

5 Observe agency application of guidelines for determining coverage under the Classification Act.

6 Review agency program and practices in the area of salary retention. Reviews in this area are most effectively and economically made in conjunction with reviews ordinarily made in other personnel management areas. Specifically:

- o Staffing. In reviewing a demotion action taken by the agency, is there any evidence that the agency has made a determination as to the employee's eligibility for salary retention? In filling its vacant positions, what consideration does the agency give employees receiving salary savings for promotion or assignment to grades commensurate with their saved rate of pay?

- o Personnel records and reporting. Do the official records of the agency indicate the date of expiration of retained rates?

(Agency resources should be utilized fully in factfinding, in gathering materials and studies, and in justifying classification decisions through discussion or written evaluation statements.)