

PAY ADMINISTRATION

1. **REASON FOR ISSUE:** To revise Department of Veterans Affairs (VA) procedures regarding pay administration.
2. **SUMMARY OF CONTENTS/MAJOR CHANGES:** This handbook contains mandatory VA procedures on pay administration. The pages in this issuance replace the corresponding page numbers in VA Handbook 5007. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5007 that is maintained on the [Office of the Chief Human Capital Officer](#). Significant changes include:
 - a. Removes the Professional Standards Board (PSB) requirement for certain title 38 hybrid occupations listed under VA Handbook 5005, Part II, Appendix U, “Procedures for Appointing and Advancing Hybrid Title 38 Occupations”;
 - b. Changes the annual pay and annual leave lump sum payment divisor for full-time physicians, dentists, chiropractors, podiatrists, and optometrists from a daily to an hourly divisor, and establishes 2,912 as an hourly divisor for frozen annual leave lump sum payments made to these employees;
 - c. Clarifies that a charge to leave without pay (LWOP) or absent without leave (AWOL) of any duration interrupts an otherwise period of continuous service performed by nurses, physician assistants or Expanded Function Dental Auxiliaries (EFDAs);
 - d. Removes the stipulation that unpaid periods that occur during an otherwise continuous period of service performed by nurses, physician assistants or EFDAs must be for a meal break and provides that such unpaid periods may extend for up to one hour;
 - e. Adds specified occupations to the list of additional VHA positions eligible for title 38 weekend premium pay. See Appendix V-B; and
 - f. Clarifies that employees in official General Schedule (GS) supervisory positions in occupations which are included in the list of additional VHA positions eligible for title 38 weekend premium pay became eligible for weekend premium pay effective July 13, 2014.
3. **RESPONSIBLE OFFICE:** The Compensation and Classification Service (055), Office of the Chief Human Capital Officer.
4. **RELATED DIRECTIVE:** VA Directive 5007, Pay Administration.

Department of Veterans Affairs
Washington, DC 20420

VA HANDBOOK 5007/57
Transmittal Sheet
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5. RESCISSIONS: None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY OF
VETERANS AFFAIRS:**

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DISTRIBUTION: Electronic only

PART II
CHAPTER 2

- (8) The initial rate of pay for employees in hybrid occupations listed under 38 U.S.C. § 7401(3) who have prior VA or other Federal civilian service may be set by the approving official at any step rate of the grade which does not exceed the highest previous rate (maximum payable rate rule) (see 5 CFR 531.221), unless a higher rate is approved under Chapter 3, paragraph 3 of this part. The specific pay rate shall be based on the recommendation of the appropriate Standards Board [unless the position is a title 38 occupation listed in VA Handbook 5005, part II, Appendix U for which the servicing Human Resources (HR) office will make a pay rate recommendation. If applicable, the appropriate Standards Board] is to compare the quality of service rendered during the individual's prior employment with the quality of service expected of other persons in the same grade who have attained pay rates above the minimum rate of the grade. The provisions of this subparagraph are not to be construed as precluding reappointment at a higher grade if the person is qualified. General Schedule (GS) employees who move from a lower GS grade to a hybrid occupation at a higher GS grade must have their pay set using GS promotion regulations outlined in VA Handbook 5007, part III, Chapter 2, unless the pay is set at a higher rate using highest previous rate or a higher rate is approved under Chapter 3 of this part (Authorization of Individual Appointments Above the Minimum Rate of the Grade).
- (9) **Appointments, Reappointments and Transfers from Other Agencies of Nurses and Nurse Anesthetists Under the Locality Pay System (LPS)**
- (a) **Employees Without Prior VA or Other Creditable Federal Civilian Service.** The initial rate of pay shall be the applicable minimum rate of the grade and level unless the approving official authorizes a higher step on the basis of the individual's personal qualifications and attainments, superior qualifications, or special needs of the VA. In addition, the approving official may authorize a higher step for assignment to a head nurse position or to recruit candidates with specialized skills in accordance with [part III, Chapter 8]. The specific step rate should be based on a recommendation of the Nurse Professional Standards Board.
- (b) **Prior VA Service Under the LPS.** Former employees who served under the LPS may have their step set at any step which does not exceed their highest previous step unless the approving official authorizes a higher step as described in subparagraph (a).
- (c) **Current or Prior Federal Service Which Does Not Include Service Under the LPS.** The employee may be paid at any step of the grade which does not exceed the employee's relative position in the former rate range unless the approving official authorizes a higher step as described in subparagraph (a). Current employees converted to a covered position at their request are not eligible for pay retention under part III, Chapter 6, paragraph 4.
- (d) **Restrictions on Making Highest Previous Step Determinations.** All highest previous step determinations are subject to the following restrictions:
- i. The highest previous step must have been earned in a full-time, part-time or intermittent appointment, not limited to 90 calendar days or less, or for a period of not less than 90 calendar days under one or more appointments without a break in service.

