

February 21, 2017

Honorable Charles Allen  
Chairperson  
Committee on the Judiciary and Public Safety  
District of Columbia Council  
1350 Pennsylvania Avenue, NW  
Washington, D.C. 20004

Dear Chairman Allen:

Pursuant to your request on February 3, 2016, the Office of Human Rights provides the below responses to the Committee's oversight performance pre-hearing questions. If you have any questions or concerns, please do not hesitate to contact Hnin N. Khaing at 202-741-5865 or at [hnin.khaing@dc.gov](mailto:hnin.khaing@dc.gov).

General Questions

1. **Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled FTEs in each division or subdivision. Include the names and titles of all senior personnel and provide the date that the information was collected on the chart.**

RESPONSE: Please see **Attachment 1**, OHR Organizational Chart; **Attachment 2**, Schedule A; and **Attachment 3**, Position Funding Report.

- a. **Please provide an explanation of the roles and responsibilities for each division and subdivision.**

RESPONSE:

**Office of the Director** – This division is the operational center of the agency with broad management of day-to-day and long-term functional needs of the agency. This division ensures the agency meets all performance outcomes and has two programs: Human Resources and Administrative Services.

**Human Resources** - This subdivision coordinates and performs various administrative and operations based activities on behalf of the agency Director. This subdivision manages and performs all human resource, payroll, and labor relations functions for the agency, as well as serves as ADA coordinator for the

agency. This subdivision manages the credit card and travel portfolio, customer service, and front desk operations.

***Administrative Services*** – This subdivision is responsible for planning, developing, managing, and coordinating the administrative functions of the agency or assigned areas including administrative services, fiscal reporting and management, procurement and supply management, facility management, and information technology.

**Office of the General Counsel** – This division provides legal advice and representation for the agency. This division advises the agency Director and other personnel regarding legal activity and also provides legal sufficiency reviews for all final decisions and Orders issued by the agency.

**Citywide Youth Bullying Prevention Program** – This division works to ensure compliance with the Youth Bullying Prevention Act of 2012 and aims to ensure schools, youth-serving agencies, and youth-serving government grantees create and implement bullying prevention policies based on best practices.

**Commission on Human Rights** – This division reviews cases certified by OHR when probable cause to believe discrimination has occurred is found after an investigation. This division recommends a final determination to a panel of three Commissioners appointed by the Mayor who will agree with or modify the determination.

**Investigation and Mediation** – This division ensures individuals who believe they have experienced discrimination in the District can file a complaint with our office. This division will mediate and/or investigate the complaint cost-free to the Complainant.

**Language Access Program** – This division works to ensure compliance with the Language Access Act of 2004 and builds the capacity of District agencies to ensure they communicate with limited or non-English proficient customers in their preferred language. This division also works closely with OHR investigators when complaints are filed with OHR.

**Policy and Communications** – This division develops policy and awareness initiatives and conducts extensive outreach to proactively prevent discrimination and educate the public about civil rights laws.

- b. Please provide a narrative explanation of any changes made during the previous year.**

RESPONSE: The Deputy Director position was created and filled in FY17.

2. **Please provide a current Schedule A for the agency that identifies all employees by title/position, current salaries, fringe benefits, and program. The Schedule A should also indicate if the positions are continuing/term/temporary/contract and whether they are vacant or frozen positions.**

RESPONSE: Please see **Attachment 2**, Schedule A.

- a. **For each vacant position, please provide the status of the agency's efforts to fill the position, as well as the position number, title, program number, activity number, grade, salary, and fringe associated with each position. Separate salary and fringe. Please also indicate whether the position must be filled to comply with federal or local law.**

RESPONSE: See **Attachment 2**, Schedule A, and **Attachment 3**, Position Funding Report. OHR is currently interviewing to fill the following vacancies:

- Supervisory Equal Opportunity Specialist/Mediation Program Manager, Grade 14, MSS, \$119,591.
- Position # 00087669, Equal Opportunity Specialist/Intake Officer, Grade 11, CS, \$56,852

- b. **For each filled position, please provide the employee's length of service with the agency.**

RESPONSE: See **Attachment 2**, Schedule A.

3. **Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.**

RESPONSE: None.

4. **Please provide the Committee with:**

- a. **A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY16 and FY17, to date;**

RESPONSE: Please see below table.

<b>List of Employees –FY16</b>	<b>List of Employees –FY17 to date</b>
Ayanna Lee	Ayanna Lee
Ebony Robinson	Ebony Robinson
Elliot Imse	Hnin Khaing
Georgia Stewart	India Daniels
Gretta Rivero	Josephine Ansah-Brew

Hnin Khaing	Michael Andrews
Josephine Ansah-Brew	Monica Palacio
Monica Palacio	Priscilla Mendizabal
Priscilla Mendizabal	Stephanie Franklin
Rahsaan Coefield	Suzanne Greenfield
Stephanie Franklin	Teresa Rainey
Suzanne Greenfield	Winta Teferi
Teresa Rainey	
Winta Teferi	

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the agency's vehicles in FY16 and FY17, to date.**

RESPONSE: OHR does not own, lease, or have vehicles assigned to us. Employees of OHR participate in the DPW Fleet share program and no accidents occurred in FY16 or in FY17 to date.

- c. A list of employee bonuses or special award pay granted in FY16 and FY17, to date;**

RESPONSE:

- FY16: none
- FY17: none to date.

- d. A list of travel expenses, arranged by employee for FY16 and FY17, to date, including the justification for travel; and**

RESPONSE: Please see below tables for FY16 and FY17 to date.

FY16		
Name	Amount	Justification
AIMEE PEOPLES	3,205.86	National Fair Housing Training Academy
AKITA SMITH-EVANS	2,706.00	National Fair Housing Training Academy
BRIAN FERGUSON	2,074.40	National Fair Housing Training Academy
HNIN KHAING	1,742.98	EEOC Conference
HUGH GARDNER	2,074.40	National Fair Housing Training Academy
STEPHANIE FRANKLIN	393.60	State of Hawaii Annual Conference on Language

		Access
	<b>12,197.24</b>	

FY17 YTD		
Name	Amount	Justification
TERESA RAINEY	358.40	National LGBTQ Creating Change Conference

- e. **A list of the total overtime and workers' compensation payments paid in FY16 and FY17, to date, including the number of employees who received overtime and workers' compensation payments.**

RESPONSE: None.

**5. Regarding the use of communication devices:**

- a. **What procedures are in place to track which individuals or units are assigned mobile devices (including, but not limited to smartphones, laptops, and tablet computers)? Please include how the usage of these devices is controlled.**

RESPONSE: All Agency devices are tracked through the Request for Telephone System (RTS) and the Fixed Cost Management System (FCMS). The Agency Telephone Coordinator is responsible for tracking devices by: (1) name of employee; (2) the model number; (3) the IMEI number; and (3) the ICID number. The Agency Telephone Coordinator updates the FCMS on a routine basis to ensure consistency of the data associated with each device.

OHR controls usage of mobile devices by adhering to and implementing the District's City Wide mobile communications and mobile devices policy. This can found at the link below:

<http://octo.in.dc.gov/node/164673>

- b. **How does your agency limit the costs associated with its mobile devices?**

RESPONSE: OHR limits its mobile communications and mobile costs by using the best pooled plan that provides a flat fee for unlimited data and voice. DCOHR pays the same amount for each device per employee per month, and we only upgrade the device when the free upgrade option is available.

- c. **For FY16 and FY17, to date, what was the total cost including, but not limited to, equipment and service plans for mobile communications and devices?**

RESPONSE: The Total cost for mobile devices and service plans for mobile communications in FY2016 was **\$13,515.83**. The Total cost for mobile devices and service plans for mobile communications in FY2017 to date is **\$3,306.15**

6. **For FY16 and FY17, to date, please list all intra-District transfers to or from the agency.**

RESPONSE: Please see **Attachment 4**, OHR List of Intra-District transfers.

7. **For FY16 and FY17, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated by each source or program; (5) expenditures of funds, including the purpose of each expenditure; and (6) the current fund balance.**

RESPONSE: OHR does not have any special purpose revenue funds.

8. **For FY16 and FY17, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.**

RESPONSE:

- FY16: \$50,848.78
- FY17 \$15,100.47

Please see **Attachment 5**, OHR FY16 Purchase Card Spending Report and **Attachment 6**, OHR FY17 Purchase Card Spending Report. OHR has a single purchase card for the agency. That card is assigned to Ayanna Lee, Human Resource Manager/Administrative Support Specialist. The primary use of the card is for office supplies, outreach materials, training, and travel.

9. **Please list all memoranda of understanding (“MOU”) entered into by your agency during FY16 and FY17, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.**

RESPONSE: Please see **Attachment 7**, OHR List of MOUs.

10. **Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY16 and FY17, to date.**

RESPONSE:

#### United States Equal Employment Opportunity Commission (EEOC)

DC OHR has a recurring work sharing agreement with the United States Equal Employment Opportunity Commission (EEOC). This work sharing agreement reflects OHR's commitment to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws regarding employment. When available, OHR relies upon training offered by the EEOC.

#### United States Department of Housing and Urban Development (HUD)

DC OHR has a recurring work sharing agreement with the United States Department of Housing and Urban Development (HUD). This work sharing agreement reflects OHR's commitment to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws regarding fair housing. When available, OHR relies upon training offered by the HUD's National Fair Housing Training Academy (NFHTA).

#### United States Department of Justice

*Investigation of National Origin Discrimination Cases:* OHR has an agreement with the Department of Justice to investigate and/or resolve charges of discrimination which allege violations of overlapping Federal and District anti-discrimination laws based upon citizenship and national origin. This agreement is reflected in a memorandum of understanding (MOU) with the United States Department of Justice – Office of Special Counsel (DOJ); however, the MOU involves no exchange of funds. The MOU was entered into on September 11, 2014 and has no termination date.

*National Institute of Justice Grant for the Youth Bullying Prevention Program:* In September 2015, the National Institutes of Justice (NIJ) awarded a \$3.8 million research grant to Child Trends, DCOHR and OSSE to focus on school climate and bullying prevention in District schools through implementation of the evidence-based Safe School Certification Program (SSCP). OHR will receive \$180,000.00 over four years or \$45,000.00 per year. The grant provides opportunity for thirty-six public and public charter schools to participate in the SSCP. The SSCP is a proven technical assistance model that certifies schools after they demonstrate efforts on each of eight key components of school climate. SSCP's framework is strongly rooted in school climate and bullying prevention research, and it has been successfully implemented in other jurisdictions.

#### U.S. Department of Homeland Security

*Anti-Human Trafficking Initiative:* The Mayor, through OHR, agreed to partner with United States Department of Homeland Security's anti-human trafficking program known as the "Blue Campaign." This campaign seeks to prevent and prosecute anti-human trafficking. The partnership between the District and DHS is memorialized in a memorandum of understanding entered on January 11, 2016, which authorizes OHR to use the Blue Campaign logo to assist with preventing human trafficking and to raise awareness in the city.

