

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234

FSH Regulation  
No. 690-5

1 June 1984

Civilian Personnel  
ENVIRONMENTAL DIFFERENTIAL PAY

1. PURPOSE. To prescribe policies, responsibilities, and procedures necessary to implement payment of environmental differentials to Federal Wage System employees who are exposed to hazards, physical hardships, or working conditions of an unusually severe nature.
2. APPLICABILITY. This procedure applies to all hourly paid appropriated and nonappropriated fund employees at/or serviced by the Fort Sam Houston Civilian Personnel Office.
3. DEFINITIONS.
  - a. Environmental Differential. Additional pay authorized, as specified in FPM Supplement 532.1 S8-7, for a category of situations involving exposure to a hazard of an unusual nature, a physical hardship of an unusual nature, or a working condition of an unusual nature.
  - b. Hazard of an Unusual Nature. Exposure to a category and work situation which could result in significant injury, illness, or death when the hazard is not practically eliminated by protective facilities.
  - c. Physical Hardship of an Unusual Nature. Exposure to a category and work situation which causes significant physical discomfort or distress not practically eliminated by protective devices.
  - d. Working Condition of an Unusual Nature. Exposure to conditions which cause 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 and where such distress or discomfort is not practically eliminated by protective clothing and equipment.
  - e. Differential Rate. Rates authorized for various categories of exposure are as described in FPM Supplement 532-1, Appendix J. Amount of differential is determined by multiplying the percentage rate authorized for the described exposure by the second step of WG-10 on the current local regular wage schedule and the second step of NA-10 on the current

local nonappropriated fund wage schedule. This amount is paid to each wage employee who qualifies for the authorized environmental differential regardless of the grade level of that employee.

#### 4. POLICIES.

a. Managers will ensure that environmental differential pay (EDP) is paid only when authorized. A major and continuing objective of all levels of management will be the reduction or elimination of hazards, hardships, or conditions necessitating additional compensation.

b. Environmental differentials are not intended to compensate for work practices which circumvent established safety practices and procedures.

c. Wage employees are compensated for exposure to environmental conditions of an unusual nature when action cannot be taken to practically eliminate the condition which causes the specific hazard, physical hardship, or working condition.

d. The US Office of Personnel Management (OPM) determines and publishes environmental differential pay plans to include additions, deletions, or changes. These issuances are available in the Civilian Personnel Office. Additionally, copies are distributed to subordinate commanders and principal staff officers as required.

e. Environmental differentials are a part of the employee's basic rate of pay for purposes of computing overtime pay, retirement deductions, etc.

f. The effective date of authorization of a pay differential will be subsequent to the identification and verification of the condition. There is no provision for retroactive authorization.

g. Environmental conditions relating to hazard, physical hardship, or working conditions, are contained in Appendix J, FPM Supplemental 532-1.

h. Method of payment and illustrations of specific situations are outlined in Appendix A.

i. All payments of environmental differential must be properly documented and certified on employee timecards.

#### 5. RESPONSIBILITIES.

##### a. Installation Commander:

(1) Assures that a program is established and maintained to determine eligibility of employees for payment of environmental differentials within categories of work and situations enumerated in the OPM governing issuance.

(2) Assures that EDP is paid only when warranted.

(3) Establishes and delegates authority to an ad hoc committee consisting of the following individuals or their representatives: Chief, Position Management and Classification Branch, Civilian Personnel Office (ad hoc committee chairman); Safety Officer; Director, Health Services; and appropriate managers/supervisors.

(4) Authorizes supervisory personnel to sign timecards certifying appropriate payment of environmental differentials within locally approved categories.

b. Environmental Differential Ad Hoc Committee:

(1) Evaluates local situations against OPM guidelines to identify and make recommendations concerning payment of environmental differential.

(2) Assures coordination with operating officials, employee organizations, and employees in making determinations required by (1), above.

c. Civilian Personnel Officer:

(1) Advises and assists all concerned in equitable administration of this program.

(2) Approves or disapproves payment of environmental differential categories based upon analysis of OPM regulations and the recommendations of Environmental Differential Ad Hoc Committee.

(3) Serves as local regulatory proponent for the program.

(4) Reviews and forwards to higher authority those situations which either cannot be resolved locally or represent future potential additions to approved lists.

(5) Ensures that supervisors are oriented concerning their responsibilities for identifying and documenting exposure situations and reporting exposures for pay computation purposes.

(6) Conducts periodic spot-checks of payments under this program to ensure administrative compliance.

d. Comptroller-Finance and Accounting Office:

(1) Maintains current file of all schedules and rates approved by the Civilian Personnel Office.

(2) Computes and includes environmental differential pay in bi-weekly checks for employees to whom such differentials have accrued.

(3) Maintains such data as will enable continuing cost analysis of environmental differentials paid.

e. Supervisors:

(1) Constantly assess their operations to identify situations or conditions which possibly warrant authorization for environmental differentials.

(2) Insure that environmental pay is authorized only when exposure warranting it is necessary and actually takes place.

(3) Accurately annotate periods of exposure on timecards and maintain sufficient records of circumstances warranting payment under this program to permit post-audit by proper authorities.

(4) Equitably distribute assignments for which additional pay is authorized among qualified employees in accordance with workload requirements and skills of available employees.

6. BASIS OF ENVIRONMENTAL DIFFERENTIALS. Environmental differential is paid either on (a) actual exposure basis, or (b) shift basis.

a. Actual Exposure Basis. An employee entitled to an environmental differential:

(1) 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 and portion thereof in excess of 15 minutes.

(2) When exposed at intermittent times during a day, shall have each exposure considered separately (i.e., the amount of time exposed is not added together before payment is made for exposure beyond one hour's duration) except that pay for the environmental differential may not exceed the number of hours of active duty by the employee on the day of exposure.

(3) During an overtime period for which entitled to overtime, shall be paid not less than the minimum amount of environmental differential to which he/she would otherwise be entitled. For example, an employee exposed for 15 minutes during his/her regular work period and again during a 15 minute overtime period, receives two hours environmental differential pay.

b. Shift Basis. When an employee is exposed during a work period that includes eight hours regular pay, he or she receives the differential for all hours of the regular shift, regardless of the period of exposure during their shift, as well as for all hours of their overtime (but not in excess of his/her total hours in a pay status). This means that when an employee is exposed during a work period that includes eight hour' regular pay and two hours' overtime, he or she receives ten hours' differential pay.

7. RELATIONSHIP TO OTHER PAY. Environmental differential is included as part of the employee's basic rate of pay and is used to compute overtime, holiday, or Sunday premium pay, the amount from which retirement deductions are made and is the amount on which group life insurance is based.

8. PROCEDURE. Appendix A reflects all categories existing at Fort Sam Houston which are currently recognized by the US Office of Personnel Management for payment of environmental differential.

a. Managers, operating officials and supervisors will review Appendix A and determine whether a local situation may be covered by one or more of the approved defined categories. Situations not covered by one of the categories in Appendix A must be approved by the US Office of Personnel Management prior to initiation of payment. Potential new categories should be brought to the attention of the Civilian Personnel Office, Position Management and Classification Branch.

b. Justification for payment of environmental differential will be prepared and submitted to the Civilian Personnel Office for determination and authorization of payment. As a minimum, requests will contain the following information: job title, location, nature of duties and payment category requested. As required, the Civilian Personnel Office will request review and recommendations from the Environmental Differential Ad Hoc Committee members to aid in determining the extent and degree of the hazard, physical hardship or working condition involved and whether it could be eliminated or reduced. Based upon these recommendations, the Civilian Personnel Officer will render final approval or disapproval of the EDP request. The Civilian Personnel Office will furnish appropriate documentation to the Civilian Payroll Office on approved requests. Questions on documenting and reporting employees in approved environmental pay categories should be referred to the Civilian Payroll Office.

9. REFERENCE. Federal Personnel Manual Supplement 532-1, Federal Wage System and DA CPR 532-1, Subchapter 8, Pay Administration.

APPENDIX A

Recognized categories of Hazards, Physical Hardships, or Severe Working Conditions justifying Environmental Differential Pay at Fort Sam Houston and Serviced Activities.

Category

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|---|--|
| 1. Flying. Working in aircraft at altitudes of 500 feet and under (daytime) and 1000 feet and under (nighttime).  | 100% (Actual Exposure)                 |
| 2. Explosives and incendiary material-low degree hazard. Personnel working with or in close proximity to explosives and incendiary material performing operations such as loading, unloading, storage and hauling explosives and incendiary ordnance material other than small arms ammunition.   | 4% (Hours in pay status)               |
| 3. Explosives and incendiary material-high degree hazard. Personnel working with or in close proximity to explosives and incendiary material - other than small arms ammunition - operations involved in research, testing, manufacturing, renovation, maintenance, inspection and disposal of sensitive explosives or incendiary materials, and all operations involving re-grading and cleaning artillery ranges. | 8% - high degree (Hours in pay status) |
| 4. Hot work. Personnel subject to hot work (temperatures in excess of 110° Fahrenheit in confined spaces where mechanical or protective devices do not practically eliminate the exposure.  | 4% (Actual exposure)                   |
| 5. Micro-organisms - high degree hazard. Direct contact with primary containers of organisms pathogenic for humans such as culture flasks, test tubes, syringes, pipettes or other laboratory equipment which is to be autoclaved or otherwise sterilized by the employee.  | 8% (Hours in pay status)               |

The proponent of this regulation is the Position Management and Classification Branch, Civilian Personnel Officer. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234.

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