- ii. The highest previous step may not include higher rates of pay for being a head nurse, higher rates based on specialized skills or an interim geographic adjustment approved under Executive Order 12826, dated December 31, 1992.
- iii. The earned step on any special rate range approved under 38 U.S.C. § 7455 is to be used for the purposes of computing the highest previous step.

NOTE: For hybrid occupations listed under 38 U.S.C. § 7401(3) or occupations approved for hybrid status under the provisions of VA Handbook 5005, part II, Chapter 3, paragraph 2, [which are subject to the appropriate standards board requirement,] the selecting official should forward the recommendation for appointment above the minimum rate of the grade to the appropriate professional or similar standards board. The board will consider this information when making a formal recommendation regarding the candidate's qualifications, and recommended grade and step upon appointment. Board recommendations may serve as the justification to support an appointment above the minimum rate of the grade. A brief narrative on VA Form 10-2543, Board Action, should be included which provides pertinent information regarding the basis of the recommendation as it relates to the candidate's existing rate of pay, recent salary history or competing job offer, higher or unique qualifications or special needs of VA. [For title 38 hybrid occupations that are not subject to the standards board requirement, recommendations for an appointment above the minimum rate of the grade are to be forwarded to the servicing HR office in accordance with the guidance outlined in VA Handbook 5005, part II, Appendix U. The recommendation for additional steps for all occupations listed under 38 U.S.C. § 7401(3) cannot be based upon the number of years of experience alone.]

- (2) Before using this pay setting authority, approving officials should consider such things as the number of on-duty personnel [] and their pay rates [in the category under consideration], the number of vacancies and the availability of well-qualified candidates, possible employee and/or community relations problems which may result from using this authority, and [other] alternatives to using this authority to include the use of recruitment incentives, a more comprehensive recruitment effort, job redesign, internal training, use of part-time employees, etc.
- (3) This authority is intended to enhance VA's ability to meet its recruitment needs and may be used with full-time, part-time, intermittent, permanent, or temporary appointments provided its use is consistent with the criteria contained herein. It is typically used for new appointments (i.e., first appointment as an employee of the Federal Government, however it may be used for reappointments, provided the candidate had a break in service of at least 90 calendar days. A 90 calendar day break in service is not required if the candidate's civilian service immediately preceding the appointment consisted of one or more periods of employment under a time-limited or non-permanent appointment, employment as an expert or consultant under 5 U.S.C. § 3109 and 5 CFR 304, or employment under a provisional appointment under 5 CFR 316.403.

c. **On-Duty Employees**

- (1) A higher step rate may be approved for on-duty employees in the situations shown below if the appropriate standards board or recommending official (if a standards board is not appropriate) has recommended a higher step rate than otherwise applicable. [The selecting official will forward a recommendation to the appropriate standards board or servicing HR office (as applicable), who will make a formal recommendation to the appointing official.] The recommendation may be based on higher or unique qualifications of an individual or special needs of VA. [Determinations as to whether an employee will be granted a higher step rate will be made fairly, consistently, and in accordance with VA policy.]
 - (a) On-duty employees converted to [hybrid] occupations listed under 38 U.S.C. § 7401(3);
and

PART II

CHAPTER 3

- (b) On-duty employees reassigned to a new position or changed to a new lower grade position under 38 U.S.C. § 7401(3). For the purpose of this paragraph, a new position means a position subject to different qualification standards and in a different occupational series.
 - (2) On-duty employees in the same occupation as an individual newly appointed under 38 U.S.C. § 7401(3) are not entitled to have their pay rate adjusted.
- d. **Limitations on Pay Rates.** Approving officials shall not authorize a rate above the maximum rate of the grade. In addition, pay rates approved under this paragraph are limited by the payable rate for Level IV of the Executive Schedule.
- e. **Retroactive Administrative Determination.** The authority contained in this paragraph is a discretionary administrative determination, which shall not be made on a retroactive basis.