Child Trends

In January 2017, OHR and Child Trends co-authored and released the biennial report on the Youth Bullying Prevention Task Force.

11. **Please list all currently open capital projects, including an update on all capital projects under the agency’s purview in FY16 and FY17, to date, and the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:**
- a. **An update on all capital projects begun, in progress, or concluded in FY15, FY16, and FY17, to date, including the amount budgeted, actual dollars spent, and any remaining balances.**
  - b. **An update on all capital projects planned for FY17, FY18, FY19, FY20, FY21, and FY22.**
  - c. **Do the capital projects begun, in progress, or concluded in FY15, FY16, or FY17, to date, have an impact on the operating budget of the agency? If so, please provide an accounting of such impact.**

RESPONSE: OHR does not have any open capital projects.

12. **Please provide a list of all budget enhancement requests (including, but not limited to, capital improvement needs) for FY16 and FY17, to date. For each, include a description of the need and the amount of funding requested.**

RESPONSE: We are working with the Mayor’s Budget Office and the Deputy City Administrator on developing our budget. Budget enhancement requests for recent past fiscal years are being reviewed as part of this process. We will be happy to share the Mayor’s FY18 budget, including our agency’s budget enhancements, once it has been submitted to the Council.

13. **Please list, in chronological order, every reprogramming in FY16 and FY17, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, and within the agency. Include the revised, final budget for your agency after the reprogrammings for FY16 and FY17. For each reprogramming, list the date, amount, rationale, and reprogramming number.**

RESPONSE: Please see **Attachment 8**, List of Reprogrammings in FY16. OHR does not yet have any reprogramming for FY17.

14. **Please list each grant or sub-grant received by your agency in FY16 and FY17, to date. List the date, amount, and purpose of the grant or sub-grant received.**

RESPONSE: Please see the below tables for OHR’s pay-for-service work share agreements, which for budget purposes, have been categorized as “grants.” OHR did not receive any sub-grants in FY16 or 17.

FY16 Federal Grant Awards				
Grant Number	Grantor	Grant Award Date	Amount	Purpose
61HHGA	Federal Housing and Urban Development (HUD)	09/09/15	\$131,550	To support the investigation of Housing discriminations cases filed with DCOHR (see mandatory purpose below)
61EJGA	Federal Equal Employment Opportunity Commission (EEOC)	08/21/2015	\$192,700	To support the investigation employment discriminations cases filed with DCOHR or cross filed with EEOC (See mandatory Purpose below)

FY17 Federal Grant Awards				
Grant Number	Grantor	Grant Award Date	Amount	Purpose
71HHGA	Federal Housing and Urban Development (HUD)	9/21/2016	\$135,900 (Awaiting budget authority)	To support the investigation of Housing discriminations cases filed with DCOHR (see mandatory purpose below)
71EJGA	Federal Equal Employment Opportunity Commission (EEOC)	5/17/2016	\$177,400 (Awaiting budget authority)	To support the investigation employment discriminations cases filed with DCOHR or cross filed with EEOC (See mandatory Purpose below)

Both the HUD and EEOC payments are mandated reimbursable funds for discrimination cases that have received full investigation and where a determination is made. For instance, the payment for FY16 was determined at the end of FY16, and funds were made available to OHR FY17.

#### **Mandated Purpose of the EEOC Work Share Agreement**

The Equal Employment Opportunity Commission (EEOC) is authorized by the statute to use the services for State and Local Fair Employment Practices Agencies (EAPAs) to assist in the meeting its statutory mandate to enforce Title VII of the Civil Rights Act of 1964, as amended (Title VII); the Age Discrimination in Employment Act (ADEA) of 1967, as amended; the Americans with Disabilities Act (ADA) of 1990, as amended; and,

the Genetic Information Nondiscrimination Act of 2008. The EEOC also recognizes the need to ensure the employment rights of individuals granted by Federal, State, and Local anti-discrimination laws.

**Mandated Purpose of the HUD Work Share Agreement**

The Fair Housing Assistance Program is used to provide assistance to State and Local fair housing enforcement agencies for compliant processing, training, technical assistance, education and outreach, data and information systems and other activities that will further fair housing within the agency's jurisdiction. The intent of the Fair Housing Assistance Program (FHAP) is to build a coordinated intergovernmental enforcement of fair housing laws and provide incentives for States and localities to assume a greater share of the responsibility for administering fair housing laws.

- 15. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?**

RESPONSE: In FY16, **0.84 FTE** was funded by HUD grant number 61HHGA and 1.56 FTEs were funded by EEOC grant number 61EJGA. In FY17, **0.85 FTE** is funded by HUD grant number 71HHGA and **1.5 FTEs** are funded by EEOC grant number 71EJGA. The terms of both HUD and EEOC grant funding are mainly contingent upon the number of housing and employment discrimination cases resolved by DCOHR that meet the quality assurance criteria of both HUD and EEOC. Neither grant is set to expire. They are automatically renewed toward the end of each fiscal year as reimbursable funds for housing and employment discrimination cases resolved by DCOHR.

- 16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District of Columbia to significant financial liability and/or will result in a change in agency practices, and the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.**

RESPONSE: Please see **Attachment 9**, List of Pending Lawsuits Naming OHR as a Party.

- 17. Please provide the total number of administrative complaints or grievances that the agency received in FY16 and FY17, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received.**

RESPONSE: Please see **Attachment 10**, List of Administrative Complaints.

- 18. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on**

**the agency or any employee of the agency that were completed during FY16 and FY17, to date.**

RESPONSE:

**FY16:** The Office of the DC Auditor issued a report called “The Impact of ‘Ban the Box’ in the District of Columbia” on May 24, 2016. The report contained inaccuracies and assumptions that led to mistaken findings and recommendations. For instance, despite the fact that OHR had conducted hundreds of outreach events and trainings for returning citizens and employers, a recommendation was made that OHR should increase/reassess/do outreach and education to employers and returning citizens. In another instance, the report used data from a very small number of employers; yet it was used as if they were statistically significant. OHR met with the Office of the Auditor to discuss the following inaccuracies:

1. Conclusions drawn by the authors about employers’ knowledge of the law which were based on a survey to employers with only 40 usable responses out of 8500 recipients
2. Conclusions about OHR’s outreach which did not include (or even ask about) OHR’s outreach
3. Inaccurate description of how FCRSA cases are handled at OHR (largest concern was the calling settlements “fines”)
4. Conclusions drawn about employers’ knowledge of the law based on # of complaints and settlements at OHR

The report was subsequently revised, but only with respect to number 3. The rest remained inaccurate. This report has been used by the community and consequently resulted in misunderstanding of OHR’s role and enforcement of the law in general.

**FY17:** None at this time.

- 19. Please describe any anticipated spending pressures for the remainder of FY17. Include a description of the pressure, the estimated amount, and any proposed solutions.**

RESPONSE: OHR does not anticipate any spending pressures for FY17.

- 20. Please provide a copy of the agency’s FY16 performance plan. Please explain which performance plan objectives were completed in FY16 and whether they were completed on time and within budget. If they were not, please provide an explanation.**

RESPONSE: Please see **Attachment 11**, OHR FY16 Performance Plan. All plan objectives and initiatives were met on time and within budget, except for a part of Initiative 2.9, which was to strengthen fair housing enforcement in the District. To that end, OHR provided trainings to direct service providers, landlords and housing providers, and to vulnerable communities. OHR participated in community meetings on tenant barriers to identify barriers and propose potential solutions. OHR also worked on

revising its housing regulations to expand protection for victims of intra-family offense, who are part the vulnerable community. However, OHR was not able to publish the regulations in FY16 due to the expansion of the amendments in FY16.

- 21. Please provide a copy of your agency’s FY17 performance plan as submitted to the Office of the City Administrator.**

RESPONSE: Please see **Attachment 12**, OHR FY17 Performance Plan.

- 22. Please provide the number of FOIA requests for FY16 and FY17, to date, submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.**

RESPONSE: Please see Attachment 13, List of FOIA requests.

- 23. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY16 and FY17, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee.**

RESPONSE: Please see below tables.

<b>FY16 Reports</b>	<b>Status</b>	<b>Purpose</b>
Valuing Transgender Applicants & Employees: A Best Practice Guide for Employers	Released June 2016	The National LGBTQ Task Force and the District of Columbia (DC) Office of Human Rights published a first-of-its-kind resource to help eliminate workplace discrimination against transgender and gender non-conforming people. The guide, titled “Valuing Transgender Applicants and Employees,” provides in-depth best practices intended to help employers across the nation create a genuinely inclusive and welcoming workplace environment for transgender people.
Language Access in the District: 2015 Annual Compliance Review	Released April 2016	The Annual Compliance Review highlights the work of OHR’s Language Access Program during FY15 and provides language access compliance scorecards for 33 agencies.

Highlights of Fiscal Year 2015 Annual Report	Released February 2016	The OHR annual report provides data on the number and types of cases filed, mediation settlements, and the programmatic work of the office during FY15.
Qualified and Transgender: <i>A Report on Results of Resume Testing for Employment Discrimination Based on Gender Identity</i>	Released November 2015	OHR released a report showing employers appeared to prefer less-qualified applicants over more-qualified transgender applicants in 48 percent of tests that received a response from the employer. The high rate of employment discrimination was calculated after 200 cover letters and resumes were submitted to 50 job openings, with each opening receiving two applications from individuals who appeared to be transgender and two applications from individuals who did not. The study is the first known government-conducted resume testing to focus on discrimination against transgender and gender non-conforming job applicants
<b>FY17 Reports</b>	<b>Status</b>	<b>Purpose</b>
Bullying Prevention in DC Educational Institutions: Compliance Report for School Year 2015-2016	Released January 2017	Pursuant to section 8 of the Youth Bullying Prevention Act of 2012 ("Act") (D.C. Official Code § 2-1535.07), OHR and Child Trends released the biennial report on: (1) the progress of the programs, activities, services, and policies established under the Act; (2) the current status of youth bullying incidents in the District; and (3) recommendations for continued implementation of the Act.
Highlights of Fiscal Year 2016 Annual Report	Currently being prepared	The OHR annual report provides data on the number and types of cases filed, mediation settlements, and the programmatic work of the office during FY16.
Language Access in the District: 2016 Annual Compliance	Currently being prepared	The Annual Compliance Review highlights the work of OHR's Language Access Program during FY16 and provides language access compliance scorecards for 33 agencies.
Ban the Box law in DC: A progress report on enforcement	Currently being prepared	This report will provide information on the law, OHR's duty under the law, how OHR has been enforcing the law, and the types and numbers of cases filed at OHR.

24. Please separately list each employee whose salary was \$100,000 or more in FY16 and FY17, to date. Provide the name, position number, position title, program number, activity number, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

RESPONSE: Please see **Attachment 14**, FY16 Salary List and **Attachment 15**, FY17 Salary List.

25. Please list in descending order the top 25 overtime earners in your agency in FY16 and FY17, to date, if applicable. For each, state the employee's name, position number, position title, program number, activity number, salary, fringe, and the aggregate amount of overtime pay earned.

RESPONSE: None.

