

PART 2054 - EMPLOYMENT

Subpart A - Within-Grade Salary Increases

§ 2054.1 General.

This instruction provides guidelines for granting and withholding within-grade increases (WGIs). A WGI is a one-step salary increase within a General Schedule (GS) grade given after a waiting period, providing the employee's performance is at an acceptable level of competence based on a current rating of record. Acceptable level of competence means performance by an employee that warrants advancement of the employee's rate of basic pay to the next higher step of the grade or the next higher rate within the grade of his or her position. Form AD-658, "Within-Grade Increase Record," is used by Rural Development for obtaining certification for WGIs. The requirements for granting and withholding WGIs are provided in 5 CFR 531 Subpart D, "Within-Grade Increases."

(a) Earning a within-grade increase. An employee who occupies a permanent position who is paid at less than the maximum rate of the grade of his/her position shall earn advancement in pay to the next higher step of the grade after certain waiting periods, provided that his/her rating of record for the most recently completed appraisal period is at an acceptable level of competence, and if no equivalent increase was received during the waiting period.

(b) Waiting period for a within-grade increase. Creditable service, which generally includes civilian employment in any branch of the Federal Government or with a Government corporation, is described in 5 CFR 531.406. The waiting periods for advancement of full-time and part-time employees with a regular tour of duty are:

DISTRIBUTION: WSAL

Human Resources
Employment

(1) Length of waiting period for permanent employees.

From STEP	To STEP	Weeks
1	2	52
2	3	52
3	4	52
4	5	104
5	6	104
6	7	104
7	8	156
8	9	156
9	10	156

(2) Length of waiting period for employees without a scheduled tour of duty. Waiting periods for advancement are:

From STEP	To STEP	Days	Pay Status in Calendar Weeks
1	2	260	not less than 52
2	3	260	not less than 52
3	4	260	not less than 52
4	5	520	not less than 104
5	6	520	not less than 104
6	7	520	not less than 104
7	8	780	not less than 156
8	9	780	not less than 156
9	10	780	not less than 156

(c) Beginning of a waiting period. A waiting period begins:

- (1) On the first day of appointment as an employee of the Federal Government, regardless of tenure;

§ 2054.1(c) (Con.)

(2) Upon receiving an equivalent increase. An "equivalent increase" is an increase or increases in an employee's rate of basic pay equal to or greater than the difference between the employee's rate of basic pay and the rate of basic pay for the next higher step of the employee's grade. An increase in an employee's rate of basic pay is not considered an "equivalent increase" when it results from a) a statutory pay adjustment, including a general pay increase authorized for the General Schedule under 5 U.S.C. 5303, b) the establishment of or increase in a special salary rate schedule, c) a quality step increase, or d) certain other pay increases described in 5 CFR 531.407(c); or

(3) After a period of nonpay status or a break in service (alone or in combination) in excess of 52 calendar weeks, unless the nonpay status or break in service is creditable service as defined in 5 CFR 531.406.

§§ 2054.2 - 2054.50 [Reserved]

oOo