

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

**PERSONNEL LETTER (PL): 530-2**

**DATE: January 13, 2009**

**SUBJECT:** Pay Retention for Certain Federal Employees Entering Hourly Trainee Positions

**PURPOSE**

- Clarifies BPA policy on pay retention for Federal employees entering hourly trainee positions
- This PL supersedes PL No. 530-2 (Rev), Pay Retention for Certain Federal Employees Entering Hourly trainee Positions, dated October 24, 2000

**POLICY SUMMARY**

This policy clarifies BPA policy on pay retention for Federal employees entering hourly trainee positions. (This policy excludes movement of BPA hourly employees to hourly trainee positions, inasmuch as pay retention for such actions is governed under the Bonneville Power Administration-Columbia Power Trades Council (BPA-CPTC) bargaining agreement.)

## **I. POLICY**

In all cases, the purpose is to establish non-discretionary, pay-setting procedures that are identical to those contained in the BPA-CPTC bargaining agreement. Hence, movement of any Federal employee to an hourly trainee position should be handled identically to the movement of a BPA hourly employee to a BPA hourly trainee position.

### **A. For Employees Entering Craftsman Trainee Positions**

1. An employee with a straight-time rate of pay, exclusive of any premium pay or retention allowance, greater than the designated trainee rate of pay, but less than the Craftsman I rate of pay, will enter at his or her existing rate of pay. The employee will receive any subsequent general wage adjustments while in the trainee position.
2. An employee with a straight-time rate of pay, exclusive of any premium pay or retention allowance, equal to or greater than the Craftsman I rate of pay, will enter at the Craftsman I rate of pay. The employee will receive any subsequent general wage adjustments while in the trainee position.

### **B. For Employees Entering Assistant Dispatcher or Assistant Dispatcher Trainee Positions**

An employee with a straight-time rate of pay, exclusive of any premium pay or retention allowance, greater than the Assistant Dispatcher or Assistant Dispatcher Trainee rate of pay, as applicable, will enter at his or her existing rate of pay. The employee shall receive any subsequent general wage adjustments until they are promoted, within the Dispatcher classification, to a wage rate that exceeds their retained rate.

### **C. For Employees Entering All Other Hourly Trainee Positions, Including Apprentices Positions**

An employee with a straight-time rate of pay, exclusive of any premium pay or retention allowance, greater than the designated trainee rate of pay, will enter at the rate of pay equal to one-half of the difference between the employee's existing rate of pay and the designated trainee rate; however, the adjusted rate of pay shall not exceed one-half of the difference between the designated trainee rate and the journeyman or target rate for the position for which the employee is being trained. The employee will not receive any subsequent general wage adjustments until such time as such adjustments cause the rate for the trainee position to equal or exceed the employee's red-circled rate, at which time the employee will be paid the rate for the trainee position.

**D. REFERENCES**

- Section 10(b), Bonneville Project Act
- BPA-CPTC Bargaining Agreement

Roy B. Fox  
Chief Human Capital Officer