SP2 – A -- SAMPLE

 Promotion – (Employee on Pay Retention) from GS-11 to GS-12

Non-Special Rate to Non-Special Rate (**no change** in geographic location)

**Employee Name:** Bobby Jones

**Current Position Title:** Staff Assistant

**Current Pay Plan, Series, Grade and Step:** GS-301-11/00

**Current Rate of Retained Pay (includes locality supplement):** $66,746

# Step A

Apply the two-step promotion rule using the maximum rate of the employee’s current grade (Step 10) on the underlying General Schedule (without locality) Pay Scale.

## 2005 GS Pay Scale:

| Grade | 11 |
| --- | --- |
| Step 1  | 45,239 |
| Step 2 | 46,747 |
| Step 3 | 48,255 |
| Step 4 | 49,763 |
| Step 5 | 51,271 |
| Step 6 | 52,779 |
| Step 7 | 54,287 |
| Step 8 | 55,795 |
| Step 9 | 57,303 |
| Step 10 | 58,811 |
| Interval  | 1,508 |

Increase the Step 10, by two step increases, which produces a rate of $61,827 ($58,811 + $1,508 x 2) = $61,827

Computed Rate: $61,827

# Step B

The next step is to determine the appropriate locality payment for the computed rate from step A above. To do this, multiply the computed rate from Step A above ($61,827) by the applicable locality payment percentage (obtain percentage from the appropriate pay scale) to find the highest payable rate of pay. The highest payable rate of basic pay is $69,073 ($61,827 x 11.72% = $69,073).

# Step C

The highest applicable rate range, after promotion, is the RUS GS-12 locality rate range. The lowest step in the GS-12 range that exceeds $69,073 (from Step B above) is step 6 with a salary of $70,670. Since this amount exceeds the employee’s current retained rate ($66,746) and is within the grade range for the new promoted grade, the employee’s entitlement to retained rate ceases. (**Note**: If this amount does not exceed the employees current retained rate, the employees pay would be set at the step that equals or exceeds the employee’s current retained rate.)

## Salary Table 2005- RUS:

| Grade | 12 |
| --- | --- |
| Step 1  | 60,576 |
| Step 2 | 62,594 |
| Step 3 | 64,613 |
| Step 4 | 66,632 |
| Step 5 | 68,651 |
| Step 6 | 70,670 |
| Step 7 | 72,688 |
| Step 8 | 74,707 |
| Step 9 | 76,726 |
| Step 10 | 78,745 |

New Pay Plan/Series/Grade/Step: GS-301-12, Step 6, $70,670.

**Employee Name:** Bobby Jones

**New Position Title:** Staff Assistant

**New Pay Plan, Series, Grade and Step:** GS-301-12/6

**New Rate of Basic Pay:** $70,670