26. For FY16 and FY17, to date, please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

RESPONSE:

- FY16: none
- FY17: none to date.

27. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement.

RESPONSE: Please see **Attachment 16-18**, Collective Bargaining Agreements, and the below table.

Collective Bargaining Agreement	Bargaining Unit	Duration
Collective Bargaining Agreement for Compensation Unit 33 Lawyers	AFGE Local 1403 AFL-CIO	September 30, 2017
Collective Bargaining Agreement DC Government and Compensation Units 1 and 2	AFSCME Local 2401	September 30, 2017

28. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, confirmation dates, terms, and wards of residence of each member. Include any vacancies. Please also attach agendas and minutes of each meeting in FY16 or FY17, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.

RESPONSE: Please see as indicated below.

Attachment Number	Description	Notes
Attachment 19	Commission on Human Rights List of Members	
Attachment 20	COHR Meeting Agendas	
Attachment 21	COHR Meeting Minutes (November 2015)	With an exception of the attached, all Commission meeting minutes from FY16 – FY17 are available online here: <a href="https://ohr.dc.gov/commission">https://ohr.dc.gov/commission</a> .
Attachment 22	Youth Bullying Prevention Task Force List of Members.	
Attachment 23	Youth Bullying Prevention Task Force Meeting Agendas	YBPTF meets 4 times per calendar year.

29. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

RESPONSE: Please see below table.

Report or Reporting Requirement	Statutory or Regulatory Authority	Compliance Status
Office of Human Rights Annual Report	D.C. Human Rights Act, D.C. Code 2-1403.01 (g)	OHR publishes this report annually
Language Access Report	Regulations implementing the Language Access Act of 2004, 4 DCMR 1214	OHR publishes this report annually
Biennial Youth Bullying Prevention Report	The Youth Bullying Prevention Act of 2012	OHR publishes this report every 2 years. The most recent report was published January 2017.
Fair Criminal Records Screening Amendment Act Reporting	The Fair Criminal Records Screening Amendment Act of 2014	In 2016, OHR reported required information to the Office of the District of Columbia Auditor

**30. Please list each contract, procurement, lease, and grant awarded, entered into, extended and option years exercised, by your agency during FY16 and FY17, to date. For each contract, please provide the following information, where applicable:**

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including budgeted amount and actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. Funding source.**

RESPONSE: Please see **Attachment 24**, OHR FY16-FY17 List of Contracts, Procurement, Lease, and Grant Awards.

**31. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, as well as the number of agency employees that were trained.**

RESPONSE: OHR makes training available upon request by employees or upon availability of trainings. Examples of trainings include those provided by the Office of the Attorney General, Office of Chief Technology Officer, Office of Disability Rights, Department of Human Resources, the Equal Employment Opportunity Commission, U.S. Housing and Urban Development, and the District of Columbia Bar Association. Please see **Attachment 25**, OHR Training and Professional Development List.

**32. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?**

RESPONSE: Yes, the agency conducts annual performance evaluations. Evaluations are conducted by supervisors, and overseen by the agency Human Resource Manager/Administrative Support Specialist.

To ensure that individual job requirements are met, individual S.M.A.R.T goals are created for each employee to align with overall agency performance goals. Managers are strongly encouraged to provide regular feedback to employees regarding performance throughout the year. Managers are also encouraged to conduct mid-year reviews and required to complete end of the fiscal year evaluations.

### **Agency Operations**

- 1. Please describe any initiatives that the agency implemented in FY16 or FY17, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.**

RESPONSE: In FY16, OHR worked to enhance the pre-complaint and intake process to become more user friendly for parties. These enhancements included plain language explanation of process, procedure, and law via OHR communication tools and outreach, and in-agency correspondence. Specifically, OHR simplified the way in which administrative dismissals and notice letters were drafted using less technical or legal language in an effort to reduce confusion to parties. These changes will significantly reduce requests to reopen administratively dismissed cases, motions to dismiss, and other administrative functions occurring prior to the investigation of a valid complaint. Staffing levels at the intake stage will also be reevaluated and reconfigured for greater efficiency. OHR also dedicated additional intake staff, formed internal Intake Taskforce to address intake concerns and procedures. This initiative has had some visible impact on the agency's policies and customers. The impact is made aware through customer response. Over time, OHR expects to see more impact through reduction in motions for reconsideration filed.

In addition to the above, OHR began restructuring its staffing and duty assignments to improve operation efficiency. These changes include revising its Alternate Work Schedule policies and restructuring of investigator case assignment.

In FY17, OHR began working on revising its Case Processing Procedures to improve customer expectation and to clarify the case processing procedures at OHR. Additionally, OHR terminated the process of case assignment by type of complaint and implemented a new process under which all investigators are trained or will be trained to investigate all cases filed at OHR. Indeed, in December 2016, OHR launched the new 12 Week Comprehensive Investigator Training, which consists of trainings on every stage of complaint processing with subject matter expert speakers and trainers.

- 2. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY17.**

RESPONSE: OHR's top five priorities are as stated below. Please also see **Attachment 12**, OHR FY17 Performance Plan.

1. #OurRightsDC. OHR is launching a new public education campaign to raise awareness regarding protections afforded under all of the statutes that OHR enforces. During FY17, OHR will highlight protections against age based discrimination, religious discrimination, and Islamophobia.
2. Reduction of backlog. Given the substantial increase in the volume of inquiries and docketed cases at OHR over the last two years, the agency continues to work

towards identifying pressure points at the various stages of the complaint processing timeline. Various teams have studied systems impacting intake appointments, barriers in serving notices to parties, scheduling of mediations and final resolution of cases via OHR order or via adjudication by the Commission on Human Rights (COHR). As part of this effort, OHR has implemented new tracking mechanisms, and one-on-one meetings with investigators and the Chief Judge to ensure cases are moving forward.

3. Business Community Education Outreach. OHR continues to dedicate resources to assist employers striving to operate within the boundaries of the laws that OHR enforces. This year, OHR will expand our business education series and outreach to employers so that businesses are well informed on the District's anti-discrimination laws. OHR will work directly with businesses in the community, Department of Small and Local Business Development, Department of Consumer and Regulatory Affairs, and the Office of Contracts and Procurement to expand its reach.
  4. Enhancement of FCRSA Enforcement. OHR is working to enhance the enforcement of the Ban the Box law to address claims which do not meet statutory requirements. OHR has also added a process by which employers can provide corrected copies of applications to OHR.
  5. Language Access Technical Assistance. OHR's Language Access program will launch an initiative to assist agencies with bilingual staffing. The Language Access team will meet with agencies to help them set goals for hiring qualified bilingual applicants and for retaining those new employees.
3. **Please list each new program implemented by the agency during FY16 and FY17, to date. For each initiative please provide:**
- a. **A description of the initiative;**
  - b. **The funding required to implement to the initiative; and**
  - c. **Any documented results of the initiative.**

RESPONSE:

*National Institute of Justice Grant:* The Mayor's Youth Bullying Prevention Task Force, via Certification and Advisory Board (CAB), composed of community members as well as interested parties from the Task Force, will evaluate schools in the National Institute of Justice (NIJ) pilot on the school climate rubric and determine eligibility for grant funding as well as final certification. The CAB will also collect and vet local resources and supports that school, DC agencies and local non-profits can access to support training and programming around violence prevention and safety. This project will enable CAB to

assess school needs regarding developing positive school environment and violence prevention. Moreover, this effort will allow CAB to identify and match available resources with the needs of the schools in preventing bullying and creating safe spaces. Thirty schools, cross sector of DCPS and public charters schools, are participating. Data collection is currently taking place.

*Bilingual Navigator Program at the DMV:* In July 2016, in order to assist DMV with its LEP/NEP customers during the transition from the appointment system to in-person services, OHR developed and executed the “Bilingual DMV Navigator Program.” It was intended to help build DMV’s capacity to serve its increasing linguistically diverse customer base. Bilingual navigators were stationed at the information desk kiosk inside each service center and walking the queuing line to assist LEP/NEP customers as needed. OHR and DMV entered a MOU to fund this program. *See Attachment 4*, Intra-District Fund Transfer List for details.

*Language Access Portal:* The Language Access Information Portal was launched in March 2016. It provides agencies with the tools and resources necessary to prepare for serving all customers. Limited and non-English proficient residents can visit the Portal and learn more about language access rights in the District. This program was launched to continue OHR’s efforts to ensure limited and non-English proficient customers receive the same quality services its English-speaking customers receive.

*EEO Counselors Case Review Manual & Training:* In order to reduce District liability and to educate EEO Counselors and Officers, OHR worked on various initiatives to revamp the EEO Counseling program. In October 2015, OHR issued and circulated a new EEO Case Review Manual which will serve as guidance for the District’s EEO Counselors in serving their statutory and regulatory role in attempting to resolve EEO complaints. From October 2015 to December 2015, OHR delivered 4 brief training sessions and the cost *per training* was approximately \$700.00. The cost of the manual was approximately \$1000.00. Both costs are calculated using staff time.

*EEO Counselors & Officers Certification Program:* In FY16, OHR began implementing a new requirement of all EEO Counselors and Officers to be certified by OHR. The certification process involves successfully completing a three part series training program developed by OHR to provide better support to the District’s EEO Counselors and Officers. Each part lasts seven to eight hours in duration. The focus of each part is as follows: (1) Workplace Discrimination: understanding laws enforced by OHR; (2) Understanding ADA & FMLA; and (3) EEO Counseling Best Practices. OHR has delivered 12 training sessions in FY16 and 6 training sessions in FY17. OHR has scheduled 8 more trainings to start in March. The cost for each training is approximately \$1,000.00.

- 4. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY16 and FY17, to date.**

RESPONSE: OHR's primary function and mission is enforcement and as such OHR continuously works towards improving case processing and case resolution. OHR is the process of restructuring the investigation unit to increase efficiency in case resolution. OHR is also revising its Case Processing Procedures to ensure cases are investigated expediently, whenever possible.

- 5. Please list the task forces and organizations of which the agency is a member.**

RESPONSE:

*Inter-agency Council on Homelessness – Tenant Barriers:* OHR is a member of the Mayor's Inter-agency Council on Homelessness focusing on tenant barriers. The group consists of legal service providers, housing assistance organizations, the Office on Tenant Advocate, Department of Housing and Commercial Development as well as other NGOs. The group works to identify areas of tenant barriers and offers legislative solution to address barriers. The meetings are by the Washington Legal Clinic for the Homeless with assistance from OHR.

- 6. Please explain the impact on your agency of any legislation passed at the federal level during FY16 and FY17, to date, which significantly affected agency operations. If regulations are the shared responsibility of multiple agencies, please note.**

RESPONSE: None.

- 7. Please describe any steps the agency took in FY16 and FY17, to date, to improve the transparency of agency operations.**

RESPONSE: Each year OHR publishes the Agency Annual Report and the Language Access Annual Report which detail the number of complaints filed at OHR and OHR's enforcement of the laws. In addition, this year, OHR published the biennial report on the work of the Youth Bullying Prevention Program and it is currently working on publishing a report on the Fair Criminal Records Screening Amendment Act. Lastly, OHR is working to publish its cause finding cases on OHR's website.

