**Department of Military and Veterans Affairs**

Personnel

**ENVIRONMENTAL DIFFERENTIAL PAY (EDP) and HAZARDOUS DUTY PAY (HDP) PROGRAM**

**Department of Military & Veterans Affairs Office of the Adjutant General**

**UNCLASSIFIED**

**Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP) Program**

**History:** This regulation establishes the policies, procedures, and administration of Environmental Differential Pay (EDP) and Hazardous Duty Pay (HDP).

**Purpose:** The purpose of the regulation is to establish uniform policy, procedures, and administration to implement the Texas National Guard EDP/HDP program.

**Applicability:** This regulation applies to all Title 32 and Title 5 Employees in the Texas Army National Guard and the Texas Air National Guard. This regulation applies whether the employee is full-time, temporary, part-time, or intermittent.

**Proponent:** The proponent of this regulation is the Texas Human Resources Office, Position Classification (COHRO/PCS).

**EEO Statement:** Environmental Differential Pay and Hazardous Duty Pay will be determined without regard to race, color, creed, sex, age or national origin.

**Supplementation:** Supplements to this regulation are not authorized.

**Suggested Improvements:** The proponent agency of this regulation is the Human Resource Office (HRO), Department of Military and Veterans Affairs, State of Texas. Users are invited to send comments to the Department of Military and Veterans Affairs, ???

**Distribution and Restrictions:** Approved for public release, distribution unlimited. Local and electronic distribution authorized.

**CONTENTS**

**CHAPTER 1 - OVERVIEW**

PARAGRAPH

References 1-1

Regulatory Authority 1-2

Abbreviations and Terms 1-3

Policy 1-4

**CHAPTER 2 - RESPONSIBILITIES**

Responsibility 2-1

Chairperson 2-2

Texas National Guard 2-3

EDP/HDP 2-4

**CHAPTER 3 - GENERAL**

EDP 3-1

HDP 3-2

Protective Measures 3-3

Entitlement 3-4

**CHAPTER 4 – REQUEST FOR EDP/HDP DETERMINATION**

Supervisors 4-1

Form ? 4-2

Routing 4-3

**CHAPTER 5 – EVALUATION, APPROVAL, DISAPPROVAL PROCEDURES**

Evaluation 5-1

Approval/Disapproval 5-2

**CHAPTER 6 – CALCULATING EDP/HDP PAY**

EDP 6-1

HDP 6-2

Authorization 6-3

Eligibility 6-4

**ANNEX - POSSIBLE EDP/HDP SITUATIONS**

???

Annex B

|  |  |  |  |
| --- | --- | --- | --- |
| B. Abbreviations and Terms | 30 | D. Example | 33 |
| C. Acronyms | 32 | E. EDP/HDP Flowchart | 34 |

**CHAPTER 1 - OVERVIEW**

1. **REFERENCES.**
2. Public Law 92-392
3. 5 CFR, § 532, Subpart E, Appendix A, Schedule of Environmental Differentials
4. 5 CFR, § 550, Subpart I, Appendix A, Pay for Duty Involving Physical Hardship or Hazard
5. Operating Manual for Federal Wage System Subchapter S8
6. AFI 65-201, Internal Management Control Program.
7. AR 11-2, Management Control.
8. AR 690-532-1, Federal Wage System.
9. AFI 91-301 Safety AFOSH
10. AR 385-10 Safety & Occupational Health
11. **Regulatory Authority**.

This regulation is authorized by Public Law 92-392, Aug 19, 1972.

1. **Abbreviations and Terms.**

Abbreviations and special terms used in this regulation are explained herein or in the Glossary

1. **Policy**.

The goal of the EDP/HDP program is to provide the safest possible working environment to all Title 32 and Title 5 employees. To accomplish this goal, the objectives of the program are:

1. Identify unusually severe working conditions, physical hardships, and hazardous situations through analysis of the work assignment.
2. Eliminate or reduce severe working conditions, physical hardships, and hazards to the lowest level possible.
3. Assure that situations are promptly reviewed and determinations made on EDP/HDP entitlements.
4. Provide a basis to ensure that decisions concerning EDP/ HDP are made in a timely manner and applied equally to all employees in identical work situations.
5. To ensure that differential compensation is not paid by condoning work practices that circumvent safety laws, rules, and regulations.
6. Ensure that employees are knowledgeable of their entitlements.

**CHAPTER 2 - RESPONSILIBILITIES**

1. **Responsibility**
2. The Adjutant General (TAG) has overall responsibility for the EDP/HDP programs and appoints the EDP/HDP committee and chairperson.
3. The HRO will be responsible for managing the EDP/HDP programs.
4. **Chairperson**

The Chairperson;

1. Schedules and conducts EDP/HDP committee meetings.
2. Maintains the EDP/HDP records and files.
3. Ensures the EDP/HDP committee reviews all EDP/HDP situations as required.
4. In the case of a tied vote on EDP/HDP situations the chairperson will cast deciding vote for approval or disapproval, but is not a voting member otherwise.
5. **Texas National Guard**
6. Financial managers ensure time card certifying officials are trained and ensure payroll guidance is provided for EDP/HDP.
7. Safety Offices, Environmental offices, and Occupational Health offices are responsible for monitoring safety, environmental, and occupational health programs and providing the EDP/HDP committee with current information on reducing the hazards or eliminating the situations approved for EDP/HDP.
8. Supervisors.
9. Certifies EDP/HDP duty performed.
10. Ensures all safety practices and operating procedures are being adhered to.
11. Validates/certifies employee requests for EDP/HDP as appropriate.
12. Requests and/or forwards EDP/HDP requests from the work center.
13. Continually reviews the work environmental for work situations that present a hazard or unusually severe working condition.
14. Employees: notify the immediate supervisor when hazards or unusually severe working conditions exist.
15. **EDP/HDP**

The EDP/HDP Committee

1. A single joint Army/Air committee will be appointed to make EDP/HDP determinations for the Texas National Guard. The team will have 8 voting members. A decision will be reached by majority vote. A quorum of 75% (6 members) must be present in order to hold a meeting. The composition of the committee will have 4 Army and 4 Air members and the following occupational areas will be represented:
2. Safety (AIR)
3. Bio-Environmental (AIR Force)
4. Maintenance (AIR)
5. Union (AIR)
6. Safety and Occupation Health (ARMY)
7. Environmental (ARMY)
8. Maintenance (ARMY)
9. Union (ARMY)
10. Evaluate all new situations against appropriate criteria including all available background, (PPE, Safety report) information necessary and make recommendations for approval or disapproval. The key criteria is that hazards that are not “practically eliminated” will be consideration for EDP/HDP.
11. Initiate continuing positive actions to eliminate the dangers and risks which contribute to or cause the hazard, physical hardship or working condition of an unusually severe nature.
12. The committee will meet as required but no less than annually to review existing approval EDP/HDP situations and document the review in the situation files. If any condition changes for approved EDP/HDP situations, the committee will make a new determination of eligibility.
13. HRO classification Specialist will serve as an advisor to the committee as required.

