reform agenda this program can be used to promote the government.
- Service Credit for Leave for prior non-Federal work experience which is at the discretion of hiring managers in consultation with the appropriate Principal Human Resources Manager (PHRM) or his/her designee.
- Determination must be made BEFORE an employee enters on duty and it can NOT be made retroactively.



Crediting Private Sector Experience for Leave

- Applicable to an individual receiving his or her first appointment (regardless of tenure) as a civilian employee of the Federal Government or active duty uniformed service.
- Or being reappointed following a break in service of at least 90 days from his or her last period of civilian Federal employment.
- The following series are 23 mission-critical occupations which Servicing Human Resources Office's may give credit to:



Crediting Private Sector Experience for Leave

0110-Economist

0201-Human Resources Management

0301 Misc. Admin/Program Management

0343-Management Program Analyst

0482-Fishery Biologist

0500-Accounting/Budgeting

0800-All Prof. Engineers

0905 General Attorney

1101-Gen. Business/Industry

1101-Contract Spec.

1140-Trade Specialist

1224-Patent Examiner

1301-Physical Scientist/Gen.

Physical Scientist

1310-Physicist

1315-Hydrologist

1320-Chemist

1340-Meteorologist

1360-Oceanographer

1529 Math Stats

1530-Statistician

1550-Computer Scientist

1801-General Inspections,
Investigations/Compliance

2210-IT Spec.



Crediting Private Sector Experience for Leave

SHRO requirements for documentation to be considered are:

- Skills and experience the individual possesses that are essential to the new position in the non-Federal position that directly relates to the duties of the new position.
- Why the use of this authority is necessary to achieve an important agency mission or performance. Inclusive dates of the time period covering the experience to be credited.
- A copy of the position description or statement of duties the individual is expected to perform.



Incentives - 3Rs

Recruitment: An Incentive paid to a newly appointed employee if it has been determined that the position is critical to the mission of the organization and in the absence of the incentive, it would be difficult to fill the position with a highly-qualified employee from either the Federal or private sector.

Retention: Incentive paid to a current employee if it is determined that the unusually high or unique qualifications of the employee or a special need of the organization for the employee's services makes it essential to retain the employee and, the employee would be likely to leave the Federal service in the absence of a retention incentive.



Incentives - 3Rs

Relocation: This incentive is paid to a current employee who must relocate (permanently or temporarily and with no break in service) to accept a position in a different geographic area if it is determined that the position is likely to be difficult to fill in the absence of the incentive. An employee must establish residence in the new area before the operating unit may pay a relocation incentive

Recruitment, relocation, and retention (3R's) are used to strategically address human capital needs and build and maintain a high-performing workforce with essential skills and competencies



Incentives - 3Rs

Categories of employees eligible for receiving incentives:

- General Schedule
- Commerce Alternative Personnel System (CAPS), National institute of Standards and Technology's Alternative Personnel Management System, or (APMS), (ZA, ZP, ZT, ZS).
- Executive Schedule (EX).
- Senior Executive Service (SES).
- Senior Level (SL) or Scientific or Professional (ST) positions.
- Law Enforcement Officers (LEO).
- Employees in prevailing rate positions (WG, WL, and WS)
- Any other approved by OPM.



Incentives - 3Rs

Who is ineligible:

- Presidential appointees
- Non-career SES
- Positions excepted from competitive service by reason of its confidential, policy-determining, policy-making, or policy-advocating character
- Operating Unit Heads
- Those expected to receive an appointment as an operating head



Incentives - 3Rs

Types of Payment

Recruitment or Relocation:

- Payment can be paid by an initial lump sum at or before the service period, in equal or variable dollar amounts throughout the service period, a final lump sum upon completion of the service period or any combination of the above.

Retention:

- In equal dollar amounts-at the full retention incentive percentage rate or at a reduced rate with excess deferred for payment at the end of the full service period.
- Payments must be discontinued- when employee in a non-pay status for the entire pay period since there is no base pay on which to compute the payment.
- Non-status pay period-for a part of the pay period, the payment must be prorated based on the amount of basic pay earned.
- As a single lump-sum-payment after completion of the full service period required by the Service Agreement.



Incentives - 3Rs

Requirements Governing Service Agreements

- Before an employee is eligible to receive an incentive they must sign a Service Agreement unless employee is receiving a retention incentive on a biweekly basis.
- A Service Agreement includes the following elements:
 - Service Period - a specific period of time with the offering bureau/operating unit or successor bureau/operating unit in the event of a transfer or function.
 - The service period for a recruitment incentive may not be for less than 6 months or more than 4 years.
 - The service period for a relocation incentive may not exceed four years.
 - There is no required minimum period of employment for relocation incentive.



Incentives - 3Rs

Requirements Governing Service Agreements

- Commencement and Termination Dates:
 - A relocation incentive- starts upon commencement of service at a new duty station. Must establish a residence in the new geographic area before operating unit can pay a relocation incentive.
 - A retention incentive- must begin on the first day of the pay period and end on the last day of the pay period.
 - A start date for- recruitment and relocation incentive may be delayed until the employee completes an initial period of training or a required probationary period. The agreement must state when unit is not obligated to pay this incentive.



Thank You!