- 8. Please identify all electronic databases maintained by your agency, including the following:**

- a. A detailed description of the information tracked within each system;
- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system; and
- c. Whether the public can be granted access to all or part of each system.

RESPONSE: Please see below listing.

Quickbase – OHR Case Management (Management and Tracking System (MATS)) & Agency Performance Planning

- a) Use: This system is used to manage and track case information from the inquiry stage through probable cause determination. This system parallels the paper files maintained for each complaint. This system is also used to track performance plan and key performance indicators. It is used to communicate to the City Administrator to indicate agency progress.
- b) Age: The system is a program with a database owned by the Office of the Chief Technology Officer (OCTO). No substantial upgrades have been made or are planned to the system. OHR submits routine requests for minor upgrades as needed.
- c) Access: The public cannot have access to this system.

Information Management System (IMS)

- a) Use: This system is used to communicate with EEOC on all matters docketed at OHR and cross-filed pursuant to Federal law.
- b) Age: OHR does not have the ability to control or upgrade this system.
- c) Access: This system is not accessible to the public.

Housing Enforcement Management System (HEMS)

- a) This system is used to communicate with HUD on all matters docketed at OHR and cross-filed pursuant to Federal law.
- b) OHR does not have the ability to control or upgrade this system.
- c) This system is not accessible to the public.

**9. Please provide a detailed description of any new technology acquired in FY16 and FY17, to date, including the cost, where it is used, and what it does. Please explain if there have there been any issues with implementation.**

RESPONSE: OHR recently purchased a new case management software system for the Commission on Human Rights. The program is designed to allow the Commission to track and manage cases electronically. The details for this program are as follows:

- The cost for FY17 is \$2,088 covering licenses for **6 users**.(\$35 per user per year)
- Hosting Fees in FY18 and FY19 will be \$6,000 per year plus the cost of 6 licenses
- Launching Date: Not yet known, but working with vendor to identify a date.

OHR also used funding for IT maintenance and equipment upgrades.

**10. Please provide the total number of complaints the agency received in FY16 and FY17, to date, including breakdowns by statute (e.g. Human Rights Act, Language Access Act), by protected class (e.g. disability), and by setting (e.g. employment). Please identify which complaints were dual filed with a federal agency, including the Equal Employment Opportunity Commission, the Department of Housing and Urban Development, the Department of Education, and the Department of Justice.**

RESPONSE: OHR initially receives complaints regarding alleged violations of the laws in the form of inquiries. An inquiry is an initial written complaint to OHR. An inquiry

may, and often times, does not result in a charge of discrimination. A docketed case is a complaint that has been vetted for jurisdictional requirements and indicates a charge of discrimination has been filed. The tables below represent a breakdown of docketed cases from FY16 and FY17 to date.

**Total Complaints Docketed by Statute**

<b>Types of Cases</b>	<b>FY16</b>	<b>FY17</b>
Human Rights Act	271	289
Language Access Act	14	3
Fair Criminal Records Screening Amendment Act	364	51
Protecting Pregnant Workers Fairness Act	3	10
DC Family and Medical Leave Act	12	17
<b>Total</b>	<b>664</b>	<b>372</b>

**Total Complaints Docketed by Area of Enforcement**

<b>Types of Cases</b>	<b>FY16</b>	<b>FY17</b>
Employment	562	331
Housing	41	9
Public Accommodations	45	21
Educational Institutions	2	8
Language Access	14	3
<b>Total</b>	<b>664</b>	<b>372</b>

**Complaints Docketed by Protected Traits (FY16)**

	<b>Employment</b>	<b>Housing</b>	<b>Public Accommodations</b>	<b>Educational Institutions</b>
Age*	37	0	0	0
Color*	5	1	0	0
Disability*	55	12	10	2
Familial Status	X	1	0	0
Family Responsibilities	13	0	0	1
Gender Identity & Expression*	6	1	6	0

Genetic Information*	0	X	0	X
Marital Status	4	0	1	0
Matriculation	0	0	0	X
National Origin*	30	3	2	0
Personal Appearance	10	0	5	0
Place of Residence or Business	X	0	1	X
Political Affiliation	1	0	0	1
Race*	63	0	7	0
Religion*	5	0	0	0
Sex*	73	0	21	1
Sexual Orientation*	15	0	4	0
Source of Income	X	20	0	0
Status as a Victim of an Intrafamily Offense	X	0	X	X
Retaliation* (not a protected trait)	83	4	0	1

**Complaints Docketed by Protected Traits (FY17)**

	Employment	Housing	Public Accommodations	Educational Institutions
Age*	36	0	1	0
Color*	5	0	1	0
Disability*	42	2	7	4
Familial Status	X	0	0	0
Family Responsibilities	7	0	0	0
Gender Identity & Expression*	2	0	0	0
Genetic Information	1	X	0	X
Marital Status	4	0	0	0
Matriculation	0	0	0	X

National Origin*	16	2	1	2
Personal Appearance	14	0	2	0
Place of Residence or Business	X	0	0	X
Political Affiliation	0	0	0	0
Race*	58	5	3	1
Religion*	7	0	0	1
Sex*	65	1	1	2
Sexual Orientation*	8	1	1	0
Source of Income	X	1	1	0
Status as a Victim of an Intrafamily Offense	X	0	X	X
Retaliation* (not a protected trait)	72	0	0	0

\*Protected by Federal law and cross-filed, where applicable with HUD or EEOC.

**11. Please provide a breakdown of the total number of complaints the agency received in FY16 and FY17, to date, by disposition (e.g. dismissal for lack of probable cause) of each complaint. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: OHR receives complaints on a rolling basis and resolution of complaints may not occur within the same FY the complaint was received. The table below represents a breakdown of all docketed cases closed by OHR in FY16 to January 31, 2017.

TYPE OF DISPOSITION	AMOUNT	AVERAGE NUMBER OF DAYS IN INVESTIGATION
Settlements	494	146*
Withdrawal With Benefits	91	146*
Successful Conciliation	34	146*
Unsuccessful	20	146*
No Cause	114	146*
Cause	67	146*
Administrative	247	146*
<b>Total</b>	<b>1067</b>	<b>146*</b>

\*146 = OHR's case management database does not track processing time by type of disposition as cases are handled by various departments prior to disposition. This number reflects the average number of days between the date the case is assigned to an investigator and date of resolution.

**12. Please provide the total number of complaints the agency received in FY16 and FY17, to date, that have not reached disposition, and the dates on which each complaint was received.**

RESPONSE: OHR receives complaints on a rolling basis and resolution of complaints may not occur within the same FY the complaint was received. As of January 31, 2017, OHR had 883 pending cases in its inventory and the average staff age of a case was 180 days.

**13. Please provide a list of the Director's Inquiries undertaken in FY16 and FY17, to date, including the disposition of each, and the time elapsed between the start of the inquiry and its conclusion.**

RESPONSE: Please see below.

Director's Inquiries	Disposition	Time Elapsed
Inquiry Number 5455	Pending compliance review	420 Days
Inquiry Number 5491	Pending compliance review	420 Days
Inquiry Number 5492	Pending compliance review	420 Days
Inquiry Number 5493	Pending compliance review	420 Days
Inquiry Number 5494	Pending compliance review	420 Days

**14. What percentage of complaints was filed online in FY16 and FY17, to date? What percentage of complaints was filed in person?**

RESPONSE: Please see below table. We do not yet have details for FY17.

FY16	
In-Person	33.5%
Mail/Fax	11.5%
Online/Email	48.9%
Other*	6.2%

Additionally, reports of non-compliant single-stall public restrooms were submitted via Twitter and the website as part of the #SafeBathroomsDC campaign.

**15. What public outreach programs did the agency conduct during FY16, and what programs are underway and/or planned for FY17?**

RESPONSE: Please see below.

**FY16 Public Outreach Programs**

*Project Empowerment Trainings (October 2015 - September 2016):* OHR has conducted ongoing trainings regarding protections under the Human Rights Act, Protecting Pregnant Workers Fairness Act, Fair Criminal Record Screening Amendment Act, and Unemployed Anti-Discrimination Act for participants in DOES's Project Empowerment program. Project Empowerment is a transitional employment program that provides job readiness training, work experience, and job search assistance to District residents who face multiple barriers to employment, including criminal background.

*Human Rights Liaison Trainings (October 2015 - September 2016):* OHR conducted four day-long Human Rights Liaison trainings in FY16 that drew 85 social service providers from various nonprofits and city agencies across the District. These providers learned the skills needed to identify potential civil rights concerns that their clients might encounter and refer their clients to OHR.

*Fair Housing Trainings for Home Health Aides (October – December 2015):* OHR provided eight fair housing trainings to 157 home health aides from Home Care Partners, with the goal of assisting the aides in referring clients who may have experienced housing discrimination to OHR.

*TEDx Salon EVE: Everyone Values Equality (November 2015):* An at-capacity crowd of more than 250 people attended OHR's TEDx salon on gender equity, held in partnership with TEDxMidAtlantic. Seven women speakers shared powerful talks on gender equity from diverse perspectives. Speakers included Neera Tanden, President of the Center for American Progress, and Brigid Schulte, author of The New York Times bestseller "Overwhelmed: Work, Love, and Play When No One Has the Time." The event explored the realities women currently face in the United States, and how to move toward a 21st century of equal opportunity for people of all genders and gender identities.

*Know Your Rights: Youth Human Rights Ambassadors Project (November 2015):* The Office and Commission on Human Rights – in partnership with Georgetown University Street Law Clinic – held an event and contest in which 140 students from 12 District public and private high schools participated. The students (sometimes in teams) developed creative projects (poems, songs, posters, plays and more) which demonstrated their understanding of human rights laws in the District. Top projects were chosen as finalists during the event at Georgetown University Law Center, and the winners announced at the Commission on Human Rights Awards.

*Commission on Human Rights Awards Ceremony (December 2015):* The Office and Commission held its annual Commission on Human Rights Awards Ceremony, which celebrates District human rights laws and presents the Cornelius “Neil” R. Alexander Humanitarian Award to a resident who made outstanding contributions to human rights in the District. Approximately 200 people were in attendance as Nkechi Taifa of Open Society Institute accepted the award for her work on racial equity in the criminal justice system.

*Business Training Series (December 2015 - February 2016):* OHR hosted members of DC’s business community at four free training sessions to help businesses learn about the laws OHR enforces. Each session included an overview of the laws OHR enforces, followed by a training on specific laws as follows: the Protecting Pregnant Workers Fairness Act, the Unemployed Anti-Discrimination Act, the Fair Criminal Record Screening Amendment Act, and Fair Housing Laws.

*Standing with Our Muslim Neighbors (March 2016):* OHR organized and hosted a free panel discussion with diverse Muslim faith and community leaders to improve understanding of the Muslim faith, the experiences of Muslim DC residents, and how to be effective allies to the Muslim community.

