

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 in Live Online and onsite training is 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>



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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