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THE GUIDE TO PERSONNEL DATA STANDARDS

RETAINED STEP

- Definition:** The pay rate step an employee retains when moving to a position in a covered pay schedule which is lower in grade than the position held immediately prior to a demotion that resulted from a reduction in force, a reclassification, or a management decision as described in 5 CFR 536.301(b).
- Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.
- Applicability:** Mandatory (Central Personnel Data File, Personnel Actions).
- Cross-Reference:** Uses [STEP OR RATE](#) code set.
- Format:** AA or NN