

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

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-79

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SUBJECT: Discontinuance of Statutorily-Mandated Freeze of Within-Grade Salary Increases During Fiscal Year 2012

Date: October 27, 2011

This Electronic-District Personnel Manual (E-DPM) instruction informs employees in subordinate agencies of the discontinuance of the statutorily-mandated freeze on within grade salary increases.

1. Authority

The statutory provisions that imposed a freeze on within-grade salary increases in fiscal year 2011 were contained in D.C. Law 18-223, the Fiscal Year 2011 Budget Support Act of 2010, effective September 24, 2010.

D.C. Law 19-21, the Fiscal Year 2012 Budget Support Act of 2011, effective September 14, 2011 (Act), contains **no** provisions continuing the freeze on within-grade salary increases in fiscal year 2012.

2. Discontinuance of Statutorily-Mandated Freeze of Within-Grade Salary Increases

The purpose of this E-DPM instruction is to inform District government, and subordinate agencies that the freeze on within-grade increases (WIGIs) implemented and continued during fiscal year 2011 is being discontinued in fiscal year 2012, because the Act contains no provisions restricting WIGIs in fiscal year 2012. In addition, the FY 2012 step increases apply only to FY2012 and are not retroactive.

Consequently, appropriate agencies are directed to take required steps to ensure that any system restrictions are removed to ensure that WIGIs resume this fiscal year.

3. Removal of Statement on Job Requisitions Concerning the Freeze on Within-Grade Salary Increases

Agencies are hereby instructed to promptly take the necessary steps to modify all job requisitions to provide that "until notice to the contrary, effective October 1, 2011, no

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 and Classification Administration, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, and HR Advisors

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freeze on within grade increases in is effect.” Because the language is manually inputted by the HR Specialists and is not automatically populated on the job requisition, HR Specialists should manually remove any job requisition language regarding the “freeze on WIGIs” between October 1, 2010 and September 29, 2011.

4. Cost-of-Living Adjustments

The FY 2012 budget does not allocate any funding for cost-of-living adjustments. Therefore, restrictions concerning cost-of-living adjustments that were in place in FY 2011 continue to be in place for FY 2012.

5. Effective Date

This instruction is effective October 1, 2011.



Shawn Y. Stokes
Director