

CHAPTER 7

HOURS OF WORK

AND HOLIDAYS

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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DAILY AND WEEKLY SCHEDULING OF WORK

1. PURPOSE

Unless an organization would be seriously handicapped in carrying out its function or costs would be substantially increased, work schedules for employees will be as stable as practicable. The activity head has the authority to establish and change the tours of duty of employees and to designate the place(s) where duty will be performed. Employee work schedules are to correspond with actual work requirements. Normally, employees will be given notice of changes in their tours of duty in advance of the administrative workweek. The occurrence of a holiday will not affect the designation of the employee's basic workweek. Employees will not be required to work outside their regularly scheduled work shift without compensation. Scheduled or unscheduled overtime work will be restricted to cases of real necessity or where overall economy can be demonstrated

2. DEFINITIONS

ADMINISTRATIVE WORKWEEK

For General Schedule (GS) and Federal Wage System (FWS) employees, this is the calendar week of Sunday through Saturday. However, the hours of the administrative workweek may be varied to avoid carrying fractional workdays from one week to the next.

BASIC WORKWEEK

For full-time employees, this is 40 hours. An employee's workweek will not be scheduled for more than six of the seven days of the administrative workweek. Whenever practicable, the basic 40-hour workweek will be scheduled on five days, Monday through Friday, and the two days outside the basic workweek will be consecutive. However, for some types of operations, it may be impracticable to prescribe a regular schedule of definite hours for each workday, e.g., operations that must be carried through to completion without interruption.

REGULARLY SCHEDULED ADMINISTRATIVE WORKWEEK

For full-time employees this is the basic workweek plus any regularly scheduled periods of overtime work. For part-time employees, this is the officially prescribed days and hours, during which these employees are regularly required to be on duty.

TELEWORK

Any approved arrangement in which an employee performs officially assigned duties at an alternative work site either on a regular and recurring or on an ad hoc basis (not including while on official travel). Refer to your local command instructions for telework applications.

3. RESPONSIBILITIES

Supervisors are delegated the responsibility to establish and change basic workweeks and meal periods of employees consistent with mission requirements, the provisions of the subchapter, and any negotiated agreement.



4. OVERTIME/COMPENSATORY TIME ENTITLEMENT

See Overtime and Other Premium Pay section in this chapter.

5. MEAL PERIODS

Normally, employees are allowed a specified period of time off to eat lunch during each work shift. A meal period is non-work time for which neither basic nor overtime compensation is payable. When a meal period is designated, the length of the shift or

workday must be extended by the length of the meal period. When management requires an employee to forego the meal period, and the employee works the entire work shift, the employee may be entitled to overtime compensation. When management determines it is necessary, shifts may be scheduled without a meal period. These employees may be permitted to eat on the job provided work is not stopped or significantly interrupted.

6. CHANGING WORK SCHEDULES

Generally, the days and the shift hours of the employees' basic workweek will not be changed without notice to the affected employees in advance of the administrative workweek. Changes may be temporary, (e.g., change in one work shift during the workweek because of special need) or permanent. If applicable, consult all negotiated agreements prior to making changes in existing work schedule or establishing a new work shift. A Civilian Work Schedule/Shift Change form may be required by your activity. A sample is provided in Appendix 7A.

7. ALTERNATIVE WORK SCHEDULES (AWS)

There are two categories of alternative work schedules: flexible work schedules and compressed work schedules.

- a. Flexible work schedules provide employees the flexibility to report for work and leave work as they desire. However, all employees must be at work during activity-designated core hours and days. Activity heads are delegated the authority to establish flexible work schedules. Any exclusively recognized labor union must be consulted prior to implementing flexible work schedules or changing existing flexible work schedule requirements.
- b. Compressed work schedules allow employees to work 80 hours per pay period over less than 10 workdays (e.g., four 10-hour work-shifts per week). Compressed work schedules are always fixed schedules. Activity heads are delegated the authority to establish compressed work schedules. Any exclusively recognized labor union must be consulted prior to establishing, changing, or terminating compressed work schedules.
- c. Activities that elect to use flexible or compressed work schedules are responsible for publishing implementing instructions consistent with governing regulations.

HOLIDAYS

1. LEGAL HOLIDAYS

The following legal holidays are observed:

New Year's Day (January 1).
Birthday of Martin Luther King, Jr. (Third Monday in January).
Presidents' Day (Third Monday in February).
Memorial Day (Last Monday in May).
Independence Day (July 4).
Labor Day (First Monday in September).
Columbus Day (Second Monday in October).
Veterans Day (November 11).
Thanksgiving Day (Fourth Thursday in November).
Christmas Day (December 25).

2. COVERAGE

All full-time employees are entitled to holiday benefits. A part-time employee is not entitled to a holiday that falls outside the established work schedule. Intermittent employees are not entitled to holiday benefits.

3. SPECIAL PROVISIONS

- a. Supervisors may require employees to work on a designated holiday provided higher authority does not prohibit such work. When an employee is required to work on a holiday, or on other days equivalent to holidays, the employee is paid premium pay for the hours worked. When a holiday includes parts of two calendar days, the employee receives holiday pay for the entire work shift only if the work shift starts on the designated holiday.
- b. If a holiday falls on a day a part-time employee is scheduled to work, and the employee does not work, the employee is paid for the number of hours scheduled for that day. If a part-time employee works on a holiday, the employee is entitled to holiday premium pay only for the hours scheduled.
- c. Holiday benefits will apply to the calendar day on which the first shift begins when an employee works two shifts within the same 24-hour period.
- d. When a half-holiday is declared, employees are entitled to holiday benefits for one-half of the shift regularly scheduled for that day. If eight hours of work had been scheduled, employees would be entitled to four hours of holiday benefits; if nine hours of work had been scheduled, employees would be entitled to 4.5 hours of holiday benefits; etc.

4. DESIGNATING HOLIDAYS

- a. When any Monday holiday, Labor Day, or Thanksgiving Day is an employee's scheduled day off, the immediately preceding workday will be designated as the holiday, except when the scheduled day off is designated as the employee's day off in lieu of Sunday. In this latter case, the holiday observance is moved to the next succeeding workday.

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- b. When a holiday falls on an employee's regularly scheduled workday in the basic workweek, that workday is the employee's holiday. When a holiday falls on a day outside the employee's basic workweek, the holiday will be observed as prescribed in the table below

DETERMINING DAYS ON WHICH HOLIDAY BENEFITS ACCRUE

Off Days Fall On	Holiday Falls On	Holiday Observed
Saturday – Sunday	Saturday	Preceding Friday
	Sunday	Following Monday
Sunday – Monday	Sunday	Following Tuesday
	Monday	Preceding Saturday
Monday – Tuesday	Monday	Preceding Sunday
	Tuesday	Preceding Sunday
Tuesday – Wednesday	Tuesday	Preceding Monday
	Wednesday	Preceding Monday
Wednesday – Thursday	Wednesday	Preceding Tuesday
	Thursday	Preceding Tuesday
Thursday – Friday	Thursday	Preceding Wednesday
	Friday	Preceding Wednesday
Friday – Saturday	Friday	Preceding Thursday
	Saturday	Preceding Thursday
Friday, Saturday, Sunday and Monday	Friday	Preceding Thursday
	Saturday	Preceding Thursday
	Sunday	Following Tuesday
	Monday	Preceding Thursday

5. EFFECT OF ABSENCE

- a. When an employee is charged with unauthorized absence (absence without leave) either at the close of the workday before or at the beginning of the workday after a holiday, the employee is not paid for the holiday.
- b. When an employee is in an approved non-pay status (leave without pay) both before and after the holiday, the employee does not receive pay for that holiday.
- c. An employee will receive pay for a holiday occurring either immediately before entering a leave without pay status or immediately after leaving a leave without pay status.

OVERTIME AND OTHER PREMIUM PAY

1. PURPOSE

To provide information about premium pay, hazard pay and environmental differentials. Examples provided in this section apply to normal five days per week, eight hours per day work schedules. Consult Human Resources Office or the payroll office for further information involving specific situations.

