

Discretionary Benefits that May be Negotiated Prior to Federal Employment

Advanced Rate of Pay

A discretionary pay flexibility that enables an agency to newly appoint or reappoint (after a 90-day break in service) an individual to a position at a rate above the step one in the appropriate grade level based on the unusually high or unique qualifications of the candidate, or a special need of the Government for their services. This applies to employees paid under the General Schedule (GS) and Federal Wage System (FWS) pay systems and must be approved before the appointment. For additional information on Advanced Rate of Pay, contact the hiring manager or see OPM's [website](#).

Creditable Service for Annual Leave Accrual (CSAL) for Non-Federal Work Experience and Experience in the Uniformed Service*

A discretionary flexibility that enables an agency to provide service credit for the purpose of determining the annual leave accrual rate to a newly-appointed employee, reappointed employee or a retired member of the active duty uniformed service when the service is based on skills and experience essential to the position being filled and necessary to achieve agency mission objectives or performance goals. Depending on the amount of service credited, this may allow an employee to immediately accrue 6 or 8 hours of annual leave per pay period, rather than the standard 4 for newly appointed employees, and must be approved before the appointment. For additional information on Creditable Service for Annual Leave, contact the hiring manager or visit OPM's [Fact Sheet](#).

Relocation Assistance*

NIH may offer the reimbursement of relocation expenses to cover the costs of traveling and moving household goods to newly appointed or transferring employees. This must be approved before the appointment. Please consult with your Administrative Officer for details about your ICO's program.

Loan Repayment*

The Student Loan Repayment Program (SLRP) is a discretionary loan repayment program with the purpose of facilitating the recruitment and retention of highly qualified NIH employees. For additional information on the SLRP, contact the hiring manager or visit the Student Loan Repayment section of OHR's [website](#).

Intramural [Loan Repayment Program](#) (LRP) is a discretionary program for NIH employee research scientists and fellows, including ACGME Fellows, who perform research activities in one of the following categories: AIDS Research, Clinical Research for Individuals from Disadvantaged Backgrounds, or General Research. For additional information on the Loan Repayment Program, contact the hiring manager.

Recruitment Incentives*

A recruitment incentive may be offered to new employees if the position is critical to the NIH mission and is difficult to fill in the absence of such an incentive. The amount of the incentive is dependent upon these factors and the ICO budget. Incentives may not exceed 25 percent of the candidate's salary and must be approved before the appointment. To discuss this incentive, contact the hiring manager. Additional information is located on the Recruitment Incentives section of OHR's [website](#).

Workplace Flexibilities

A variety of workplace flexibilities **may be offered** to new employees and must be listed in the job announcement to be offered upon first entering employment. These include:

- Telework – an employee performs a regular or ad-hoc portion of their work from an approved alternative worksite
- Remote work – an employee permanently works from an approved alternative, non-NIH worksite if the job announcement indicated a remote location and the new hire applied for the remote option and was selected from the remote certificate
- Flexible work schedules – an employee works an alternative schedule to the standard 5-day, 8-hour workweek, such as a compressed work schedule (e.g., four 10-hour days) or a flexible work schedule (the employee has some flexibility to determine their own schedule within an 80-hour bi-weekly pay period)

For additional information on Workplace Flexibilities, contact the hiring manager or visit OHR's [website](#).

*** Recipients of these benefits incur a service obligation to NIH.**