

## Quality Salary Increase



### District Personnel Bulletin No. 11B-91 & 19-18

---

Effective Date	Expiration Date	Related DPM Chapters
October 1, 2015	October 25, 2015	11 & 19

**i** **NOTE:** This bulletin is being issued as a result of the enactment of emergency legislation that continues the limitation on quality salary increases.

#### Overview

District government agencies are authorized to use funds in Fiscal Year 2016 for quality salary increases (quality increases). This bulletin is being issued to provide general information on the payment of quality increases, including the approval process.

#### In this Bulletin

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

## Quality Increase

---

Quality increases are in addition to regular within-grade increases. A quality increase may be authorized only once within a 24-month period. A quality increase shall not impact an employee’s waiting period for a regular within-grade increase. District government employees who meet the eligibility requirements specified below may receive a quality increase.

## Eligibility Requirements

---

A District government employee is eligible to receive a quality increase if he or she:

1. Is a full-time or part-time permanent employee in the Career, Educational, or Legal Services entitled to regular within-grade increases;
2. Has at least six (6) months of creditable service beyond the end of the probationary period;
3. Has demonstrated a sustained performance of high quality; and
4. Received a performance rating at the level of highly effective performer or role model (or equivalent) on his or her most recent performance evaluation.

### **Exclusions:**

1. Quality increases shall not be issued within six (6) months following the effective date of a promotion;
2. An employee who is at the top step or rate of his or her position shall not be eligible for a quality increase; and
3. An employee who received a quality increase or monetary award for performance in accordance with the provisions contained in Chapter 19 of the D.C. personnel regulations, *Incentive Awards*, shall not be eligible to receive a quality increase for the same rating period.

## Quality Increases Awarded

---

The personnel authority may authorize a quality increase only once within a twenty four (24) month period, as follows:

Performance Evaluation Level	Number of Steps
Highly Effective Performer or equivalent	One (1)
Role Model or equivalent	Two (2)

## Approval of Quality Increases

---

1. Once a determination has been made to grant a quality increase, an employing agency will complete a DCSF No. 11B-11, *Request for Quality Increase* (copy attached), along with a written justification, and submit the documentation to the personnel authority for approval.

2. Upon receiving the DCSF No. 11B-11, the personnel authority shall:
  - (a) Review the written justification submitted by the agency citing specific examples of the employee's exceptional service, and supporting documentation concerning the employee's most recent official performance rating;
  - (b) Verify that the employee's most recent performance rating prior to the granting of the quality increase is "Highly Effective Performer," "Role Model," or equivalent;
  - (c) Verify that the request submitted for the employee is at least six (6) months beyond the completed required probationary period, if required;
  - (d) Verify that the employee has not received a promotion within the past six (6) months;
  - (e) Verify that the employee has not received a quality increase or monetary award under Chapter 19 of the regulations for performance during the same rating period of the proposed quality increase;
  - (f) Verify that the employee is not at the top step or rate of his or her position; and
  - (g) Approve or disapprove the agency's request, and notify the agency of the determination.
3. Approved requests shall be processed in accordance with established procedures.

## Processing Requirement

---

Subordinate agencies shall submit a scanned version of the DCSF 11B-11 and written justification to DCHR's Recruitment and Staffing Services at [dchr.recruitment@dc.gov](mailto:dchr.recruitment@dc.gov).

## Legal Authority

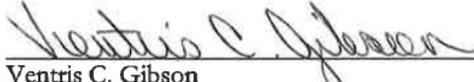
---

- Subtitle A – Bonus and Special Pay Limitation, Title I of the Fiscal Year 2016 Budget Support Emergency Act of 2015 (D.C. Act 21-127), effective July 27, 2015 (expires October 25, 2015). [The permanent legislation, the Fiscal Year 2016 Budget Support Act of 2015 (D.C. Act 21-148), has a projected law date of October 22, 2015; and
- D.C. Official Code § 1-619.01.

## Additional Information

---

For additional information concerning this bulletin, please contact the Department of Human Resources, Administration for Recruitment and Classification, by calling (202) 442-9700 or by sending an e-mail to [dchr.recruitment@dc.gov](mailto:dchr.recruitment@dc.gov).

  
\_\_\_\_\_  
Ventris C. Gibson  
Acting Director, Department of Human Resources

10-6-15  
Date

### Attachment

- DCSF No. 11B-11, Request for Quality Increase (Issued 7-15)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Human Resources

REQUEST FOR QUALITY INCREASE

Part I – Instructions (Agency)

- 1. Only employees who have received an official performance rating of "Highly Effective Performer" (Level 4) or "Role Model" (Level 5) under the Performance Management Program (PMP); "Outstanding" or "Excellent" under the Performance Evaluation System (PES-LS) for line attorneys in the Legal Service; or an equivalent performance evaluation system are eligible to receive a Quality Increase.
2. Complete items 1 through 7 below.
3. Submit this form, a copy of the employee's rating for the period of the proposed Quality Increase, supporting documentation for the rating, and a written justification for the proposed Quality Increase (Part II of this form), to the D.C. Department of Human Resources (DCHR) for agencies under the personnel authority of the Mayor. For agencies with independent personnel authority, the form should be submitted to your agency's Human Resources Office.

1. Department or Agency:
Agency Head or Designee (Signature) Date

2. Name of Employee:
Last First MI

3. Present Position Title, Series, Grade and Step, and Salary:
Position Title, Series, Grade, and Step
\$ Salary

4. Proposed New Step and Salary:
New Step \$ New Salary

4. Type of Service\* for the Employee's Position:
Career Educational Legal (Other than the Senior Executive Attorney Service)

[\*An employee in the Excepted Service, Executive Service, or Management Supervisory Service is not eligible to receive a Quality Increase]

5. Most Recent Official Rating: (Specify Rating Period)
PMP:
Role Model
Highly Effective Performer
PES-LS:
Outstanding
Excellent

6. Has the employee received a Monetary Award\* under Chapter 19 of the D.C. personnel regulations, Incentive Awards, for the same rating period of the proposed Quality Increase?
Yes No
[\*An employee who has received a monetary award under Chapter 19 of the regulations for the same rating period of the proposed Quality Increase is not eligible to receive a Quality Increase.]

DCHR CERTIFICATION

Approved Disapproved\* [\*State reason: .]

Pertinent information verified by: Signature of DCHR Official Date

**Part II – Written Justification**

In the space below, please describe the employee’s performance contribution(s) and how such contribution(s) exceeded the satisfactory performance requirements of the position. Please cite specific examples of exceptional service:

[Empty space for written justification]