2. OVERTIME PAY

Under the Fair Labor Standards Act (FLSA), overtime entitlements differ between employees not covered by FLSA (exempt) and those employees covered by FLSA (non-exempt). Overtime entitlements for exempt employees are guided by Title V. The FLSA exemption criteria are applied by the position classifier and are shown on the PD cover sheet.

a. FLSA Entitlement

Overtime under the FLSA begins to accrue after the employee has completed hours of actual work in excess of 8 hours a day or 40 hours in a week. "Hours of actual work" includes paid non-work such as leave, holidays, compensatory time off or excused absences. Overtime is paid at one and one-half times the employee's regular rate of pay. Flexible and compressed work schedules are exceptions to this rule as are employees engaged in fire protection or law enforcement activities.

b. Title 5, USC Entitlement

Provisions under Title 5, USC, are as follows:

1) General Schedule (GS) Employees

Overtime, if officially ordered or approved, is work performed in excess of 8 hours per day, or 40 hours within the administrative workweek. Payment cannot exceed one and one-half times the current salary of a GS-10, step 1, for all Law Enforcement Officers, and exempt employees.

2) Federal Wage System (FWS) Employees

Entitled to overtime pay for authorized and approved work performed in excess of 8 hours per day or 40 hours in an administrative workweek, whichever is the greater number of overtime hours. The rate is one and one-half times the rate of basic pay.

3) Intermittent Employees

Do not have a regularly scheduled workweek. Overtime shall be paid for duty performed in excess of 8 hours a day, or 40 hours a week. The computation is the same as overtime for GS and FWS employees.

4) Part-time Employees

Work performed in excess of eight hours a day or 40 hours in the administrative workweek is paid as overtime in the same manner as that paid to GS and FWS full-time employees.

3. HOLIDAY PAY

a. Full-time Employees

Entitled to pay at the rate of basic pay plus premium pay at a rate equal to the rate of basic pay for that holiday work which is not in excess of eight hours, AWS scheduled hours or overtime work.

b. **Part-time Employees**

Entitled to pay at the rate of basic pay plus premium pay at a rate equal to the rate of basic pay for that holiday work which is not in excess of regularly scheduled hours to be worked on the holiday.

c. **Intermittent Employees**

Compensated only at the rate of basic pay for holiday work performed.

d. Work in **excess of** (eight hours) or scheduled compressed work schedule hours on a holiday are covered by overtime or compensatory time.

4. SUNDAY PAY

a. **A full time employee** who performs work during a regularly scheduled eight hour or AWS scheduled hours, which is not overtime work, and a part of which is performed on Sunday, **is entitled** to pay for the full eight hour period or AWS scheduled hours at the rate of basic pay plus premium pay of 25 percent.

b. **Part-time employees** are **not** entitled to premium pay for Sunday work.

5. RELATIONSHIP BETWEEN PREMIUM PAY AND TRAINING

Being in a training status (including travel to and from) may qualify an employee for premium pay. Many factors are involved in determining premium pay eligibility in relation to training (i.e., FLSA status, purpose of training, location of training site, etc.). Each situation should be considered separately for the proper determination. Supervisors should **contact HRO** or the payroll office for assistance before this situation arises.



6. NIGHT PAY

a. **General Schedule (GS) Employees**

A night differential of ten (10) percent of the employee's basic pay, in addition to basic pay, is paid for any regularly scheduled work between 1800-0600. Night differential continues for regularly scheduled night hours when an employee is absent due to a holiday or other non-workday, or is in an official travel status. It continues during short periods of paid leave; i.e., periods of less than eight hours of paid leave during a pay period. Night differential is not authorized for any period of leave when the total leave in a pay period is eight hours or more. A GS employee temporarily assigned to another shift shall receive the differential only for the shift in which actually employed. If assignment is to the day shift, no differential will be paid. Night differential is in addition to overtime, Sunday, or holiday pay and is not included in the rate of basic pay used to compute the overtime, Sunday, or holiday pay.

b. **Federal Wage System (FWS) Employees**

A night differential of seven point five (7.5) percent is paid for the entire shift when the majority, (five or more hours of a scheduled eight-hour shift) of the employee's regularly scheduled non-overtime hours of work fall between the hours of 1500 - 2400. A night differential of ten percent shall be paid for the entire shift when a majority of the employee's regularly scheduled non-overtime hours of work fall between the hours of 2300-0800. An FWS employee regularly assigned to a night shift for which the night shift differential is payable is entitled to the night shift differential for periods of excused absence, on a holiday, while in official travel status, or on court leave. An FWS employee regularly assigned to a night shift is entitled to a night shift differential for

any period of temporary assignment to day shift or other shift with a lower differential. If assigned to a shift with a higher differential, the higher differential for work performed on that shift is paid. Night shift differential is included in the rate of basic pay that is used for computing overtime pay, Sunday pay, and holiday pay.

7. HAZARD OR ENVIRONMENTAL DIFFERENTIALS

- a. Each activity's objective is to eliminate or minimize all unusually severe hazards, physical hardships, and unusual working conditions. When those conditions cannot be overcome or practically eliminated, a hazard differential or an environmental differential is paid to the exposed employees. Even though these differentials are authorized, continuous positive action must be taken to eliminate danger and risk that contribute to or cause hazards. The existence of these differentials is not intended to condone work practices that circumvent safety laws, rules, and regulations. Prior to authorizing these differentials, supervisors must **contact HRO** for a determination and to discuss those differentials currently payable.



b. **Pay for duty involving physical hardship or hazard for General Schedule employees**

- 1) Hazard differentials are paid to general schedule employees who perform any duty involving physical hardship or hazard (5 CFR Part 550 Appendix 2A or Appendix 7B of this book) when that duty is not usually involved in the duties of the position.
- 2) Hazard pay differential is not paid to an employee if either condition below exists:
 - a) The hazardous duty has been taken into account in the classification of the assigned position.
 - b) Safety precautions have reduced the element of hazard to less than a significant level of risk consistent with generally acceptable standards that may be applicable such as those published by the Occupational Safety and Health Administration.
 - c) Protective or mechanical devices have adequately alleviated physical discomfort or distress.
- 3) When an employee performs duty for which a hazard pay differential is authorized, the employee is paid the hazard differential for the hours in pay status on the calendar day on which the duty is performed. All new requests for payment of a hazard differential shall be sent to HRO for a determination. Once approved, the activity is responsible for monitoring the continuing operation and assignment of hazard differentials.

c. **Environmental Differential Pay (EDP) for FWS employees (See Appendix 7C)**

Payment of an authorized environmental differential to any FWS employee may be allowed when the assigned duties expose the employee to any of the following:

- 1) An unusually severe hazard which could result in significant injury, illness, or death.

- 2) An unusually severe physical hardship under circumstances which cause significant physical discomfort or distress.
 - 3) An unusually severe working condition under circumstances involving exposure to fumes, dust, or noise which causes significant distress or discomfort in the form of nausea, skin, eye, ear, or nose irritation or conditions which cause abnormal soil of body and clothing, etc.
- d. When environmental differential is authorized, an employee shall be paid on an actual exposure basis with a minimum of one hour's differential pay for the exposure. For exposures beyond one hour, the employee shall be paid in increments of one-quarter hour for each 15 minutes or portion thereof, in excess of 15 minutes. An employee cannot be paid for more than one environmental differential for a particular period of work. Only situations which have been examined and previously approved for payment by each activity are payable. For FWS employees, environmental differential is also authorized on the basis of hours in pay status. When an employee is exposed to a situation for which an environmental differential is authorized on the basis of hours in a pay status, the agency shall pay him or her the differential for all hours in a pay status on the day (calendar day or, to avoid problems involving uncommon tours of duty, and when designated by the agency, a 24-hour period) on which the employee is exposed to the situation. When exposure to the situation occurs during a continuous period extending over 2 days, it shall be considered to have occurred on the day on which the exposure began and the allowable differential shall be charged to that day. Thus, for example, an employee with a tour of duty of 8 a.m. to 4 p.m., Monday through Friday, who on Monday works from 8 a.m. to 7 p.m., and who is exposed to a situation for which a differential is authorized from 5 p.m. to 7 p.m., is entitled to an environmental differential for 11 hours. On Tuesday the same employee works from 8 a.m. Tuesday to 3 a.m. Wednesday, and is exposed to a situation for which an environmental differential is authorized from 1 a.m. to 3 a.m. Wednesday, he or she is entitled to an environmental differential for 19 hours. If for the rest of the week the employee performs no further overtime work or is not exposed to a situation for which an environmental differential is authorized, he or she is entitled to 40 hours straight pay, 14 hours overtime pay, and 30 hours environmental differential. **Only situations which have been examined and previously approved for payment by each activity are payable.**