2. PAYMENT PROCEDURES

- a. Employees subject to the hourly leave accrual system of title 5 or title 38 will receive a lump-sum payment equal to the pay they would have received had they remained employed in VA until the expiration of the accumulated and accrued annual leave to their credit.
- b. Full-time physicians, dentists, podiatrists, chiropractors, and optometrists [with annual leave in frozen leave accounts as of January 8, 2006, will be paid a lump sum payment for each hour in the frozen leave account based on a divisor of 2,912. All other annual leave will be paid at the employee's hourly rate of pay based on a divisor of 2,080.]

NOTE: Annual leave payments made to full-time physicians, dentists, podiatrists, chiropractors and optometrists who became eligible for lump sum payments prior to January 8, 2006, and annual leave in frozen leave accounts as of January 8, 2006, will be paid at a rate of one day of pay for each day of annual leave.

- c. The period of leave used for calculating the lump-sum payment will not be extended by:
 - (1) Any holidays which occur immediately after the date the employee becomes eligible for a lump-sum payment;
 - (2) Annual leave donated to an employee under the [Voluntary Leave Transfer Program or Voluntary Leave Bank Program,]
 - (3) Compensatory time off, or
 - (4) Accumulated credit hours.
- d. For an employee on a mixed tour (see paragraph 6c under Definitions) in VA, a lump-sum payment will be made to that employee when he or she is assigned to a period of intermittent duty.
- e. The amount of a lump-sum payment will be determined in the following manner:
 - (1) A lump-sum payment must be computed based on the types of pay in effect at the time an employee becomes eligible for a lump-sum payment.
 - (2) Appendix IV-B contains a list of the types of pay and pay adjustments, as applicable, which must be included in a lump-sum payment.
- f. Firefighters on uncommon tours of duty who separate from Federal employment with accumulated annual leave will have their leave balances paid out according to their regular tours of duty. (See Chapter 3, part IV of this handbook.)
 - (1) For firefighters who generally work 24-hour shifts, leave balances will be paid out at the 2,756-divisor rate, including overtime for regularly scheduled hours in excess of 53 hours in an administrative [workweek]. For example, a firefighter with 100 hours of accumulated annual leave will have the hours paid out according to the scheduled tour. If the first scheduled tour

following the separation would be a 72-hour week, the firefighter would receive 53 hours of leave at the 2,756-divisor straight-time rate, and 19 hours of leave at the 2,756-divisor overtime rate. Any remaining accumulated annual leave would be paid out in subsequent weeks in the same manner.

- (2) For firefighters with a basic 40-hour workweek, accumulated annual leave will be paid out at the 2,087-hour divisor for hours that correspond to the basic 40-hour workweek, with the remainder of the regularly scheduled tour of duty paid at the 2,756-divisor rate. Hours over 40 will be paid at the 2,756-divisor straight time rate up to 53, with all remaining hours paid at the applicable overtime rate.

- (e) Overtime is payable for service performed in excess of 40 hours in an administrative workweek, or in excess of eight consecutive hours, whichever is greater, at a rate of one and one-half times the employee's basic hourly rate of pay. [An unpaid period of one hour or less is not a break in continuous service except that a period of LWOP or charge to AWOL of any duration is considered to be a break in the continuous service period]. **NOTE:** For a full-time employee on a compressed work schedule, overtime is payable for hours of work in excess of the basic work requirement. For a part-time employee on a compressed work schedule, overtime is payable for hours of work in excess of the basic work requirement for a day (but must be in excess of eight hours) or for a week (but must be in excess of 40 hours).

c. Call-Back Overtime

- (1) Any overtime on a day when a nurse, PA or EFDA was not scheduled to work, or for which an employee is required to return to his or her place of employment, shall be deemed to be a minimum of two hours in duration, regardless of whether or not service is performed for a full two hours. When an employee is called back from an on-call status to perform overtime work, the callback overtime provisions shall be applied upon return to duty of the employee.
- (2) To be eligible for the full two hours of overtime, employees must be called into work at a time which is outside of and unconnected with their basic workweek (45 Comp. Gen. 53).

d. Compensatory Time Off in Lieu of Regular and Irregular or Occasional Overtime for Nurses, PAs, and EFDAs

