# NASA Procedural Requirements

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**COMPLIANCE IS MANDATORY**

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## Subject: Pay Policy and Allowances

**Responsible Office: Office of Human Capital Management**

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# Chapter 3. Adjusting the Pay of General Schedule (GS) Supervisors

## 3.1 References

3.1.1 Federal Employees Pay Comparability Act (FEPCA) of 1990 (P.L. 101-509)

3.1.2 5 U.S.C. 5755, Supervisory Differentials

3.1.3 5 CFR Part 575, Recruitment and Relocation Bonuses; Retention Allowances; Supervisory Differentials.

## 3.2 Supervisory Differential

A supervisory differential may be paid to a GS employee who has supervisory responsibility for one or more civil service employees not under the GS whose pay, in the absence of such a differential, exceeds that of the supervisor by at least 2 percent (without rounding). Continuing rates of pay are calculated on an annual basis.

## 3.3 Eligibility for Payment of a Supervisory Differential

In determining a supervisor's eligibility for payment of a supervisory differential, the subordinate's basic pay may not exceed the maximum rate for GS-15 on the pay schedule applicable to the supervisor (including a special rate or locality-based schedule), regardless of the supervisor's grade level. Consideration will be given to all supervisors within the same organizational component to ensure fair and equitable treatment.

## 3.4 Adjustment of Supervisory Differential

One adjustment of the supervisory differential (not including those required by regulations) may be made within a 12-month period to maintain a comparable pay difference between the supervisor and the employee.

## 3.5 Payment

Once a supervisory differential has been approved, payment may continue until the supervisor's continuing pay exceeds that of the employee. It is not necessary to maintain the 2-percent pay gap in order to continue the differential. The differential must be terminated if the supervisor-employee relationship ceases.

## 3.6 Requests for Supervisory Differential

3.6.1 A written request to grant a supervisory differential must be submitted with Standard Form 52, Request for Personnel Action, which documents the basis for the request and the consideration given to other supervisors in the same organizational unit as the supervisor.

3.6.2 The requester will propose a rate of pay between 102 percent of the supervisor's continuing pay and 103 percent of the subordinate's continuing pay.

3.6.3 Approval must be in writing and must be approved by an official at a higher level than the official who recommends the differential, except for the Administrator, who may be both the recommending and approving official.

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