8. COMPENSATORY TIME

a. **Parameters**

Compensatory time is time off with pay in lieu of overtime pay for irregular or occasional overtime work, or when permitted under agency flexible work schedule programs.

b. **Employee Coverage**

Compensatory time may be approved in lieu of overtime pay for irregular or occasional overtime work for both FLSA exempt and nonexempt GS employees. Compensatory time may also be approved for FWS employees but there is no authority to *require* the employee be compensated for irregular or occasional overtime work by granting compensatory time off. For FLSA non-exempt employees, compensatory time may be requested by the employee in lieu of overtime.

c. **Mandatory Compensatory Time**

Agencies may require that an FLSA exempt employee receive compensatory time in lieu of overtime pay for irregular or occasional overtime work, but only for an FLSA exempt

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employee whose rate of basic pay is above the rate for GS-10, step 10. No mandatory compensatory time is permitted for FWS employees or in lieu of FLSA overtime pay.

d. **Regularly Scheduled Overtime**

Compensatory time off may be approved (not required) in lieu of regularly scheduled overtime work only for employees, including FWS employees, who are ordered to work overtime hours under flexible work schedules.

e. **Time Limits**

The limit for use of compensatory time off is the end of the 26th pay period after that in which the overtime was worked. Compensatory time off is normally used before annual leave except during the last month of the leave year when it would be more appropriate to use annual leave first to avoid its forfeiture.

f. **Amount**

Credit Compensatory Time for actual time worked; e.g., one hour.

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**APPENDIX 7A
CIVILIAN WORK SCHEDULE / SHIFT CHANGE**

Effective Date: _____ (MUST be beginning of pay period)

Name: _____ SSN: _____
(Last, First, MI)

ORG Code: _____ Shop Code _____

Supervisor: _____ Phone: _____

Timekeeper: _____ Phone: _____

SLDCADA Schedule No.: _____

Line #1

Indicate number of non-overtime hours scheduled to work daily, i.e., 8, 9, 10, etc.

Line #2

Indicate the In/ Out time, i.e., 0730- 1600

Line #3

Indicate lunch minutes i.e., 30, 60 minutes

FIRST WEEK **SUN MON TUE WED THU FRI SAT**

Line #1 Daily work hrs: _____ _____ _____ _____ _____ _____ _____

Line #2 In/Out Time: _____ _____ _____ _____ _____ _____ _____

Line #3 Lunch minutes: _____ _____ _____ _____ _____ _____ _____

SECOND WEEK **SUN MON TUE WED THU FRI SAT**

Line #1 Daily work hrs: _____ _____ _____ _____ _____ _____ _____

Line #2 In/Out Time: _____ _____ _____ _____ _____ _____ _____

Line #3 Lunch minutes: _____ _____ _____ _____ _____ _____ _____

DEFAULT JON ASSIGNED: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

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APPENDIX 7B TITLE 5--ADMINISTRATIVE PERSONNEL

CHAPTER I--OFFICE OF PERSONNEL MANAGEMENT

PART 550--PAY ADMINISTRATION (GENERAL)--Table of Contents

Subpart I--Pay for Duty Involving Physical Hardship or **Hazard**

Authority: 5 U.S.C. 5545(d), 5548(b).

Sec. 550.901 Purpose.

This subpart prescribes the regulations required by sections 5545(d) and 5548(b) of title 5, United States Code, for the payment of differentials for duty involving unusual physical hardship or **hazard** to employees.

[56 FR 20344, May 3, 1991]

Sec. 550.902 Definitions.

In this subpart: Agency has the meaning given that term in 5 U.S.C. 5102(a)(1).

Duty involving physical hardship means duty that may not in itself be hazardous, but causes extreme physical discomfort or distress and is not adequately alleviated by protective or mechanical devices, such as duty involving exposure to extreme temperatures for a long period of time, arduous physical exertion, or exposure to fumes, dust, or noise that causes nausea, skin, eye, ear, or nose irritation.

Employee means an employee covered by the General Schedule (i.e., covered by chapter 51 and subchapter III of chapter 53 of title 5, United States Code).

Hazardous duty means duty performed under circumstances in which an accident could result in serious injury or death, such as duty performed on a high structure where protective facilities are not used or on an open structure where adverse conditions such as darkness, lightning, steady rain, or high wind velocity exist.

Hazard pay differential means additional pay for the performance of hazardous duty or duty involving physical hardship.

Head of an agency means the head of an agency or an official who has been delegated the authority to act for the

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head of the agency in the matter concerned.

[56 FR 20344, May 3, 1991, as amended at 59 FR 33416, June 29, 1994; 64 FR 69179, Dec. 10, 1999]

Sec. 550.903 Establishment of **hazard** pay differentials.

(a) A schedule of **hazard** pay differentials, the hazardous duties or duties involving physical hardship for which they are payable, and the period during which they are payable is set out as appendix A to this subpart and incorporated in and made a part of this section.

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(b) Amendments to appendix A of this subpart may be made by OPM on its own motion or at the request of the head of an agency (or authorized designee). The head of an agency (or authorized designee) may recommend the rate of **hazard** pay differential to be established and must submit, with its request for an amendment, information about the hazardous duty or duty involving physical hardship showing--

- (1) The nature of the duty;
- (2) The degree to which the employee is exposed to **hazard** or physical hardship;
- (3) The length of time during which the duty will continue to exist;
- (4) The degree to which control may be exercised over the physical hardship or **hazard**; and
- (5) The estimated annual cost to the agency if the request is approved.

[56 FR 20344, May 3, 1991, as amended at 64 FR 69179, Dec. 10, 1999]

Sec. 550.904 Authorization of **hazard** pay differential.

(a) An agency shall pay the **hazard** pay differential listed in appendix A of this subpart to an employee who is assigned to and performs any duty specified in appendix A of this subpart. However, **hazard** pay differential may not be paid to an employee when the hazardous duty or physical hardship has been taken into account in the classification of his or her position, without regard to whether the hazardous duty or physical hardship is grade controlling, unless payment of a differential has been approved under paragraph (b) of this section.

(b) The head of an agency may approve payment of a **hazard** pay differential when--

- (1) The actual circumstances of the specific **hazard** or physical hardship have changed from that taken into account and described in the position description; and
- (2) Using the knowledge, skills, and abilities that are described in the position description, the employee cannot control the **hazard** or physical hardship; thus, the risk is not reduced to a less than significant level.

(c) For the purpose of this section, the phrase ``has been taken into account in the classification of his or her position'' means that the duty constitutes an element considered in establishing the grade of the position--i.e., the knowledge, skills, and abilities required to perform that duty are considered in the classification of the position.

(d) The head of the agency shall maintain records on the use of the authority described in paragraph (b) of this section, including the specific hazardous duty or duty involving physical hardship; the authorized position description(s); the number of employees paid the differential; documentation of the conditions described in paragraph (b) of this section; and the annual cost to the agency.

(e) So that OPM can evaluate agencies' use of this authority and provide the Congress and others with information regarding its use, each agency shall maintain such other records and submit to OPM such other reports and data as OPM shall require.

[59 FR 33416, June 29, 1994]

Sec. 550.905 Payment of **hazard** pay differential.

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(a) When an employee performs duty for which a **hazard** pay differential is authorized, the agency must pay the **hazard** pay differential for the hours in a pay status on the day (a calendar day or a 24-hour period, when designated by the agency) on which the duty is performed, except as provided in paragraph (b) of this section. Hours in a pay status for work performed during a continuous period extending over 2 days must be considered to have been performed on the day on which the work began, and the allowable differential must be charged to that day.

(b) Employees may not be paid a hazardous duty differential for hours for which they receive annual premium pay for regularly scheduled standby duty under Sec. 550.141, annual premium pay for administratively uncontrollable overtime work under Sec. 550.151, or availability pay for criminal investigators under Sec. 550.181.

[64 FR 69180, Dec. 10, 1999]

Sec. 550.906 Termination of **hazard** pay differential.

An agency shall discontinue payment of **hazard** pay differential to an employee when--

(a) One or more of the conditions requisite for such payment ceases to exist;

(b) Safety precautions have reduced the element of **hazard** to a less than significant level of risk, consistent with generally accepted standards that may be applicable, such as those published by the Occupational Safety and Health Administration, Department of Labor; or

(c) Protective or mechanical devices have adequately alleviated physical discomfort or distress.

[56 FR 20345, May 3, 1991, as amended at 59 FR 33417, June 29, 1994]

Sec. 550.907 Relationship to additional pay payable under other statutes.