- (1) An official authorized to approve overtime work may, at the written request of eligible employees, grant such employees compensatory time off from their scheduled tour of duty in lieu of overtime pay. The amount of the compensatory time off will equal the amount of time spent in overtime work. Requests for compensatory time off for title 38 and hybrid title 38 employees paid premium pay on the same basis as registered nurses must be in writing.
- (2) **Limit on Compensatory Time.** The limitation on overtime pay contained in 5 U.S.C. § 5547 does not apply to title 38 employees covered by this paragraph.
- (3) **Time Limit on Compensatory Time for Nurses, PAs, and EFDAs**
- (a) Compensatory time should be taken as soon as possible after it is earned, but not later than the end of the 26th pay period following the pay period in which it is earned.
- (b) If the compensatory time is not taken within the time limit prescribed above because of exigencies of the service, the employee will be paid for the overtime work at the overtime rate. If the compensatory time off is not taken within this period because of personal reasons not due to exigencies of service, the right to compensatory time off and overtime pay for the duty is lost.
- (c) In cases of inter-station transfers, compensatory time off must be taken or paid for prior to the effective date of transfer. Under no circumstances will the obligation for compensatory time off be transferred to the receiving facility.

**CHAPTER 6. OTHER FORMS OF ADDITIONAL PAY
(SUNDAY PAY, NIGHT DIFFERENTIAL, WEEKEND PAY)****1. OTHER FORMS OF PREMIUM PAY FOR EMPLOYEES APPOINTED UNDER 38 U.S.C. § 7401(1)**

- a. **Night Differential Pay.** A nurse, PA or EFDA who performs service, any part of which is within the period commencing at 6 p.m. and ending at 6 a.m. shall receive additional pay for each hour of service provided 4 or more hours fall between 6 p.m. and 6 a.m. When fewer than four hours fall between 6 p.m. and 6 a.m., the differential is payable only for service between those hours. For the purpose of determining differential hours, only service within 6 p.m. to 6 a.m. or continuous service connected to the period of 6 p.m. or 6 a.m. are subject to differential pay. An unpaid [] period of one hour or less is not a break in continuous service [except that a period of LWOP or charge to AWOL of any duration is considered to be a break in the continuous service period]. A nurse, PA, or EFDA shall receive differential at the rate of 10 percent of their basic hourly rate of pay, unless a higher differential is authorized under Chapter 4 of this part.

(1) When on annual or sick leave, a nurse, PA or EFDA shall be entitled to night differential pay otherwise appropriate, provided the total amount of such leave in a pay period, including both night and day hours, is fewer than eight hours.

(2) When not required to perform service because of a holiday or the day observed as a holiday, a nurse, PA or EFDA shall be entitled to night differential pay otherwise appropriate.

- b. **Weekend Pay (Premium Pay for Service on Saturday or Sunday).** A nurse, PA or EFDA who performs service, any part of which is between midnight Friday and midnight Sunday, shall receive premium pay for each hour of such service. Service for which weekend premium pay is payable includes continuous service connected to midnight Friday or midnight Sunday. An unpaid [] period of one hour or less is not a break in continuous service [except that a period of LWOP or charge to AWOL of any duration is considered to be a break in the continuous service period]. Premium pay for service under this subparagraph is equal to 25 percent of the employee's basic hourly rate of pay unless a higher rate is approved under Chapter 4 of this part. The divisor for calculating the basic hourly rate of pay for a nurse, PA, or EFDA is 2,080. Weekend pay is payable only during periods when work is performed. Weekend pay is therefore not payable for periods of paid leave or excused absence including annual leave, sick leave, compensatory time off, credit hours military leave, court leave excused absence on a holiday, or time off as an incentive or performance award, etc.

c. **Holiday Pay**

(1) A nurse, PA or EFDA with a 40-hour basic workweek who performs service on a holiday designated by Federal statute or Executive order shall receive, for non-overtime service, additional pay at a rate equal to the employee's basic hourly rate of pay. This shall be the applicable rate for holiday pay unless a higher rate is authorized under Chapter 4 of this part. When the basic workweek of a nurse, PA or EFDA includes portions of two tours on a holiday, the tour that commences on the holiday shall be treated as the holiday for pay and leave purposes. When assigned to duty on a holiday, a nurse, PA or EFDA shall receive a minimum of two hours of holiday pay.

