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# HRDG 4531 - Highest Previous Rate - Introduction

Last Modified:

## Subchapter 4531 - Highest Previous Rate Introduction

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This issuance supplements the following laws, rules, and regulations:

### Related Regulations

- Title 5, U.S. Code (U.S.C.), Chapter 53;
- Title 5, Code of Federal Regulations (CFR), Parts 530-532 and 536;
- Departmental Personnel Manual, Chapter 536, Subchapters 1 and 3;
- [MRP Directive 4531.1](#) (165.04 KB)

**Administrative Workweek** is the period of seven (7) consecutive calendar days beginning Sunday at 12:01 a.m. and ending Saturday midnight.

**Basic Rate of Pay (also known as straight-time pay)** means the rate of pay fixed by law or administrative action for the position held by the employee (including special salary rates, excluding locality pay) before any deductions (such as taxes) are made, and exclusive of premium pay or any other additional pay. Night differential is considered basic pay for prevailing rate employees.

**Basic Workweek** is a 40-hour workweek for full-time employees during which they are regularly scheduled to be on duty.

**Break in Service** is a period of at least 1 full workday when an employee is officially off the rolls.

**Compressed Work Schedule** means a fixed work schedule in which an employee fulfills the basic work requirement in less than 10 days in a pay period. Compressed work schedules are mandated by management officials in order to meet a special work requirement, and are authorized under Title 5, U.S.C. 6127.

**Daily Overtime Standard** is work in excess of 8 hours in a day, except for employees under a flexible or compressed work schedule and certain first-40- hour indefinite tours of duty.

**Demotion** is a change of an employee's status while continuously employed, from:

- One General Schedule (GS) grade to a lower GS grade, with or without reduction in pay; or
- A higher rate paid under authority other than Subchapter III of Chapter 53 of Title 5, U.S.C., to a lower rate within a GS grade.

**Existing Rate of Basic Pay** is the rate received immediately before the effective date of a transfer, promotion, demotion, or within-grade increase.

**First-8-Hour Indefinite Tour** means a tour of duty where the workdays are known, but the hours for starting and/or ending each workday vary, depending on industry needs. The first-8-hours in a pay status is considered "regularly scheduled" for premium pay and hours of duty purposes.

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