

Action Date: _____
 For Information Only

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

DPM BULLETIN NO. 532-29

DATE: APR 11 1984

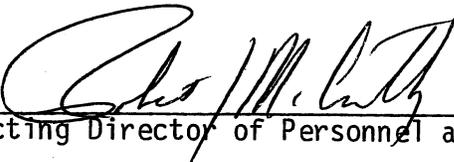
SUBJECT: Quarterly Report of Adopted Special Wage Schedules

The attached advance copy of Departmental Personnel Manual (DPM) Supplement 532-1 provides additional guidance regarding the Office of Personnel Management (OPM) requirement to report on a quarterly basis adopted special wage schedules as described in Federal Personnel Manual (FPM) Supplement 532-1, subchapter S5-16. General distribution of this issuance will be made to all DPM subscribers through the regular distribution process.

As background on this requirement, special wage schedules include those described in FPM Supplement 532-1, subchapter S11 and Appendix V. In addition, OPM requires that non-Federal Wage System wage schedules which are adopted be reported. Non-Federal Wage System wage schedules include negotiated wage schedules and wage schedules established under special statutory authority.

Reports must include wage schedule identification, average cents-per-hour increase, average percentage increase, number of employees paid from the schedule and a copy of the wage schedule. Additional information on these computations is contained in FPM Supplement 532-1, Appendix U.

The next report on adopted special wage schedules will be due by July 10 for the quarter ending June 30, 1984. Questions concerning the Federal Wage System and these reporting requirements should be addressed to Mark Meza, Personnel Policy Division, M-16, on 426-4135.



Acting Director of Personnel and Training

3 Attachments

Filing Instructions: File after FPM Chapter 532 Bulletins

Bulletin Expires: Upon Notification

Distribution: Personnel Council

OPI: M-16/MEZA

Departmental Personnel Manual

Installment No. _____

Date _____

TABLE OF CHANGES

Remove Page	Insert Page	Explanation of Changes
	DPM Supplement 532-1, 32.01	Establishes DPM Chapter procedures for reporting special wage schedules under the Federal Wage System and negotiated wage schedules under non-Federal Wage System authorities.
	DPM Supplement 532-1, U-1 through U-2	Establishes DPM Chapter reporting dates for special wage schedules under the Federal Wage System and negotiated wage schedules under non-Federal Wage System authorities.

Approved for Issuance:

Director, Office of Personnel and Training

Note: Installment Sheet to be filed behind Appendix B, DPM Chapter 272

S5-16. Quarterly Report On Wage Schedules Adopted.

Operating Administrations are required to report to the Office of Personnel and Training, Office of the Secretary, special wage schedules established during the quarter. Special wage schedules include those described in FPM Supplement 532-1, subchapter 11 and Appendix V. In addition, non-Federal Wage System wage schedules must also be reported. Non-Federal Wage System wage schedules include negotiated wage schedules and wage schedules based on special statutory authority.

Appendix U

Instructions for Preparation of the Quarterly Report of Wage Schedules Adopted

1. Definitions and Related Instructions

- a. Reporting Administrations. Each Operating Administration which establishes a special wage schedule described in FPM Supplement 532-1, subchapter 11 or Appendix V, or a negotiated wage schedule or special wage schedule under a non-Federal Wage System authority will report these schedules.

2. Reporting Responsibilities

All reporting Administrations will report quarterly to the Office of Personnel and Training, Office of the Secretary. Wage schedule information will be due within ten days following the end of a quarter. The Office of Personnel and Training will review and consolidate this information for forwarding to the Office of Personnel Management.