

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

District Personnel Manual Issuance System

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E-DPM Instruction No. 38-27

SUBJECT: Management Supervisory Service -
Severance Pay

Date: April 25, 2012

NOTE: This Electronic-District Personnel Manual (E-DPM) Instruction supersedes E-DPM Instruction No. 38-26, (same title), dated April 18, 2012, for the purpose of correcting the section and effective date referenced in section 1 of the prior instruction.

1. Purpose

The purpose of this Electronic-District Personnel Manual (E-DPM) Instruction is to inform subordinate agency heads, agency officials, and employees in general, of the provision of section 2(f) of the District of Columbia Government Comprehensive Merit Personnel Amendment Act of 2012, (Act), effective March 14, 2012, to limit the amount of severance pay awarded to employees in the Management Supervisory Service.

2. Provision of the Act

a. Pertinent provision of the Act is quoted below:

Sec. 2(f) Section 954(b) (D.C. Official Code § 1-609.54(b)) is amended to read as follows:

"(b) An individual appointed to the Management Supervisory Service pursuant to this section may be paid severance pay upon separation for non-disciplinary reasons according to the length of the individual's employment with the District government as follows:

<u>"Length of Employment</u>	<u>Maximum Severance</u>
"Up to 6 months	2 weeks of the employee's basic pay
"6 months to 1 year	4 weeks of the employee's basic pay
"1 to 3 years	8 weeks of the employee's basic pay
"More than 3 years	10 weeks of the employee's basic pay."

b. The Act imposes a maximum amount of severance pay received by employees in the Management Supervisory Service who are separated for non-disciplinary reasons based on the length of employment. The Act also reduces the amount of severance pay received from a maximum of 26 weeks to 10 weeks.

Note: 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. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Legal and Compliance Administration, DCHR (202) 442-9700

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

Retain Until Superseded

3. Responsibilities

a. Agency

- (1) Agency head or designee within the agency will compute the severance pay payable by completing the **Management Supervisory Service Severance Pay Worksheet** (see *DCSF 38-1* attached) and submit to the D.C. Department of Human Resources along with separation notice.

b. D.C. Department of Human Resources

- (1) Appropriate staff within the DCHR will review and verify the information contained on the DCSF 38-1. The original copy of the worksheet, signed and dated, is to be placed on the right side of the employee's Official Personnel Folder (OPF) and a copy forwarded to the Office of Pay and Retirement Services (OPRS) within the Office of the Chief Financial Officer, along with the personnel action separating the employee.
- (2) Appropriate staff within the DCHR will process and complete the personnel action separating the employee.

c. Office of Pay and Retirement Services

- (1) Appropriate staff within the OPRS will verify the information, and execute the severance pay payments to the affected employee.



Shawn Y. Stokes
Director

Attachment:

- *D.C. Standard Form 38-1, Management Supervisory Severance Pay Worksheet*

The below sections are to be completed by the D.C. Department of Human Resources:

SECTION IV – SEVERANCE PAY ENTITLEMENT:

This statement is to be completed and typed in the “Remarks” Section on the Personnel Action (Form 50):

“Employee is entitled to \$ _____ of severance pay to be paid
at a rate of \$ _____ for _____ weeks.”

SECTION V – CERTIFICATION (DCHR):

Verification Conducted By:

Name – Print

Signature

Date

Distribution: Original: OPF; Copy to Office of Pay and Retirement Services (OPRS)

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D.C. Standard Form 38-1 (4/12)