**CHAPTER 3 - GENERAL**

1. **Environmental Differential Pay (EDP)**

EDP is applicable for conditions listed in 5 CFR § 532.513 APPENDIX A TO SUBPART E. Environmental Differential Pay:

1. Exposure to an unusually severe hazard could result in significant injury, illness, or death, such as working on a high structure or an open structure. When adverse conditions exist, such as darkness, lightning, steady rain, snow, sleet, ice or high wind velocity.
2. A employee exposed at the same time to more than one hazard, physical hardship, or working condition in separate categories shall be paid for each category of exposure.
3. When more than one category of exposure occurs during the same hour but not at the same time, the highest exposure rate will be paid.
4. **Hazardous Duty Pay (HDP)**

HDP is applicable for conditions listed in 5 CFR § 550.904 APPENDIX A TO SUBPART I. A general schedule (GS) employee may not be compensated for performing hazardous duty that is taken into consideration and written into the job classification.

1. **Protective Measures**

When a potential hazard, physical hardship or working condition is identified in a work assignment, the first consideration must be given to the protection of the employee. Protective measures that reduce the employee’s hazard and/or tend to relieve discomfort must be made available and the use of these measures enforced.

1. If no effective measures are available to protect the employee from the effects of the work environment, and real injury or serious discomfort is experienced by the employee, appropriate compensation through differential pay must be provided. The following must occur:
   1. The essential requirements for the work assignment, which involve potential hazard or serious discomfort, must be determined.
   2. Available protection must be used to reduce the effect of the adverse condition to whatever minimum is possible.
   3. The number of employees exposed should be limited to the absolute minimum necessary to accomplish the work assignment.
2. **Entitlement**

A employee who is assigned and performs any irregular or intermittent duty specified in this plan is entitled to the appropriate EDP/HDP when that duty is not usually involved in carrying out the duties of his/her position. However, it should be noted that a differential may be paid only to employees who are assigned the hazardous duty or duty involving physical hardships. A differential is not authorized for volunteers, employees who undertake a duty without proper authorization, either expressed or implied.

1. **Eligibility**
2. Applies to general schedule employees.
3. Duty involves physical hardships, which causes extreme physical discomfort or distress and is not adequately alleviated by protective or mechanic devices.
4. Duty Performance under circumstances in which an accident could result in serious injury or death, such as duty performed on a high structure when adverse conditions such as darkness, lighting, steady rain or a high wind velocity exist.
5. HDP- is an additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardship. This only applies to those situations where the individual is not fully compensated for the duty in the current employee position description and the resulting GS grade.
6. Employees who are receiving annual premium pay are not eligible for HDP.

**CHAPTER 4 REQUEST FOR EDP/HDP DETERMINATION**

1. **Supervisors**

Supervisors who identify situations warranting consideration for EDP/HDP must request an eligibility determination. Request for approval of EDP/HDP determinations will be submitted in memorandum form to the EDP/HDP Committee chairperson. Requesting supervisors will also inform their chain of command on every EDP/HDP request that is submitted.

1. **DMVA Form ???**

Requests for EDP/HDP will be made on DMVA Form ???. All applicable blocks must be filled for situation to be reviewed by the EDP/HDP committee. Any incomplete forms will be returned to the originator for required information. Minimum required information for DMVA Form??? is as follows:

1. A detailed description of the hazardous work situation
2. Official position description
3. Appropriate technical guidance
4. All applicable safety directives covering the work situation
5. Safety, environmental and/or occupational health reports on the work situation
6. A narrative detailing why the situation cannot be reduced or eliminated
7. Hazard classification information for explosives, incendiary devices or toxic chemicals.
8. Accident records
9. A list of Personal Protective Equipment (PPE) being used.
10. Supporting or non-supporting written endorsements from the supervisory chain.
11. **Routing**

Prior to forwarding the request for EDP/HDP determination the committee chairperson, the requests will be routed through the HRO, Safety & Occupational Health Office, and the Bio- environmental Office, which will review and address in writing as to whether the potential hazard can be reduced or eliminated.

**CHAPTER 5 - EVALUATION, APPROVAL, DISAPPROVAL PROCEDURES**

1. **Evaluation**
2. The EDP/HDP Committee chairperson will enter each request into the situation log, assign it a number and establish a situation file. The chairperson will convene the committee at the earliest opportunity. The committee will recommend the situation's eligibility and rate of differential pay in accordance with applicable guidelines, directives, and regulations from DOD, NGB and any other applicable information. Committee decisions will be by majority vote.
3. If the request meets eligibility criteria, the committee will prepare an EDP/HDP Category Determination and forward it, along with all pertinent correspondence to the Human Resource Officer. The Human Resource Officer will review the recommendation, and approve or disapprove the request.
4. **Approval/Disapproval**
5. If the request does not meet the eligibility criteria, the committee chairperson will forward it to the Human Resource Officer with the recommendation that it be disapproved and returned to the requesting official.
6. Entitlement to EDP/HDP begins when the request is approved by the Human Resource Officer.
7. The Human Resource Officer's approval/disapproval will be forwarded to the committee chairperson. Copies will be furnished to the Financial Manager and in accordance with ANNEX D.
8. Categories and percentages of authorized EDP/HDP will be added, deleted or modified by the HRO as recommended by the EDP/HDP Committee, as changes in local situations occur, and as the Office of Personnel Management modifies schedules.
9. The EDP/HDP Committee, as a minimum, will review the EDP/HDP Plan annually to insure that situations which still exist warrant payment of entitlements.

**CHAPTER 6 – CALCULATING EDP/HDP PAY**

1. **EDP**
2. EDP is payable for actual exposure or for all hours in a pay status. The amount that is payable is determined by multiplying the percentage rate authorized for the exposure, found in ANNEX A) by the basic hourly rate of a WG Employee 10, step 2. That amount is then multiplied by the number of hours to be paid.
3. A WG employee is entitled to EDP for one of two bases:
4. Actual Exposure (Part I): Payment will be for a minimum of one hour differential pay for each exposure. However, when more than one exposure occurs within the same hour, the employee will be paid for the exposure, which results in the highest differential. Entitlement begins with the first instance of exposure. When exposure continues beyond one hour, the employee will be paid in one-quarter hour increments for each 15 minutes and portion thereof in excess of 15 minutes.
5. Hours in Pay Status (Part II): Payment will be for all hours in a pay status on the calendar day on which the employee is exposed to the situation.
6. EDP is included as part of the employee's basic rate of pay and will be used to compute premium pay, income tax deductions and retirement deductions.
7. **HDP**

HDP is determined by multiplying the percentage rate authorized for the exposure, (found in ANNEX B) by the employee's hourly rate of pay. That amount is then multiplied by the number of hours to be paid.

1. **Authorization**

EDP/HDP is authorized only when employees are in pay status. Compensatory time earned is not considered paid status for this purpose.

1. **Payment of HDP**
2. Some of the HDP differentials categories are payable whenever the criteria in the category definitions are met. Others are payable only if protective facilities, devices, or clothing have not practically eliminated the hazards, physical hardships, or working conditions. Determinations in this regard may be made through negotiations at the local level.
3. Categories for which payment are made when the conditions given in the definitions are met are those in which there is no reference to practical elimination of the condition through protective measures. Categories which are subject to practical elimination contain language to that effect in the definition.
4. HDP differentials may not exceed an amount equal to 25% of the employee’s base pay.
5. If a employee is in "retained pay status", the employee will receive the percentage based on the employee's retained pay rate.
6. HDP differentials will be terminated when adequate safety precautions have reduced the hazard to an acceptable level.
7. HDP differentials are paid in addition to other pay and allowances. It is not a part of the base pay and may not be computed into the calculations for any other additional pay programs.
8. HDP differentials, unlike premium pay, have no limitations. For example, there is no ceiling of the total pay not exceeding the maximum rate for grade GS-15.

ANNEX A-1

Maintenance Inspection and Servicing, F-16 Wing and Upper Fuselage

Paragraph 2b, Part I, Appendix A to Subpart E, 5 CFR 532

High Work at Lesser Height - 25%

1. F-16 aircraft upper wing surface exceeds 15 feet above the ground and slightly higher fuselage. It is not practical to attach safety rails or lines to these areas. The surface is very slick when wet or covered with frost, ice or snow. During these conditions, the footing is unsure when the wind exceeds 30 MPH.

When the following work must be accomplished under these conditions, it is subject to 25% environmental differential pay as a Part I item, actual exposure.

a. Over-the-wing fueling.

b. Preflight inspection work and wing life raft installation/removal requiring work on upper wing surface.

c. Emergency or urgent repair work necessary to upper wing and nacelle surfaces.

d. Removal of snow, ice and frost requiring personnel to work from upper wing surfaces.

2. Authorizing Official: ANG Maintenance, AGS or Avionics Branch Chief.

3. Approving Official: ANG Logistics Management Officer.

F-16 Aircraft Fuel Cell Repair Center

Paragraph 2, Part II, Appendix A to Subpart E, 5 CFR 532

Explosives and Incendiary Material

High Degree Hazard - 8%

1. The F-16 integral fuel tank system repair involves working inside or partially in very closely confined areas with restrictive access and egress provisions. To make this entry and maintenance work a safe operation, the tanks must be purged and depuddled IAW T.O. 1-1-3 and explosion suppression foam must be removed IAW T.O. 1F-16B-2-5. A serious explosion hazard exists throughout the entire fuel tank maintenance operation due to the potential for static electricity being introduced into the environment. The current explosion suppression foam has been proven to create static electricity. When the following work is accomplished, it is subject to 8% environmental differential pay as a Part II item, shift basis.

a. Depuddling and purging operations requiring personnel inside or partially into fuel cavities

(breathing apparatus required).

b. All handling of explosion suppression foam.

c. All work done by an individual completely within purged tanks or partially within tanks with exposed explosion suppression foam (unable to isolate work area, breathing apparatus required). Applies to specialist support work also.

2. Authorizing Official: ANG Maintenance, AGS or Avionics Branch Chief.

3. Approving Official: ANG Logistics Management Officer.

Maintenance Inspections and Servicing F-16 Aircraft

When Wind Velocity Exceeds 40 MPH Paragraph 9, Part I, Appendix A to Subpart E, 5 CFR 532

High Wind Velocity - 25%

1. F-16 aircraft parked on the flight line may be subjected to high wind velocity. To meet mission requirements, maintenance must be performed when wind exceeds 40 MPH. The flying debris (small rocks) from the wind and the chance of being knocked down results in an unusual degree of discomfort. When work must be accomplished under these conditions, it is subjected to 25% environmental differential

pay as a Part I item, actual exposure. This applies during scheduled and unscheduled maintenance, preflight and home station check inspection, and/or emergency or urgent repair work of aircraft.

2. Authorizing Official: ANG Maintenance, AGS or Avionics Branch Chief.

3. Approving Official: ANG Logistics Management Officer.

F-16 Aircraft Loading and Unloading Flares

Paragraph 2, Part II, Appendix A to Subpart E, 5 CFR 532

Explosives and Incendiary Material

High Degree Hazard - 8%

1. The F-16 defensive system protects the airplane against surface-to-air and air-to-air heat seeking missiles. The defensive system detects incoming missiles and ejects flare decoys to direct heat seeking missiles away from the airplane. The loading and unloading of flares in magazines and magazines on the aircraft, involves work in close proximity to high energy incendiary materials, which have the potential for significant personal injury. The potential for extensive property damage and personal injury exists even when all technical data is followed. When the following work is accomplished, it is subject to 8% environmental differential pay as a Part II item, based on hours in pay status.

a. Loading and unloading of flares in magazines.

b. Loading and downloading of magazines on the aircraft.

2. Authorizing Official: ANG Maintenance, AGS or Avionics Branch Chief.

3. Approving Official: ANG Logistics Management Officer.

**Approved EDP/HDP Situations**

Hot Work; Fuels Systems Handling (F-16 EPU) Maintenance

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATION: Aircraft Maintenance Section AASF

San Antonio, TX

Employees assigned to Fuel Shop are required to work on the F-16 emergency power unit (EPU), during periods when outside air temperatures (OAT) exceed 100 degrees Fahrenheit. Fuel personnel are required to service, handle, purge, test, clean-up, decontaminate and neutralize any spills which occur. During this process, protective clothing results in an unusual degree of discomfort and potential for heat stress, where such exposure is not practically eliminated by the mechanical equipment or protective devices being used. Many of these maintenance operations preclude employees from leaving aircraft to relieve potential heat stress.

CATEGORY:

Part I, Category 6. Hot Work, 4%; f-16 (epu)

AUTHORIZING OFFICIALS TO APPROVE PAYROLL DOCUMENTATION: Superintendent, Intermediate Maintenance. Supervisor Aerospace system.

AVERAGE LENGTH OF EXPOSURE: Daily During Hot Weather.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE:

Part I, Category 6, Hot Work, F-16 (EPU)

DIFFERENTIAL RATE:

4%

Hours in pay status

Actual Exposure

WORK SITUATION: Aircraft Maintenance Section AASF

Employees assigned to Fuel Shop are required to work on the F-16 emergency power unit (EPU), during periods when outside air temperatures (OAT) exceed 100 degrees Fahrenheit. Fuel personnel are required to service, handle, purge, test, clean-up, decontaminate and neutralize any spills which occur. During this process, protective clothing results in an unusual degree of discomfort and potential for heat stress, where such exposure is not practically eliminated by the mechanical equipment or protective devices being used. Many of these maintenance operations preclude employees from leaving aircraft to relieve potential heat stress.

AUTHORIZING OFFICIALS TO APPROVE PAYROLL DOCUMENTATION: Superintendent, Intermediate Maintenance. Supervisor Aerospace system.

Date on-site review made: Accident records attached?

Safety report on work situation attached? Protective clothing/equipment required? (if yes, list) Hazard classification (If involving explosive or incendiary device):

Appropriate technical instructions: TACR 66-5

EDP/HDP DETERMINATION: Recommended Approval

DATE OF DETERMINATION:

Recommended Disapproval

JUSTIFICATION:

Employees assigned to Fuel Shop are required to work on the F-16 emergency power unit (EPU), during periods when outside air temperatures (OAT) exceed 100 degrees Fahrenheit. Fuel personnel are required to service, handle, purge, test, clean-up, decontaminate and neutralize any spills which occur. During this process, protective clothing results in an unusual degree of discomfort and potential for heat stress, where such exposure is not practically eliminated by the mechanical equipment or protective devices being used. Many of these maintenance operations preclude employees from leaving aircraft to relieve potential heat stress.

**ANNEX A-6**

Explosives, Low Degree Hazard (Life Support)

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATIONS: Life support Branch

140th Wing Logistics (ANG) Buckley AFB, Aurora, CO 80011

Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of employees engaged in the operation 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 device and/or safety measures have not practically eliminated the potential for such injury.

CATEGORY:

Part II, Category 3, Explosives, Low Degree Hazard 4%

AUTHORIZING OFFICIALS TO APPROVE PAYROLL DOCUMENTATION: Life Support Supervisors

AVERAGE LENGTH TO EXPOSURE:

2 TO 4 Hours per day.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE:

Part II, Category 3, Explosives and Incendiary Material, Low Degree Hazard (F-16)

DIFFERENTIAL RATE:

4%

Hours in Pay Status

Actual Exposure

WORK SITUATIONS: Life support Branch

140th Wing Logistics (ANG) Buckley AFB, Aurora, CO 80011

The 140th Life Support Employees are required by their job description, to be qualified on the F-16 aircraft ejection seat parachute and survival kit system. Duties include seat kit removal, disassembly, inspection, repack and reinstallation. Two employees (two-person concept) are required to perform the cockpit inspection, removal, and reinstallation of the survival kit and parachute which are an integral part of the aircraft egress system. The above functions require working in close proximity to explosive devices. Survival kits for the F-16 contain explosive cutters which are devices designed to sever reefing line cutters/release lines. Pyrotechnics in the form of flare guns (Mark 13/124) are contained in the seat kits and are required to be removed during normal survival kit inspection/maintenance and reinstalled in the survival kit prior to reinstallation in the aircraft.

Life Support employees participate in the inspecting and packing of hand-held smoke signals (Mark

13/124) during survival kit inspections. Parachutes used in the F-16 aircraft contain explosive devices (Motor Tube Assy/ACES 11 Seat/Mark 5 Cartridges) which require removing, inspection and reinstallation. This involves the engaging and disengaging of a motor tube assembly into the ejection seat.

Working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of employees engaged in the operation 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 device and/or safety measures have not practically eliminated the potential for such injury.

AUTHORIZING OFFICIALS TO APPROVE PAYROLL DOCUMENTATION: Life Support Supervisors

Date on-site review made: Accident records attached?

Safety report on work situation attached?

Protective clothing/equipment required? (if yes, list)

Hazard classification (If involving explosive or incendiary device):

Appropriate technical instructions:

T.O. 13A5-56-11, and 1F-16A-2-95JG-50-1.

EDP/HDP DETERMINATION: XX Recommend Approval DATE OF DETERMINATION:

Recommend Disapproval

JUSTIFICATION:

Criteria is working with or in close proximity to explosives and incendiary material which involves potential injury such as laceration of hands, face, or arms of employees engaged in the operation 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 device and/or safety measures have not practically eliminated the potential for such injury.

All operations involving handling of explosives and incendiary ordnance material other than small arms ammunition.

Assembly, disassembly, and inspections of primers, fuses, propellant charges, boosters, igniters. Handling and packing of hand-held signals, smoke signals, and colored marker signals. Arming/disarming or the installation/removal of any squib, explosive device, of component thereof,

connected to or part of a solid propulsion system, including work situations involving removal, inspection, test and installation of aerospace vehicle egress and jettison systems and other cartridge actuated devices and rocket assisted systems or components thereof, when accidental or inadvertent operation of the system or a component might occur.

**ANNEX A-6**

Poisons (Toxic Chemicals) - High Degree Hazard (Hydrazine Facility)

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATIONS: Aircraft Maintenance Section Buckley AFB

Aurora, CO 80011-9403

Fuel shop employees are required to work in close proximity and handle hydrazine used as a monopropellant for the F-16 emergency power unit. Hydrazine is a very toxic chemical which has many temporary as well as many long lasting side effects. Exposure to hydrazine depending on the extent of exposure can be fatal. Fuel personnel are required to service, handle, purge, test, clean-up, decontaminate and neutralize any spills which occur. Depending on size of spill or leak, they could be exposed to this agent for as long as 13 hours. Hydrazine EPU maintenance is a required part of their duties.

CATEGORY:

Part II, Category 4 Poisons (Toxic Chemicals) High Degree Hazard (Hydrazine).

AUTHORIZING OFFICIALS TO ASSIGN EMPLOYEES AND APPROVE PAYROLL DOCUMENTATION:

Superintendent, Intermediate Maintenance. Supervisor Aerospace system.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE:

Part II, Category 4 Poisons (Toxic Chemicals) High Degree Hazard (Hydrazine).

DIFFERENTIAL RATE:

8%

Hours in Pay Status: 1-4 hours, 6 times per month.

WORK SITUATIONS: Aircraft Maintenance Section Buckley AFB

Aurora, CO 80011-9403

Fuel shop employees are required to work in close proximity and handle hydrazine used as a monopropellant for the F-16 emergency power unit. Hydrazine is a very toxic chemical which has many temporary as well as many long lasting side effects. Exposure to hydrazine depending on the extent of exposure can be fatal. Fuel personnel are required to service, handle, purge, test, clean-up, decontaminate and neutralize any spills which occur. Depending on size of spill or leak, they could be exposed to this agent for as long as 13 hours. Hydrazine EPU maintenance is a required part of their duties.

OFFICIAL AUTHORIZED TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Superintendent, Intermediate Maintenance. Supervisor Aerospace system.

Date on-site review made: Accident records attached?

Safety report on work situation attached?

Protective clothing/equipment required? (if yes, list)

Hazard classification (If involving explosive or incendiary device):

Appropriate technical instructions: TACR 66-5

EDP/HDP DETERMINATION: Recommended Approval

DATE OF DETERMINATION:

Recommended Disapproval

JUSTIFICATION:

1. EDP/HDP Work Situation Hydrazine, H-70 was reviewed by the committee. The protective equipment listed in AFOSH Standard 161-13, Atch 6, Table A6-1, see Atch 1, provides more than adequate protection against hydrazine. However, since this work situation is regular and recurring, it will be summarized in detail.

2. For purposes of health hazard evaluation and health protection, H-70 hydrazine exposure to an unprotected individual could via inhalation of vapor or through skin absorption of the liquid. Personnel working with hydrazine are provided with and are required to use proper protective equipment to prevent exposure via these routes. Supplied air respirators provide protection from inhalation of vapor. Rocket fuel handler protective equipment is impregnable to hydrazine and thus prevents skin contact.

3. Air sampling surveys have indicated that hydrazine vapor concentrations during tank maintenance could reach up to two parts per million (during tank top-off). This concentration does not present an immediate hazard and, in reality, is immaterial since employees wear respiratory protection. The Immediately Dangerous to Life or Health (IDLH) vapor concentration for hydrazine has been established at 80 parts per million (PPM). This concentration is the maximum level from which one could escape within 30 minutes without any escape-impairing symptoms or any irreversible health effects. Therefore, even if the respiratory protective equipment were to fail, the employee would not be exposed to IDLH vapor concentrations.

4. Contrary to belief, hydrazine is not a human carcinogen. It has caused tumors in specific species of mice, yet under the same conditions, has not caused tumors in other species of mice. In light of such conflicting test data, the chemical must be treated with respect and the 8-Hour Time Weighted Average exposure criteria (discussed in the next paragraph) has been established with the cancer potential incorporated.

5. Referencing "exposure tolerance" per AFOSH Std 161-8. The implication is that "tolerance" is a vapor concentration which must not be exceeded even momentarily. Such is not the case. The "tolerance" referred to is the 8-Hour Time Weighted Average concentration (8-Hr TWA). The 8-Hr TWA is the time weighted average concentration for a normal 8 hour workday or 40 hour workweek to which nearly all employees may be repeatedly exposed, day after day, without adverse effects. The 8-Hr TWA for hydrazine is 0.1

ppm. A single example should explain the 8-Hr TWA concept. If a employee deals with hydrazine without respiratory protection several times per week and his exposure would be 0.5 ppm. For this case, since he dealt with the hydrazine frequently and did not use respiratory protection, he routinely exceeded the 0.1

ppm 8-Hr TWA exposure and corrective measures, such as respiratory protection or mechanical ventilation, would be in order.

However, if this same individual wore respiratory protection, his 8-Hr TWA exposure would be zero. The time weighted average concentration outside of his protective equipment would still be 0.5 ppm, but since protective equipment was used he is not exposed to any vapor and his 8-Hr TWA exposure would be zero. It should be pointed out that many industries rely strictly on the 8-Hr TWA as a means of worker "protection". That is, if the 8-Hr TWA is not exceeded, they do not have to provide respiratory protection or mechanical ventilation. The Air Force, however, takes a stricter approach and provides protective

equipment when there are vapors in the area - even though the 8-Hr TWA of 0.1 ppm may not be exceeded.

6. The Daeger tube does not measure down to the "tolerance level" listed in AFOSH Std 161-13, Atch 2. As discussed in the above paragraph, this "tolerance level" is not a momentary hazardous concentration that must not be exceeded. It is an average. The Daeger tube is not used to determine the 8-Hr TWA; it is only used to detect hydrazine vapor concentrations over a short period of time (approximately one minute). Therefore, the fact that the Daeger tubes do not detect down to 0.1 ppm is inconsequential. The Daeger

tubes measure down to 0.25 ppm and this is sufficient for the task performed and more than sufficient to measure the IDLH concentration of 80 ppm. In addition, during the hydrazine related work tasks, respiratory protection is worn and therefore no vapor is inhaled.

7. Referencing DODPM, Section G, Para 20361 entitlements and 20362 requirements, a military entitlement will be paid to military members without regard to exposure to hazardous materials. This incentive pay is not to be confused or compared to the Environmental Differential Pay program which is administered under OPM/NGB directives and requires worker exposure to hazardous materials or conditions that can not be controlled or eliminated by protective, engineering controls, etc.

8. Environmental Differential Pay is not given if a potentially hazardous material is used - it is given if proper protective equipment cannot practically eliminate the hazard. Personnel in this situation are provided with maximum protection. Both the inhalation hazard and skin absorption hazard have been addressed (that is, personnel have respiratory and skin protection). Therefore, the payment of differential pay is not warranted. We will continue to evaluate EDP situations in accordance with OPM/NGB philosophy concerning employee exposure.

Addition: The EDP authorization was based on hot work caused by the protective clothing during service of the EPU and during response to leaks and spills. It was submitted for toxic chemicals but quantification of exposure precluded approval.

**Annex A-7**

Welding Operations Involving Production of Toxic Fumes

Paragraph 4, Part II, Appendix A to Subpart E, 5 CFR 532

Poisons (Toxic Chemicals) High Degree Hazard - 8%

1. Welding and cutting operations involving metals such as galvanized iron produce toxic fumes which cannot be eliminated. The welder is exposed to these fumes even with the use of safety equipment. This exposure is dependent upon the position of the welding operation (horizontal), the types of metal being worked, and the type of welding operation (wire, oxy-acetylene, arc). The actual determination of the degree of hazard is situationally dependent upon the factors cited above.

2. The welder is required to work on various metals involved with all surface equipment maintained by the

CO ARNG and is exposed to fumes produced by these operations.

3. Authorizing Official: ARNG CSMS Heavy Mobile Equipment Mechanic Supervisor

4. Approving Official: ARNG CSMS Heavy Mobile Equipment Mechanic Supervisor (CSMS Chief)

**ANNEX A-8**

Maintenance and Servicing, Clearance Lights, Antennae, and Meteorological Equipment, AASF Aircraft Hangers Paragraph 2b, Part I, Appendix A to Subpart E, 5 CFR 532

High Work at Lesser Height - 25%

1. Army Aviation Support Facility employees are required to perform maintenance and servicing to various equipment installed on the AASF hangar roof. Footing is unsure due to the steepness of the roof. There is no feasible way to attach a restraining device to the employee. Adverse conditions such as an average wind speed in excess of 30 knots during certain seasons in Texas add to this hazard.

2. Authorizing Officials: ARNG Aircraft Mechanic Supervisor or Aircraft Systems Supervisor

3. Approving Authority: ARNG Supervisory Aircraft Pilot

**ANNEX A-9**

Ground Work Beneath Hovering Helicopter

Maintenance and Training, UH-60, UH1, OH58, CH-47 Helicopter High Performance Hoist

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATIONS: Aircraft Maintenance Section AASF HAATS

800 South Aspen ST. P.O. Box 453

Bldg. 1500, Stop 34 0517 Airport Rd.

Buckley AFB Gypsum, CO 81637-0453

Aurora, CO 80011-9403

Employees assigned to the AASF/HAATS are required periodically to assist with sling loads and act as ground guides. All of these operations place the employees either directly under the hovering aircraft or within its rotor wash.

Sling load missions include moving fuel bladders, attaching fire buckets, and other external loads, night vision goggles load training and assorted community support projects.

CATEGORY: Part 1, Category 2, Ground Work Beneath Hovering Helicopter; 15%.

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Maintenance Officer, Maintenance Foreman.

AVERAGE LENGTH OF EXPOSURE: Two (2) hours per month.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE:

Part 1, Category 2, Ground Work Beneath Hovering Helicopter. (All Types)

DIFFERENTIAL RATE:

15%

Hours in Pay Status

XX Actual Exposure

WORK SITUATION: Aircraft Maintenance Section AASF HAATS

800 South Aspen ST. P.O. Box 453

Bldg. 1500, Stop 34 0517 Airport Rd.

Buckley AFB Gypsum, CO 81637-0453

Aurora, CO 80011-9403

Employees assigned to the AASF/HAATS are required periodically to assist with sling load operations. Employees are required to rig loads, hook up loads and act as ground guides. All of these operations place the employee either directly under the hovering aircraft or within its rotorwash.

Sling load missions include moving fuel bladders, attaching fire buckets and other external loads, night vision goggles load training and assorted community support projects.

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Aircraft Maintenance Officer, Aircraft Maintenance Foreman.

Date on-site review made: Accident records attached?

Safety report on work situation attached?

Protective clothing/equipment required? (If yes, list):

Hazard classification (If involving explosive or incendiary device): Appropriate technical instructions: Safety Directives

EDP/HDP DETERMINATION: XX Recommend Approval DATE OF DETERMINATION:

Recommend Disapproval

JUSTIFICATION:

Army Aviation Support Facility and HAATS employees are required at times to participate in operations and/or pilot training to attach and detach external loads to helicopters hovering just overhead.

**ANNEX A-10**

AASF Fire Fighting - Low Degree Hazard

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATION: Aircraft Maintenance Section AASF HAATS

800 South Aspen ST. P.O. Box 453

Bldg. 1500, Stop 34 0517 Airport Rd.

Buckley AFB Gypsum, CO 81637-0453

Aurora, CO 80011-9403

Employees assigned to the maintenance section are required to assist in fire fighting duties and crash rescue. The employees on crash rescue duties act as a supplement to a limited dedicated fire fighting force and are specifically trained for fire fighting duties.

Due to the high volume of emergency procedure training done at the AASF/HAATS, there is a high probability of an aircraft mishap that could result in a post crash fire.

CATEGORY: Part 11, Category 10, Fire Fighting; 8%.

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Aircraft

Maintenance Officer, Aircraft Maintenance Foreman. AVERAGE LENGTH OF EXPOSURE: 8 Hours daily on call.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE: Part 11, Category 10, Fire Fighting

DIFFERENTIAL RATE:

8%

XX Hours in pay status

Actual Exposure

WORK SITUATION: Employees assigned to the maintenance section are required to assist in fire fighting duties and crash rescue. They act as a supplement to a limited dedicated fire fighting force and are specifically training for the fire fighting duties.

Due to the emergency procedure training done at the AASF/HAATS, there is a high probability of an aircraft mishap that could result in a post crash fire.

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Aircraft Maintenance Officer, Aircraft Maintenance Foreman.

Date on-site review made: Accident records attached?

Safety report on work situation attached?

Protective clothing/equipment required? (If yes, List):

Hazard classification (if involving explosive or incendiary device): Appropriate technical Instructions: Safety directives

EDP/HDP DETERMINATION: XX Recommend Approval DATE OF DETERMINATION:

Recommend Disapproval

JUSTIFICATION:

Participating or assisting in fire fighting operation on immediate fire scene and in direct exposure to the hazards inherent in containing or extinguishing fires.

**ANNEX A-11**

AASF/HAATS - Flying (Helicopter Maintenance)

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

WORK SITUATION: Aircraft Maintenance Section AASF

Buckley AFB

Aurora, CO 80011-9403

Employees assigned to the AASF/HAATS maintenance section are required to perform aerial flights. Employees participate in:

a. Maintenance Test Flights. b. Pilot Emergency Training.

c. Low Level Terrain Flight Training below 500 feet.

d. Search and Rescue, Law Enforcement, and Wildlife Survey below 200 feet.

Test flights routinely require the use of the Chadwick Vibrex and the engine vibration monitor. With this equipment installed on the aircraft, the cockpit becomes crowded and uncomfortable. The boxes and wires that are used make emergency egress from the helicopter difficult. This adds to the already hazardous nature of the flight.

Employees perform crew duties on the UH-1 H helicopter, UH-60A helicopter and the CH-47 helicopter. Missions routinely include emergency training for pilots, low level terrain flight, search and rescue, wildlife surveys, law enforcement activities and VIP missions.

CATEGORY: Part 1, Category 1, Flying; 25%.

AUTHORIZING OFFICIALS TO APPROVE PAYROLL DOCUMENTATION: Aircraft Maintenance

Officer, Aircraft Maintenance Foreman.

AVERAGE LENGTH OF EXPOSURE: 1 to 4 hours daily.

*EDP/HDP DETERMINATION SAMPLE*

CATEGORY OF EXPOSURE: PART 1, CATEGORY 1, Flying

DIFFERENTIAL RATE:

25%

Hours in Pay Status

XX Actual Exposure

WORK SITUATION: Aircraft Maintenance Section AASF

Buckley AFB

Aurora, CO 80011-9403

Employees assigned to the AASF/HAATS maintenance section are required to perform aerial flights. Employees participate in:

a. Maintenance Test Flights. b. Pilot Emergency Training.

c. Low Level Terrain Flight Training below 500 feet.

d. Search & Rescue, Law Enforcement, and Wildlife survey below 200 feet.

Test flights routinely require the use of the Chadwick Vibrex and engine vibration monitor. With this equipment installed on the aircraft, the cockpit becomes crowded and uncomfortable. The boxes and wires that are used make emergency egress from the helicopter difficult. This adds to the already hazardous nature of the flight.

Employees perform crew duties on the UH-1 H helicopter, UH-60A helicopter and the CH-47 helicopter. Missions routinely include emergency training for pilots, low level terrain flight, search and rescue, wildlife surveys, law enforcement activities and VIP missions.

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Aircraft Maintenance Officer, Aircraft Maintenance Foreman.

Date on-site review made: Accident records attached?

Safety report on work situation attached

Protective clothing/equipment required? (if yes, list):

Hazard classification (If involving explosive or incendiary device)- Appropriate technical instructions: Safety Directives

EDP/HDP DETERMINATION: XX Recommend Approval DATE OF DETERMINATION:

Recommend Disapproval

JUSTIFICATION:

Participating in flights under one or more types of the following conditions:

a. Test Flights of a new or repaired plane or modified aircraft when the repair or modification may affect the flight characteristics of the aircraft.

b. Flights to test aircraft performance under adverse conditions such as in low altitude or severe weather conditions, maximum load limits, or overload.

c. Flights to deliver aircraft which have been prepared for one time flight without being test flown prior to delivery flight.

d. Flights for pilot proficiency training in aircraft new to the pilot under simulated emergency conditions which parallel conditions encountered in performing flight tests.

e. Low-level flights in small aircraft including helicopters at altitude of 500 feet and under in daylight and

1000 feet and under at night when the flights are over mountainous terrain, or in helicopters maneuvering and hovering over water at altitudes of less than 500 feet.

f. Low-level flights in an aircraft flying at altitudes of 200 feet and under while conducting wildlife surveys and law enforcement activities, and conducting or facilitating search and rescue operations.

**ANNEX A-12**

CSMS – Poisons Radiation (CSMS, Calibrations and Optical)

*ENVIRONMENTAL DIFFERENTIAL PAY PLAN*

CATEGORY OF EXPOSURE: Category 5

DIFFERENTIAL RATE:

4%

XX Hours in pay status

Actual Exposure

WORK SITUATION: CSMS

4045 Weld County RD. 22

Longmont, CO 80504-9404

Employee(s) perform calibration and wipe/leak testing of radioactive materials. Job requires the use of personnel dosimetery to monitor exposure. With the addition of responsibilities to perform as a RPO for the MC-1 employees will now participate in a whole body dosimetery program as required by regulations and Federal NRC laws.

AUTHORIZING OFFICIALS TO ASSIGN EMPLOYEES AND APPROVE PAYROLL DOCUMENTATION:

CSMS shop foreman

AVERAGE LENGTH OF EXPOSURE:

4-6 hours per year

AUTHORIZING OFFICIALS TO CERTIFY TO EXPOSURES FOR PAY PURPOSES: Date on-site review made:

Accident records attached?

Safety report on work situation attached?

Protective clothing/equipment required? (If yes, List):

Hazard classification (if involving explosive or incendiary device): Appropriate technical Instructions: Safety directives

EDP/HDP DETERMINATION: XX Recommend Approval DATE OF DETERMINATION:

Recommend Disapproval

**ANNEX B**

Hazardous Duty Pay (HDP) has not been approved for any situations at this time.

**ABBREVIATIONS AND TERMS**

**1. Actual exposure basis** = refers to the fact that a employee was actually exposed to a hazardous situation not the period of time of the exposure. Such exposure entitles the employee to a minimum of one hours pay for this exposure.

**2. Hazardous Duty Pay (HDP):** A differential pay for a General Schedule (GS) employee authorized for duty involving unusual physical hardship, or hazard.

**3. Duty involving physical hardship** = a work assignment which may not itself be hazardous, but which may cause extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices. Some situations which may qualify for HDP are:

**a. Duty** requiring exposure to extreme temperatures for extended periods.

**b. Duty** involving arduous physical exertion, such as duty which must e performed in cramped conditions.

**c. Duty** involving exposure to dust, noise or fumes which may cause nausea, skin, eye, ear or nose irritation.

**d. "Duty involving physical hardships"** means a duty which may in itself be hazardous, but which causes extreme physical discomfort or distress and which is not adequately alleviated by protective or mechanical devices.

**e. "In close proximity"** means the employee is subject to the same degree of personal injury as the person who is "working with" the hazardous materials.

**f. "Working with"** means physically handling explosives, incendiary materials or other hazardous

items.

**g. "Practically eliminated"** means reduction of the exposure to unusually severe hazards,

physical hardships, or undesirable working conditions to a level consistent with accepted standards (e.g., AF Technical Orders, Air and Army Regulations, Labor/Management Agreement.)

**4. Category Determination (CD)** = If the request for EDP/HDP situation meets the eligibility criteria in Appendix J, the EDP/HDP Committee will prepare a Category Determination. This category determination will be forwarded to HRO for approval.

**5. Determination Date** - The date the category Determination is approved by HRO.

**6. Hazardous Duty** = duty performed under circumstances in which an accident could result in serious injury or death, such as a duty performed on a high structure when adverse conditions such as darkness, lighting, steady rain, or high wind velocity exist.

**7. Hazardous Pay Differential** = means additional pay for the performance of irregular or intermittent hazardous duty or duty involving physical hardships.

**8. Hours in Pay Status** = When a employee exposure to a hazardous situation on the basis of hours in pay status, the employee is entitled to be pay for the actual hours exposed, which may be the calendar day, or

24 hours a day.

**9. Local Situation** = Refers to the local location of a Texas National Guard unit or activity.

**10. Retroactive Determination Date** = The EDP/HDP can recommend a retroactive determination date. This recommendation must be accompanied by appropriate documentation.

**11. Title 32 Employees** = CONG excepted and competitive employees.

**12. Wage Area** = A wage area is a geographical area defined by OPM within a single set of wage schedules is applied uniformly by Federal installations to covered occupations.

**13. Work Situations** = Refers to the work or job activity of a Texas National Guard employee.

**14. Environmental Duty Pay (EDP):** A differential pay for a Wage employee authorized for exposure to working conditions involving physical hardships, hazardous duty, or duty in close proximity.

**ACRONYMS**

1. AASF = Army Aviation Support Facility

2. ACT = Associate of Civilian Employees

3. COANG = Texas Air National Guard

4. COARNG = Texas Army National Guard

5. CONG = Texas National Guard

6. EDP = Environmental Differential Pay

7. FPM = Federal Personnel Manual

8. FPRAC = Federal Prevailing Rate Committee

9. FWS = Federal Wage System

10. GS = General Schedule

11. HAATS = High Altitude Aviation Training Site

12. HDP = Hazardous Duty Pay

13. HQS = Headquarters Land/Air Component

14. NFFE = National Federation of Federal Employees

15. NGB = National Guard Bureau

16. OPM = Office of Personnel Management

17. WG = Wage Grade

18. WL = Wage Leader

19. WS = Wage Supervisor

**EXAMPLE**

(1) A employee whose regular tour of duty is 0800 hours to 1600 hours, Monday through Friday, is expected to severe hazard as follows:

**DAY HRS EXPOSED RATE% DIFFERENTIAL EARNED**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mon**: | 0830-0900 | 4 | 1 hour @ 4% |
|  | 0920-0930 | 4 | 0 (2nd exposure in same hour) |
|  | 1000-1100 | 25 | 1 1/2 Hours @ 25% |
|  | 1200-1205 | 4 | 1 hour @ 4% |
| **Tues:** | 0800-0805 | 4 | 1 hour @ 4% |
|  | 0855-0920 | 4 | 30 minutes @ 4% (continuation of preceding hour) |
|  | 1000-1005 | 4 | 1 hour @ 25% |
|  | 1055-1110 | 25 | 15 minutes @ 25% (continuation of preceding hour) |
|  | 1114-1120 | 4 | 15 minutes @ 25% |
| **Wed**: | 0845-0900 | 4 | 1 hour @ 25% (pay for an hour at higher rate) |
|  | 0940-0945 | 25 |  |
|  | 1555-1600 | 4 | 1 hour @ 4% (1 hour of environmental pay, no overtime pay) |
| **Thurs**: | 1700-1730 | 4 | 1 hour @ 4% (even though entitled to 2 hours call back overtime, only 1 hour of environmental pay) |
| **Fri**: | 2045-0850 | 4 | 1 hour @ 4% |
|  | Annual Leave  0900-1600 |  |  |
| **Sat**: | 0905-0930 | 4 | 1 hour @ 4% (even though entitled to 2 hours call back overtime, only 1 hour of environmental pay) |

(2) In computing environmental pay in above example, the entitlement begins with the first

instance of exposure and ends one hour later, except when exposure continues beyond one-hour entitlement ends at the end of the last full quarter-hour in which exposure occurs.

(3) All exposure occurring during the period of entitlement must be considered, but payment is computed for the period of the entitlement.

ANNEX D.REQUEST FOR EDP/HDDETERMINATION FLOWCHART

Supervisor review through the Supervisors Chain of Command

Copy to HRO-PCS

EDP/HDP Committee Recommends Review

Health and Safety Office Reviews

Forward to Finance

Supervisor forwards to Chain of Command

HRO Approval

EDP/HDP Determination

Submission returned through Chain to originator

Submission Returned to EDP/HDP Committee

EDP/HDP Committee Reviews

YES?

NO?

Conditions Eliminated