Hazard pay differential is in addition to any additional pay or allowances payable under other statutes. It shall not be considered part of the employee's rate of basic pay in computing additional pay or allowances payable under other statutes.

[56 FR 20345, May 3, 1991]

Appendix A to Subpart I of Part 550--Schedule of Pay Differentials
Authorized for Hazardous Duty Under Subpart I

hazard pay differential, of part 550 pay administration (general)

Duty	Rate of hazard pay differential (percent)	Effective date

Exposure to Hazardous Weather or Terrain:		
(1) Work in rough and remote terrain.	25	First pay period

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When working on cliffs, narrow ledges, or near vertical mountainous slopes where a loss of footing would result in serious injury or death, or when working in areas where there is danger of rock falls or avalanches.			beginning after July 1, 1969.
(2) Traveling under hazardous conditions. (a) When travel over secondary or unimproved roads to isolated mountain top installations is required at night, or under adverse weather conditions (such as snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snow slides.	25	Do.	
(b) When travel in the wintertime, either on foot or by means of vehicle, over secondary or unimproved roads or snow trails, in sparsely settled or isolated areas to isolated installations is required when there is danger of avalanches, or during ``whiteout'' phenomenon which limits visibility to less than 3 meters (10 feet).	25	Do.	
(c) When work or travel in sparsely settled or isolated areas results in exposure to temperatures and/or wind velocity shown to be of considerable danger, or very great danger, on the windchill chart (appendix A-1), and shelter (other than temporary shelter) or assistance is not readily available.	25	Do.	
(3) Snow or ice removal operations. When participating in snowplowing or snow or ice removal operations, regardless of whether on primary, secondary or other class of roads, when (a) there is danger of avalanche, or (b) there is danger of missing the road and falling down steep mountainous slopes because of lack of snow stakes, ``white-out'' conditions, or sloping ice-pack covering the snow.	25	Do.	
(4) Water search and rescue operations. Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations conducted at night.	25	Do.	
(5) Travel on Lake Pontchartrain. (a) When embarking, disembarking or traveling in small craft (boat) on Lake Pontchartrain when wind direction is	25	Do.	

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from north, northeast, or northwest, and wind velocity is over 7.7 meters per second (15 knots); or.

(b) When travelling in small crafts, where craft is not radar equipped, on Lake Pontchartrain is necessary due to emergency or unavoidable conditions and the trip is made in a dense fog under fog run procedures.

25 Do.

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(6) Hazardous boarding or leaving of vessels. When duties (a), (b), or (c) are performed under adverse conditions of foul weather, ice, or night and when the sea state is high (0.9 meter (3 feet) and above):

(a) Boarding or leaving vessels at sea or standing offshore during lightering or personnel transfer operations.

25 First pay period beginning after May 7, 1970.

(b) Boarding, leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral surrounded shorelines.

(c) Transferring equipment between a small boat and rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock.

(7) Small craft tests under unsafe sea conditions. Conducting craft tests to determine the seakeeping characteristics of small craft in a seaway when U.S. storm warnings normally indicate unsafe seas for a particular size craft.

25 First pay period beginning on or after Sept. 28, 1972.

(8) Working on a drifting sea ice floe. When the job requires that the work be performed out on sea ice, e.g., installing scientific instruments and making observations for research purposes.

25 First pay period beginning after March 16, 1973.

Exposure to Physiological Hazards:

(1) Pressurechamber subject. (a) Participating as a subject in diving research tests which seek to establish limits for safe pressure profiles by working in a pressure chamber simulating diving or, as an observer to the test or as a technician assembling underwater mock-up components for the test, when the observer or technician

25 Do.

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- is exposed to high pressure gas piping systems, gas cylinders, and pumping devices which are susceptible to explosive ruptures.
- (b) Working in pressurized sonar domes. Performing checkout of sonar system after sonar dome has been pressurized. This may include such duties as changing transducer elements, setting of transducer turntables, checking of cables, piping, valves, circuits, underwater telephone, and pressurization plugs. 8 First pay period beginning after Feb. 16, 1975.
- (c) Working in nonpressurized sonar domes that are a part of an underwater system. Performing certification pretrial inspections, involving such duties as calibrating, adjusting, and photographing equipment, in limited space and with limited egress. 4 First pay period beginning after Feb. 16, 1975.
- (2) Simulated altitude chamber subjects. Observers. Participating in simulated altitude studies ranging from 5500 to 45,700 meters (18,000 to 150,000 feet) either as subject or as observer exposed to the same conditions as the subject. 25 Do.
- (3) Centrifuge subjects. Participating as subject in centrifuge studies involving elevated G forces above the level of 49 meters per second $\sqrt{2}$ (5 G's) whether or not at reduced atmospheric pressure. 25 Do.
- (4) Rotational flight simulator subject. Participating as a subject in a Rotational Flight Simulator in studies involving continuous rotation in one axis through 360[deg] or in a combination of any axes through 360[deg] at rotation rates greater than 15 r.p.m. for periods exceeding three minutes. 25 First pay period beginning after July 1, 1969.
- Hot Work--Working in confined spaces wherein the employee is subject to temperatures in excess of 43[deg] C (110[deg] F). 4 First pay period beginning after Feb. 16, 1975.
- (5) Environmental thermal-chamber tests: Subjects and observers exposed to the hazards and physical hardships of an environmental chamber-thermal test which simulates adverse weather or sea conditions such as the exposure to subzero temperatures; high heat and humidity; and cold water, spray, wind, and wave action. 25 May 4, 1988.
- (6) Working at high altitudes. 8 January 11,

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Performing work at a land-based worksite more than 3900 meters (12,795 feet) in altitude, provided the employee is required to commute to the worksite on the same day from a substantially lower altitude under circumstances in which the rapid change in altitude may result in acclimation problems..

1999.

Exposure to Hazardous Agents, work with or in close proximity to:

- | | | |
|---|----|--|
| (1) Explosive or incendiary materials. Explosive or incendiary materials which are unstable and highly sensitive. | 25 | First pay period beginning after July 1, 1969. |
| (2) At-sea shock and vibration tests. Arming explosive charges and/or working with, or in close proximity to, explosive armed charges in connection with at-sea shock and vibration tests of naval vessels, machinery, equipment and supplies. | 25 | Do. |
| (3) Toxic chemical materials. Toxic chemical materials when there is a possibility of leakage or spillage. | 25 | Do. |
| (4) Fire retardant materials tests. Conducting tests on fire retardant materials when the tests are performed in ventilation restricted rooms where the atmosphere is continuously contaminated by obnoxious odors and smoke which causes irritation to the eyes and respiratory tract. | 25 | Do. |
| (5) Virulent biologicals. Materials of micro-organic nature which when introduced into the body are likely to cause serious disease or fatality and for which protective devices do not afford complete protection. | 25 | Do. |

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(6) Asbestos. Significant risk of exposure to airborne concentrations of asbestos fibers in excess of the permissible exposure limits (PELS) in the standard for asbestos provided in title 29, Code of Federal Regulations, Secs. 1910.1001 or 1926.58, when the risk of exposure is directly connected with the performance of assigned duties. Regulatory changes in Sec. 1910.1001 or 1926.58 are hereby incorporated in and made a part of this

8 June 8, 1993

HUMAN RESOURCES MANUAL

category, effective on the first day of the first pay period beginning on or after the effective date of the changes.

Participating in Liquid Missile Propulsion Tests and Certain Solid Propulsion Operations:

- | | | |
|--|----|--|
| (1) Tanking and detanking. Tanking or detanking operations of a missile or the test stand ``run'' bottles with liquid propellants. | 25 | First pay period beginning after July 1, 1969. |
| (2) Hoisting a tanked missile. Hoisting a tanked missile or a solid propellant propulsion system into and/or over the test stand. | 25 | Do. |
| (3) Pressure tests. Pressure tests on loaded missiles, missile tanks, or run bottles during prefire preparations. | 25 | Do. |
| (4) Test stand tests. Test stand operations on loaded missiles under environmental conditions where the high or low temperatures could cause a failure of a critical component. | 25 | Do. |
| (5) Disassembly and breakdown. Disassembly and breakdown of a contaminated missile system or test stand plumbing after test. | 25 | Do. |
| (6) ``Go'' condition test stand work. Working on any test stand above the 15-meter (50-foot) level or any stand work while the system is in a ``go'' condition. | 25 | Do. |
| (7) Arming and dearming propulsion systems. Arming, dearming or the installation and/or removal of any squib, explosive device, or a component thereof connected to, or part of, any live or potentially expended liquid or solid propulsion system. | 25 | Do. |
| (8) Demolition and destruct tests. Demolition, hazards classification, or destruct type tests where the specimen is nonstandard and/or unproven and the test techniques do not conform to standard or proven procedures. | 25 | Do. |

Work in Fuel Storage Tanks:

- | | | |
|--|----|-----|
| When inspecting, cleaning or repairing fuel storage tanks where there is no ready access to an exit, under conditions requiring a breathing apparatus because all or part of the oxygen in the atmosphere has been displaced by toxic vapors or gas, and | 25 | Do. |
|--|----|-----|

HUMAN RESOURCES MANUAL

failure of the breathing apparatus would result in serious injury or death within the time required to leave the tank.

Firefighting:

- | | | |
|---|----|-----|
| (1) Forest and range fires. Participating as a member of a firefighting crew in fighting forest and range fires on the fireline. | 25 | Do. |
| (2) Equipment, installation, or building fires. Participating as an emergency member of a firefighting crew in fighting fires of equipment, installations, or buildings. | 25 | Do. |
| (3) In-water under-pier firefighting operations. Participating in in-water under-pier firefighting operations (involving hazards beyond those normally encountered in firefighting on land, e.g., strong currents, cold water temperature, etc.). | 25 | Do. |

Work in Open Trenches:

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|---|----|-----|
| Work in an open trench 4.6 meters (15 feet) or more deep until proper shoring has been installed. | 25 | Do. |
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Underground Work:

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| Work underground performed in the construction of tunnels and shafts, and the inspection of such underground construction, until the necessary lining of the shaft or tunnel has eliminated the hazard . | 25 | Do. |
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Underwater Duty:

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|---|----|-----|
| (1) Submerged submarine or deep research vehicle. Duty aboard a submarine or deep research vehicle when it submerges. | 25 | Do. |
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- | | | |
|--|----|-----|
| (2) Diving. Diving, including SCUBA (self-contained underwater breathing apparatus) diving, required in scientific and engineering pursuits, or search and rescue operations, when:
(a) at a depth of 6 meters (20 feet) or more below the surface; or,
(b) visibility is restricted; or,
(c) in rapidly flowing or cold water; | 25 | Do. |
|--|----|-----|

HUMAN RESOURCES MANUAL

- or,
(d) vertical access to the surface is restricted by ice, rock, or other structure; or,
(e) testing or working with hardware which presents special hazards (such as work with high voltage equipment or work with underwater mockup components in an underwater space simulation study).

Sea Duty Aboard Deep Research Vessels:

Participating in sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea-state is high (6.2 meter-per-second winds (12-knot winds) and 0.9-meter waves (3-foot waves) and the work is done on deck in relatively unprotected areas. 25 Do.

Collection of Aircraft Approach and Landing Environmental Data:

When operating or monitoring camera equipment adjacent to flight deck in the area of maximum **hazard** during landing sequence while conducting photographic surveys aboard aircraft carriers during periods of heavy aircraft operations. 25 First pay period beginning after July 1, 1969.

Experimental Landing/Recovery Equipment Tests:

Participating in tests of experimental or prototype landing and recovery equipment where personnel are required to serve as test subjects in spacecraft being dropped into the sea or laboratory tanks. 25 Do.

Land Impact or Pad Abort of Space Vehicle:

Actual participating in dearming and safing explosive ordinance, toxic propellant and high pressure vessels on vehicles that have land impacted or on vehicles on the launch pad that have reached a point in the countdown where no remote means are available for returning the vehicle to a safe condition. 25 Do.

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Height Work:

Working on any structure of at least 15 meters (50 feet) above the base level, ground, deck, floor, roof, etc., under open conditions, if the structure is unstable or if scaffolding guards or other suitable protective facilities are not used, or if performed under adverse conditions such as snow, sleet, ice on walking surfaces, darkness, lightning, steady rain, or high wind velocity. 25 Do.

Flying, participating in:

- (1) Pilot proficiency training. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests. 25 Do.
- (2) Delivery of new aircraft for flight testing. Flights to deliver aircraft which has been prepared for one-time flight without being test flown prior to delivery flight. 25 Do.
- (3) Test flights of new modified, or repaired aircraft. Test flights of a new or repaired aircraft or modified aircraft when the modification may affect the flight characteristics of the aircraft. 25 Do.
- (4) Reduced gravity--parabolic arc flights--subjects/observers. Reduced gravity flight testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through +20 meters per second $\sqrt{2}$ (+2 gravity conditions). 25 Do.
- (5) Launch and recovery. Test flights involving launch and recovery aboard an aircraft carrier. 25 Do.
- (6) Limited control flights. Flights undertaken under unusual and adverse conditions (such as extreme weather, maximum load or overload, limited visibility, extreme turbulence, or low level flights involving fixed or tactical patterns) which threaten or severely limit control of the aircraft. 25 Do.
- (7) Flight tests of expandable aircraft tires. Landing to test aircraft tires designed to deflate upon retraction, undertaken to appraise the normal 25 Do.

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deflate-reinflate cycle and also to evaluate the capability to make a satisfactory landing with the tires deflated.		
(8) Landing and taking-off in polar areas. Landing in polar areas on unprepared snow or ice surfaces and/or taking-off under the same conditions.	25	Do.
Experimental Parachute Jumps:		
Participating as a jumper in field exercises to test and evaluate new types of jumping equipment and/or jumping techniques.	25	Do.
Ground Work Beneath Hovering Helicopter:		
Participating in ground operations to attach external load to helicopter hovering just overhead.	25	Do.
[[Page 543]]		
Sling-suspended transfers. When performance of duties requires transfer from a helicopter to a ship via a sling on the end of a steel cable or from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are underway.	25	First pay period beginning after Oct. 11, 1969.
Carrier suitability trials aboard aircraft carriers. Participating in carrier suitability trials aboard aircraft carriers when work is performed on the flight deck during launch, recovery, and refueling operations.	25	Do.
Cargo handling during lightering operations. Off-loading of cargo and supplies from surface ships to Landing Craft--Medium (LCM) boats involving exposure not only to falling cargo but such other hazards as shifting cargo within the LCM, swinging cargo hooks, and possibility of falling between the LCM and cargo vessel.	25	Do.
Work in unsafe structures: Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado, flood, or similar cause, when the structure has been declared unsafe by competent technical authority, and	25	First pay period beginning on or after Apr. 11, 1976.

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when such work is considered necessary for the safety of personnel or recovery of valuable materials or equipment, and the work is authorized by competent authority.

Tropical Jungle Duty: Work outdoors in undeveloped jungle regions outside the continental United States. Work must involve both of the following:

- (1) An unusual degree of physical hardship caused by high heat, humidity, or other inclement conditions; and
- (2) An unusual danger of serious injury or illness due to:
 - (a) Travel on unimproved roads or rudimentary trails in rugged terrain (e.g., walking on narrow trails in steep mountainous areas, fording deep, fast-moving rivers, and crossing deep crevasses via log or other unsafe means);
 - (b) Immediate presence of dangerous wildlife (e.g., venomous snakes, poisonous insects, and large carnivores); or
 - (c) Known exposure to serious disease for which adequate protection cannot be provided.

25 June 14, 1989.

(5 U.S.C. 5595; E.O. 11257, 3 CFR 1964-1965 Comp., p. 357)

[34 FR 11083, July 1, 1969; 34 FR 12623, Aug. 2, 1969, as amended at 34 FR 15747, Oct. 11, 1969; 35 FR 7172, May 7, 1970; 37 FR 20248, Sept. 28, 1972; 39 FR 7115, Mar. 16, 1973; 40 FR 7437, Feb. 20, 1975; 41 FR 12635, Mar. 26, 1976; 41 FR 14165, Apr. 2, 1976; 53 FR 36557, Sept. 21, 1988; 54 FR 8267, Feb. 28, 1989; 54 FR 25224, June 14, 1989 and 55 FR 1354, Jan. 14, 1990; 56 FR 20345, May 3, 1991; 58 FR 32050, June 8, 1993; 58 FR 32276, June 9, 1993; 64 FR 1502, Jan. 11, 1999]

APPENDIX 7C

PART 532--PREVAILING RATE SYSTEMS--Table of Contents

Subpart E--Premium Pay and Differentials

Sec. 532.511 **Environmental** differentials.

- (a) Entitlements to **environmental differential** pay.
 - (1) In accordance with section 5343(c)(4) of title 5, United States Code, an employee shall be paid an **environmental differential** when exposed to a working condition or hazard that falls within one of the categories approved by the Office of Personnel Management.
 - (2) Each installation or activity must evaluate its situations against the guidelines issued by the Office of Personnel Management to determine whether the local situation is covered by one or more of the defined categories.
- (b) Amount of **environmental differential** payable.
 - (1) An employee entitled to an **environmental differential** shall be paid an amount equal to the percentage rate authorized by the Office of Personnel Management for the category in which the working condition or hazard falls, multiplied by the rate for the second step of WG-10 for the appropriated fund employees and NA-10 for the nonappropriated fund employees on the current regular non-supervisory wage schedule for the wage area for which the **differential** is payable, counting one-half cent and over as a whole cent.
 - (2) An employee entitled to an **environmental differential** on an actual exposure basis shall be paid a minimum of one hour's **differential** pay for the exposure. For exposure beyond one hour, the employee shall be paid in increments of one quarter hour for each 15 minutes or portion thereof in excess of 15 minutes. Entitlement begins with the first instance of exposure and ends one hour later, except that when exposure continues beyond the hour, it shall be considered ended at the end of the quarter hour in which exposure actually terminated.
 - (3) An employee entitled to an **environmental differential** on the basis of hours in a pay status shall be paid for all hours in a pay status on the day on which he/she is exposed to the situation.
 - (4) An employee may not be paid more than one **environmental differential** for a particular period of work.
 - (5) The payment of **environmental differential** pay is computed on the basis of the highest **environmental differential** rate authorized during the period of entitlement.
 - (6) The number of hours an employee is paid **environmental differential** shall not exceed the number of hours of duty performed by the employee on the day of exposure except as required by paragraph (b)(3) of this section.
- (c) Basic pay. **Environmental differential** pay is part of basic pay and shall be used to compute premium pay (pay for overtime, holiday, or Sunday work), the amount from which retirement deductions are made, and the amount on which group life insurance is based. It is not part of basic pay for purposes of lump-sum annual leave payments and severance pay nor is its loss an adverse action.

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- (d) The schedule of **environmental** differentials is set out as appendix A to this subpart and is incorporated in and made a part of this section.

[46 FR 21344, Apr. 10, 1981, as amended at 49 FR 49841, Dec. 24, 1984; 55 FR 46180, Nov. 1, 1990]

Appendix A to Subpart E of Part 532--Schedule of Environmental Differentials Paid for Exposure to Various Degrees of Hazards, Physical Hardships, and Working Conditions of an Unusual Nature

This **appendix** lists the environmental differentials authorized for exposure to various degrees of hazards, physical hardships, and working conditions of an unusual nature.

Part I--Payment for Actual Exposure

Differential rate (percent)	Category for which payable	Effective date
100	1. Flying. Participating in flights under one or more types of the following conditions. <ul style="list-style-type: none">a. Test flights of a new or repaired plane or modified plane when the repair or modification may affect the flight characteristics of the plane;b. Flights for test performance of plane under adverse conditions such as in low altitude or severe weather conditions, maximum load limits, or overload;c. Test missions for the collection of measurement data where two or more aircraft are involved and flight procedures require formation flying and/or rendezvous at various altitudes and aspect angles;d. Flights deliberately undertaken in extreme weather conditions such as flying into a hurricane to secure weather data;e. Flights to deliver aircraft which have been prepared for one-time flight without being test flown prior to delivery flight;f. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests;g. Low-level flights in small aircraft including helicopters at altitude of 150 meters (500 feet) and under in daylight and 300 meters (1,000 feet) and under at night when the flights are over mountainous terrain, or in fixed-wing aircraft involving maneuvering at the heights and times specified above, or in helicopters maneuvering and hovering over water at altitudes of less than 150 meters (500 feet);h. Low-level flights in an aircraft flying at altitudes of 60 meters (200 feet) and under while conducting wildlife surveys and law enforcement activities, animal depredation abatement and making agricultural applications, and conducting or	Nov. 1, 1970.

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- facilitating search and rescue operations; flights in helicopters at low levels involving line inspection, maintenance, erection, or salvage operations;
- i. Flights involving launch or recovery aboard an aircraft carrier;
- j. Reduced gravity light testing in an aircraft flying a parabolic flight path and providing a testing environment ranging from weightlessness up through 20 meters per second $\sqrt{2}$ (2 gravity) conditions;
- 25 2. High work..... Nov. 1, 1970.
- a. Working on any structure of at least 30 meters (100 feet) above the ground, deck, floor or roof, or from the bottom of a tank or pit;
- b. Working at a lesser height:
- (1) If the footing is unsure or the structure is unstable; or
- (2) If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, a similar support); or
- (3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning or similar environmental factors render working at such height(s) hazardous.
- 15 3. Floating targets. Nov. 1, 1970.
- Servicing equipment on board a target ship or barge in which the employee is required to board or leave the target vessel by small boat or helicopter.
- 4 4. Dirty work. Nov. 1, 1970.
- Performing work which subjects the employee to soil of body or clothing:
- a. Beyond that normally to be expected in performing the duties of the classification; and
- b. Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature, asthmatic conditions, etc);
- or
- c. When the use of mechanical equipment, or protective devices, or protective clothing results in an unusual degree of discomfort.
- 4 5. Cold work. Nov. 1, 1970.
- a. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit)).
- b. Working in cold storage or other climate-controlled areas where the employee is subjected to temperatures at or below freezing (0 degrees Celsius (32 degrees Fahrenheit)) where such exposure is not practically eliminated by the mechanical equipment or protective devices being used.
- 4 6. Hot work. Nov. 1, 1970.
- a. Working in confined spaces wherein the employee is subjected to temperatures in excess of 43 degrees Celsius (110 degrees Fahrenheit).
- b. Working in confined spaces Mar. 13, 1977.
wherein the employee is subjected to temperatures in excess of 43 degrees Celsius (110 degrees Fahrenheit) where such

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exposure is not practically eliminated by the mechanical equipment or protective devices being used.

- 4 7. Welding preheated metals Nov. 1, 1970.
Welding various metals or performing an integral part of the welding process when the employee must work in confined spaces in which large sections of metal have been preheated to 66 degrees Celsius (150 degrees Fahrenheit) or more, and the discomfort is not alleviated by protective devices or other means, or discomforting protective equipment must be worn.
- 4 8. Micro-soldering or wire welding and assembly Nov. 1, 1970.
Working with binocular-type microscopes under conditions which severely restrict the movement of the employee and impose a strain on the eyes, in the soldering or wire welding and assembly of miniature electronic components..
- 25 9. Exposure to hazardous weather or terrain. July 1, 1972.
Exposure to dangerous conditions of terrain, temperature and/or wind velocity, while working or traveling when such exposure introduces risk of significant injury or death to employees; such as the following:

Examples:

- Working on cliffs, narrow ledges, or steep mountainous slopes, with or without mechanical work equipment, where a loss of footing would result in serious injury or death.
 - Working in areas where there is a danger of rockfalls or avalanches.
 - Traveling in the secondary or unimproved roads to isolated mountaintop installations at night, or under adverse weather conditions (snow, rain, or fog) which limits visibility to less than 30 meters (100 feet), when there is danger of rock, mud, or snowslides
 - Traveling in the wintertime, either on foot or by vehicle, over secondary or unimproved roads or snowtrails, in sparsely settled or isolated areas to isolated installations when there is danger of avalanches, or during 'whiteout' phenomenon which limits visibility to less than 3 meters (10 feet)
 - Working or traveling in sparsely settled or isolated areas with exposure to temperatures and/or wind velocity shown to be of considerable or very great danger on the windchill chart (Exhibit 1 of this **appendix**), and shelter (other than temporary shelter) or assistance is not readily available
 - Snowplowing or snow and ice removal on primary, secondary or other class of roads, when (a) there is danger of avalanche or (b) there is danger of missing the road and falling down steep mountainous slopes, because of lack of snow-stakes, 'whiteout' conditions, or sloping icepack covering the snow
- 25 10. Unshored work. July 1, 1972.

