

## Bonus and Special Pay Limitations for Fiscal Year 2015



### District Personnel Bulletin No. 11B-88 & 19-16

---

Effective Date	Expiration Date	Related DPM Chapters
May 4, 2015	September 30, 2015	11 & 19

**i** **NOTE:** This bulletin is being issued following passage of permanent legislation (referenced on page 3) that continues the limitations on special awards pay and bonus pay in Fiscal Year 2015. The provisions of this bulletin are retroactive to April 8, 2015.

#### Overview

District government agencies are prohibited from using funds in Fiscal Year 2015 for specific categories of special awards or bonus pay. This DPM bulletin outlines the limitations, as well as those categories for which funds may be used, during the fiscal year.

#### In this Bulletin

Limits on Special Pay and Bonus Pay.....	1
Exceptions .....	2
Legal Authorities and Applicability.....	3
Additional Information.....	3

### Limits on Special Pay and Bonus Pay

---

1. By law, no funds may be used for special awards or bonus pay during Fiscal Year 2015.
2. No special awards pay or bonus pay may be paid to a subordinate agency head or an assistant or deputy agency head unless required by an existing contract executed before February 26, 2015.

# Exceptions

Special awards and bonus pay limitations for Fiscal Year 2015 do not apply to the following:

1. **Additional income allowances for difficult-to-fill positions** – an authorized amount or rate of additional compensation paid to an employee who occupies a position determined by the personnel authority to have a significant recruitment and retention problem;
2. **Agency awards or bonuses funded by private grants or donations;**
3. **Comptroller 0137 and 0138** – notwithstanding any other provision of the law, no restrictions on the use of funds to support the categories of special awards pay (Comptroller subcategory 0137) or bonus pay (Comptroller subcategory 0138) shall apply in Fiscal year 2015 to employees of the D.C. Public Schools who are based at a local school or who provide direct services to individual students;
4. **Employee awards (including Suggestion or Invention Awards)** – cash and honorary awards to employees for their suggestions, inventions, superior accomplishments, length of service, and other meritorious efforts which contribute to the efficiency, economy, or otherwise improve the operation of the District government, in accordance with D.C. Official Code §1-619.01;
5. **Gainsharing incentives in the Department of Public Works (DPW)** – any savings gained from operational efficiencies in DPW which may be shared among participating employees;
6. **Hiring bonuses for difficult-to fill positions** – an one-time supplemental payment provided to an individual newly hired by an agency to a position determined by the personnel authority to have a significant recruitment and retention problem. 6B DCMR § 1143 ( e);
7. **Negotiated Salary incentives** – a performance incentive or and allowance contained in a collective bargaining agreement that has been negotiated by the District of Columbia and a labor union, and has been approved by the Council;
8. **Quality Step** – a permanent advancement of an employee to the next higher step of the District Service Schedule, or other salary schedule with steps;
9. **Retirement awards** – an award granted to an employee in the Civil Service Retirement System, the Defined Contribution Plan, or any other District government retirement system as described in 6B DCMR § 19047(e);
10. **Safe driving awards** – a monetary award to recognize safe driving that may be granted in accordance with Chapter 19 of the D.C Personnel Regulations, Incentive Awards, an employee whose primary function is driving a motor vehicle; and

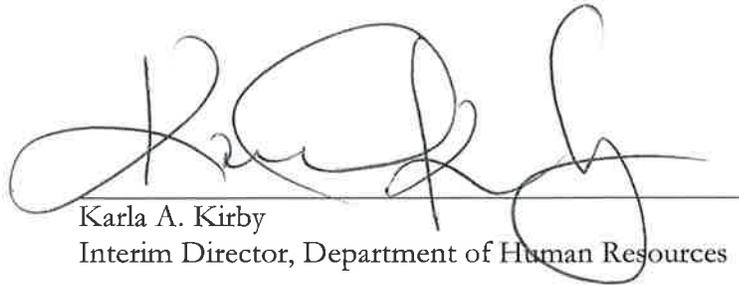
11. Any other award or bonus required by an existing contract or collective bargaining agreement that was entered into prior to the effective date of the subtitle.

## Legal Authorities

- 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.
- D.C. Official Code § 1-619.01; and
- 6B DCMR §1143 (e), 1904.7(e).

## Additional Information

Inquiries concerning the provisions of this DPM bulletin can be directed to the Policy and Compliance Administration, DCHR, by calling (202) 442-9700.



Karla A. Kirby  
Interim Director, Department of Human Resources

5/4/15  
Date