COURSE SYLLABUS

Federal Premium Pay, Awards, and Pay Caps (Self-Paced)

Compute and defend federal premium pay, and keep every action under the pay caps.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-premium-pay-awards-and-pay-caps



support@graduateschool.edu •
(888) 744-4723

Course Outline

Premium Pay Foundations

- Statutory and regulatory sources governing federal premium pay
- The relationship between basic pay, aggregate compensation, and premium payments
- Determining which premium-pay provisions apply to an employee or work schedule
- Recognizing payments that are subject to premium-pay limitations
- Identifying common premium-pay calculation and documentation errors

Overtime, Night, Sunday, and Holiday Pay

- Determining whether overtime is payable under Title 5 or the FLSA
- Calculating the applicable overtime rate
- Applying night-pay rules to scheduled hours of work
- Calculating Sunday premium pay
- Determining entitlement to holiday premium pay
- Applying multiple premium-pay provisions to the same work schedule

Special Premium Payments

- Determining eligibility for hazard pay differentials
- Applying standby duty premium-pay requirements
- Determining when administratively uncontrollable overtime is appropriate
- Applying availability-pay rules for eligible criminal investigators
- Distinguishing special premium payments from regularly scheduled overtime
- Documenting and reviewing special premium-pay determinations

Awards and Recognition

- Federal authorities and agency responsibilities for employee awards
- Distinguishing monetary, time-off, honorary, and informal recognition

- Selecting an award that is appropriate for the contribution or achievement
- Applying agency policy and approval requirements
- Recognizing compensation and pay-limitation considerations affecting awards

Premium Pay Limitations

- Applying the biweekly premium-pay limitation
- Determining when an annual limitation may apply
- Identifying payments included in or excluded from premium-pay caps
- Calculating payable compensation when a limitation is reached
- Documenting exceptions and emergency determinations

Aggregate Limitation on Pay

- Applying the aggregate limitation on pay under 5 U.S.C. 5307
- Identifying payments included in aggregate compensation
- Distinguishing between annual and calendar-year limitations
- Determining when excess payments must be deferred
- Coordinating premium pay, awards, and other compensation under the limitation

Error Identification and Correction

- Reviewing pay records for premium-pay and pay-cap errors
- Tracing an error to the applicable schedule, rate, or limitation
- Determining whether an error resulted in an underpayment or overpayment
- Correcting computations and documenting adjustments
- Reducing the risk of employee debt, back-pay liability, and compensation claims
- Using internal reviews and controls to prevent recurring errors