(2) A full-time nurse on the Baylor Plan shall only receive holiday pay for non-overtime holiday service performed outside the nurse's 24-hour basic workweek.

[d. **Holiday Overtime.** When a full-time nurse, PA, or EFDA performs work on a holiday designated by Federal statute or Executive Order, which is in excess of their scheduled tour of duty (but must be in excess of eight consecutive hours), the employee shall receive for each hour of such service a rate of two times the employee's basic hourly rate of pay unless a higher rate of pay has been authorized under Chapter 4 of this part. In the event the period of consecutive service occurs on or continues into a day which has not been designated as a holiday, such service will be compensated at a rate of one and one-half times the employee's basic hourly rate of pay, unless a higher rate of pay has been authorized under Chapter 4 of this part.]

2. OTHER FORMS OF PREMIUM PAY FOR EMPLOYEES APPOINTED UNDER 38 U.S.C. § 7405

- a. **Part-Time or Intermittent Nurses, PAs, and EFDAs.** In addition to basic pay, a part-time or intermittent nurse, PA or EFDA shall receive additional pay on the same basis as that for a full-time employee, except as indicated below:
- b. **Holiday Pay.** A part-time nurse shall be entitled to holiday pay only for service performed on the actual calendar holiday. A part-time nurse, PA or EFDA may be excused for a holiday which occurs within such employee's regularly scheduled tour of duty.

- c. Graduate Nurses[, Graduate Physician Assistants,] Nurses[, and Physician Assistants] Pending Graduation.** Graduate nurses [, graduate physician assistants,] nurses[, and physician assistants] pending graduation shall receive additional pay on the same basis as outlined above for registered nurses [and physician assistants]. Compensatory time off in lieu of regular and irregular or occasional overtime may be authorized.
- d. Student Nurse Technicians.** The Secretary has determined that these employees shall receive premium pay as if covered by Chapter 55 of title 5, U.S.C., and the Fair Labor Standards Act, unless their position meets one of the exemptions contained in 5 CFR 551, subpart B, that would otherwise apply.
- e. Pay for Employees Pending Licensure in Occupations Listed Under 38 U.S.C. § 7401(3).** The Secretary has determined that employees that have completed a full course of training for an occupation listed under 38 U.S.C. § 7401(3) and are pending licensure shall receive premium pay as if covered by Chapter 55 of title 5, U.S.C., and the Fair Labor Standards Act, unless their positions meet one of the exemptions contained in 5 CFR 551, subpart B, that would otherwise apply.
- f. Medical Support Personnel Appointed Under 38 U.S.C. § 7405(a)(1)(D).** The Secretary has determined that these employees shall receive premium pay as if covered by title 5, United States Code, Chapter 55. They are also to be treated as if covered by the minimum wage and overtime provisions of the FLSA, unless the position meets one of the applicable professional, administrative or supervisory exemptions contained in 5 CFR 551, subpart B, that would otherwise apply. FLSA coverage determinations for employees compensated under this paragraph will be consistent with coverage determination made for employees in the competitive service. Premium payments are also to be based on the rate of basic pay computed under 5 U.S.C. § 5504 or 5 CFR, part 551, as applicable. They shall receive any applicable non-foreign cost-of-living allowance and post differential (see part VIII, Chapter 11 of this handbook).
- g. Trainees and Students Appointed Under 38 U.S.C. § 7405(a)(1)(D)**
- (1) Per annum basis trainees will be paid their regular straight time base rate, but will not receive any additional premium pay, by reason of working on a legal holiday, on Sunday, or at night. These trainees will receive their regular straight time pay for time off if relieved or prevented from working solely by the occurrence of a legal holiday. No compensation will be paid these trainees by reason of working overtime; however, they may be granted equivalent time off for service in excess of eight hours in a day or 40 hours in a week.
 - (2) Summer students will be paid their regular straight-time base rate, but will not receive any additional premium pay by reason of working on a legal holiday, on Sunday, or at night. These students will receive their regular straight time pay for time off if relieved or prevented from working solely by the occurrence of a legal holiday. No compensation will be paid these students by reason of working overtime; however, they may be granted equivalent time off for service in excess of eight hours in a day or 40 hours in a week.