*Fair Housing Awareness Month (April 2016):* As part of Fair Housing Awareness Month in April, OHR held three fair housing informational events in partnership with the Equal Rights Center, US Department of Housing and Urban Development, Department of Housing and Community Development and the DC Developmental Disabilities Council. The first two events focused on Know Your Rights trainings for renters and advocates, and the last event brought together renters, advocates, industry and government officials for an in-depth discussion on fair housing in the District. The last event attracted more than 100 attendees.

*Muslim Stakeholders Meeting (April 2016):* OHR held a meeting with approximately 20 Muslim community members, religious leaders, advocates and government officials to discuss the experience of DC Muslims and how to prevent and address discrimination.

*Spring/Summer Training Series (May 2016 – August 2016):* OHR conducted nine trainings for the general public on various civil rights topics, including housing and employment, in different libraries across the District.

*Fast with DC Muslims (June 1016):* Joining Allies in Standing against Discrimination - One-day project that empowered the community to fast for one full day with DC Muslims and allies in solidarity and against anti-Muslim discrimination. Over 300 members of the public participated in the day of fasting. OHR also partnered with a local mosque to feed the homeless and break the fast together at the conclusion of the event. The Washington Post covered the stories of many who participated in the campaign.

*Best Practices Guide (June 2016):* OHR partnered with the National LGBTQ Taskforce to publish a manual titled, “Valuing Transgender Applicants & Employees”. The manual is a first-of-its-kind resource to help eliminate workplace discrimination against transgender and gender non-conforming people. It provides in-depth best practices intended to help employers across the nation create a genuinely inclusive and welcoming workplace environment for transgender people. OHR shared this resource with sister agencies, including FEMS, who is developing policies around delivering customer service to the transgender community.

*Business Outreach (August 2016):* OHR entered into a partnership with the Greater Washington Hispanic Chamber of Commerce (GWHCC) on a direct mailing of information regarding the Protecting Pregnant Workers Fairness Act, Fair Criminal Record Screening Amendment Act, and gender identity protections under the Human Rights Act to the 745 business owners on GWHCC’s mailing list. OHR also published information for the business community regarding the Human Rights Act, Protecting Pregnant Workers Fairness Act, Fair Criminal Record Screening Amendment Act, and Unemployed Anti-Discrimination Act in the Washington, DC Economic Partnership’s Doing Business Guide.

*Hired and Transgender: Self-Testing for Hiring Bias against Trans\* Applicants (Sept 2016):* OHR published this step-by-step guide for employers, human resources professionals, and hiring managers to evaluate their hiring practices for discrimination based on gender identity and make changes as needed.

### **FY17 Public Outreach Programs**

*Project Empowerment Trainings (October 2016 - September 2017):* OHR will continue conducting trainings regarding protections under the Human Rights Act, Protecting Pregnant Workers Fairness Act, Fair Criminal Record Screening Amendment Act, and Unemployed Anti-Discrimination Act for participants in DOES’s Project Empowerment program. Project Empowerment is a transitional employment program that provides job readiness training, work experience, and job search assistance to District residents who face multiple barriers to employment, including criminal background.

*Department of Human Services (DHS) Grantee Trainings: (October 2016 – September 2017):* OHR conducted four fair housing trainings in October and is now providing once/quarter fair housing trainings for DHS grantees who provide housing case management services for District residents.

*Human Rights Liaison Trainings (October 2016 - September 2017):* OHR will continue conducting day-long Human Rights Liaison trainings for at least 60 social service providers from various nonprofits and city agencies across the District. These providers will learn the skills needed to identify potential civil rights concerns that their clients might encounter and refer their clients to OHR.

*Business Training Series (October 2016 – September 2017):* OHR will continue to host members of DC’s business community at free training sessions to help businesses learn about the laws OHR enforces. Each session includes an overview of the laws OHR enforces, followed by a training on specific laws such as the following: the Protecting Pregnant Workers Fairness Act, the Unemployed Anti-Discrimination Act, the Fair Criminal Record Screening Amendment Act, and Fair Housing Laws. OHR has conducted 5 trainings in this series in FY17.

*Public Training Series (October 2016 – September 2017):* OHR is conducting trainings for the general public on various civil rights topics, including employment and housing protections, in libraries across all eight wards, with a focus on wards 5, 7, and 8.

*Know Your Rights: Youth Human Rights Ambassadors Project (November 2016):* The Office and Commission on Human Rights – in partnership with Georgetown University Street Law Clinic – held an event and contest in which 140 students from 12 District public and private high schools participated. The students (sometimes in teams) developed creative projects (poems, songs, posters, plays and more) which demonstrated their understanding of human rights laws in the District. Top projects were chosen as finalists during the event at Georgetown University Law Center, and the winners announced at the Commission on Human Rights Awards.

*Commission on Human Rights Awards Ceremony (December 2016):* The Office and Commission held its annual Commission on Human Rights Awards Ceremony, which celebrates District human rights laws and presents the Cornelius “Neil” R. Alexander Humanitarian Award to a resident who made outstanding contributions to human rights in the District. Approximately 200 people were in attendance as James J. Sandman, Esq. received this award for his service to residents of the District of Columbia.

*Business Outreach (March 2017 – September 2017):* OHR is recruiting a part time fellow to work specifically on outreach to the business community, with a focus on educating businesses about the laws OHR enforces and building relationships and protocols to assist in alerting businesses to new laws OHR enforces as they go into effect.

*HUD-Funded Fair Housing Trainings (February 2017 – April 2017):* In addition to OHR’s ongoing fair housing trainings, OHR has entered a new HUD-funded partnership with local nonprofits CARECEN and Bread for the City to provide a total of four fair housing trainings at their sites. The trainings at CARECEN will be conducted in Spanish, and each training will focus on specific fair housing concerns for the clients served at each nonprofit.

*TEDx Salon: Disruption (March 2017):* In partnership with TEDxMidAtlantic, OHR will convene a TEDx salon of speakers who will share stories around implicit bias and discrimination based on several of the traits protected from discrimination in DC.

*Fair Housing Awareness Month (April 2017):* As part of Fair Housing Awareness Month in April, OHR will partner with the Equal Rights Center, US Department of Housing and

Urban Development, Department of Housing and Community Development and the DC Developmental Disabilities Council to hold a community event focused on fair housing in the District. The event will include speakers with expertise in fair housing and several Know Your Rights trainings for renters and advocates.

- 16. For FY16 and FY17, to date, please list all dates when the Youth Bullying Prevention Task Force met or plans to meet and provide agendas and minutes, if any, from each meeting.**

RESPONSE:

FY16: October 14, 2015, January 28, 2016, April 28, 2016, June 16, 2016

FY17: November 16, 2016

- 17. For FY16 and FY17, to date, please list all training sessions the agency conducted. Please include the date of each session, the agency or entity that was trained, the number of individuals who completed each session, and each session's topic.**

RESPONSE: OHR staff conducted 106 training sessions in FY16 and 46 training sessions from the beginning of FY17 through January 31, 2017. Please see the following for further details: **Attachment 26**, OHR FY16 Training Report; and **Attachment 27**, OHR FY17 Training Report.

- 18. Please provide the total number of complaints filed under the Unemployed Anti-Discrimination Act in FY16 and FY17, to date, and their disposition.**

RESPONSE: To date, OHR has not received any complaints involving the Unemployed Anti-Discrimination Act from FY16 to date.

- a. How did OHR increase public awareness of this law in FY16 and FY17, to date?

RESPONSE: OHR conducted 45 activities relating to the Unemployed Anti-Discrimination Act. See **Attachment 26-27**, OHR Training Report. In every training OHR conducts, OHR discusses the laws it enforces, including the Unemployed Anti-Discrimination Act.

- 19. For FY16 and FY17, to date, how many complaints were filed against taxicabs and vehicles for hire? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: OHR received 26 inquiries in FY16 and docketed 2 cases. The two docketed cases were resolved through mediation within 150 days. In FY17 to date, OHR has received 15 inquiries and docketed 4. The 4 docketed cases were either dismissed or withdrawn. The average time lapse for these cases was 72 days.

- 20. For FY16 and FY17, to date, how many complaints have been filed under the “#safebathroomsdc” campaign? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE:

Between FY15 and FY16 to date (January 31, 2017), OHR received 91 inquiries alleging violations of the District’s gender neutral bathroom regulations. Upon receipt of these inquiries, OHR provides a notice letter to the respondent with an opportunity to comply within 30 days of receipt of the notice letter. If the respondent refuses or fails to comply, OHR will docket an official Charge of Discrimination, wherein the Director is named as the Complainant pursuant to § 2-1403.01 and DCMR 4-902.2. Between FY16 and FY17 to date (January 31, 2017), 78 cases were resolved through compliance (31 were docketed and 47 were inquiries). As of January 31, 2017, there were 13 docketed cases pending investigation. The average amount of time between receipt of an inquiry and resolution (either by voluntary compliance or order) is approximately 60 to 110 days.

- 21. For FY16 and FY17, to date, how many complaints have been filed under the Protecting Pregnant Women Fairness Act? Please provide a breakdown by disposition. For each type of disposition, please provide the average number of days that elapsed between the date the agency received the complaint and the date of its disposition.**

RESPONSE: From FY16 – FY17, there were 7 cases filed under the Protecting Pregnant Workers Fairness Act with 2 in FY16 and 5 in FY to date. Of the 5 in FY17, 1 settled within 60 days and the remaining 4 are pending investigation with the oldest case being 4 months. In FY16, 1 case was settled in less 30 days and the remaining case is pending investigation.

- 22. In what way is OHR engaged in the DC Human Trafficking Task Force?**

- a. How has OHR promoted awareness of sex trafficking during FY16 and FY17, to date?

RESPONSE:

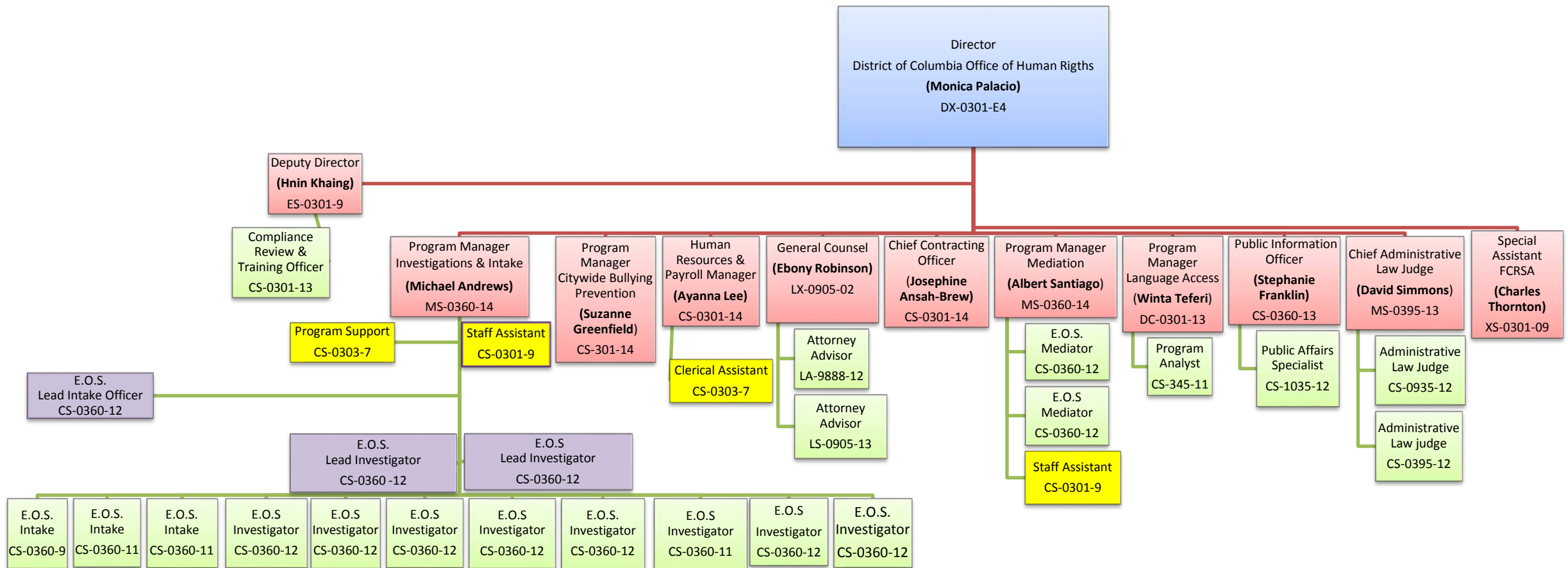
In January 2016, OHR entered a partnership with the US Department of Homeland Security’s (DHS) Blue Campaign –an initiative centered around combatting human trafficking nationwide. January is Human Trafficking Awareness Month and OHR alongside other District agencies including the Department of Motor Vehicles (DMV) and the Mayor’s Office on Victim Services and Justice Grants (OVSJG) came together to build a plan for greater partnership between local and federal government to address the issue of sex and labor trafficking in the nation’s capital. Due to the nature of its services,

in late 2016, OVSJG joined OHR and DMV as a formal partner with the Blue Campaign and worked diligently with the initiative to identify new and effective methods to disseminate anti-trafficking messages and resources to advance the cause – outside of the traditional ad campaign. One year later on January 11, 2017, the Blue Campaign and OVSJG hosted a panel style event to raise awareness around human trafficking and highlight the work that has been done in the District to make it a safe and secure place for individuals to live and work. The panel included representatives from the Metropolitan Police Department, the local victim assistance community, DHS and a trafficking survivor and advocate. OHR participated as an event planning committee member and attended the event at the John A. Wilson Building. OHR will continue its work with OVSJG and the Blue Campaign throughout the fiscal year to find ways to promote human trafficking awareness.

**OHR ATTACHMENT LIST  
FY17 OVERSIGHT RESPONSES**

<b>Attachment Number</b>	<b>Description</b>	<b>Notes</b>
1.	OHR Organizational Chart	
2.	Schedule A	
3.	Position Funding Report	
4.	OHR List of Intra-District transfers	
5.	FY16 Purchase Card Spending Report	
6.	FY17 Purchase Card Spending Report	
7.	List of MOUs	
8.	List of Reprogrammings	
9.	List of Pending Lawsuits Naming OHR as a Party	
10.	List of Pending Administrative Complaints	
11.	OHR FY16 Performance Plan	
12.	OHR FY17 Performance Plan.	
13.	List of FOIA Requests	
14.	FY16 Salary List (over \$100k)	
15.	FY17 Salary List (over \$100k)	
16.	AFGE Local1403 AFL-CIO CBA	
17.	CBA Comp Units 1 & 2	
18.	AFSCME Local 2401CBA	
19.	Commission on Human Rights List of Members	
20.	COHR Meeting Agendas	
21.	COHR Meeting Minutes (November 2015)	
22.	Youth Bullying Prevention Task Force List of Members.	
23.	Youth Bullying Prevention Task Force Meeting Agendas	
24.	OHR FY16-FY17 List of Contracts, Procurement, Lease, and Grant Awards.	
25.	OHR Training and Professional Development List	
26.	OHR FY16 Training Report	
27.	OHR FY17 Training Report	

# ATTACHMENT 1



PeopleSoft  
Report ID: DCMOD9 POSITION FUNDIN Page No. 1  
Funding Age HM Investigations Run Date 2/14/2017  
As Of Date: 14-Feb-17 Run Time 10:53:08  
Appropriatio 17

Posn Stat	Posn Nbr	Title	Name	EmplId	Hire Date	Vac Stat	Grade	Step	Salary	FTE x Dist %	Agency	Index	PCA	Fund Code	Prgm Code	Activity	DeptId	Department Name	Location Code	Location Name	Reports to Position	Reports to Name	Posn EffDt	Position NTE Dt	F/P Time	Reg/Temp/Term	WAE	Sal Plan	Head Count	FTE	Dist %	Employee NTE Dt	Wgi Due Date	Gvt Let Date	Hourly Rate	CBU	SERV CD	SCHED ID	
A	2569	Chief Administrative Law Judge	Simmons,David C	39895	9/2/2008	F	13	0	12123.3	1	HMO	RIGHO	30100	100	3010	3000	HM12000000	Hearing	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0086		1	1	100			9/2/2008	58.3285	XAA	AS1	AS1
A	5609	Equal Opportunity Specialist	Ferguson,Ashlei	89019	10/19/2015	F	12	4	76894	1	HMO	INVID	20300	100	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Term	N	DS0087		1	1	100	12/15/2017	10/15/2017	10/16/2016	36.9863	XAA	A01	A01
A	7504	Equal Opportunity Specialist	Proyles,Aimee	79889	11/18/2013	F	12	5	79077	1	HMO	INVID	20300	100	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016	7/4/2005	F	Reg	N	DS0087		1	1	100	1/28/2017	3/18/2018	1/20/2016	38.0178	XAA	A01	A01
A	8547	EQUAL OPPORTUNITY SPECIALIST	Sharpe Jones,Melissa C	5673	7/24/2000	F	12	8	85626	1	HMO	INVID	20300	100	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016	2/26/2006	F	Reg	N	DS0087		1	1	100	11/25/2018	11/27/2016	41.1663	XAA	A01	A01	
A	11483	Director, Ofc of Human Rights	Palacio,Monica	67366	12/9/2011	F	E4	0	156279.63	1	HMO	PERFO	10900	100	1090	1000	HM10000000	DIR Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0000		1	1	100			75.1344	XXX	LBR	LBR	
A	13143	Administrative Law Judge	Harris,Dianne S	14053	5/15/2006	F	12	10	89992	1	HMO	RIGHO	30100	100	3010	3000	HM12000000	Hearing	LOCDC00003	One Judiciary Square	2569	Simmons,David C	10/1/2016	7/19/2005	F	Reg	N	DS0087		1	1	100			1/8/2017	43.2654	XAA	A01	A01
A	15852	Supervisory Equal Opportunity					V	14	0	119591	1	HMO	MEDNO	20200	100	2020	2000	HM14000000	Mediation	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0086		1	1	100			57.5	XAA	AS1	AS1
A	35280	Staff Assistant	Rocha,Eloisa	38060	2/4/2008	F	9	5	57559	1	HMO	MEDNO	20200	100	2020	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	15852	VACANT	10/1/2016	3/6/2006	F	Reg	N	DS0078		1	1	100	5/13/2018	5/15/2016	27.6726	AAL	A01	X02	
A	36097	Equal Opportunity Specialist	Gardner,ILHugh	79918	2/10/2014	F	12	2	72528	1	HMO	EQUA7	20300	8200	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Term	N	DS0087		1	1	100	7/15/2017	5/14/2017	5/15/2016	34.8692	XAA	A01	A01
A	37354	Supervisory Equal Opportunity	Andrews,Michael A.	95317	11/28/2016	F	14	0	102500	1	HMO	INVID	20300	100	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0086		1	1	100	11/28/2016	49.2788	XAA	AS1	AS1		
A	38622	Administrative Law Judge	Howard,John	83489	10/6/2014	F	12	10	89992	1	HMO	RIGHO	30100	100	3010	3000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	2569	Simmons,David C	10/1/2016		F	Term	N	DS0087		1	1	100	3/3/2018	10/2/2016	43.2654	XAA	A01	A01	
A	38679	Lead Equal Opportunity Special	Wojdowski,Jaime A	64454	1/18/2011	F	13	3	86244	0.15	HMO	HOU50	20500	100	2050	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0087		1	1	15	6/25/2017	6/26/2016	41.4635	XAA	A01	A01	
A	38679	Lead Equal Opportunity Special	Wojdowski,Jaime A	64454	1/18/2011	F	13	3	86244	0.85	HMO	HHU07	20300	8200	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0087		1	1	85	6/25/2017	6/26/2016	41.4635	XAA	A01	A01	
A	41680	Administrative Support Special	Lee,Ayanna E	6633	10/10/2000	F	14	6	111131	1	HMO	PERFO	10900	100	1090	1000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	10/7/2012	53.4284	XAA	A01	A01		
A	41743	SUPERVISORY ATTORNEY ADVISOR	Robinson,Ebony Michelle	70533	10/9/2012	F	2	0	128400	1	HMO	LEGA0	10600	100	1060	1000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	5/29/2016	61.7308	XAA	LBR	LBR		
A	41751	Attorney Advisor	Phlynton,Jsha	88302	8/24/2015	F	12	2	82472	1	HMO	LEGA0	10600	100	1060	1000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	41743	Robinson,Ebony Michelle	10/28/2016		F	Term	N	LA0002		1	1	100	9/23/2017	8/20/2017	8/21/2016	39.65	BQA	A35	A35
A	43673	Administrative Support Special	Ansaah Brew,Josephine Adwoa	29611	7/9/2007	F	14	5	108063	1	HMO	PERFO	10900	100	1090	1000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	10/14/2018	10/16/2016	51.9534	XAA	A01	A01	
A	44235	Language Access Program Manage	Teferi,Winta	67231	11/14/2011	F	13	9	101826	1	HMO	INVID	20300	100	2030	2000	HM16000000	Language	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	4/15/2018	4/17/2016	48.9548	XAA	AS1	AS1	
A	45901	Deputy Director	Khaing,Hnin	85453	3/23/2015	F	9	0	115000	1	HMO	EDUC0	20700	100	2070	2000	HM16000000	Language	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	11/2/2016		F	Reg	N	XS0001		1	1	100	1/8/2017	55.2885	XAA	LBR	LBR		
A	46756	Staff Assistant	Precia,Deirda N	26761	6/15/2004	F	9	7	60819	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0078		1	1	100	4/1/2018	4/3/2016	29.2399	AAL	A01	X02	
A	47151	Lead Equal Opportunity Special	Smith-Evans,Akita M	10033	12/18/2000	F	13	6	94035	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0087		1	1	100	6/25/2017	6/28/2015	45.2091	XAA	A01	A01	
A	47458	Equal Opportunity Specialist	Santiago,Albert	72187	5/6/2013	F	12	7	83443	1	HMO	INTA0	20100	100	2010	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	15852	VACANT	10/1/2016		F	Reg	N	DS0087		1	1	100	11/3/2015	10/29/2017	11/1/2015	40.1168	XAA	LBR	LBR
A	48048	CLERICAL ASSISTANT (OFFICE AUT	Aneiva,David	38163	11/30/2015	F	7	4	46654	1	HMO	INTA0	20100	100	2010	2000	HM12000000	Hearing	LOCDC00003	One Judiciary Square	41680	Lee,Ayanna E	10/1/2016		F	Term	N	DS0079		1	1	100	1/28/2018	11/26/2017	11/27/2016	22.4298	AAA	A01	X03
A	70176	Equal Opportunity Specialist	Taylor,Linda	91049	5/16/2016	F	12	5	79077	1	HMO	MEDNO	20200	100	2020	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	15852	VACANT	10/1/2016		F	Term	N	DS0087		1	1	100	6/15/2017	5/14/2017	5/16/2016	38.0178	XAA	A01	A01
A	73181	Program Analyst (Bilingual)	Mendizabal-Lopez,Beatriz P	44436	4/13/2009	F	11	6	65987	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	44235	Teferi,Winta	10/1/2016		F	Term	N	DS0087		1	1	100	6/14/2017	5/13/2018	5/15/2016	31.7245	XAA	A01	A01
A	73312	Public Affairs Specialist	Rainey,Teresa	80243	3/24/2014	F	12	1	70345	1	HMO	MEDNO	20200	100	2020	2000	HM14000000	Mediation	LOCDC00003	One Judiciary Square	82349	Franklin,Stephanie Theres	10/28/2016		F	Reg	N	DS0087		1	1	100	6/23/2017	8/6/2017	8/7/2016	33.8197	XAA	LBR	LBR
A	73693	Equal Opportunity Specialist	Nguyen,Luisa B	32436	5/12/2008	F	12	6	81260	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0087		1	1	100	1/20/2019	1/22/2017	39.0673	XAA	A01	A01	
A	77754	Youth Inclusion Program Coordi	Greenfield,Suzanne L	56678	5/20/2013	F	14	5	108063	1	HMO	APBUL	20850	100	2085	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	8/19/2016	11/12/2017	11/15/2015	51.9534	XAA	A01	A01
A	82349	Public Affairs Specialist	Franklin,Stephanie Theresa	63262	8/30/2010	F	13	1	81050	1	HMO	EDUC0	20700	100	2070	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	11483	Palacio,Monica	10/1/2016		F	Reg	N	DS0087		1	1	100	11/12/2017	11/13/2016	38.9663	XAA	LBR	LBR	
A	83296	Staff Assistant	Gallardo,Sandra E	67657	1/30/2012	F	9	5	57559	1	HMO	INTA0	20100	100	2010	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	DS0078		1	1	100	5/13/2018	5/15/2016	27.6726	AAL	A01	X02	
A	85348	Special Assistant	Thornton,Charles B	64560	2/7/2011	F	9	0	101295	0.7	HMO	INVID	20300	100	2030	2000	HM15000000	Investigations	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Reg	N	XS0001		1	1	70			48.6995	XAA	LBR	LBR	
A	85349	Equal Opportunity Specialist	Megias,Eileen	89886	1/11/2016	F	12	3	74711	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Term	N	DS0087		1	1	100	3/9/2018	1/7/2018	1/8/2017	35.9188	XAA	A01	A01
A	85350	Equal Opportunity Specialist	Applegate,Alexis	84242	12/15/2014	F	12	5	79077	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Term	N	DS0087		1	1	100	3/12/2018	12/24/2017	12/27/2015	38.0178	XAA	A01	A01
A	85502	EQUAL OPPORTUNITY SPEC	Diaz Villarroel,Jaime	84244	12/15/2014	F	11	3	60506	1	HMO	INVID	20300	100	2030	2000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	37354	Andrews,Michael A.	10/1/2016		F	Term	N	DS0087		1	1	100	3/13/2018	12/24/2017	12/25/2016	29.0894	XAA	A01	A01
A	85503	ATTORNEY ADVISOR	Deal,Thomas	67035	10/24/2011	F	13	3	101241	1	HMO	LEGA0	10600	100	1060	1000	HM10000000	Office of Human Rights	LOCDC00003	One Judiciary Square	41743	Robinson,Ebony Michelle	10/31/2016		F	Reg	N	LA0002		1	1	100	12/24/2017	12/25/2016	48.6736	BQA	LBR	LBR	
A	87668	Equal Opportunity Specialist	Bruner,Dedan	89887	1/11/2016	F	12	8	85626	1	HMO	INVID	20300	100	20																								

