

January 6, 2014

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

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 January 12, 2014 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.

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. **Facility Director.** The facility Director is responsible for reviewing a summary of the special rate authorizations covered by the annual review to determine if an increase is necessary. Human Resources Information Service distributed the summary to facilities through the Roger Software Development (RSD) (on-line viewing) on January 6, 2014. On RSD the report name is January 6, 2014. It is recommended that facility Directors notify the local exclusive labor union and employees of any decision not to authorize an increase. If an adjustment is not necessary, the facility Director must ensure that:

(1) The signed certifications are formatted in the manner shown in Attachment A of this Directive.

(2) The signed certifications are submitted no later than January 8, 2014 to the appropriate Network Director (10N_/055) for coordination and processing.

(3) Copies of signed certifications can be scanned and emailed to [Leah Hetzler](#) or faxed to the Compensation and Classification Service (055) at (631) 266-6096. If a certification stating that “an increase is not necessary” is not received in 055 by January 8, 2014, the occupation will receive the GS increase.

NOTE: *If the 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 Att. A of this Directive), whether or not the special rate was established with a fixed percentage supplement as the 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)**. It is the facility's responsibility to submit certification that an increase is not necessary to VA Central Office Compensation and Classification Service (055). A staff member of VA Central Office Compensation and Classification Service (055) will confirm receipt of the facility's request by January 9, 2014. If the facility does not receive confirmation of their request from VA Central Office Compensation and Classification Service (055) by January 9, 2014, the occupation will receive the GS increase. Increases granted as a result of certification received after January 8, 2014 may not be rescinded.

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.

5. FOLLOW-UP RESPONSIBILITY: The Office of Human Resources Management (055) is responsible for the contents of this Directive. Questions may be directed to (631) 261-4400, Ext. 7922.

6. RESCISSION: VHA Directive 2013-005 is rescinded. This VHA Directive expires February 28, 2019.

Robert A. Petzel, M.D.
Under Secretary for Health

Attachment

DISTRIBUTION: E-mailed to the VHA Publications Distribution List on February 6, 2014.

ATTACHMENT 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

Reason

Medical Technologist, GS-644

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 Contact Person, Telephone Number, and Date:

(Human Resources Management Service Contact Person)

Telephone Number _____

Date: _____