

CAPITOL POLICE BOARD RESOLUTION FOR UNIFIED SCHEDULES
OF RATES OF BASIC PAY FOR MEMBERS AND CIVILIAN EMPLOYEES
OF THE UNITED STATES CAPITOL POLICE

Whereas Pub. L. 105-55, 111 Stat.1177, (October 7, 1997) directs the Capitol Police Board to establish and maintain unified schedules of rates of basic pay for members and civilian employees of the United States Capitol Police, which shall apply to both members and employees whose appointing authority is the Chief of Police of the United States Capitol Police.

Pursuant to such mandate and authority the Capitol Police Board hereby resolves that:

Section (a) 1. UNIFIED SCHEDULE OF RATES OF BASIC PAY FOR MEMBERS OF THE CAPITOL POLICE (other than the Assistant Chiefs and Chief).

The unified schedule of rates of basic pay for members of the Capitol Police so established –

- (A) Shall provide 10 pay levels, with 15 service steps within each; and
- (B) Shall not be subject to adjustment, except as provided in subsection 3; and
- (C) Shall be maintained and revised as the “Schedule of Rates of Basic Pay for Members of the Capitol Police” (Exhibit 1). Implementation and effective date of pay schedules shall be subject to authorization and available funding approved for such purposes and individuals shall be paid on the first day of the first pay period after the effective date of the schedule.

2. BASIC RATE PAYABLE.

The service step, within a member’s pay level, at which such member is paid shall be determined in accordance with the following:

- (A) The rate of basic pay payable to an individual upon being first appointed as a member of the Capitol Police shall be at a rate within the minimum and maximum pay rates applicable to the position, as determined by the Chief of Police, or designee.
- (B) A member shall be advanced successively to the next higher step at the beginning of the pay period following completion of -
 - (1) 52 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 1 through 10; and
 - (2) 104 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 11 through 13; and
 - (3) 156 calendar weeks of satisfactory service, as certified by the Chief of Police, or designee in step 14.

- (C) A member who has completed 20 years of service as a member shall be paid at the highest rate payable for the member's pay level.
- (D) Eligibility to be paid at a step provided for under paragraph (B) (1), (2), or (3) or paragraph (C), shall be based on total service as a member except as provided in paragraph (G) or (I).
- (E) Eligibility to be paid at the pay level of Private with Training shall be based on certification, by the Chief of Police or designee, that the member successfully completed the United States Capitol Police officer training program and the rate of pay will take effect on the first day of the first pay period after such certification.
- (F) Eligibility to be paid at the level of Private First Class shall be based on completion of 24 months of satisfactory service from the date of graduation as a sworn member of the United States Capitol Police, as certified by the Chief of Police or designee, and the rate of pay will take effect on the first day of the first pay period after completion of such service. Any Private with Training who enters into the Protective Services Operations (PSO) on a permanent, non-detailed basis shall be placed at a PSO Training rate of pay. Upon satisfactory completion of the required PSO training, the candidate shall be placed at a PSO Special Agent rate of pay. Upon leaving service within a designated PSO position, a member shall be placed into the appropriate pay level and step commensurate with the position to which the member will be assigned and years of creditable Capitol Police service.
- (G) For purposes of this section, in determining the appropriate step for a member who resumes service after prior service as a member of the Capitol Police, credit for prior service as a member of the Capitol Police may be given, as determined by the Chief of Police, or designee.
- (H) A member who returns to service as a reemployed annuitant with waiver shall be placed at a rate of pay consistent with Step 15 of the Private First Class pay level.
- (I) A member who enters service as a lateral transfer from another federal law enforcement agency for placement anywhere other than Protective Services Operations shall be placed at a Private with Training rate of pay determined by the member's years of creditable federal/military law enforcement service. Following 24 months of satisfactory service as a sworn member of the United States Capitol Police after lateral appointment, as certified by the Chief of Police or designee, a member shall be considered eligible for the Private First Class rate of pay, which will take effect on the first day of the first pay period after completion of such service. A member who enters service as a lateral transfer from another federal law enforcement agency for placement with the Protective Services Operations (PSO) (or its successor) shall be placed at a PSO Training rate of pay determined by the member's years of relevant, creditable federal/military law enforcement service. Upon satisfactory

completion of the required PSO training, the lateral transfer shall be placed at a PSO Special Agent rate of pay.

- (J) Upon selection and successful completion of required training and certification as a K-9 technician, CERT technicians/operators, and hazardous devices technicians, a member shall be placed into the Technician pay level at a step commensurate with the member's years of service with the Capitol Police. A member within the Technician pay level shall be advanced successively to the higher step at the beginning of the next pay period following completion of:

- (1) 52 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 1 through 10; and
- (2) 104 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 11 through 13; and
- (3) 156 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in step 14.

