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Personnel

**ENVIRONMENTAL DIFFERENTIAL AND
HAZARD PAY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: Gerald L. Yearsley
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This instruction implements *AFPD 36-8, Employee Benefits and Entitlements*, and provides guidance for requesting and approval of Hazard and Environmental Pay rates for full-time civilian employees. It applies to all civilian employees serviced by Hill AFB Civilian Personnel Office (CPO).

SUMMARY OF REVISIONS

This revision updates functional address symbols and changes resulting from sunsetting the FPM.

A | indicates revisions from previous edition.

1. GENERAL. The following information describes Ogden Air Logistic Center (OO-ALC) procedures for requesting and managing Environmental Differential Pay (EDP) and Hazard Pay (HP).

2. EDP FOR FEDERAL WAGE SYSTEM (FWS) EMPLOYEES. EDP is a monetary consideration given to wage employees for working situations involving unusual hazards, physical hardships, or severe working conditions. Each situation must be reviewed and approved for EDP under the provisions of *Operating Manual, Federal Wage System (formerly FPM Supplement 532-1)*, Subchapter 8. It is Air Force policy to eliminate or reduce to the lowest possible level all hazards, physical hardships, and working conditions of an unusually severe nature. When a hazard cannot be practically eliminated, payment of appropriate differential may be warranted. The authorization of a differential is not to be interpreted as condoning the situation which warrants the pay. Rather, continuing positive action will be taken to eliminate the risks which cause the position to be eligible for differential pay.

2.1. Relation to Other Pay. EDP is included as part of the employee's basic rate of pay and shall be used to compute premium pay (overtime, holiday, or Sunday work), the amount from which retirement deductions are made, and on which group life insurance is based.

2.2. Identification of Categories for which Payable:

2.2.1. The Classification Branch (75 SPTG/DPCC) will distribute a copy of *Operating Manual, Federal Wage System* (formerly *FPM Supplement 532-1*), Appendix J, which provides descriptions of situations for which EDP is payable, to each member of the EDP and HP Committee. Also included will be a list of situations approved for use at Hill AFB.

2.2.2. Supervisors and interested individuals may review such information by contacting a member of the committee. Copies will be available in 75 SPTG/DPCC for review or issuance on a hand receipt for short periods.

2.3. Determining Situations that Warrant EDP:

2.3.1. When a supervisor identifies a new work situation which appears to warrant payment of EDP, *AF Form 683, Request of Approval of Environmental Differential Pay*, will be submitted to 75 SPTG/DPCC describing the problem. The request will include an explanation of the measures that have been taken to alleviate the hazard, physical hardship, or working condition of an unusually severe nature; a statement on compliance or noncompliance with Air Force safety and health standards; and a list by name, Civilian Position Control Number (CPCN), and position title of employees affected. Instructions for completing the request are contained in Attachment 1.

2.3.2. Upon receipt of a request, 75 SPTG/DPCC will assign a work situation number, enter it in a control register, and forward the request through the Safety Office (OO-ALC/SE) and/or Bioenvironmental Engineering Flight (75 AMDS/SGPB) for evaluation.

2.3.3. When it is considered advisable, 75 SPTG/DPCC will convene appropriate members of the EDP and HP Committee to consider the request. This will usually be done when the work situation is not routine, and thorough coordination of the request is necessary. The purpose of the committee is to advise the chairperson. It will consist of a representative from:

- 75 SPTG/DPCC (chairperson)
- OO-ALC/SE
- 75 AMDS/SGPB
- Aircraft Directorate (OO-ALC/LA)
- Commodities Directorate (OO-ALC/LI)
- ICBM Systems Program Office (OO-ALC/LM)
- Technology and Industrial Support Directorate (OO-ALC/TI)
- 75th Air Base Wing (75 ABW)
- 419th Fighter Wing (419 FW)
- AFGE Local 1592

2.3.4. A list of committee representatives' names will be published periodically in the OO-ALC Bulletin or Civilian Personnel Newsletter.

2.3.5. A representative from the organization submitting the request, supervisors, and other concerned individuals may be invited to committee meetings at the discretion of the chairperson. Also, regular members may be excused when work situations on the agenda are not applicable to their areas of responsibility.

2.3.6. The request will be approved or disapproved by the chairperson, using evaluations and committee recommendations as a basis. Copies of the approval or disapproval will be provided to the originating supervisor and to each member of the committee with an interest in the action.

2.4. Rate of Differential. The amount of the EDP is determined by multiplying the percentage rate authorized for the described exposure by the current day-shift nonsupervisory wage schedule rate of a WG-10, step 2. The resulting cents-per-hour amount (count fractions of one-half cent and over, as one cent) will be the EDP rate paid to each employee who qualifies for the differential, regardless of grade level or wage-rate schedule.

2.5. Work Assignments. Supervisors will distribute the assignments for which environmental differential is paid equitably among qualified employees in accordance with workload requirements and skills available. The cost of EDP shall be minimized wherever possible by using the same personnel on a job for one entire shift rather than rotating employees.

2.6. EDP Classification. Environmental differential has two classifications for payment: Part I - Actual Exposure and Part II - Hours in Pay Status.

2.6.1. Part I - Actual Exposure:

2.6.1.1. Part I differentials are paid on an actual exposure basis. An employee receives a minimum of one hour differential for each exposure. When entitlement continues beyond one hour, EDP is paid in one fourth hour increments for each 15 minutes. If the employee is exposed to a hazard on an intermittent basis during a single hour (beginning from the time first exposed to the hazard) the employee will receive only one hour EDP. It is not intended that an employee earn five or six hours differential for exposures that occur during any single hour. Neither is it intended that the employee will be denied pay merely because the exposure does not last a full 15 minutes. For example, during the first and second hours of the shift, an employee is exposed to a hazard six times, intermittently, during a period of one hour and eight minutes. The employee is paid one hour and 15 minutes EDP for these exposures. Then during the fourth hour of the shift, the employee is exposed to a hazard for a period of seven minutes. The employee is paid one hour EDP for such exposure.

