

3 FAH-2 H-250 FSN-13 EXCEPTION GRADE PROCEDURES

3 FAH-2 H-251 GENERAL

(TL:FSNH-1; 9-25-91)

(Uniform State/AID/USIA/Commerce/Agriculture)

An exception grade (EG) at the FSN-13 level may be established for certain FSN positions using guidance presented in 3 FAH-2 H-200 Appendix A of the Local Employee Position Classification Handbook. Provided below are procedures to be used in establishing compensation levels for FSN-13 EG positions once the positions have been determined appropriate. Exception grade FSN-13's are effected as promotion actions in accordance with 3 FAM 952 .

3 FAH-2 H-252 SPECIFIC PROCEDURES

(TL:FSNH-1; 9-25-91)

(Uniform State/AID/USIA/Commerce/Agriculture)

A. INITIAL IMPLEMENTATION - SALARY

The salary level for positions which are classified at the exception grade (EG) FSN-13 level will initially be based on the existing FSN compensation plan. The FSN-13 EG salary scale will contain the same number of steps and will reflect the same percentage range of salaries (from step 1 to top step) that exists at the FSN-12 level.

The FSN-13 EG basic rates will be established to reflect FSN-12 rates increased by the percentage difference between step 1 rates of FSN-12 and FSN-11.

Once the difference between FSN-12 and FSN-11 rates has been determined, the salary schedule for the FSN-13 EG should be constructed as shown below or according to the procedures described in section 3 FAH-2 H-232 F or those provided by PER/FSN if applicable.

1. Establish FSN-13 EG step 1 base salary rate by increasing FSN-12 Step 1 base rate by the percentage difference between FSN-12 Step 1 and FSN-11 Step 1 levels. Round to nearest whole number.

2. Determine the tentative FSN-13 EG maximum basic salary rate step BR by increasing the FSN-12 top step basic rate (BR) by same percentage as was used in (1) above. This step will reflect the same percentage range as the FSN-12 level.

3. Determine the within grade increase (WGI) by dividing the difference between the tentative BR for top step and BR for step 1 of FSN-13 EG by the number of intervening step increments on FSN-12 scale. For example, on a twelve step schedule there are eleven increments. Round the quotient to the nearest whole number.

4. Compute the final basic step rates by adding the appropriate WGI amount to each step in turn. Thus the WGI added to the BR at step 1 equals step 2, added to step 2 equals step 3 and so on until the maximum step rate is reached. This maximum step rate may differ a small amount from the tentative maximum rate determined in 2 above. At this point, disregard the maximum rate determined in 2 above.

B. INITIAL IMPLEMENTATION - BENEFITS

Separately paid fringe benefits initially will be patterned after those provided to FSN-12 level positions. Where such benefits are established as a percentage of salary (for example, 8.33% bonus) the same percentage established at the FSN-12 level will apply at the FSN-13 EG level. If the benefit is established as a fixed amount (for example, 400 local currency units (L/C) for transportation) and the same fixed amount benefit applies to all grade levels, the identical amount will apply to the FSN-13 EG level. If the fixed amount benefit varies and increases by grade level, the FSN-13 EG benefit will be established by increasing the FSN-12 benefit by the percentage difference between the FSN-12 and FSN-11 benefit. If the fixed amount benefit decreases by grade level, the FSN-13 EG benefit will be determined by decreasing the FSN-12 benefit by the percentage decrease in the benefit from the FSN-11 to the FSN-12 level.

C. SUBSEQUENT REVISIONS - SALARY AND BENEFIT

1. Spot Check Survey

When a spot check survey is used to revise the FSN salary schedule, the average increase authorized for the FSN-12 level will be used to revise the FSN-13 EG salary level and applicable benefits.

2. Salary Change or Full Salary Survey

During the next salary change or full salary survey, survey companies will be asked to provide comprehensive salary and fringe benefit data on company positions matched to the FSN-13 EG position(s). PER/FSN will use such information to determine the appropriateness of, and extent to which, revisions should be made to the existing salary/benefit structure for positions at the FSN-13 EG level.

In this connection, post should use the job description which reflects the major responsibilities and duties of each position for which an FSN-13 EG is warranted. Care should be exercised to assure that the duties of the FSN position are not overstated or understated as this could result in inappropriate matching and the collection of inapplicable salary/benefit data.

When the next salary change survey is conducted, an attempt should be made to match the FSN-13 EG position description (addressed above) to company positions. If a company position is comparable, post should collect (for the company position) data indicated in 3 FAH-2 H-244 of this Handbook. This, of course, would be in addition to the normally required salary change survey data.

When a full salary survey is conducted, an attempt will be made to match the FSN-13 EG position description in each survey company, and if a match is made, the full scope of survey data (see 3 FAH-2 H-220) will be collected for the company position.

3 FAH-2 H-253 SUBMISSION PROCEDURES

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Data which is collected in accordance with 3 FAH-2 H-252 C2 should be submitted to PER/FSN along with the normal salary change or full salary survey data.

3 FAH-2 H-254 ANALYSIS

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PER/FSN will analyze the survey data for FSN-13 EG positions in conjunction with the review of salary change or full salary survey data. Normally, post will be advised of necessary revisions to the FSN-13 EG salary/benefit structure when revisions to the rest of schedule are authorized as a result of a salary change or full survey.

3 FAH-2 H-255 REVIEW AND UPDATE

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Subsequent to establishing an FSN-13 EG, post will be required to obtain salary information for the exception FSN-13 grade level each time a salary change survey is conducted. Gathering of appropriate data during a full salary survey will be the responsibility of the survey team leader.

3 FAH-2 H-256 THROUGH H-259 UNASSIGNED