Working in excavation areas before the installation of proper shoring or other securing barriers, or in catastrophe areas, where there is a possibility of cave-in, building collapse or falling debris when such exposures introduce risk of significant injury or death to employees, such as the following:

Examples:

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- Working adjacent to the walls of an unshored excavation at depths greater than 1.8 meters (6 feet) (except when the full depth of the excavation is in stable solid rock, hard slag, or hard shale, or the walls have been graded to the angle of repose; that is, where the danger of slides is practically eliminated), when work is performed at a distance from the wall which is less than the height of the wall
 - Working within or immediately adjacent to a building or structure which has been severely damaged by earthquake, fire, tornado or similar cause
 - Working underground in the construction and/or inspection of tunnels and shafts before the necessary lining of the passageway have been installed
 - Duty underground in abandoned mines where lining of tunnels or shafts is in a deteriorated condition
- 15 11. Ground work beneath hovering helicopter July 1, 1972.
Participating in operation to attach or detach external load to helicopter hovering just overhead.
- 15 12. Hazardous boarding or leaving of surface craft July 1, 1972.
Boarding or leaving vessels or transferring equipment to or from a surface craft under adverse conditions of foul weather, ice, or night when sea state is high (0.9 meter (3 feet) and above), and deck conditions and/ or wind velocity in relation to the size of the craft introduce unusual risks to employees.
- Examples:
- Boarding or leaving vessels at sea.
 - Boarding or leaving, or transferring equipment between small boats or rafts and steep, rocky, or coral-surrounded shorelines
 - Transferring equipment between a small boat and a rudimentary dock by improvised or temporary facility such as an unfastened plank leading from boat to dock
 - Boarding or leaving, or transferring equipment from or to ice covered floats, rafts, or similar structures when there is danger of capsizing due to the added weight of the ice
- 8 13. Cargo handling during lightering operations. July 1, 1972.
Off-lading of cargo and supplies from surface ships to Landing Craft-Medium (LCM) boats when swells or wave action are sufficiently severe as to cause sudden listing or pitching of the deck surface or shifting or falling of equipment, cargo, or supplies which could subject the employee to falls, crushing, ejection into the water or injury by swinging cargo hooks.
- 15 14. Duty aboard surface craft. July 30, 1972.
Duty aboard a surface craft when the deck conditions or sea state and wind velocity in relation to the size of the craft introduces the risk of significant injury or death to employees, such as the following:.
- Participating as a member of a water search and rescue team in adverse weather conditions when winds are blowing at 56 km/h (35 m.p.h.) (classified as gale winds) or in water search and rescue operations at night
 - Participating as a member of a weather projects team when work is performed under adverse weather conditions, when winds are blowing at 56 km/h (35 m.p.h.), and/ or when seas are in

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- excess of 4.3 meters (14 feet), or when working on outside decks when decks are slick and icy when swells are in excess of 0.9 meter (3 feet)
- When embarking, disembarking or traveling in small craft (boat) on Lake Ponchartrain when wind direction is from north northeast or northwest, and wind velocity is over 7.7 meters per second (15 knots); or when travel on Lake Ponchartrain is necessary in small craft, without radar equipment, due to emergency or unavoidable conditions and the trip is made in dense fog run procedures
 - Participating in deep research vessel sea duty wherein the team member is engaged in handling equipment on or over the side of the vessel when the sea state is high (6.2-meter-per-second (12-knot) winds and 0.9 meter (3-foot) waves) and the work is done on relatively unprotected deck areas
 - Transferring from a ship to another ship via a chair harness hanging from a highline between the ships when both vessels are under way
 - Duty performed on floating platforms, camels, or rafts, using tools equipment or materials associated with ship repair or construction activities, where swells or wave action are sufficiently severe to cause sudden listing or pitching of the deck surface or dislodgement of equipment which could subject the employee to falls, crushing, or ejection into the water
- 50 15. Work at extreme heights. Oct. 22, 1972.
Working at heights 30 meters (100 feet) or more above the ground, deck, floor or roof, or from the bottom of a tank or pit on such open structures as towers, girders, smokestacks and similar structures:
(1) If the footing is unsure or the structure is unstable; or
(2) If safe scaffolding, enclosed ladders or other similar protective facilities are not adequate (for example, working from a swinging stage, boatswain chair, or a similar support); or
(3) If adverse conditions such as darkness, steady rain, high wind, icing, lightning, or similar environmental factors render working at such height(s) hazardous
- 6 16. Fibrous Glass Work. Feb. 28, 1975.
Working with or in close proximity to fibrous glass material which results in exposure of the skin, eyes or respiratory system to irritating fibrous glass particles or slivers where exposure is not practically eliminated by the mechanical equipment or protective devices being used.
- 50 17. High Voltage Electrical Energy. Apr. 11, 1977.
Working on energized electrical lines rated at 4,160 volts or more which are suspended from utility poles or towers, when adverse weather conditions such as steady rain, high winds, icing, lightning, or similar environmental factors make the work unusually hazardous.
- 6 18. Welding, Cutting or Burning in Confined Spaces Jan. 18, 1978.
.Welding, cutting, or burning within a confined space which necessitates working in a horizontal or nearly horizontal position, under conditions requiring egress of at least 4.3 meters (14 feet) over and through obstructions including: (1) access openings and baffles having dimensions which greatly

restrict movements, and (2) irregular inner surfaces of the structure or structure components.

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PSNS & IMF SUPPLEMENT

DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
1400 FARRAGUT AVENUE
BREMERTON, WASHINGTON 98314-5001

IN REPLY REFER TO:

NAVSHIPYDPUGETINST 12531.4A
Code 1110
5 Sep 2001

NAVSHIPYDPUGET INSTRUCTION 12531.4A

From: Commander, Puget Sound Naval Shipyard

Subj: HAZARD DIFFERENTIAL PAY FOR GENERAL SCHEDULE EMPLOYEES

Ref: (a) 5 CFR 550.901 of 1-1-00
(b) 5 CFR 550 Appendix A of 1-1-00

1. Purpose. To establish policy, procedures, and responsibilities for the implementation, operation, and control of the hazard differential pay plan for General Schedule employees performing work involving hazards or unusual physical hardship.

2. Cancellation. NAVSHIPYDPUGETINST 12531.4 is superseded. This instruction defines changes in responsibilities for first-level supervisors, department heads, Human Resources Office, and Human Resource Service Center-Northwest.

3. Background

a. The Office of Personnel Management's (OPM) regulations pertaining to the payment of a hazard differential for General Schedule employees are contained in reference (a).

b. A schedule of pay differentials and an explanation of conditions warranting payment for hazardous duty or duty involving physical hardship is provided in reference (b).

c. Hazard pay is not authorized for an employee assigned to a position for which the degree of hazard or physical hardship involved in the performance of the duties has been taken into account during the classification process.

4. Definitions

a. Hazardous Duty. A duty performed under circumstances in which an accident could result in serious injury or death, and where protective facilities are not in existence or do not reduce the degree of risk to a negligible level.

b. Physical Hardship. A duty, which may not in itself be hazardous, but which causes extreme discomfort or distress that is not adequately alleviated by protective or mechanical facilities.

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NAVSHIPYDPUGETINST 12531.4A
5 Sep 2001

c. Hazardous Pay Differential. Additional pay for the performance of hazardous duty or duty involving physical hardship.

5. Policy. It is Navy policy to eliminate, or reduce to the lowest possible level, all hazards and physical hardships through protective facilities and procedures. When these hazards or physical hardships cannot be eliminated or reduced to a negligible level, a differential shall be paid per the criteria in reference (b). When applicable to particular hazardous situations, Occupational Safety and Health Administration Standards, in the form of Permissible Exposure Limits (PELs), will be used to determine if hazards have been eliminated or reduced to an acceptable level.

6. Authorization to Pay a Hazard Differential

a. The categories or work situations listed in reference (a) are the **only** authorized ones for which payment may be made.

b. Payment of hazard pay is not authorized for an employee performing work involving hazards and physical hardships when the hazardous duty or physical hardship has been taken into account in the classification of his or her position, without regard to whether the hazardous duty or physical hardship is grade controlling, unless a waiver has been approved by the Office of Personnel Management.

7. Payment of Hazard Differential

a. When an employee performs duty for which payment of a hazard differential is authorized, payment is made for every hour the employee is in a pay status on the day the duty is performed. Pay status includes periods in which the employee is on annual leave or paid sick leave.

b. Hazard pay is in addition to any other pay or allowance to which an employee is entitled. Hazard pay is **not** a part of basic pay.

c. The amount of hazard pay is listed as percentages of basic pay in reference (b).