**ATTACHMENT 3**  
**Office of Human Rights**  
**Position Funding Report**

Fund Code	Grant Nbr	Vac Stat	Posn Nbr	Title	Name	Grade	Step	Reg/Temp/Term	Total
100		F	2569	Chief Administrative Law Judge	Simmons,David C	13	0	Reg	1
			5609	Equal Opportunity Specialist	Ferguson,Ashlei	12	4	Term	1
			7504	Equal Opportunity Specialist	Peoples,Aimee	12	5	Reg	1
			8547	Equal Opportunity Specialist	Sharpe Jones,Melissa C	12	8	Reg	1
			11483	Director, Ofc of Human Rights	Palacio,Monica	E4	0	Reg	1
			13143	Administrative Law Judge	Harris,Dianne S	12	10	Reg	1
			35280	Staff Assistant	Rocha,Eloisa	9	5	Reg	1
			37354	Supervisory Equal Opportunity	Andrews,Michael A.	14	0	Reg	1
			38622	Administrative Law Judge	Howard,John	12	10	Term	1
			38679	Lead Equal Opportunity Special	Wojdowski,Jaime A	13	3	Reg	0.15
			41680	Administrative Support Special	Lee,Ayanna E	14	6	Reg	1
			41743	SUPERVISORY ATTORNEY ADVISOR	Robinson,Ebony Michelle	2	0	Reg	1
			41751	Attorney Advisor	Plynton,Isha	12	2	Term	1
			43673	Administrative Support Special	Ansah Brew,Josephine Adwoa	14	5	Reg	1
			44235	Language Access Program Manage	Teferi,Winta	13	9	Reg	1
			45901	Deputy Director	Khaing,Hnin	9	0	Reg	1
			46756	Staff Assistant	Precia,Deidra N	9	7	Reg	1
			47151	Lead Equal Opportunity Special	Smith-Evans,Akita M	13	6	Reg	1
			47458	Equal Opportunity Specialist	Santiago,Albert	12	7	Reg	1
			48048	CLERICAL ASSISTANT (OFFICE AUT	Aneiva,David	7	4	Term	1
			70176	Equal Opportunity Specialist	Taylor,Linda	12	5	Term	1
			73181	Program Analyst (Bilingual)	Mendizabal-Lopez,Beatriz P	11	6	Term	1
			73312	Public Affairs Specialist	Rainey,Teresa	12	1	Reg	1
			73693	Equal Opportunity Specialist	Nguyen,Luisa B	12	6	Reg	1
			77754	Youth Inclusion Program Coordi	Greenfield,Suzanne L.	14	5	Reg	1
			82349	Public Affairs Specialist	Franklin,Stephanie Theresa	13	1	Reg	1
			83296	Staff Assistant	Gallardo,Sandra E	9	5	Reg	1
			85348	Special Assistant	Thornton,Charles B	9	0	Reg	0.7
			85349	Equal Opportunity Specialist	Megias,Eileen	12	3	Term	1
			85350	Equal Opportunity Specialist	Applegate,Alexis	12	5	Term	1
			85502	EQUAL OPPORTUNITY SPEC	Diaz Villarroel,Jaime	11	3	Term	1
			85503	Attorney Advisor	Deal,Thomas	13	3	Reg	1

**ATTACHMENT 3**  
**Office of Human Rights**  
**Position Funding Report**

Fund Code	Grant Nbr	Vac Stat	Posn Nbr	Title	Name	Grade	Step	Reg/Temp/Term	Total
			87668	Equal Opportunity Specialist	Bruner,Dedan	12	8	Term	1
			87683	Program Support Assistant (OA)	Barringer,Dontee	7	2	Term	1
			91369	Compliance Review & Trng Ofcr.	Daniels,India A	13	1	Term	1
			91414	EQUAL OPPORTUNITY SPEC	Wallace,Mary	11	2	Term	1
		F	Total						34.85
		V	15852	Supervisory Equal Opportunity	(blank)	14	0	Reg	1
			87669	EQUAL OPPORTUNITY SPEC	(blank)	11	0	Reg	1
		V	Total						2
	Total								36.85
0100	Total								36.85
8200	71EJGA	F	36097	Equal Opportunity Specialist	Gardner III,Hugh	12	2	Term	1
		F	Total						1
	71EJGA	Total							1
	71HHGA	F	38679	Lead Equal Opportunity Special	Wojdowski,Jaime A	13	3	Reg	0.85
		F	Total						0.85
	71HHGA	Total							0.85
8200	Total								1.85
Grand	Total								38.7

**ATTACHMENT 4**  
**Office of Human Rights**  
**Intra District Funds Transfers**

Project Name	Project Description	Buyer Agency	FY 2016 Amount	FY 2017 Amount (as of 2-10-17)	MOU Planned for FY17 (yes or no)	Status of MOU
Fleet Services	Fleet Services	Department of Public Works (KT0)	\$ 2,983.12	\$ 3,273.60	Yes	Central Assessment
Sign Language Interpretation	Sign Language Interpretation	Department of Disability Services (JR0)	\$ 5,885.00	\$ -	Yes	Pending funds transfer request from Office of Disability Rights
DCNET RTS	OCTO RTS	Office of Human Rights (HM0)	\$ 4,173.00	\$ 1,000.00	Yes	Additional funds will be transferred to OCTO RTS when OHR requires telephone related services
Web Accessseibility	Web Accessseibility	Office of Chief Technology Officer (TO0)	\$ 2,000.00	TBD	TBD	N/A

