

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

**District Personnel Manual Issuance System**

**E-DPM Instruction No. 11B-78**

**SUBJECT: Premium Pay – On-Call Pay**

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

**Date: February 25, 2010**

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**NOTE:** This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-43, *same subject*, dated March 30, 2005.

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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**

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

This E-DPM instruction explains the rules and procedures for **ON-CALL PAY**.

**1. Applicability**

On-call pay is not authorized for employees at grades 15 or above.

**2. Collective Bargaining Agreements**

Any on-call pay provisions of a collective bargaining agreement will take precedence over

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

### 3. On-Call Pay

- a. On-call pay is additional compensation provided to an employee when a determination has been made that the work of the position requires the employee in it to remain accessible and available to the point where his or her time cannot be used effectively for the employee's own "personal" purposes.
- b. The two (2) conditions that must be met for an agency to be able to designate a position as eligible for on-call pay and authorize the pay are:

<ol style="list-style-type: none"><li>1. The work of the position must be <b>VITAL</b> to:<ul style="list-style-type: none"><li>• <b>Continuity of PUBLIC HEALTH and HUMAN SERVICES;</b></li><li>• <b>PUBLIC SAFETY and LAW ENFORCEMENT;</b></li><li>• <b>EMERGENCY MANAGEMENT SERVICES and EMERGENCY MEDICAL SERVICES;</b> or</li><li>• Other <b>CRUCIAL OPERATIONS</b> such as: <b>Snow Removal;</b> <b>Debris Removal;</b> <b>Transportation;</b> <b>Shelter Operation;</b> <b>Food Distribution;</b> and <b>Communication; and</b></li></ul></li></ol>	<ol style="list-style-type: none"><li>2. The <b>WORK OF THE POSITION REQUIRES</b> the incumbent, <b>WHEN OFF DUTY</b>, to be available to <b>REPORT TO WORK ON SHORT NOTICE</b>, within a maximum of <b>1 hour or less time</b>, as the agency deems appropriate for the position.</li></ol>
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- c. All of the following conditions must be met in order for an employee to be eligible to receive on-call pay:
  - (1) The employee must occupy a position for which on-call pay has been authorized;

- (2) The agency must have placed the on-call time on the employee's official work schedule on a holiday or outside the employee's scheduled tour of duty;
  - (3) The employee must be required to be in a state of readiness to perform work; and
  - (4) The employee must be able to report for work within the timeframe established by the agency when called in.
- d. While in an on-call status, an employee is entitled to pay at a rate equal to 25% of his or her rate of basic pay.
- e. On-call pay is paid on an hour-for-hour basis, in increments of ¼ of an hour for each 15 minutes and portion thereof in excess of 15 minutes.
- f. To be creditable, the employee must perform a minimum of 2 hours of on-call work.

#### 4. Examples

The following are examples of on-call pay computations for employees in positions that meet the eligibility requirements above.

**Example 1:** A Career Service employee (non-union) in a position at CS-13/06 level with an annual salary of \$83,550 was in on-call status for 2 hours on **Friday, January 8, 2010**. The employee is entitled to on-call pay as follows:

Computation		Amount
<b>Hourly Rate of Pay</b>	Divide annual rate by 2080* ( $\$83,550 \div 2080$ )	\$ 40.17
<b>Biweekly Rate</b>	Multiply hourly rate by 80 ( $\$40.17 \times 80$ )	\$ 3,213.60
<b>On-Call Pay</b>	Multiply hourly rate by 25% ( $\$40.17 \times .25 = 10.04$ ); then multiply total by 2 hours	\$ 20.08
<b>Total Biweekly Pay before Taxes (<math>\\$3,213.60 + \\$20.08</math>)</b>		<b>\$ 3,233.68</b>

\*2080 represents the number of hours worked per year.

**Example 2:** A Management Supervisory Service employee (non-union) in a position at MS-11 grade level with an annual salary of \$56,740 was in on-call status for 3 hours on **Friday, January 8, 2010**. The employee is entitled to on-call pay as follows:

Computation		Amount
<b>Rate of Pay</b>	Divide annual rate by 2080* ( $\$56,740 \div 2080$ )	\$ 27.28
<b>Biweekly Rate</b>	Multiply hourly rate by 80 ( $\$27.28 \times 80$ )	\$ 2,182.40
<b>On-Call Pay</b>	Multiply hourly rate by 25% ( $\$27.28 \times .25 = 6.82$ ); then multiply total by 3 hours	\$ 20.46
<b>Total Biweekly Pay before Taxes (<math>\\$2,181.60 + 20.46</math>)</b>		<b>\$ 2,202.06</b>

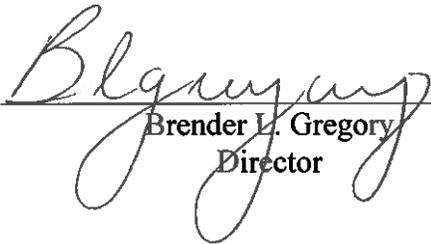
\*2080 represents the number of hours worked per year.

## 5. 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. Reference

- **On-Call Pay** – Section 1137 of Chapter 11 of the regulations



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