

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

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-74

SUBJECT: Premium Pay – Sunday Premium Pay

Date: February 25, 2010

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**

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-39, *same subject*, dated March 30, 2005.

The following types of **Premium Pay** are authorized for certain 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 **SUNDAY PREMIUM PAY**.

1. Applicability

Sunday premium pay is not authorized for employees at grades 15 or above.

2. Collective Bargaining Agreements

Any Sunday premium pay provisions of a collective bargaining 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.

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

Retain Until Superseded

3. Sunday Premium Pay

- Sunday premium pay is additional pay authorized for Sunday work.
- Sunday work means all actual work performed within a full-time employee's scheduled tour of duty that begins or ends on Sunday.
- Such an employee is entitled to pay at his or her rate of basic pay for the scheduled tour of duty plus premium pay paid at a rate equal to 25% of the employee's hourly rate of basic pay for each hour of Sunday work.
- One-quarter (1/4) of an hour for each 15 minutes and portion thereof in excess of 15 minutes is credited for Sunday premium pay.
- Part-time employees or employees with no scheduled tour of duty are not entitled to premium pay for Sunday work.
- An employee is not entitled to Sunday premium pay while on paid leave.
- As applicable, an employee is entitled to pay for overtime work on a Sunday at the same rate as for overtime work on other days.
- Holiday premium pay is in addition to other pay and it is not considered basic pay for any purpose.

4. Examples

The following are examples of Sunday premium pay computations for employees with a scheduled daily tour of duty that begins or ends on Sunday:

Example 1: A Career Service employee (non-union) in a position at CS-11/08 level with an annual salary of \$61,878, performed 8 hours of Sunday work on **January 10, 2010**. The employee is entitled to Sunday premium pay as follows:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$61,878 \div 2080$)	\$ 29.75
Biweekly Rate	Multiply hourly rate by 80 ($\$29.75 \times 80$)	\$ 2,380.00
Sunday Premium Pay	Multiply hourly rate by 25% ($\$29.75 \times .25 = \7.44); then multiply total by 8 hours of Sunday pay	\$ 59.52
Total Biweekly Pay before Taxes ($\\$2,380.00 + \\59.52)		\$ 2,439.52

*2080 represents the number of hours worked per year.

Example 2: An employee occupying a Recreation Specialist position (union) at CS-0188-11/04 with an annual salary of \$59,901, performed 8 hours of Sunday work on **January 10, 2010**. The employee is entitled to Sunday premium pay as follows:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$59,901 \div 2080$)	\$ 28.80
Biweekly Rate	Multiply hourly rate by 80 ($\$28.80 \times 80$)	\$ 2,304.00
Sunday Premium Pay	Multiply hourly rate by 25% ($\$28.80 \times .25 = \7.20); then multiply total by 8 hours of Sunday pay	\$ 57.60
Total Biweekly Pay before Taxes ($\\$2,304.00 + \\57.60)		\$2,361.60

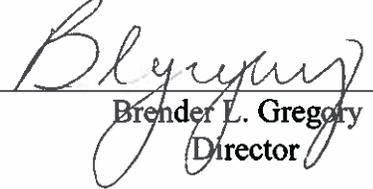
*2080 represents the number of hours worked per year.

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.

6. Reference

- **Sunday Premium Pay** – Section 1133 of Chapter 11 of the regulations



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