



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 12531.2

02 SEP 1998

STATION ORDER 12531.2

From: Commanding Officer
To: Distribution List

Subj: PAY ADJUSTMENT FOR GENERAL SCHEDULE (GS) SUPERVISORS OF WAGE
GRADE EMPLOYEES

Ref: (a) 5 USC 5304; 5306; 5331-5338; 5363 (NOTAL)
(b) 5 CFR Part 531

1. Purpose. To publish this command's policy and procedures regarding pay adjustment of GS supervisors whose subordinate WG employees are paid a higher rate.

2. Information

a. Authority. References (a) and (b), particularly Section 5333 of Title 5, United States Code, provide authority for this activity to adjust the rate of pay of a GS supervisor to the nearest rate (but not above the maximum rate) of the grade which exceeds the highest rate of basic pay (excluding retained rate and night differential) paid to any WG employee for whom the supervisor regularly as both administrative and technical responsibility for supervision.

b. Policy. The following policy will be observed at this activity when considering pay adjustments for GS supervisors. Managers should avoid making work assignments in which supervisors under the GS direct the work of wage employees receiving a higher rate of basic pay. Before adjusting the pay of a GS employee under this authority, consideration will be given to alternative actions to eliminate the necessity for a pay adjustment, such as internal reorganization or reassignment of employees. If such changes are not feasible, the pay of a GS supervisor, who regularly directs the work of wage employees, may be adjusted following the provisions of this authority. A comparison of the relative rate ranges may be used in reaching a decision as to whether an adjustment is justified.

c. Requirements for Eligibility. To be eligible for a pay adjustment, the GS supervisor must regularly have responsibility for supervision (this must include supervision over the technical aspects of the work concerned) over one or more WG employees whose rate of basic pay is higher than the supervisor's. Employees temporarily promoted to a GS position which entails responsibility for supervising wage employees may not receive a pay adjustment under this authority while on the temporary promotion.

(1) Regular Responsibility. A supervisor regularly has responsibility for supervision when this responsibility is a continuing assignment as reflected in the official position description.

(2) Responsibility for Supervision. A supervisor has responsibility for supervision (including supervision over the technical aspects of the work concerned) when the supervisor has relatively frequent personal contact with the WG employees in the unit in connection with assigned work and when personally or through an intermediate WG supervisor:

(a) Determines assignments or duties for individual WG employees.

(b) Makes review of work products of individual WG employees when the reviews require a substantial subject matter or technical knowledge.

(c) Plans and organizes work with primary emphasis on distribution of assignment, work loads of individual WG employees, work item priorities and schedules for timely completion of work items, projects or cases.

(d) Provides advice, assistance, counsel or instructions to individual WG employees.

(e) Evaluates the performance of individual WG employees.

(f) Serves as the focal point for discussion of problems arising from, or associated with, specific work products of the unit.

3. Action. When a pay inequity of this nature exists and the GS supervisor's position meets the above listed requirements for eligibility, the responsible department head will consider necessary organizational or assignment changes to eliminate the necessity for a pay adjustment. When changes are not in the best interest of the activity, the reasons will be documented and addressed to the S-1 via the Human Resources Office and Comptroller requesting approval for the pay adjustment. If future pay raises cause the pay inequity to recur, another pay adjustment may be requested. This request will be sent to S-1 via the HRO and Comptroller, and must contain reasons why organizational/assignment changes are still not appropriate.



P. A. CAUGHLAN

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