

**GENERAL PAY INCREASE AND SPECIAL RATES APPROVED
UNDER TITLE 38 UNITED STATES CODE (U.S.C.) 7455
(REPORT CONTROL NUMBER (RCN) 05-0827)**

- 1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Directive establishes authority to ensure adequate staffing or competitive pay rates.
- 2. SUMMARY OF MAJOR CHANGES:** None.
- 3. RELATED ISSUES:** VA Handbook 5007, Part VI.
- 4. RESPONSIBLE OFFICE:** The Office of Human Resources Management (055) is responsible for the contents of this Directive. Questions may be addressed at 631-261-4400, extension 7922.
- 5. RESCISSIONS:** VHA Directive 2014-01, dated January 6, 2014 is rescinded.
- 6. RECERTIFICATION:** This VHA Directive is scheduled for recertification on or before the last working day of November 2019.

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1. PURPOSE: This Veterans Health Administration (VHA) Directive authorizes approval of a general pay increase equal to the amount of the basic General Schedule (GS) increase effective for employees being paid special rates authorized under Title 38 United States Code (U.S.C.) 7455, when necessary to ensure adequate staffing or competitive pay rates. **AUTHORITY:** 38 U.S.C. 7455.

2. POLICY: It is VHA policy to authorize a general pay increase equal to the amount of the basic GS increase for employees being paid special rates authorized under 38 U.S.C. 7455 if the increase is necessary to ensure adequate staffing or competitive pay, and local funds are available to support the amount of the adjustment.

3. ACTION:

a. **Medical Facility Director.** The medical facility Director is responsible for:

(1) Reviewing a summary of the special rate authorizations covered by the annual review to determine if an increase is necessary. **NOTE:** *Human Resources Information Service will distribute the summary to facilities through the Roger Software Development (RSD) (on-line viewing), or the Department's current human resources information system, in October of each year.*

(2) Notifying the local exclusive labor union and employees of any decision not to authorize an increase. If an adjustment is not necessary, the medical facility Director must ensure that:

(a) Signed certifications are formatted in the manner shown in Appendix A of this Directive.

(b) Signed certifications are submitted to the Network Director (10N_/055) for coordination and processing by the certification due date designated by VA Central Office Compensation and Classification Service (055). **NOTE:** *Certification due dates will be issued annually in October along with the notice of special rate authorization summary.*

(c) Ensuring copies of signed certifications are scanned and emailed or faxed to Compensation and Classification Service (055). If a certification stating that "an increase is not necessary" is not received and confirmed by 055 by the certification due date, the occupation will receive the GS increase. Increases granted as a result of a certification received after the annual certification due date may not be rescinded.

NOTE: *If the medical facility Director certifies that an increase is not necessary for a special rate established under the fixed percentage supplement method, a new authorization must also be submitted to reduce the fixed percentage supplement rate. It is important to indicate on the certification form (see Appendix A of this Directive) whether or not the special rate was established with a fixed percentage supplement, as Compensation and Classification Service will contact the local Human Resources Management Service (HRMS) and provide additional instructions for submitting a new authorization.*

b. **VA Central Office Compensation and Classification Service (055)**. Consistent with VA Handbook 5007, VA Central Office Compensation and Classification Service is responsible for:

(1) Notifying VA medical facility Human Resources offices in advance regarding the Title 38 annual review of special rates and providing a due date for certifications that an increase is not necessary.

(2) Confirming receipt of facility certification requests.

NOTE: Advisory assistance on the provisions of this Directive may be obtained by contacting the Compensation and Classification Service (055) representative handling special rates for the facility.

4. REFERENCES:

a. 38 U.S.C. 7455.

b. VA Handbook 5007, Part VI.

APPENDIX A

SAMPLE FORMAT FOR

CERTIFICATION THAT AN INCREASE IN SPECIAL RATES IS NOT NECESSARY

I certify that existing special rates are competitive and an increase equivalent to the general schedule increase is not necessary to maintain adequate staffing.

Occupation: Medical Technologist, GS-0644

Schedule/Table Number: AB12

Established with Fixed Percentage Supplement: Yes No

Reason: Current rates are competitive with non-Federal health care facilities.

1. Signature of certifying Official: _____
(Facility Director)

2. Facility: _____
(Enter Facility Name and Station Number)

3. Human Resources Management Service (HRMS) Information:

Name of HRMS Point of Contact: _____
(Enter Full Name)

Telephone Number: _____

Email Address: _____

Date of Request: _____