

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

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-76

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 –Administrative Closing Pay/Leave

Date: February 25, 2010

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-41, *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 **ADMINISTRATIVE CLOSING PAY/LEAVE**.

1. Applicability

Administrative closing pay is not authorized for employees at grades 15 or above.

2. Collective Bargaining Agreements

Any administrative closing 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Retain Until Superseded

2. Provisions on Administrative Closing Pay/Leave

- As determined by an agency head, a District government employee designated as an emergency employee who is required to perform non-overtime work within his or her 40-hour basic workweek during a period of early dismissal or government closing will be entitled to **either** administrative closing pay or administrative closing leave, **but not both**, for the hours actually worked.
- **Administrative closing pay –**
 - (1) Administrative closing pay is additional **pay** earned by an **emergency employee** provided on an hour-for-hour basis as compensation for work actually performed during a designated emergency that results in early dismissal or government closing.
 - (2) One-quarter (1/4) of an hour is the smallest fraction of an hour used for crediting administrative closing pay, but when such work is performed in other than the full fraction, odd minutes will be rounded up or rounded down to the nearest full fraction (i.e. quarter) of an hour.
 - (3) Administrative closing pay is in addition to other pay (i.e. overtime) and it is not considered basic pay for any purpose.
- **Administrative closing leave –**
 - (1) Administrative closing leave is additional **time off** earned by an **emergency employee** on an hour-for-hour basis as compensation for work actually performed during a designated emergency which results in early dismissal or government closing.
 - (2) One-quarter (1/4) of an hour is the smallest fraction of an hour used for crediting administrative closing leave, but when such work is performed in other than the full fraction, odd minutes shall be rounded up or rounded down to the nearest full fraction (i.e. quarter) of an hour; and
 - (3) Administrative closing leave will be maintained in a separate account from other forms of leave, but will be scheduled and granted in accordance with the annual leave provisions in Chapter 12 of the regulations, Hours, Legal Holidays, and Leave.
 - (4) The emergency employee will forfeit (lose) any administrative closing leave in his or her account if the leave is not used within 12 months of being earned.
 - (5) Upon separation from employment, any unused administrative closing leave shall be paid to an employee, at his or her rate of basic pay at the time of separation.

4. Examples

The following are examples of administrative closing pay computations for employees who are required to perform administrative closing work (non-overtime work) within their 40-hour basic workweek during periods of early dismissals or government closings:

Example 1: A Career Service employee (non-union) in a position at CS-12/01 level with an annual salary of \$62,499, performed 8 hours of administrative closing work on **Tuesday, February 9, 2010** when the District government was closed due to a weather emergency (snow):

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$62,499 \div 2080$)	\$ 30.05
Biweekly Rate	Multiply hourly rate by 80 ($\$30.05 \times 80$)	\$ 2,404.00
Administrative Closing Pay	Multiply hourly rate by total hours actually worked during administrative closing ($\$30.05 \times 8$)	\$ 240.40
Total Biweekly Pay before Taxes (\$2,404.00 + \$240.40)		\$ 2,644.40

*2080 represents the number of hours worked per year.

Example 2: A MSS employee (non-union) in a position at MS-14 level with an annual salary of \$88,545, performed 8 hours of administrative closing work on **Tuesday, February 9, 2010** when the District government was “closed” due to a weather emergency (snow):

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$88,545 \div 2080$)	\$ 42.57
Biweekly Rate	Multiply hourly rate by 80 ($\$42.57 \times 80$)	\$ 3,405.60
Administrative Closing Pay	Multiply hourly rate by total hours actually worked during administrative closing ($\$42.57 \times 8$)	\$ 340.56
Total Biweekly Pay before Taxes (\$3,405.60 + \$340.56)		\$ 3,746.16

*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.

- **Emergency Employee** – an employee who, pursuant to Chapter 12 of the regulations, is designated in writing by an agency head as one who must remain on duty or report to duty to provide minimum required services during a period of early dismissal or District government closings, or when it is deemed appropriate in the public interest to excuse most employees from duty because of an unusual situation.

6. Reference

- **Administrative Closing Pay/Leave** – Section 1135 of Chapter 11 of the regulations


Brender L. Gregory
Director