

Quality Salary Increase



District Personnel Bulletin No. 11-89

Effective Date	Expiration Date	Related DPM Chapters
July 22, 2015	September 30, 2015	11 & 19

i **NOTE:** This bulletin is being issued to provide general information on the payment of quality increases in Fiscal Year 2015. The provisions of this bulletin are retroactive to April 8, 2015.

Overview

District government agencies are authorized to use funds in Fiscal Year 2015 for quality salary increases (quality increases). This bulletin is being issued to provide general information on the payment of quality increases, including the approval process.

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Quality Increase

Quality increases are in addition to regular within-grade increases. A quality increase may be authorized only once within a 24-month period. A quality increase shall not impact an employee’s waiting period for a regular within-grade increase. District government employees who meet the eligibility requirements specified below may receive a quality increase.

Eligibility Requirements

A District government employee is eligible to receive a quality increase if he or she:

1. Is a full-time or part-time permanent employee in the Career, Educational, or Legal Services entitled to regular within-grade increases;
2. Has at least six (6) months of creditable service beyond the end of the probationary period;
3. Has demonstrated a sustained performance of high quality; and
4. Received a performance rating at the level of highly effective performer or role model (or equivalent) on his or her most recent performance evaluation.

Exclusions:

1. Quality increases shall not be issued within six (6) months following the effective date of a promotion;
2. An employee who is at the top step or rate of his or her position shall not be eligible for a quality increase; and
3. An employee who received a quality increase or monetary award for performance in accordance with the provisions contained in Chapter 19 of the D.C. personnel regulations, *Incentive Awards*, shall not be eligible to receive a quality increase for the same rating period.

Quality Increases Awarded

The personnel authority may authorize a quality increase only once within a twenty four (24) month period, as follows:

Performance Evaluation Level	Number of Steps
Highly Effective Performer or equivalent	One (1)
Role Model or equivalent	Two (2)

Approval of Quality Increases

1. Once a determination has been made to grant a quality increase, an employing agency will complete a DCSF No. 11B-11, *Request for Quality Increase* (copy attached), along with a written justification, and submit the documentation to the personnel authority for approval.

2. Upon receiving the DCSF No. 11B-11, the personnel authority shall:
 - (a) Review the written justification submitted by the agency citing specific examples of the employee's exceptional service, and supporting documentation concerning the employee's most recent official performance rating;
 - (b) Verify that the employee's most recent performance rating prior to the granting of the quality increase is "Highly Effective Performer," "Role Model," or equivalent;
 - (c) Verify that the request submitted for the employee is at least six (6) months beyond the completed required probationary period, if required;
 - (d) Verify that the employee has not received a promotion within the past six (6) months;
 - (e) Verify that the employee has not received a quality increase or monetary award under Chapter 19 of the regulations for performance during the same rating period of the proposed quality increase;
 - (f) Verify that the employee is not at the top step or rate of his or her position; and
 - (g) Approve or disapprove the agency's request, and notify the agency of the determination.
3. Approved requests shall be processed in accordance with established procedures.

Processing Requirement

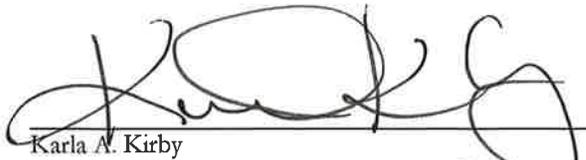
Subordinate agencies shall submit a scanned version of the DCSF 11B-11 and written justification to DCHR's Recruitment and Staffing Services at dchr.recruitment@dc.gov.

Legal Authority

- Subtitle A – Bonus and Special Pay Limitation, Title I of the Fiscal Year 2015 Budget Support Act of 2014 (D.C. Law 20-155), effective February 26, 2015; and
- D.C. Official Code § 1-619.01.

Additional Information

For additional information concerning this bulletin, please contact the Department of Human Resources, Administration for Recruitment and Classification, by calling (202) 442-9700 or by sending an e-mail to dchr.recruitment@dc.gov.



Karla A. Kirby
Interim Director, Department of Human Resources

7/23/15
Date

Attachments

- DCSF No. 11B-11, Request for Quality Increase (Issued 7-15)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

REQUEST FOR QUALITY INCREASE

Part I – Instructions (Agency)

1. Only employees who have received an official performance rating of “*Highly Effective Performer*” (Level 4) or “*Role Model*” (Level 5) under the Performance Management Program (PMP); “Outstanding” or “Excellent” under the Performance Evaluation System (PES-LS) for line attorneys in the Legal Service; or an equivalent performance evaluation system are eligible to receive a Quality Increase.
2. Complete items 1 through 7 below.
3. Submit this form, a copy of the employee’s rating for the period of the proposed Quality Increase, supporting documentation for the rating, and a written justification for the proposed Quality Increase (Part II of this form), to the D.C. Department of Human Resources (DCHR) for agencies under the personnel authority of the Mayor. For agencies with independent personnel authority, the form should be submitted to your agency’s Human Resources Office.

1. Department or Agency: _____ _____ <small>Agency Head or Designee (Signature) Date</small>	2. Name of Employee: _____ _____ <small>Last First MI</small>
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3. Present Position Title, Series, Grade and Step, and Salary: _____ <small>Position Title, Series, Grade, and Step</small> \$ _____ <small>Salary</small>	4. Proposed New Step and Salary: _____ <small>New Step \$ New Salary</small>
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4. Type of Service* for the Employee’s Position: <input type="checkbox"/> Career <input type="checkbox"/> Educational <input type="checkbox"/> Legal (Other than the Senior Executive Attorney Service)	[*An employee in the Excepted Service, Executive Service, or Management Supervisory Service is <u>not</u> eligible to receive a Quality Increase]
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5. Most Recent Official Rating: _____ <small>(Specify Rating Period)</small> PMP: <input type="checkbox"/> Role Model <input type="checkbox"/> Highly Effective Performer PES-LS: <input type="checkbox"/> Outstanding <input type="checkbox"/> Excellent	6. Has the employee received a Monetary Award* under Chapter 19 of the D.C. personnel regulations, Incentive Awards, for the same rating period of the proposed Quality Increase? <input type="checkbox"/> Yes <input type="checkbox"/> No [*An employee who has received a monetary award under Chapter 19 of the regulations for the same rating period of the proposed Quality Increase is <u>not</u> eligible to receive a Quality Increase.]
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DCHR CERTIFICATION

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved*	[*State reason: _____.]
Pertinent information verified by: _____	

Signature of DCHR Official

Date

D.C. Standard Form No. 11B-11 (Issued 7/15)

Part II – Written Justification

In the space below, please describe the employee's performance contribution(s) and how such contribution(s) exceeded the satisfactory performance requirements of the position. Please cite specific examples of exceptional service: