

SECTION 308 ENVIRONMENTAL DIFFERENTIALS

- Ref: (a) 5 CFR 532.511  
(b) OPM Federal Wage System Appropriated Funds Operating Manual  
(c) CPI 532.1S8

Encl: (1) Exhibit I (Sample Schedule of Wages)

1. Purpose. To provide guidance on and establish procedure for payment of environmental differential (ED) to wage grade employees.

2. Policy. Each activity will have as its objective the elimination or reduction to the lowest level possible of all hazards, physical hardships, and working conditions of an unusual nature. Where such action does not overcome the unusual nature of the hazard, physical hardship, or working condition, an ED is warranted, subject to activity designated authorizing official approval. Where this instruction conflicts with provisions of Collective Bargaining Agreements (CBAs), the provisions of the CBA apply.

3. Discussion. An ED is paid to wage grade employees (full-time, part-time, or intermittent) who are exposed to a hazard, physical hardship, or working condition of an unusually severe nature. The payment of ED does not apply to general schedule employees (refer to Section 309). References (a) and (b) provides the basis for determining if/when an ED is paid, and lists categories of situations and percentage rates for which payment may be authorized. Commands where ED conditions exist will publish activity supplementing instructions with a list (Exhibit I) of local work situation categories applicable to their activity.

4. Responsibilities

a. Activities will:

(1) Serve as the program focal point for dissemination of information affecting ED payments.

(2) Designate authorizing officials for payment of approved local ED work situations.

(3) Determine that new work situations for which ED payments are requested are appropriate for assigned functions and work methods, and/or procedures cannot be changed to eliminate the requirement.

(4) Designate in writing authorizing official(s) to approve/disapprove payment of environmental differential.

(5) Establish and provide HRO a copy of the activity supplementing guide and Schedule of Wages.

b. HRO will:

(1) Ensure compliance with program requirements and provide guidance and assistance to include assisting in the establishment of activity supplementing instructions and Schedule of Wages.

(2) Review requests for new local work situations or changes to existing working conditions listed in the activity Schedule of Wages and determine whether such requests meet requirements under applicable program guidelines for which ED payment may be authorized.

5. Procedures/Action

a. Requesting Approval for a New or Changed ED Work Situation

(1) The activity Department Head or equivalent will submit documentation to HRO via the designated activity chain containing the following information for a new or changed ED local work situation listed in references (a) or (b), but not currently authorized for payment at the activity:

(a) Description of the local condition for which payment is requested and date the condition was determined for which ED may be authorized.

(b) Number and type of personnel involved (include official title, series and grade).

(c) Frequency and length of exposure.

(d) Description of the protective devices available.

(e) Discussion of the safety measures taken to reduce the severity of the hazard, physical hardship, or unusual working condition and the effectiveness of these measures.

(f) Name and telephone number of the supervisor from whom additional information may be obtained.

(g) For a new work situation not presently listed in references (a), (b), or an activity Schedule of

21 SEP 2004

Wages, contact your HRO advisor for assistance and guidance for submission to Department of Navy, Office of Civilian Human Resources, in accordance with reference (c).

(2) The activity Position Management Officer or designee will:

(a) Validate the requirements of the work situation from an organization and functional standpoint ensuring that the function is properly assigned an organizational alignment is in conformance with current standards.

(b) Validate that work methods and/or procedures cannot be changed to eliminate the requirements.

(c) Obtain an evaluation from a safety standpoint of the work situation. (This applies only to those activities with a Safety Office/Officer.).

(d) Forward all documentation to HRO.

(3) HRO Personnel Advisor will:

(a) Review the work situation documentation and obtain additional information as required through discussion with the supervisor, conduct a work audit, ensure evaluation by a subject matter expert.

(b) Obtain an evaluation of the ED work situation from an activity with a safety/health office for those activities without a Safety Office/Officer.

(c) Determine whether the local work situation meets the program qualification requirements of the categories defined in references (a) or (b).

(d) Forward the findings with a recommendation to the activity Position Management Officer or designee.

(4) An activity-designated official will review and approve/disapprove the work situation; and return the request to the originator with a copy to HRO.

(5) For an approved work situation, the activity will:

(a) Provide the appropriate payroll office the following information: basis of payment, i.e., actual exposure

or hours in pay status; brief description of the work situation; rate at which payable; applicable payroll code; authorization official; and effective date.

(b) Incorporate the change into the next revision of the activity Schedule of Wages instruction.

b. Payments for Approved Work Situations. The amount of ED payable is determined by multiplying the percentage rate authorized for the category by the second step rate for grade WG-10 on the current regular non-supervisory schedule for the wage area for which the differential is payable. The amount is paid uniformly to each wage grade employee who qualifies for the authorized ED, regardless of the grade level of the employee. An employee subjected at the same time to more than one hazard, physical hardship, or working condition is paid for that exposure which results in the highest differential but is not paid for more than one differential for the same hours of work. EDs are payable as follows:

(1) Actual exposure category EDs shall be paid a minimum of one hour's differential at the first instance of exposure and increments of one quarter hour for each 15 minutes or portion thereof in excess of 15 minutes of exposure.

(2) Hours in pay status category ED shall be paid for all hours in a pay status on the date on which the employee is exposed to the situation.

ED payment designated authorizing officials will indicate for individual's work situation if ED is warranted and will, by signature of the time card, certify that the employee was in fact exposed to an authorized work situation listed in the activity Schedule of Wages.

EXHIBIT I  
(Sample, page 1)

ENVIRONMENTAL DIFFERENTIAL  
SCHEDULE OF WAGES

FOR  
(ACTIVITY)

This attachment to (activity supplementing instruction number) reflects those work situations approved for payment of environmental differential within this command and is to be used in conjunction with COMNAVREGHIINST 12000.1D, Section 308. The schedule of environmental differential situations are divided into two parts: Section I defines categories for differentials that will be paid for actual exposure and Section II defines categories for differentials that will be paid on the basis of hours in a pay status. (or, if only one part apply, indicate only one Section and the respective category)

Any additions and/or changes to this schedule will be coordinated with HRO in accordance with Section 308, COMNAVREGHIINST 12000.1D. For any addition or change resulting in an approval, the Customer Service Representative, (Code \_\_\_) will provide the respective payroll office with pertinent information for that work situation. In addition, any approved addition or change will be incorporated by (activity admin code) in the next revision to this Schedule of Wages and a copy will be furnished to HRO.

(Exhibit I Sample, page 2)

**SECTION I - PAYMENT FOR ACTUAL EXPOSURE**

Designated Authorizing Official: (org title(s) of manager, supervisor or official authorized to certify time cards)

1. HIGH WORK - 25% of WG-10, step 2

a. Working on any structure at 100 feet above the ground, deck, roof, or from the bottom of a tank or pit.

b. Working at lesser height:

(1) if the footing is unsure, the structure if unstable;

or

(2) if safe scaffolding, enclosed ladders or other similar protective facilities are not adequate, e.g., working from a swinging stage, suspended personnel platforms (manbaskets), boatswain chair, a similar support; or

(3) performing water front maintenance operations that involve working off of small, unstable work and paint floats under piers and wharfs where footing is unsure and are subject to tide and wave surge; or

(4) if adverse conditions such as darkness, steady rain, high wind, icing, lightening or similar environmental factors render working at such height(s) hazardous.

(Exhibit I sample, page 3)

**SECTION II - PAYMENT ON BASIS OF HOURS IN PAY STATUS**

Designated Authorizing Official(s): (org title(s) of manager, supervisor or official authorized to certify time cards)

1. EXPLOSIVES & INCENDIARY MATERIAL - LOW DEGREE HAZARD - 4% of WG-10, step 2

a. Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operations and possible adjacent employees; minor irritation of the skin; minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used and wherein protective devices and/or safety measures have not practically eliminated the potential for such injury.

(1) all operations involving loading, unloading, storage and hauling of explosives and incendiary ordnance material other than small arms ammunition.

(2) all operations involved in receipt, segregation, maintenance, disassembly, demilitarization, disposal, modification, alteration, renovation, overhaul, test, stowage or issue operations involving nuclear, explosive, chemical or incendiary ordnance or ordnance components.