

## § 575.101

- 575.307 Agency retention incentive plan and approval levels.
- 575.308 Approval criteria and written determination.
- 575.309 Payment of retention incentives.
- 575.310 Service agreement requirements.
- 575.311 Continuation, reduction, and termination of retention incentives.
- 575.312 Internal monitoring requirements and revocation or suspension of authority.
- 575.313 Records and reports.
- 575.314 Retention incentives for employees likely to leave for a different position in the Federal service.

### Subpart D—Supervisory Differentials

- 575.401 Purpose.
- 575.402 Delegation of authority.
- 575.403 Definitions.
- 575.404 Use of authority.
- 575.405 Calculation and payment of supervisory differential.
- 575.406 Adjustment or termination of supervisory differential.
- 575.407 Records.

### Subpart E—Extended Assignment Incentives

- 575.501 Purpose.
- 575.502 Definitions.
- 575.503 Who may approve the payment of an extended assignment incentive?
- 575.504 What requirements must an agency satisfy before authorizing the payment of an extended assignment incentive?
- 575.505 What criteria must an agency use to determine who will receive an extended assignment incentive?
- 575.506 When is an agency prohibited from paying an extended assignment incentive?
- 575.507 What is the maximum extended assignment incentive that may be paid for a period of service?
- 575.508 What is the maximum amount of service that may be covered by an extended assignment incentive?
- 575.509 Is an extended assignment incentive considered basic pay for any purpose?
- 575.510 What requirements are associated with service agreements?
- 575.511 What happens when an employee is involuntarily separated or involuntarily reassigned prior to completion of the service period?
- 575.512 When may an agency terminate a service agreement?
- 575.513 What are the agency's and the employee's obligations when an employee fails to fulfill the terms of a service agreement?
- 575.514 What are an agency's monitoring responsibilities?

## 5 CFR Ch. I (1–1–23 Edition)

- 575.515 What records and reports are required?

AUTHORITY: 5 U.S.C. 1104(a)(2) and 5307; subparts A and B also issued under 5 U.S.C. 5753; subpart C also issued under 5 U.S.C. 5754; subpart D also issued under 5 U.S.C. 5755; subpart E also issued under 5 U.S.C. 5757 and sec. 207 of Public Law 107–273, 116 Stat. 1780.

SOURCE: 56 FR 12838, Mar. 28, 1991, unless otherwise noted.

### Subpart A—Recruitment Incentives

SOURCE: 70 FR 25740, May 13, 2005, unless otherwise noted.

#### § 575.101 Purpose.

This subpart contains regulations implementing 5 U.S.C. 5753, which authorizes payment of recruitment incentives. An agency may pay a recruitment incentive to a newly appointed employee under the conditions specified in this subpart provided the agency has determined that the employee's position is likely to be difficult to fill in the absence of an incentive.

#### § 575.102 Definitions.

In this subpart:

*Agency* means an executive agency or a legislative branch agency included in 5 U.S.C. 5102(a)(1).

*Authorized agency official* means the head of an agency or an official who is authorized to act for the head of the agency in the matter concerned.

*Competencies* means the knowledge, skills, abilities, behaviors, and other characteristics an individual needs to perform the duties of a position.

*Employee* has the meaning given that term in 5 U.S.C. 2105, except that the term also includes an employee described in 5 U.S.C. 2105(c). For the purpose of determining whether an individual was an employee of the Federal Government during the 90-day period referred to in the definition of *newly appointed*, *employee* also includes an employee described in 5 U.S.C. 2105(e). For the purpose of § 575.109(d), an *employee* means an individual not yet employed who has received a written offer to be newly appointed or reappointed and has signed the written service agreement required by § 575.110 before payment of the recruitment incentive.

## Office of Personnel Management

## § 575.103

*Executive agency* has the meaning given that term in 5 U.S.C. 105.

*Federal Government* means all entities of the Government of the United States, including the United States Postal Service and the Postal Regulatory Commission.

*Newly appointed* refers to—

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

(2) An appointment of a former employee of the Federal Government following a break in Federal Government service of at least 90 days; or

(3) An appointment of an individual in the Federal Government when his or her service in the Federal Government during the 90-day period immediately preceding the appointment was not in a position excluded by § 575.104 and was limited to one or more of the following:

(i) A time-limited appointment in the competitive or excepted service;

(ii) A non-permanent appointment in the competitive or excepted service;

(iii) Employment with the government of the District of Columbia (DC) when the candidate was first appointed by the DC government on or after October 1, 1987;

(iv) An appointment as an expert or consultant under 5 U.S.C. 3109 and 5 CFR part 304;

(v) Employment under a provisional appointment designated under 5 CFR 316.403;

(vi) Employment under an Internship Program appointment under § 213.3402(a) of this chapter; or

(vii) Employment as a Senior Executive Service limited term appointee or limited emergency appointee (as defined in 5 U.S.C. 3132(a)(5) and (a)(6), respectively).

*OPM* means the Office of Personnel Management.

*Rate of basic pay* means the rate of pay fixed by law or administrative action for the position to which an employee is or will be appointed before deductions and including any special rate under 5 CFR part 530, subpart C, or similar payment under other legal authority, and any locality-based comparability payment under 5 CFR part 531, subpart F, or similar payment under other legal authority, but excluding additional pay of any other

kind. For example, a *rate of basic pay* does not include additional pay such as night shift differentials under 5 U.S.C. 5343(f) or environmental differentials under 5 U.S.C. 5343(c)(4).

*Service agreement* means a written agreement between an agency and an employee under which the employee agrees to a specified period of employment of not less than 6 months or more than 4 years with the agency in return for payment of a recruitment incentive.

[70 FR 25740, May 13, 2005, as amended at 72 FR 67837, Dec. 3, 2007; 77 FR 28223, May 11, 2012; 78 FR 49363, Aug. 14, 2013 ]

### § 575.103 Eligible categories of employees.

(a) Except as provided in § 575.104, an Executive agency may pay a recruitment incentive to an employee appointed or placed in the following categories of positions:

(1) A General Schedule position paid under 5 U.S.C. 5332 or 5305 (or similar special rate authority);

(2) A senior-level or scientific or professional position paid under 5 U.S.C. 5376;

(3) A Senior Executive Service position paid under 5 U.S.C. 5383 or a Federal Bureau of Investigation and Drug Enforcement Administration Senior Executive Service position paid under 5 U.S.C. 3151;

(4) A position as a law enforcement officer, as defined in 5 CFR 550.103;

(5) A position under the Executive Schedule paid under 5 U.S.C. 5311–5317 or a position the rate of pay for which is fixed by law at a rate equal to a rate for the Executive Schedule;

(6) A prevailing rate position, as defined in 5 U.S.C. 5342(a)(3); or

(7) Any other position in a category for which payment of recruitment incentives has been approved by OPM at the request of the head of an executive agency.

(b) Except as provided in § 575.104, a legislative agency may pay a recruitment incentive to an employee appointed or placed in a General Schedule position paid under 5 U.S.C. 5332 or 5305 (or similar special rate authority).

[70 FR 25740, May 13, 2005, as amended at 72 FR 67837, Dec. 3, 2007]