

Department of Energy

The Fourth “R”

and

Other Pay Flexibilities

Recruitment & Relocation Bonuses

- Departmental Elements have delegated authority consistent with 5 CFR
- Utilized conservatively for hard-to-fill locations and special situations, e.g., part of Executive level compensation packages & critical technical positions

Retention Allowances

- Departmental Elements have delegated authority consistent with 5 CFR
- Utilized conservatively; primarily used at senior & executive levels
- Used effectively to retain Facility Reps in some locations; amount is based on the class of facility involved
- Used selectively by closure sites, including group allowances; special authority to 30% not used yet

Repayment of Student Loans

- Departmental Elements have delegated authority consistent with 5 CFR
- Elements must establish their own plans based on Departmental plan, guidance, and required service agreement
- 3 Elements have established plans
- 1 Element hired 5 of 8 technical interns using this authority Sep 01

Repayment of Student Loans

Factors for Selecting All Candidates

- Diversity needs (required criteria)
- Past recruitment problems
- Labor market conditions
- Special qualifications

Repayment of Student Loans

Factors for Selecting All Candidates

- Appropriateness of this incentive in lieu of, or in addition to, 3Rs
- Availability of funds
- Grade point average (GPA)

Repayment of Student Loans

Factors for Selecting Employed Candidates

- Demonstrated proficiency performing tasks & functions required
- Cost of training already provided vs what would be needed

Repayment of Student Loans

Factors for Determining Size of Payments

- Availability of funds
- Relative value of candidate; if equal value, then
 - Pay the same % of student's total obligation;
 - Pay the same % of student's monthly payment; or
 - Pay the same \$ amount; may vary each year depending on budget

up to the maximum allowable

Repayment of Student Loans

Options for Determining Service Period

- 3 years service for each year paid
- 3 years service plus 1 additional year for each year paid beginning year 4
- Based on the loan amount: up to \$18,000 – 3 years; 1 additional year for each \$6,000
- Convert the loan amount to years (3 methods) to determine period of service

Repayment of Student Loans

Documentation Needed

- Management’s justification
- Information on loan (employee provides for verification by HR or admin staff)
- FMS Form 2231 “Faststart Direct Deposit” for each loan
- Signed service agreement with employee & management certifications
- Annual re-certifications

Repayment of Student Loans

Payment Options

- Lump sum net annual payments
- Biweekly payroll deductions

Administrative Flexibilities Guide

- For managers & staff administrators
- Available at:

<http://www.ma.mbe.doe.gov/pol/adflex.pdf>