2.6.1.2. An employee does not receive a Part I differential while on leave because there is no exposure to the work hazard.

2.6.1.3. An employee is entitled to an overtime rate based on regular pay, plus EDP, only if exposed to a Part I hazard during the period the employee would be in an overtime status. If exposed during a 15 minute overtime period, the employee receives one hour EDP even though entitled to only 15 minutes overtime pay. The maximum EDP on a Part I hazard for an eight hour day, plus 15 minutes overtime, would be eight hours and 15 minutes because pay for the environmental differential may not exceed the number of hours of active duty by the employee on the day of exposure.

2.6.1.4. During one continuous hour, an employee exposed to two Part I exposures for which different rates are warranted is paid one hour EDP at the higher rate.

2.6.2. Part II - Hours of Pay Status:

2.6.2.1. Part II differentials are paid for all hours of the day the employee is in a pay status. Therefore, an employee exposed to a Part II hazard on a particular day receives the differential for hours of paid leave (sick or annual) taken that day. An employee cannot receive EDP for

any period in a Leave-without-pay (LWOP) status.

2.6.2.2. An employee exposed to a Part II hazard, either during the regular shift or during a period of overtime, is entitled to the EDP for all hours of the regular shift and all hours of overtime, but not in excess of the total hours in a pay status. This means that an employee exposed to a Part II hazard during a work period that includes eight hours regular pay and two hours overtime receives ten hours EDP. If the overtime pay in the foregoing example were one hour and 15 minutes, the environmental pay would be nine hours and 15 minutes, unless the employee were on call-back overtime, in which case, the employee would be paid ten hours EDP.

2.6.2.3. When an employee is exposed to a Part II hazard, and during the same shift is exposed to a Part I hazard for which a higher rate is authorized, the employee will be entitled to the higher rate for the time of the actual exposure. Part II differential will be paid for the remaining hours.

2.6.2.4. Additional information concerning EDP can be found in *Operating Manual, Federal Wage System* (formerly *FPM Supplement 532-1*), Subchapter 8, located in 75 SPTG/DPCC.

3. HP FOR GENERAL SCHEDULE (GS) EMPLOYEES. HP, as distinguished from EDP, is pay for irregular or intermittent duty by GS employees involving a physical hardship or hazard. HP is in addition to any other pay or allowance to which the employee is entitled, but is not a part of basic pay, and is not to be used to compute any additional pay such as holiday premium, overtime or night differential. It is not subject to retirement or life insurance deductions.

3.1. Payment of HP. An employee who is assigned to and performs duty for which HP has been authorized is entitled to the prescribed differential for all hours in pay status on the day such duties are performed.

3.2. Identifying Situations Warranting Payment. The procedures outlined in 2.3. will be followed for identifying and requesting approval of situations warranting HP for GS employees. HP will be paid only for hazardous duty or duty involving physical hardships listed in 5 *CFR 550*, Subpart I, Appendix A, at the rate designated. Information provided by 75 SPTG/DPCC for committee members is available for review and will include this reference.

4. REVIEW REQUIREMENTS EDP OR HP. Each approved work situation will be reviewed biennially at the request of 75 SPTG/DPCC, to make sure that the status is current. At the conclusion of the review and at the end of interviewing years, a list of EDP or HP work situations will be prepared by DPCC and sent to each member of the EDP/HP Committee. A copy will also be provided to the OO-ALC Commander, affected directorates, tenant organizations, OO-ALC/SE, 75 AMDS/SGPB, and HQ AFMC/DPCC.

5. ENTRY IN PDS-C. Approved EDP situations will be coded into the Personnel Data System. As new situations are approved, and at least quarterly, a listing will be prepared indicating name, pay-plan, series, grade, social security number, CPCN, organization, HP indicator, or EDP-situation code, case number,

and date of last review. This listing will be for identifying employees who are in EDP or HP work situations.

CHARLES A. COTTER JR, Lt Col, USAF
Commander, 75th Support Group

Attachment 1**EXAMPLE OF COMPLETION OF ENVIRONMENTAL DIFFERENTIAL OF HAZARD PAY AUTHORIZING DOCUMENT**

(AF Form 683)

EXAMPLE OF COMPLETION OF ENVIRONMENTAL DIFFERENTIAL OR HAZARD PAY AUTHORIZING DOCUMENT**Part I.**

The requester will complete the following items on AF Form 683:

Item 1 - 75 SPTG/DPCC.

Item 2 - Organizational symbol of requester.

Item 3 - Self explanatory.

Item 4 - Self explanatory.

Item 5 - Self explanatory.

Item 6 - Enter a clear concise description of the work being accomplished, including the nature of the hazard.

Item 7 - Self explanatory.

Item 8 - This information will be taken from the appropriate regulation (*Operating Manual, Federal Wage System*, Appendix J, for Wage Grade employees; *5 CFR 550*, Subpart I, Appendix A, for GS employees).

Item 9 - Taken from Appendix A or J depending on the type of position.

Item 10 - Self explanatory.

Item 11 - Individual who is authorized to sign time cards of employees in item 4.

Item 12 - Signed by the section or higher level supervisor.

Item 13 - Self explanatory.

Part II.

Any comments from OO-ALC/SE or 75 AMDS/SGPB may be entered on the reverse or on a separate piece of paper.

Part III.

To be completed by 75 SPTG/DPCC.