

6 May 1976

OFFICE OF PERSONNEL MEMORANDUM NO. 20-31-37

SUBJECT : Pay Rates for Initial Hire of Certain Contract  
Employees

REFERENCES: (a) [redacted] Salary Administration  
(b) [redacted] 76

1. The referenced Regulation outlines the basic pay-fixing rules for initial hiring of employees assigned to General Schedule (GS) positions. With the single personnel ceiling implementation, these criteria will also apply to the hiring of Type I professional and technical contract employees. As with staff employees, the authority to approve the hiring of these contract employees above the minimum rate of the appropriate grade (in the case of an employee with no previous government service) or to a higher step than the employee has previously held (in the case of transfer, reemployment or conversion) rests with the Director of Personnel.

2. When a component wishes to hire a Type I, professional or technical contract employee, at a within-grade step not consistent with the referenced guidelines, prior approval of the Director of Personnel must be obtained as outlined below:

a. For those cases where Staff Personnel Division (SPD) initiates the security and medical clearance processing, a memorandum containing the justification for within-grade hiring level will be addressed to the Director of Personnel and forwarded to Staff Personnel Division along with the request to initiate processing (Form 3804).

b. For those cases not processed through Staff Personnel Division, the memorandum to the Director of Personnel will be sent through the Chief, Contract Personnel Division (CPD) at the time the component initiates clearance procedures.

3. As with the employment of staff personnel, preliminary discussions should be held with the applicant concerning salary, and a statement included in the justification memorandum that the applicant is willing to accept the offer, if approved. Under no circumstances will a firm offer of a grade and step be made until approved by the Director of Personnel.

[redacted]  
R. W. M. Janney  
Director of Personnel

OPM 2-76

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