Upon leaving service within a designated technician position, a member shall be placed into the appropriate pay level and step commensurate with the position to which the member will be assigned and years of creditable Capitol Police service.

- (K) Upon selection and successful completion of required training and certification as a Master Police Officer (MPO), a member shall be placed into the MPO pay level at a step commensurate with the member's years of service with the Capitol Police. A member within the MPO pay level shall be advanced successively to the higher step at the beginning of the next pay period following completion of:

- (1) 52 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 1 through 10; and
- (2) 104 calendar weeks of satisfactory service, as certified by the Chief of Police or designee, in each of steps 11 through 13; and,
- (3) 156 calendar weeks of satisfactory service, as certified by the Chief of Police, or designee in step 14.

Upon leaving service as an MPO, a member shall be placed into the appropriate pay level and step commensurate with the position to which the member will be assigned and years of creditable Capitol Police service.

3. BASIC PAY ADJUSTMENTS.

Subject to approval by the Committee on House Administration of the House of Representatives and the Committee on Rules and Administration of the Senate, the schedule of rates of basic pay under the unified basic pay schedule for members may be adjusted by the Board –

- (A) effective at the beginning of the first applicable pay period beginning on or after the first day of the month in which an adjustment becomes effective under section 5303 of title 5, United States Code, in the rates of pay under the General Schedule; and
- (B) by a percentage not to exceed the percentage of the adjustment provided under such section 5303 in the rates of pay under the General Schedule; and
- (C) by a percentage not to exceed the percentage of the adjustment provided under sections 5304 and 5304a of title 5, United States Code, in the rates of pay under the General Schedule.

4. LUMP SUM INCENTIVE AND MERIT BONUS PAYMENTS

(A) The Chief of Police, or designee, may pay an incentive and merit bonus payment, which is authorized to be paid in a lump sum, provided that such lump sum or merit bonus payment shall:

- (1) not be considered a part of the member's basic rate of pay; and,
- (2) be provided based on criteria established by the Chief of Police, or designee.

(B) The Capitol Police Board may pay an incentive and merit bonus payment to the Chief of Police, which is authorized to be paid in a lump sum, provided that such lump sum or merit bonus payment shall:

- (1) not be considered a part of the Chief of Police's rate of pay; and,
- (2) is subject to approval from the Committee on House Administration of the House of Representatives and the Committee on Rules and Administration of the Senate.

5. SERVICE STEP INCREASES FOR MERITORIOUS SERVICE AND EXTRAORDINARY PERFORMANCE

(A) Subject to the approval of the Chief of Police, or designee, a member of the Capitol Police may be provided an increase of one step based on a demonstration of meritorious service in accordance with:

- (1) criteria established by the Chief of Police, or designee; and,
- (2) a process by which such payment shall be effective on the first pay period after approval of the Chief of Police, or designee.

(B) Subject to the approval of the Chief of Police, or designee, a member of the Capitol Police may be provided an increase of two steps based on a demonstration of extraordinary performance in accordance with:

- (1) criteria established by the Chief of Police, or designee; and,

(2) a process by which such payment shall be effective on the first pay period after approval of the Chief of Police, or designee.

Section (b) 1. UNIFIED SCHEDULE OF RATES OF BASIC PAY FOR CIVILIAN EMPLOYEES OF THE CAPITOL POLICE.

The unified schedule of rates of basic pay for civilian employees of the Capitol Police so established—

- (A) shall provide for 14 pay levels, with 12 service steps within each; and
- (B) shall not be subject to adjustment, except as provided in subsection 3; and
- (C) shall be maintained and revised as the “Schedule of Rates of Basic Pay for Civilian Employees of the Capitol Police” (Exhibit 2).

2. RATE OF BASIC PAY PAYABLE.

The service step, within a civilian employee’s pay level, at which such member is paid shall be determined in accordance with the following:

- (A) The rate of basic pay payable to an individual upon appointment to a position with the Capitol Police shall be at a rate within the minimum and maximum pay rates applicable to the position, as determined by the Chief of Police, or designee.
- (B) A civilian employee shall be advanced successively to the next higher step at the beginning of the pay period following completion of satisfactory service, as certified by the Chief of Police or designee, as follows—
 - (1) 52 calendar weeks in each of steps 1 through 3; and
 - (2) 104 calendar weeks in each of steps 4 through 6; and
 - (3) 156 calendar weeks in each of steps 7 through 9; and
 - (4) 260 calendar weeks in each of steps 10 and 11.
- (C) Eligibility to be paid at a step provided for under paragraph (B) (1), (2), (3) or (4), shall be based on service in a pay level, subject to paragraph (D).
- (D) When a civilian employee’s position in a higher pay level pursuant to a reclassification or when a current civilian employee is appointed to a position in a higher pay level, the rate of pay is calculated according to one of the following provisions, whichever is first applicable:
 - (1) At the rate of the lowest step in the new level which equals or exceeds the rate two steps above the rate of the step which was held prior to the personnel action;
 - (2) At the rate of the lowest step in the new level which equals or exceeds the rate two steps above the rate in the new level equal to or exceeding the rate held prior to promotion (to be applied when processing the promotions of employees who are at the 11th or 12th step of a level).

3. BASIC PAY ADJUSTMENTS.

Subject to approval by the Committee on House Administration of the House of Representatives and the Committee on Rules and Administration of the Senate, the schedule of rates of basic pay under the unified basic pay schedule for civilian employees may be adjusted by the Board—

- (A) effective at the beginning of the first applicable pay period beginning on or after the first day of the month in which an adjustment becomes effective under section 5303 of title 5, United States Code, in the rates of pay under the General Schedule; and
- (B) by a percentage not to exceed the percentage of the adjustment provided under such section 5303 in the rates of pay under the General Schedule.

4. LUMP SUM INCENTIVE AND MERIT BONUS PAYMENTS

(A) The Chief of Police, or designee, may pay an incentive and merit bonus payment, which is authorized to be paid in a lump sum, provided that such lump sum or merit bonus payment shall:

- (1) not be considered a part of the civilian employee's basic rate of pay; and,
- (2) be provided based on criteria established by the Chief of Police, or designee.

5. SERVICE STEP INCREASES FOR MERITORIOUS SERVICE AND EXTRAORDINARY PERFORMANCE

(A) Subject to the approval of the Chief of Police, or designee, a civilian employee of the Capitol Police may be provided an increase of one step based on a demonstration of meritorious service in accordance with:

- (1) criteria established by the Chief of Police, or designee; and,
- (2) a process by which such payment shall be effective on the first pay period after approval of the Chief of Police, or designee.

(B) Subject to the approval of the Chief of Police, or designee, a civilian employee of the Capitol Police may be provided an increase of two steps based on a demonstration of extraordinary performance in accordance with:

- (1) criteria established by the Chief of Police, or designee; and,
- (2) a process by which such payment shall be effective on the first pay period after approval of the Chief of Police, or designee.

Section (c). COMPUTATION OF PAY.

When it is necessary for computation of pay to convert an annual rate of basic pay to a basic hourly, weekly, or bi-weekly rate, the rate will be converted accordingly:

- (1) To derive an hourly rate, divide the annual rate by 2080.
- (2) To derive a weekly or bi-weekly rate, multiply the hourly rate by 40 or 80 as the case may be.

Rates are computed to the nearest cent, counting one-half and over as a whole cent.

Section (d) PAY LIMITATIONS.

Notwithstanding any other pay resolutions or regulations, including premium pay regulations, promulgated by the Capitol Police Board, the annual pay limitation for all employees of the Capitol Police as described in Section (a) and Section (b) above, shall be equal to the annual rate of basic pay for level II of the Executive Schedule under section 5313 of title 5.

Section (e). SCOPE AND EFFECTIVE DATE.

Under Pub. L. 105-55, 111 Stat. 1177, the Capitol Police Board is statutorily mandated to establish and maintain unified schedules of rates of basic pay for members and civilian employees of the Capitol Police, subject to the approval of both the Committee on House Oversight of the House of Representatives and the Committee on Rules and Administration of the Senate and appropriated funding. This act provides the exclusive authority and process for the determination of pay for members and civilian employees of the Capitol Police.

This resolution shall apply for purposes of determining the pay payable for any service performed on or after the approval of the above referenced congressional committees.

This resolution is intended to be a substitute amendment to the prior Board resolution dated December 31, 1997, and dated January 15, 1998, as well as amendments dated September 22, 1998 and July 1, 2003, and hereby rescinds said prior resolution effective the date of adoption of this resolution.

By unanimous concurrence of the Capitol Police Board this resolution and the above referenced pay schedules are hereby adopted this 28th Day of April, 2023.

Karen H.
Gibson

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Karen H. Gibson
Chair
Capitol Police Board

William P.
McFarland

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William P. McFarland
Member
Capitol Police Board

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Valerie L.

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Valerie Hasberry
Member Representative
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Date: April 28, 2023