

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

District Personnel Manual Issuance System

DPM Instruction No. 11B-77

This instruction may be accessed electronically at www.dchr.dc.gov, by clicking on the "District Personnel Manual" link; and the "Issuances" link for **Chapter(s): 11B**

SUBJECT: Premium Pay – Local Environment Pay

Date: February 25, 2010

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-42, *same subject*, dated March 30, 2005.

The following types of **Premium Pay** are authorized for employees covered under the new compensation rules contained in Chapter 11 of the D.C. personnel regulations, Classification and Compensation:

TYPES OF PREMIUM PAY

HOLIDAY PREMIUM PAY
SUNDAY PREMIUM PAY
NIGHT DIFFERENTIAL PAY
ADMINISTRATIVE CLOSING PAY/LEAVE
LOCAL ENVIRONMENT PAY
ON-CALL PAY

This E-DPM instruction explains the rules and procedures for **LOCAL ENVIRONMENT PAY**.

1. Applicability

Local environment pay **is not** authorized for employees at grades 15 or above.

2. Collective Bargaining Agreements

Any local environment pay (or environmental pay) provisions of a collective bargaining

Note: E-DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.

Inquiries: Compensation & Classification Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

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agreement will take precedence over the provisions of this instruction for those employees covered by the agreement, to the extent that there is a difference.

3. Local Environment Pay

- Local environment pay is additional pay authorized for a duty involving **unusually severe hazard or working conditions**.
- The unusually severe hazard or working conditions for which local environment pay may be authorized must fall within a **local environment pay category** authorized in a schedule of local environment pay rates.
- Local environment pay is not limited only to wage grade (blue collar) positions.
- In accordance with section 1136.4 of the regulations, the Director, D.C. Department of Human Resources (DCHR) must establish a schedule of local environment pay rates.
- In accordance with section 1136.7 of the regulations, the Director, DCHR, must publish in the E-DPM the criteria to be included in any request for the establishment of a schedule of local environment pay rates.
- In accordance with section 1136.9, the Director, DCHR, must publish a list of the positions for which local environment pay rates are authorized.
- Local environment pay will be paid either on the basis of full-time exposure or part-time exposure.
- Payment for local environment work will not exceed 27% for any category.
- Computation of local environment pay:
 1. The local environment rate is determined by **multiplying the percentage authorized for the exposure by the 2nd step for grade RW-10** on the current Regular Non-Supervisory Wage Service Rate Schedule for Compensation Unit 2, counting ½ cent and over as a whole cent
 2. The amount of local environment pay is determined by **multiplying the local environment rate specified in # 1 above by the number of hours of exposure** to the environmental situation.
 3. Local environment pay that is paid on an actual exposure basis is paid for a minimum of 1 hour's local environment pay for that exposure, and in increments of ¼ of an hour for each 15 minutes and portion thereof in excess of 15 minutes.
 4. An employee that is exposed to a situation for which local environment pay is

authorized shall be entitled to pay regardless of whether he or she has full-time, part-time, or intermittent tour of duty; is on regular assignment or detail; or is exposed during straight-time or overtime hours of work.

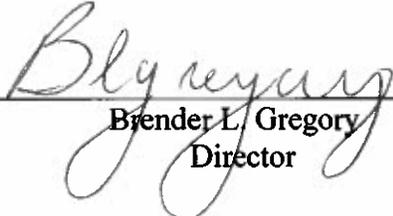
5. An employee subjected at the same time to more than 1 applicable environmental situation shall be paid for that exposure that results in the highest local environment pay rate but shall not be paid more than one (1) local environment pay rate for the same hours of work.
- Payment of local environment pay to an employee will be **terminated**:
 1. When authorization for the local environment pay is removed from the employee's position;
 2. When the employee leaves the position for which local environment pay was authorized; or
 3. During an employee's temporary assignment to perform the work of a position for which local environment pay has not been authorized.

4. Definitions

- **Rate of basic pay** – the pay rate fixed by law, Wage Order, or Mayor's Order for the position held by an employee before any deductions and exclusive of additional pay of any kind, except as otherwise provided.
- **Scheduled tour of duty** – the hours of a day and the days of a basic workweek that are scheduled in advance and during which an employee is required to perform work on a regularly recurring basis.

5. References

- **Local Environment Pay** – Section 1136 of Chapter 11 of the regulations


Brender L. Gregory
Director