

For: AZ, AR, GA, KY, LA, MD, NC, SC, TN, and VA State and County Offices

Terminating Unit Rate Pay Provisions

Approved by: Acting Administrator

Richard O. Swoman

1 Overview

A

Purpose

County Office personnel/payroll processing is being transferred to NFC. NFC's system is unable to process unit rate pay without significant program modifications. It is not economically feasible to make these modifications, therefore, unit rate pay provisions shall be terminated before the transfer. The effective date of termination will be October 10, 1998.

This notice provides advance notification of this change.

B

Obtaining Service for Ongoing Field Work

Temporary intermittent unit rate employees perform field work that may continue to be an ongoing need of the County Office. County Offices may employ temporary intermittent field assistants at an **hourly** rate to perform the needed field work.

When using hourly rate employees is not effective or sufficient, County Offices may obtain this service through the State Office contracting officers. MSD will issue specific procurement requirements before October 10, 1998.

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<p>Disposal Date</p> <p>June 1, 1999</p>	<p>Distribution</p> <p>Above FSA State Offices; State Office relay to County Offices; 1 to each unit rate employee</p>
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Notice PM-2063

1 Overview (Continued)

C

**Current Unit
Rate Employees**

Current employees who are paid based on unit rate (SJN 300J) will be retained as employees by converting them to the appropriate field assistant standard job number and CO grade and step to reflect new **hourly** rate of pay effective October 11, 1998.

Current employees who are paid based on unit rate who do not choose to continue employment based on an hourly rate of pay will be terminated effective October 10, 1998.

Notice PM-2063

2 Action

A Employee Notification

All unit rate employees shall be provided with a copy of this notice which serves as official notification of the conversion of their position.

B Processing Personnel Actions

County Offices shall process personnel actions (FSA-50) on **all** unit rate employees.

If the employee accepts conversion to a position that is paid based on an hourly rate, then process the action as a reassignment using:

- Effective Date 10-11-98
- NOA code 203
- SJN 302J, 303J, 304J, or 305J
- Grade and step according to subparagraph C
- WGI date 10-11-98
- Pay Rate Determinate Code 2
- Remark "Conversion from unit rate to hourly rate of pay per Notice PM-2063."

If the employee does not accept conversion to a position that is paid based on an hourly rate, then process the action as a separation using:

- Effective Date 10-10-98
- NOA code 314
- Remark "Authorization for unit rate of pay terminated per Notice PM-2063. Employee did not accept offer of conversion to hourly rate of pay."

See 28-PM for all other processing data entries.

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2 Action (Continued)

C

Setting Pay

An equivalent hourly rate would be the unit rate, minus the percentage of the rate that is to be paid as travel, times the average number of units performed in an hour.

When unit rate field assistants are converted to hourly rate field assistants the pay rate shall be

- at the step of the current grade that is closest to the current equivalent hourly rate, excluding allowances for travel
 - at the higher step if the equivalent hourly rate falls between 2 steps of the grade.
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D

Permanent Procedures

Before October 3, 1998, amendments will be issued to 27-PM and 28-PM to delete references to unit rates.

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Contact

If there are questions about this notice, contact:

- HRD, Barbara Boyd at 202-418-8992 or Don Samuels at 202-418-8988 for questions concerning the termination of unit rate and personnel related issues
 - MSD, Scott Cook at 202-720-7349 for questions for procuring services.
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