CLG1 – A -- EXAMPLE

**Voluntary Change to Lower Grade using Highest Previous Rate**

**(Non-special rate to special rate – no geographic conversion)**

Employee Name:

Current Position Title: Program Assistant

Current Official Worksite: Hyattsville, MD

Current Pay Plan, Series, Grade and Step: GS-303-6, step 8

Current Rate of Basic Pay (includes locality): $41,474

# Step A

Use the underlying GS rate as the HPR and apply the maximum payable rate rule.

Previous Pay Plan/Series/Grade/Step: **GS-303-6, step 8**

Rate: **$33,926**

Highest Previous Rate: **$33,926** (grade and step of previous position without locality payment)

# Step B

Compare the employee’s HPR **$33,926** (amount from Step A) with the GS rates for the year the employee held the grade.

Relevant Pay Scale: GS rate, 2005 (Include Title, # and Year of Pay Scale)

# Step C

Identify the lowest step in the grade being changed to that is equal to or greater than the employee’s HPR.

Relevant Pay Scale: **GS rate, 2005** (Include Title, # and Year of Pay Scale)

Pay Plan/Series/Grade/Step: **GS-303-5, step 10**

Rate: **$32,926**

# Step D

Move the grade and step from Step C above to the **current grade and step** of the new position on the current GS pay scale.

**Relevant Pay Scale: 999C, 2005 (Include Title and # of Pay Scale)**

Pay Plan/Series/Grade/Step: **GS-2210-5, step 10**

Rate: **$44,918**

This is the maximum payable GS rate the agency may pay the employee.

# Step E

The agency may set the employee’s GS rate at any rate in the GS rate range (above in Step D) up to the maximum step identified above in Step D. After setting the GS rate, the agency determines the employee’s payable locality rate corresponding to that GS Rate.

Pay Plan/Series/Grade/Step: **GS-2210-5, step 10**

Rate: **$44,918**

New Position Title: IT Specialist

New Official Worksite: Hyattsville, MD

New Pay Plan, Series, Grade and Step: GS-2210-5, step 10

New Rate of Basic Pay: $44,918 on 999C

**Prepared by:**

**Title:**

**Date:**