- (3) **Additional [GS] positions eligible for title 38 Weekend Premium [Pay].** Effective January 11, 2004, additional positions were determined to be eligible for weekend premium pay. A full-time, part-time or intermittent VHA employee in a position (Occupation, Series, and Title) listed in Appendix V-B, who performs service on a tour, any part of which is between midnight Friday and midnight Sunday, will receive premium pay for each hour of service on such tour. [Effective July 13, 2014, employees in official GS supervisory positions in eligible occupations, including Fire Chiefs and Assistant Fire Chiefs, are eligible for title 38 weekend premium pay.] Premium pay for service under this paragraph is equal to 25 percent of the employee's basic hourly rate of pay.
- (a) The divisor for calculating the basic hourly rate of pay for these additional GS positions, other than a VHA firefighter described below is 2,087.
 - (b) Weekend premium pay for VHA firefighters occupying a position listed in Appendix V-B whose regular workweek averages 53 hours or more will be calculated by applying a divisor of 2,756 to the basic hourly rate of pay.
 - (c) The basic hourly rate of pay for VHA firefighters occupying a position listed in Appendix V-B who perform service on a weekend tour of duty will be calculated by utilizing the 2,087 divisor for work within the 40-hour workweek, and a divisor of 2,756 [] for hours in excess of the regular 40-hour workweek. This applies to all VHA firefighters who are scheduled to work 40 hours per week, including those on a 40-PLUS tour.
 - d. **Holiday Pay.** Employees who are required to perform regularly scheduled non-overtime work on a designated holiday shall receive pay at the rate of two times their hourly rate for actual hours worked on their tour, but not less than at least two hours. Employees who perform overtime work on a holiday will be compensated at their regular overtime rate.
 - e. **Standby Duty Pay.** Employees who are required to remain at their official duty station in a state of readiness may receive up to 25 percent of their rate of pay, paid on an annual basis. This payment is in lieu

- [d. **Additional FWS positions eligible for title 38 Weekend Premium Pay.** Effective January 11, 2004, additional positions were determined to be eligible for weekend premium pay. A full-time, part-time, or intermittent VHA employee in a position (Occupation, Series, and Title) listed in Appendix V-B, who performs service on a tour, any part of which is between midnight Friday and midnight Sunday, will receive premium pay for each hour of service on such tour. Premium pay for service under this paragraph is equal to 25 percent of the employee's basic hourly rate of pay.]

APPENDIX B.
ADDITIONAL VHA POSITIONS ELIGIBLE FOR WEEKEND PREMIUM PAY ONLY

Pay Plan	Series	Title Code	Title
GS	0080	02	Security Officer
GS	0081	03	Firefighter (Bas Life Spt/Haz Mat Tech)
GS	0081	04	Firefighter (Structural)
GS	0081	05	Firefighter (Hazardous Materials Tech)
[GS	0081	06	Firefighter (Basic Life Support]
GS	0081	07	Firefighter (Paramedic)
[GS	0081	09	Firefighter]
GS	0083	02	Detective
GS	0083	03	Police Officer (Instructor)
GS	0083	05	Police Officer
GS	0085	04	Security Guard
GS	0086	01	Security Clerk
GS	0086	02	Security Assistant
GS	0086	04	Security Assistant (OA)
[GS	0301	52	Medical Administration Specialist]
GS/GM	0301	61	Rehabilitation Medicine Coordinator
GS	0301	68	Patient Representative
GS	0303	03	Medical Administrative Assistant
GS	0303	04	Domiciliary Assistant
GS	0303	11	Prosthetic Clerk
GS/AD	0303	13	Patient Services Assistant
GS	0303	16	Medical Data Clerk (Typing)
GS	0303	19	Medical Data Clerk
GS	0303	44	Prosthetic Clerk (OA)
GS	0303	45	Medical Data Clerk (OA)
GS	0303	57	Patient Services Assistant (OA)
GS	0350	09	X-Ray Film Processing Equipment Opr
GS	0394	02	Communications Clerk
GS	0394	03	Communications Clerk (OA)
GS	0394	08	Communications Clerk (Typing)
[GS	0962	04	Contact Representative
GS	0962	05	Contact Representative]
GS	1001	11	Interpreter (OA)
GS	1046	02	Clerk-Translator
GS	1715	02	Vocational Rehabilitation Specialist
GS	1715	04	Vocational Development Specialist