8. Establishing Additional Hazard Differentials. Changes or additions to reference (b) are made only by the Office of Personnel Management (OPM). Recommendations by Shipyard managers to amend or add a situation to the existing schedule will be reviewed by the Human Resources Office for Puget Sound Naval Shipyard. Recommendations and reviewing comments will be processed by Human Resources Service Center Northwest (HRSC-NW), and forwarded to OPM for consideration.

9. Action/Responsibilities

a. Employees will:

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(1) Assume personal responsibility and accountability for using protective devices, equipment, and clothing and adhere to safe work practices and procedures.

(2) Bring to the attention of the immediate supervisor any hazard or unsafe work condition.

b. First-Level Supervisors will:

(1) Initiate action to eliminate hazards or physical hardships or reduce them to the lowest possible level. The supervisor will coordinate actions with subject matter experts and managers from within and outside the immediate organization.

(2) Ensure that appropriate protective facilities, clothing, and procedures are available and used.

(3) Make payment of a differential per the provisions of reference (a), annotate the timekeeping system (SUPDESK) of the employee involved. Ensure all time and attendance charges are correctly input and electronically certified in the timekeeping system (SUPDESK). Musters will be electronically retained by the Comptroller Department. Consultation with subject matter experts may be necessary prior to making a recommendation for payment.

(4) Review periodic reports of hazard payment for assigned work responsibilities and initiate change or corrective action when warranted.

c. Department Heads will:

(1) Support subordinate managers and supervisors in their endeavors to eliminate or reduce hazards and physical hardships to the lowest possible level.

(2) Initiate action to add or change categories of work situations in reference (b) when it appears a differential is warranted but not covered in existing categories. The action request is to be forwarded to the Human Resources Office Site Manager, Navy Region Northwest (COMNAVREG NW), for Puget Sound Naval Shipyard (Code 1110).

* d. Human Resources Office Bremerton Site Manager, COMNAVREG NW, for Puget Sound Naval Shipyard (Code 1110) will:

(1) Provide advisory services relative to requests involving the hazard differential pay, and the propriety of this pay for particular work assignments. Utilize, if needed, the advisory services of HRSC-NW when position audits are necessary to determine the nature and extent of the hazard or physical hardship condition and whether or not the condition meets the criteria for payment of environmental differential.

(2) Utilize, if needed, the advisory services of the HRSC-NW to research and prepare documentation to support the proposed changes or

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additions to the existing schedule, and forward to the Human Resources Office Bremerton Site for submission to Office of Personnel Management, via the chain of command.

(3) Make changes, deletions, or additions to the hazard pay plan and publicize.

e. Occupational Safety and Health Office (Code 106) will provide such technical services as required to evaluate hazard and physical hardship situations; protective equipment, devices, and clothing; degree of personal exposure, when applicable; and make determinations if hazards have been practically eliminated or reduced to a negligible degree.

/s/
S. A. ANDERSON
By direction

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PSNS & IMF SUPPLEMENT

DEPARTMENT OF THE NAVY

PUGET SOUND NAVAL SHIPYARD
1400 FARRAGUT AVENUE
BREMERTON, WASHINGTON 98314-5001

IN REPLY REFER TO:

NAVSHIPYDPUGETINST 12532.4
Code 1110
5 Sep 2001

NAVSHIPYDPUGET INSTRUCTION 12532.4

From: Commander, Puget Sound Naval Shipyard

Subj: ENVIRONMENTAL DIFERENTIAL PAY UNDER THE FEDERAL WAGE SYSTEM

Ref: (a) 5 CFR 532.511 of 1 Jan 00
(b) 5 CFR 532 Appendix A of 1 Jan 00

1. Purpose. To establish policies, responsibilities, and procedures for implementing, operating, and controlling environmental differentials for wage grade employees.

2. Cancellation. This instruction supersedes NAVSHIPYDPUGETINST 12532.1A, which was cancelled in error in October 1998.

3. Background

a. By reference (a) the Office of Personnel Management (OPM) issued regulations pertaining to the payment of differentials to wage grade employees for exposure to the following:

- (1) Hazards of an unusually severe nature.
- (2) Physical hardships of an unusually severe nature.
- (3) Working conditions of an unusually severe nature.

b. Although normal working conditions are taken into account in rating jobs, environmental situations of an unusually severe nature cannot be built into the job grading process and additional compensation may be warranted.

c. Percentage differentials based on the area rate of WG-10, step 2, have been established for the categories of environmental situations, and are listed in references (a) and (b). When authorized to receive an environmental differential, wage grade employees will receive the same hourly amount, regardless of their grade level.

4. Policy. It is Navy policy to provide a safe and healthful workplace for all personnel. It is the inherent responsibility of the command, at all levels of supervision, to eliminate or minimize (to the lowest possible degree) all hazards, physical hardships, and working conditions of an unusually severe nature. When concerted effort does not overcome these conditions, Environmental Differential Pay shall be provided Federal Wage System employees as additional

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compensation for exposure to such conditions as authorized by references (a) and (b). The Environmental Differential shall be administered per instructions set forth in references (a) and (b), and such pay applies to the situation. Even though an Environmental Differential is authorized, continuous positive action must be taken to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or working conditions of an unusually severe nature. Authorization to pay an environmental differential is not an approval of work practices that circumvent safety rules and regulations. When applicable to particular situations, Occupational Safety and Health Administration standards provide the legal Permissible Exposure Limits (PELs) to determine if a hazard, physical hardship, or working condition of an unusually severe nature has been practically eliminated.

5. Action/Responsibilities

a. First-Level Supervisors will:

(1) Review environmental pay regulations and guidelines to make consistent and equitable decisions and recommendations on environmental issues.

(2) Initiate actions to eliminate hazards, physical hardship and working conditions of an unusually severe nature or reduce to the lowest possible level, as far as practical. These actions will be coordinated with other managers from within and outside the immediate organization.

(3) Ensure that protective equipment and clothing are available and used for eliminating or reducing hazardous or adverse working conditions, including providing appropriate training in the use of protective control measures.

(4) Ensure all time and attendance charges are correctly input and electronically certified in the timekeeping system (SUPDESK).

b. Second-Level Supervisors will:

(1) Review the applicable work site with the first-level supervisor to determine hazardous situations and adverse working conditions with the objective of eliminating or reducing these to the lowest level possible.

(2) Ensure that subordinate supervisors are knowledgeable of the provisions and requirements of the environmental pay program and discharge their responsibilities in a consistent manner.

(3) Assist first-level supervisors in obtaining or making available the appropriate safety equipment, devices, and clothing.

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c. Shop Heads/Division Heads will:

(1) Support subordinate managers/supervisors in their endeavors to eliminate or reduce to the lowest level possible, the hazards, risks, and conditions that warrant the payment of environmental differentials.

(2) Initiate action to add additional environmental pay categories when reference (a) does not cover a local work situation and it appears a differential payment may be warranted.

(3) Ensure a shop representative is delegated for consultation with subject matter specialists (i.e., Industrial Hygienist, Safety Specialist, etc.), which may be necessary prior to formulating a recommendation.

d. Employees will:

(1) Assume personal responsibility and accountability for use of protective devices, equipment, and clothing and adhere to safe work practices and procedures.

(2) Notify their immediate supervisor when working conditions are hazardous, unsafe, or otherwise adverse when these are not already known.

e. Human Resources Office (HRO), Bremerton Site Manager at Puget Sound Naval Shipyard (Code 1110), and the Human Resources Service Center-Northwest (HRSC-NW) will:

(1) Provide advisory services regarding questions involving Environmental Differential Pay and the propriety of differential pay for particular work assignments.

(2) Provide necessary publicity in changes, deletions, or additions to the plan.

(3) Utilize, if needed, the advisory services of the HRSC-NW when position audits are necessary to determine the nature and extent of the hazard, physical hardship, or working condition, and whether or not the condition meets the criteria for payment of environmental differential.

(4) Report any misapplication or misinterpretation to the department head, review or have reviewed by HRSC-NW, questionable environmental differential pay situations that may arise, advise line management on the appropriateness of allowances, and recommend new environmental differential pay categories, when warranted, to the Department of Defense Office of Personnel Management.

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f. Departments will process daily muster sheets via SUPDESK (or any other verifying documents that reflect differential pay, per current procedures). Musters will be electronically retained by the Comptroller Department.

g. Environment, Safety, and Health Office (Code 106) will provide such services as needed to evaluate environmental conditions, protective equipment/clothing, and personal exposure.

/s/
G. R. BRYANT

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