

Quality Salary Increase



District Personnel Instruction No. 11B-89 & 19-8

Effective Date	Expiration Date	Related DPM Chapters
March 15, 2017	Until superseded	11 & 19

i NOTE: This District Personnel Manual (DPM) Bulletin supersedes DPM Bulletin No. 11B-94 & 19-21 (same title), effective October 8, 2016, to authorize quality awards once every twelve months as opposed to once every twenty-four months.

Overview

A quality salary increase is used to recognize and reward employees who demonstrate exceptional performance. This instruction provides general information on the payment of quality salary increases, including the approval process.

In this Instruction

Quality Salary Increase.....	1
Eligibility Requirements	2
Quality Salary Increases Awarded.....	2
Approval of Quality Increases.....	2
Processing Requirement	3
Regulatory Authority.....	3
Additional Information	4

Quality Salary Increase

Quality salary increases are in addition to regular within-grade increases. A quality salary increase may be authorized only once within a 12-month period. A quality salary 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 salary increase.

Eligibility Requirements

A District government employee is eligible to receive a quality salary 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 salary 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 Salary Increases Awarded

The personnel authority may authorize a quality salary increase only once within a twelve (12) 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

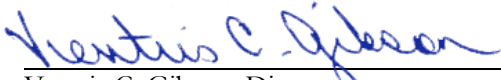
Subordinate agencies shall submit a scanned version of the DCSF 11B-11 and written justification to D.C. Department of Human Resources (DCHR) Human Resources Solution Administration at dchr.recruitment@dc.gov.

Regulatory Authority

- Section 1156 of Chapter 11B of D.C. personnel regulations, Compensation.

Additional Information

For additional information concerning this instruction, please contact the DCHR's Human Resources Solutions Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.recruitment@dc.gov.



Ventris C. Gibson, Director

Attachment

- DCSF No. 11B-11, Request for Quality Increase (Rev. 2-17)