

**BONNEVILLE POWER ADMINISTRATION
HUMAN CAPITAL MANAGEMENT
Portland, Oregon**

PERSONNEL LETTER (PL): 530-1

DATE: January 22, 2009

SUBJECT: Multiple Wage Rate Scale for Employees in the Student Temporary Employment Program Performing Hourly Work

PURPOSE

This Personnel Letter –

- Provides a multiple wage rate scale for students appointed under the Student Temporary Employment Program who are performing support work of a nature similar to that performed by BPA's hourly workforce.
- Describes BPA's policy and procedures for determining each student's qualifications for positions with wage rates equivalent to the minimum pay rates for General Schedule grades 1 through 4 in the Portland/Vancouver locality pay area.
- Establishes the effective date of annual adjustments to wage rates.
- Supersedes PL 530-1 dated October 10, 2003.

POLICY

The rate of pay upon initial employment, and subsequent change to higher level of responsibility, is based on the job evaluation of the position and the student's ability to qualify at each level (described in Section IV). In order to change the employee to a higher level and wage rate, all of the following conditions must be met: (a) the existence of higher-level responsibilities; (b) eligibility for the higher level according to the criteria is described in Section IV; and (c) the supervisor's determination that the student is capable of performing the higher-level responsibilities in a satisfactory manner, as verified by the SF-52 request.

The wage rates established in this PL, which relate to General Schedule pay rates, are adjusted annually on the same effective date that annual adjustments to General Schedule rates are effected by statute or Executive Order.

I. DEFINITIONS

Student

A student is an individual who is enrolled or accepted for enrollment in a degree-seeking program and is taking at least a half-time course load as outlined in PL 213-1.

CPTC Bargaining Unit

The Columbia Power Trades Council (CPTC).

II. RESPONSIBILITIES:

- A. **The Human Capital Management (HCM) Client Service Representative (CSR)** is responsible for processing changes to a higher-level wage rate. HCM is also responsible for consulting with Labor Relations staff to ensure that the student's position description does not contain duties performed by CPTC bargaining unit positions.
- B. **Supervisors and Managers** are responsible for recommending changes to a higher level and wage rate. Supervisors and managers are also responsible for ensuring that the student's duties are not similar to, or take the place of, hourly positions included in the CPTC bargaining unit. For example, students may not operate equipment determined to be under the jurisdiction of the CPTC.
- C. **Labor Relations Staff** has final authority in determining whether a student's duties infringe on work performed by the CPTC bargaining unit, and coordinates needed discussions with the CPTC.

III. PROCEDURES FOR PROCESSING CHANGES TO HIGHER LEVEL OF RESPONSIBILITY AND CORRESPONDING WAGE RATES:

- A. A Personnel Action Request (PAR) is submitted to the HCM CSR to request a change to a higher level of responsibility and wage rate. The action is documented on the SF-50 as a conversion to another excepted appointment. The action may be taken at any time during the year, provided the criteria are met.
- B. Labor Relations staff should be consulted, as needed, by supervisors or CSRs, to ensure there will be no conflict with the work under the jurisdiction of the CPTC bargaining unit. Students may not be assigned duties that are under the jurisdiction of the CPTC bargaining unit without agreement from the affected union.

**IV. JOB EVALUATION AND QUALIFICATION REQUIREMENTS, AND
 CORRESPONDING WAGE RATES:**

QUALIFICATIONS AND WAGE RATES			
Occupational Title	General Experience	OR Education	Wage Rate
Student Employee (BB I)	None	None	Equivalent to GS-1/1 in the Portland/Vancouver locality pay area
Student Employee (BB II)	3 months at next lower rate of pay <u>and</u> meets requirements of this level on the chart below	High school graduation or equivalent	Equivalent to GS-2/1 in the Portland/Vancouver locality pay area
Student Employee (BB III)	6 months at next lower rate of pay and meets requirements of this level on the chart below	1 year above high school	Equivalent to GS-3/1 in the Portland/Vancouver locality pay area
Student Employee (BB IV)	1 year at next lower rate of pay and meets requirements of this level on the chart below	2 years above high school	Equivalent to GS-4/1 in the Portland/Vancouver locality pay area.

JOB EVALUATION CRITERIA	
Occupational Title	Required Supervisory Controls to Qualify for Each Level
Student Employee (BB I)	The employee works under close supervision in the performance of individual tasks.
Student Employee (BB II)	The employee performs a variety of duties of a routine nature under direct supervision.
Student Employee (BB III)	The employee uses initiative, judgment, and experience to perform a variety of routine duties under general supervision with work results subject to periodic review.
Student Employee (BB IV)	The employee uses initiative, judgment, and experience to perform a variety of routine duties with minimum supervision and infrequent review to ensure completion.

V. REFERENCES:

- 5 CFR, Part 213, Excepted Service
- BPA Personnel Letter No. 213-2, Student Employment

Roy B. Fox
 Chief Human Capital Officer