

RECRUITMENT FLEXIBILITIES REQUIREMENTS CHARTS

RECRUITMENT BONUS	
Situation/ Position	<ul style="list-style-type: none"> • Must be difficult to fill the position if bonus not offered • Position must be: <ul style="list-style-type: none"> – GS – ES – SES – Senior-level scientific or professional position appointed under 5 U.S.C. 5376 – Law enforcement officer – Presidential appointment • Not for head of agency
Candidate Eligibility	<ul style="list-style-type: none"> • Newly appointed, or • Written offer
Service Agreement	<ul style="list-style-type: none"> • Service agreement of at least 6 months • Bonus must be repaid if agreement not fulfilled
Bonus Size/Payment	<ul style="list-style-type: none"> • Maximum of 25% of basic pay amount • Lump sum, one-time payment • Not part of basic pay • May not exceed aggregate limitation on pay
Flexibility Combinations	<ul style="list-style-type: none"> • YES: <ul style="list-style-type: none"> – Superior qualifications appointment – Travel and transportation expenses – Reemployment of retirees without penalty – Advance in pay – Special salary rate – Academic degree training • NO: <ul style="list-style-type: none"> – Retention allowance – Relocation bonus – Supervisory differential
Authorizations	<ul style="list-style-type: none"> • Agency approves • Approving official specified in plan • Higher-level review • Case-by-case basis • If criteria approved in advance, no further approval needed for candidates who meet criteria • Groups may be targeted that have been difficult to fill in past (case-by-case approval of individuals still required)
Documentation Requirements	<ul style="list-style-type: none"> • Written determination that without bonus, position would be difficult to fill • Either appointment or written offer of employment by time determination is made • Documentation in writing, enough to allow reconstruction of action • Written, signed service agreement

SUPERIOR QUALIFICATIONS APPOINTMENT	
Situation/ Position	<ul style="list-style-type: none"> • Candidate with superior qualifications, or • Special need of agency for candidate's services • Any GS position • Possibility of using recruitment bonus must be considered
Candidate Eligibility	<ul style="list-style-type: none"> • Must have superior qualifications or meet special need of agency • Newly appointed, or reappointed after 90-day break in service (Exceptions to 90-day break-in-service rule: <ul style="list-style-type: none"> – First appointed to D.C. government on or after 10/1/87 – Previous employment was: <ul style="list-style-type: none"> > Appointment as an expert or consultant under 5 U.S.C. 3109 > Temporary appointment directly related to a graduate degree program, including postdoctoral research, predoctoral or postdoctoral training with a stipend, or work required for the completion of academic requirements for an advanced degree > Cooperative work-study program under 213.3202 > Commissioned Corps of either the National Oceanic and Atmospheric Administration or the Public Health Service Corps > Neither full-time nor candidate's principal employment > Appointment under the Intergovernmental Personnel Act)
Rate of Pay	<ul style="list-style-type: none"> • Not above maximum rate for grade • Ongoing payment, which is part of basic pay
Flexibility Combinations	<ul style="list-style-type: none"> • YES: <ul style="list-style-type: none"> – Recruitment bonus – Reemployment of retirees without penalty – Advance in pay – Special salary rate – Academic degree training • NO: <ul style="list-style-type: none"> – Retention allowance – Relocation bonus – Supervisory differential
Authorizations	<ul style="list-style-type: none"> • Agency approves • Approving official specified in plan • Case-by-case basis
Documentation Requirements	<ul style="list-style-type: none"> • Documentation in writing, enough to allow reconstruction of action, including: <ul style="list-style-type: none"> – Superior qualifications or special need of agency that justified the action – Factors used in determining candidate's current pay level – Reasons for higher than current pay (if applicable) – Reasons for using this flexibility instead of/in addition to recruitment bonus

TRAVEL AND TRANSPORTATION EXPENSES	
Situation/ Position	<ul style="list-style-type: none"> • New appointee traveling to first post of duty, or • Candidate traveling to pre-employment interview • Other requirements may be determined by agencies
Candidate Eligibility	<ul style="list-style-type: none"> • Eligibility criteria specified by agency
Payment	<ul style="list-style-type: none"> • Travel and transportation expenses for new appointee going to first post of duty • Travel expenses for candidate going to pre-employment interview • One-time payment/reimbursement • Paid per Federal Travel Regulations (FTR) • No effect on basic pay
Flexibility Combinations	<ul style="list-style-type: none"> • YES: <ul style="list-style-type: none"> – Recruitment bonus – Superior qualifications appointment – Reemployment of retirees without penalty – Advance in pay – Special salary rate – Academic degree training • NO: <ul style="list-style-type: none"> – Retention allowance – Relocation bonus – Supervisory differential
Authorizations	<ul style="list-style-type: none"> • Agency approves • Approving officials specified by agency
Documentation Requirements	<ul style="list-style-type: none"> • Payment documented per Federal Travel Regulations (FTR) • Records kept of all payments made under this authority