PART V

APPENDIX B

Pay Plan	Serie s	Title Code	Title
WG/WLWS	3511	10	Laboratory Worker
WG/WLWS	3566	10	Housekeeping Aid
WG/WLWS	3566	30	Housekeeping Aid Training Leader
WG/WLWS	3566	40	Housekeeping Storeroom Attendant
WG/WLWS	3566	60	Housekeeping Aid (Leader)
WG/WLWS	4742	10	Utility Systems Repairer-Operator
WG/WLWS	4742	20	Utility Systems Repairer
WG/WLWS	4801	10	Equipment Servicer (Wheelchair Repair)
WG/WLWS	4805	10	Medical Equipment Repairer
WG/WLWS	4805	20	Medical Equipment Worker
WG/WLWS	5306	20	Air Conditioning Equipment Mechanic
WG/WLWS	5309	20	Boiler Plant Equipment Mechanic
WG/WLWS	5402	20	Boiler Plant Operator
WG/WLWS	5406	30	Utility Systems Operator
[WG/WLWS	5409	30	Water Treatment Plant Operator]
WG/WLWS	5415	20	Air Conditioning Equipment Operator
WG/WLWS	5703	60	Motor Vehicle Operator
WG/WLWS	7304	10	Laundry Worker
WG/WLWS	7305	50	Laundry Machine Operator
WG/WLWS	7305	60	Laundry Machine Opr (Motor Veh Opr)
WG/WLWS	7404	20	Cook
WG/WLWS	7408	10	Food Service Worker
WG/WLWS	7408	20	Food and Sanitation Worker

NOTE: *The additional positions deemed eligible for weekend premium pay in Appendix V-B are considered healthcare workers only for weekend premium pay purposes and are NOT eligible for any additional title 38 pay entitlements applicable solely to healthcare workers.*

16. NOTICE REQUIREMENTS FOR REDUCTIONS IN MARKET PAY. Physicians and dentists must be notified in writing when an involuntary assignment in connection with a disciplinary action will result in a reduction in market pay. The notice must provide at least a 30-day advance notice of the effective date of the reduction, the amount of the reduction, and any appropriate appeal rights with regard to the new assignment, as defined in VA Handbook 5021.

17. DUAL APPOINTMENTS. Individuals with part-time appointments at more than one VA facility may receive base, market, and performance pay from each facility subject to the following restrictions:

- a. The combined total of performance pay for any fiscal year [(FY)] may not exceed the lower of:
 - (1) \$15,000, or
 - (2) The amount that is equal to 7.5% of the sum of the base and market pay payable to the physician or dentist in that FY for his/her highest paying position.
- b. Management at the two facilities will coordinate performance pay decisions and communicate regarding the respective market pay decisions to ensure that the provider's earnings do not exceed the limitations contained in paragraph 14 of this part. When determining whether the aggregate pay limitation in paragraph 14c will be exceeded, the provider's projected combined earnings will be considered (i.e., what the provider will actually be paid). When determining whether the Network Director's or Under Secretary for Health's approval is required under paragraph 14d, the provider's full-time equivalent (i.e., not prorated) annual pay (plus non-foreign COLA, where applicable) will be considered separately for each appointment.
- c. Two part-time appointments under 38 U.S.C. § 7405(a)(1)(A) totaling one full-time position will not confer the rights associated with a full-time (80 bi-weekly hours) permanent appointment under 38 U.S.C. § 7401(1).

18. RELATIONSHIP OF PAY TO BENEFITS

- a. Base pay under paragraph 7 and market pay under paragraph 9 are considered pay for retirement benefits under Chapters 83 and 84 of title 5, life insurance, lump-sum leave payments, the Thrift Savings Plan, and work injury compensation claims.
- b. All special pay received under the former 38 U.S.C. § 7431 or 38 U.S.C. § 4118 is included in basic pay for the purposes of 5 U.S.C., Chapters 83 and 84, relating to the computation of civil service annuities.

19. ERRONEOUS PAYMENTS. Under certain conditions, claims of the Government arising out of erroneous payment of pay or allowances made to employees may be waived under the authority of 5 U.S.C. § 5584. This includes erroneous payments of base, market, and performance pay.

20. COMPUTATION OF PAY

- a. Salary payments for full-time physicians and dentists are computed by dividing the annual pay authorized for the individual by [2,080] to determine an [hourly] rate. This [hourly] rate is paid for all [hours] of paid service.