

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

District Personnel Manual Issuance System

E-DPM Instruction No. 11B-75

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 – Night Differential Pay

Date: February 25, 2010

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 11B-40, 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 **NIGHT DIFFERENTIAL PAY**.

1. Applicability

Night differential pay is not authorized for employees at grades 15 or above.

2. Collective Bargaining Agreements

Any night differential provisions of a collective bargaining agreement will take precedence

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

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over the provisions of this instruction for those employees covered by the agreement, to the extent that there is a difference.

3. Rules for Night Differential Pay

- Night differential premium pay is additional pay authorized for regularly scheduled night work.
- **Night work** is regularly scheduled work performed between the hours of **6:00 p.m. and 6:00 a.m.**
- An employee who performs regularly scheduled nonovertime night work is entitled to pay at a rate equal to 10% of his or her rate of basic pay for that work.
- Night work is payable on an hour-for-hour basis, in increments of one-quarter (1/4) of an hour for each 15 minutes and portion thereof in excess of 15 minutes.
- An employee who is temporarily assigned to perform night work, except on an overtime basis in a tour of duty other than his or her own, is entitled to night differential premium pay.
- Night differential 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 night differential pay computations for employees with a regular scheduled tour of duty between the hours of 7:00 p.m. to 3:30 a.m.:

Example 1: A Career Service employee (non-union) in a position at CS-09/05 level with an annual salary of \$47,283, performed 8 hours of work:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$47,283 \div 2080$)	\$ 22.73
Biweekly Rate	Multiply hourly rate by 80 ($\$22.73 \times 80$)	\$ 1,818.40
Night Differential	Multiply hourly rate by 10% ($\$22.73 \times .10 = \2.27); then multiply total by 80 (2.27×80)	\$ 181.60
Total Biweekly Pay before Taxes ($\$1,818.40 + \181.60)		\$ 2,000.00

*2080 represents the number of hours worked per year.

Example 2: A Career Service employee (non-union) in a position at RW-06/01 level with an hourly rate of pay of \$16.76 (\$34,861 annually), performed 8 hours of work:

Computation		Amount
Hourly Rate of Pay	Divide annual rate by 2080* ($\$34,861 \div 2080$)	\$ 16.76
Biweekly Rate	Multiply hourly rate by 80 ($\$16.76 \times 80$)	\$ 1,340.80
Night Differential	Multiply hourly rate by 10% ($\$16.76 \times .10 = \1.68); then multiply total by 80 (1.68×80)	\$ 134.40
Total Biweekly Pay before Taxes ($\$1,340.80 + \134.40)		\$ 1,475.20

Example 3:

Question: A Career Service employee (non-union) has a regular scheduled tour of duty of 11:00 a.m. to 7:00 p.m. Would this employee be entitled to receive night differential premium pay?

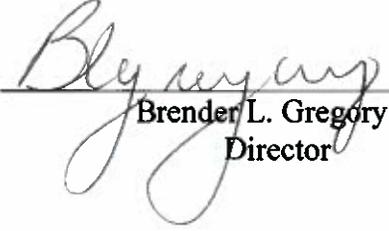
Answer: No, because the employee's regular scheduled tour of duty begins before the 6:00 p.m. to 6:00 a.m. "night differential period," the employee is not eligible to receive night differential premium pay.

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

- **Night Differential Pay** – Section 1134 of Chapter 11 of the regulations


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 Director