REEMPLOYMENT OF RETIREES WITHOUT PENALTY	
Situation/ Position	<ul style="list-style-type: none"> • Temporary employment due to emergency <ul style="list-style-type: none"> – Direct threat to life/ property – Beyond agency's scope of normal responsibilities – Case-by-case basis • Severe difficulty filling position <ul style="list-style-type: none"> – Significant recruiting efforts – Can't meet need otherwise • (Rarely) Need to retain individual: <ul style="list-style-type: none"> – Critical project – Uniquely qualified employee who will retire if not granted
Candidate Eligibility	<ul style="list-style-type: none"> • Military or civilian retirees • Already retired (unless for retention of individual) • Unwilling to accept reduction in earnings • Qualified for emergency need or skills shortage • Uniquely qualified for ongoing project
Other Requirements	<p>Must consider:</p> <ul style="list-style-type: none"> • Other staffing alternatives • Funding • Equity
Payment	<ul style="list-style-type: none"> • Full salary and full annuity/retirement pay
Flexibility Combinations	<ul style="list-style-type: none"> • YES: <ul style="list-style-type: none"> – Recruitment bonus – Superior qualifications appointment – Travel and transportation expenses – Advance in pay – Special salary rate – Relocation bonus – Supervisory differential – Academic degree training • NO: <ul style="list-style-type: none"> – Retention allowance
Authorizations	<ul style="list-style-type: none"> • OPM approves • Head of agency, or designee, submits request to OPM • Case-by-case basis • Agency may ask for authority to approve individual waivers in specific circumstances, limited to temporary emergency hiring
Documentation Requirements	<ul style="list-style-type: none"> • Request must include full supporting data, including items listed on pages 12–14 of the desk reference

ADVANCE IN PAY	
Situation/ Position	<ul style="list-style-type: none"> Newly appointed employee requesting advance in pay Not for head of agency All other positions eligible
Employee Eligibility	<ul style="list-style-type: none"> Must have repaid any previous advances Not eligible if expected to receive an advance for foreign post within two pay periods Must not have received first paycheck
Payment	<ul style="list-style-type: none"> Lump-sum payment Based on basic pay Maximum: two pay periods minus deductions Paid in one or more installments, within 60 days of date of employment
Repayment Agreement	<ul style="list-style-type: none"> Must sign agreement to repay in installments by payroll deductions or salary offset Agency sets payback schedule (maximum 14 pay periods) May pay off early Must pay off if transferred or leaving Federal employment Head of agency may waive repayment for equity, good conscience, or public interest
Flexibility Combinations	<ul style="list-style-type: none"> YES: <ul style="list-style-type: none"> Recruitment bonus Superior qualifications appointment Travel and transportation expenses Reemployment of retirees without penalty Special salary rate Academic degree training NO: <ul style="list-style-type: none"> Retention allowance Relocation bonus Supervisory differential
Authorizations	<ul style="list-style-type: none"> Head of agency or designee approves Agency establishes approval criteria
Documentation Requirements	<ul style="list-style-type: none"> Signed repayment agreement Written authorization by employee if repayment deductions to exceed 15% of disposable pay or recovery period shorter than 14 pay periods Written notification to employee of size of advance, payback schedule and method, deduction size, right to prepay, and obligation to repay if leaving agency

SPECIAL SALARY RATE	
Situation/ Position	<ul style="list-style-type: none"> Significant existing or likely recruitment or retention problem caused by: <ul style="list-style-type: none"> Higher non-Federal pay rate Remote location Undesirable working conditions or nature of work Other circumstances as approved by OPM May be any civilian Executive branch position under any Federal pay system
Candidate Eligibility	<ul style="list-style-type: none"> No individual eligibility requirements Applies to all employees in designated group (occupation, grade, agency, and/or location)
Other Requirements	<ul style="list-style-type: none"> Adequate funding to cover costs Special rate needed to accomplish agency's mission Full supporting data as specified by OPM, including prevailing pay rates, must be provided Other alternatives must be considered, including nonpay solutions
Payment	<ul style="list-style-type: none"> Special salary rate is new basic pay rate Special step 1 may be no higher than regular step 10 + 30% May not exceed ES-5 rate Current employees enter new scale at present step; new employees start at step 1 in new scale
Flexibility Combinations	<ul style="list-style-type: none"> Any other recruitment or retention flexibility Other pay flexibilities must be considered as alternatives
Authorizations	<ul style="list-style-type: none"> Approved by OPM HQ submits request Head of agency must certify need and funding (may be delegated under certain conditions)
Documentation Requirements	<ul style="list-style-type: none"> Must provide full supporting data. Factors considered include: <ul style="list-style-type: none"> Prevailing wage rates Vacancies Recruitment success rates Existing labor market Other solutions considered Impact on agency's mission