



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



June 11, 1991

PERSONNEL MANAGEMENT LETTER NO. 91-2 (531)

SUBJECT: Use of Special Rate of Pay as Employee's "Highest Previous Rate"

This PML transmits the Department's policy on the use of a special rate of pay as an employee's highest previous rate." This policy supplements the Office of Personnel Management's revised regulations contained in 5 CFR 531, Subpart B. The policy incorporates comments made by bureau personnel offices and employee organizations as the result of our issuance of the policy in draft form in PMB 91-39. The following policy covers those areas which are open to agency discretion as the result of the revised regulations:

1. Bureaus are permitted to use a special pay rate as an employee's "highest previous rate" provided that the employee has served in the position for a minimum period of 90 days.
2. The official designated to make determinations on "highest previous rate" cases will be the bureau headquarters personnel officer. Bureaus have the option to redelegate this approval authority as they deem it appropriate and necessary.
3. For purposes of clarification, the term "reassignment" is defined as stated in 5 CFR 531.202, i.e., "the change of an employee while serving continuously in the same agency, from one position to another without promotion or demotion."

Bureaus may apply the new authority retroactively to actions taken on or after the effective date (May 21, 1990).

This policy will be incorporated into 370 DM 531,2 when that subchapter is rewritten.

Morris A. Simms
Director of Personnel

INQUIRIES:

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