# Transaction Detail with Accounting Codes and Notes

ATTACHMENT 5

## DCPCARD

Date/Time Printed: 02/13/2017 05:31:01 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
155342576	LEE, AYANNA	*****3542	10/01/2015	10/02/2015	Unknown	SILVER LEGACY HOTEL FR	RENO, NV	3679	\$0.00	\$1,097.27	Purchase
		NOTES		Lodging: Judge JP Howard National Judicial College							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0402	TRAVEL - OUT OF CITY			Index Code				
							CBE				
155680665	LEE, AYANNA	*****3542	10/01/2015	10/09/2015	Unknown	SHERATON BIRMINGHAM	BIRMINGHAM, AL	3503	\$0.00	(\$216.20)	Purchase
		NOTES		Lodging Room Hold Reimbursement IAOHRA Conference							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0402	TRAVEL - OUT OF CITY			Index Code				
							CBE				
155869654	LEE, AYANNA	*****3542	10/13/2015	10/14/2015	Unknown	PAYPAL *WORKOLIA.COM	4029357733, CA	5999	\$0.00	\$11.69	Purchase
		NOTES		Receipt No:4991-6358-3252-8737							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0410	OFFICE SUPPORT			Index Code				
							CBE				
155923121	LEE, AYANNA	*****3542	10/14/2015	10/15/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$1,624.76	Purchase
		NOTES		Printing of promotional/outreach supplies.							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:31:01 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
155923122	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code		0410		OFFICE SUPPORT	Index Code	INVIO				
							CBE					
		*****3542	10/14/2015	10/15/2015	Unknown	KNACKHQ.COM	7173307734, NY	5045	\$0.00	\$490.00	Purchase	
		NOTES										
		CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE		
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0410		OFFICE SUPPORT	Index Code					
							CBE					
		155923123	LEE, AYANNA	*****3542	10/14/2015	10/15/2015	Unknown	AAAA	08002528952, DC	8398	\$0.00	\$199.00
NOTES												
Registration: Unconscious Bias: a Webinar Washington, District of Columbia - Thomas Deal												
CHART OF ACCOUNT												
			DC Gov			CUSTOM FIELD		VALUE				
Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300					
Object Code		0410		OFFICE SUPPORT	Index Code		INVIO					
					CBE		No					
155990094	LEE, AYANNA	*****3542	10/15/2015	10/16/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$1,624.76	Purchase	
NOTES												
Attached are the invoices for our bag orders. As I discussed, we received a quote from a local vendor (I asked three vendors for quotes and heard back from one), but their quoted price was almost double this rate. Due to our relatively small budget, we decided to go with this vendor.												
CHART OF ACCOUNT												
			DC Gov			CUSTOM FIELD		VALUE				
Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300					
Object Code		0410		OFFICE SUPPORT	Index Code		Invi0					
					CBE							
156169819	LEE, AYANNA	*****3542	10/19/2015	10/20/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$80.00	Purchase	
NOTES												
Courier Services Invoice 0915												

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 Transaction Detail with Accounting Codes and Notes

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

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Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
156296512	LEE, AYANNA	CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	Yes				
		*****3542	10/21/2015	10/22/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
		NOTES									
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
156296513	LEE, AYANNA	*****3542	10/21/2015	10/22/2015	Unknown	PAYPAL *2CHECKOUTCO	8772940273, OH	4816	\$0.00	\$29.00	Purchase
		NOTES									
		OHR purchased this template for its upcoming report on Resume Testing for Discrimination. The report template was the design OHR needed and will save much on human resources and/or contracting out design. * Elliot Imse									
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
		*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
		NOTES									
		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Alexis Applegate									
156649126	LEE, AYANNA	CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
		*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES									
		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Alexis Applegate									
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
				CBE	No						
156649127	LEE, AYANNA	*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES									
		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Alexis Applegate									
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
		*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES									
		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Alexis Applegate									

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		<b>NOTES</b>		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Rahsaan Coefield							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
156649128	LEE, AYANNA	*****3542	10/28/2015	10/28/2015	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		<b>NOTES</b>		Training Registration: Changing Currents in Employment Law 2015: Recent Trends and Developments Carsen Gardner							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				
157048978	LEE, AYANNA	*****3542	11/03/2015	11/04/2015	Unknown	DISCOUNTMUGS.COM	08005691980, FL	5964	\$0.00	\$588.17	Purchase
		<b>NOTES</b>		OHR Promotional Supplies and Materials Invoice # DM2035697 * Elliot Imse							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE					
157119146	LEE, AYANNA	*****3542	11/04/2015	11/05/2015	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$50.00	Purchase
		<b>NOTES</b>		\$50 delivery charge for invoice 5350 of OHR outreach supplies and materials. Teresa Rainey							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code	20300				
		Object Code	0410	OFFICE SUPPORT		Index Code	INVIO				
						CBE	No				

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
157196302	LEE, AYANNA	*****3542	11/05/2015	11/06/2015	Unknown	FRAGER'S JUST ASK RENT	02025438174, DC	7394	\$6.47	\$118.97	Purchase
		NOTES		Tent rental for outreach event. Teresa Rainey							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE	No			
157316166	LEE, AYANNA	*****3542	11/06/2015	11/09/2015	Unknown	MR VIDEO AA COMPUTERS	SPRINGFIELD, VA	5732	\$0.00	\$438.00	Purchase
		NOTES		Audio for Ted Ex Salon: Stephanie Franklin							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE	No			
157316167	LEE, AYANNA	*****3542	11/06/2015	11/09/2015	Unknown	MWELA	703-778-4648, VA	8398	\$0.00	\$25.00	Purchase
		NOTES		Order No:3337							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0410	OFFICE SUPPORT			Index Code				
							CBE				
157444599	LEE, AYANNA	*****3542	11/10/2015	11/11/2015	Unknown	BUS MGMT DAILY BMD AUD	8005432055, VA	2741	\$0.00	\$197.00	Purchase
		NOTES		Account No: 43714717							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0410	OFFICE SUPPORT			Index Code				
							CBE				

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
157502234	LEE, AYANNA	*****3542	11/10/2015	11/12/2015	Unknown	NATIONAL EMPLYMT LAW I	03038615600, CO	7399	\$0.00	\$1,725.00	Purchase
		NOTES		NELI Training for Legal Unit. Invoice # 1592-37988 See attached							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE				
157555250	LEE, AYANNA	*****3542	11/12/2015	11/13/2015	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$885.00	Purchase
		NOTES		Purchase of business cards for new staff members.							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE				
157555251	LEE, AYANNA	*****3542	11/12/2015	11/13/2015	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$44.00	Purchase
		NOTES		Invoice No: 1015							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE				
157650403	LEE, AYANNA	*****3542	11/13/2015	11/16/2015	Unknown	SUCCESSORIES	5616927981, FL	5947	\$0.00	\$189.98	Purchase
		NOTES		JAB COHR Award							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	INVIO			
							CBE				

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
157724893	LEE, AYANNA	*****3542	11/16/2015	11/17/2015	Unknown	FEDEXOFFICE 00006718	WASHINGTON, DC	7338	\$0.00	\$2.00	Purchase
NOTES				Printing of materials for Ted Ex event.							
CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES		PCA Code		20300			
Object Code			0410	OFFICE SUPPORT		Index Code		INVIO			
						CBE		No			
157855024	LEE, AYANNA	*****3542	11/18/2015	11/19/2015	Unknown	VISTAPR*VISTAPRI NT.COM	866-8936743, MA	2741	\$0.00	\$317.23	Purchase
NOTES				Order Number: GGWD4-L3A10-1H8 Purchase of promotional supplies.							
CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES		PCA Code		20300			
Object Code			0410	OFFICE SUPPORT		Index Code		INVIO			
						CBE					
158041412	LEE, AYANNA	*****3542	11/20/2015	11/23/2015	Unknown	WASH METRORAIL	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
NOTES				Purchase of metro cards for work related travel.							
CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES		PCA Code		20300			
Object Code			0410	OFFICE SUPPORT		Index Code		INVIO			
						CBE					
158352841	LEE, AYANNA	*****3542	11/30/2015	12/01/2015	Unknown	THE CENTER FOR ADR	301-2611124, MD	8299	\$0.00	\$1,000.00	Purchase
NOTES				Registration payment receipt for Albert Santiago to attend the December 7-11 40-Hour Mediation Training							
CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES		PCA Code		20300			
Object Code			0410	OFFICE SUPPORT		Index Code		INVIO			
						CBE					
158749177	LEE, AYANNA	*****3542	12/07/2015	12/08/2015	Unknown	INTERNATIONAL ASSOCIAT	07039266383, DC	8398	\$0.00	\$200.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES				NFHTA - Fair Housing Certification Application Fees.							
				Akita Smith Evans Rahsaan Coefield							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
Object Code			0410	OFFICE SUPPORT			Index Code	INV10			
							CBE				
158806085	LEE, AYANNA	*****3542	12/08/2015	12/09/2015	Unknown	DRI*NUANCE	ORDERFIND.CO M, MN	5734	\$4.02	\$74.00	Purchase
NOTES				Order # 8838758604 Nuance Software Brian Ferguson JAB							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code				
Object Code			0410	OFFICE SUPPORT			Index Code				
							CBE				
158806086	LEE, AYANNA	*****3542	12/08/2015	12/09/2015	Unknown	DRI*NUANCE	ORDERFIND.CO M, MN	5734	\$0.46	\$8.45	Purchase
NOTES				Nuance Online Store - Order Confirmation (Order #8838775404)							
				PDF Converter: Brian Ferguson							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code				
Object Code			0409	CONTRACTUAL SERVICES - OTHER			Index Code				
							CBE				
159056136	LEE, AYANNA	*****3542	12/11/2015	12/14/2015	Unknown	SAGE PUBLICATIONS	805-499-9774, CA	5994	\$0.00	\$30.00	Purchase
NOTES				Fraudulent charge reimbursed by JP Morgan.							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			

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159453251	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE	No				
		*****9620	12/21/2015	12/22/2015	Unknown	INTERNATIONAL ASSOCIAT	07039266383, DC	8398	\$0.00	\$600.00	Purchase
		<b>NOTES</b>		Registration fees for NFHTA examination: Akita Smith Evans Rahsaan Coefield							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
159659039	LEE, AYANNA	*****9620	12/11/2015	12/30/2015	Unknown	FRAUD CREDIT BJD	N/A, N/A	5994	\$0.00	(\$30.00)	Purchase
		<b>NOTES</b>		Reverse transaction							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE	No				
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
159767220	LEE, AYANNA	*****9620	01/01/2016	01/04/2016	Unknown	FEDEX 782079243218	MEMPHIS, TN	4215	\$0.00	\$21.50	Purchase
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE	No				
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
159805911	LEE, AYANNA	*****9620	01/04/2016	01/05/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$66.00	Purchase
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE	No				
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				

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159805912	LEE, AYANNA	Comptroller Source	0040	01/04/2016	01/05/2016	Unknown	NATIONALJUDICIAL COLLEG	PCA Code	20300		
		Object Code						Index Code	INVIO		
			0410					CBE			
		*****9620	01/04/2016	01/05/2016	Unknown	NATIONALJUDICIAL COLLEG	07757846747, NV	8299	\$0.00	\$890.00	Purchase
		<b>NOTES</b>		Process Payment							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	INVIO			
							CBE	No			
		*****9620	01/04/2016	01/06/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$35.00	Purchase
159854450	LEE, AYANNA	<b>NOTES</b>		Fair Housing Materials for certification course: Akita Smith Evans							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	EQUA6			
							CBE	No			
		*****9620	01/04/2016	01/06/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$35.00	Purchase
		<b>NOTES</b>		Fair Housing Materials for certification course: Akita Smith Evans							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	EQUA6			
159854451	LEE, AYANNA										
		*****9620	01/05/2016	01/06/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$110.00	Purchase
		<b>NOTES</b>		Process Payment							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	INVIO			
							CBE				
		*****9620	01/05/2016	01/06/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$110.00	Purchase
		<b>NOTES</b>		Process Payment							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
159854452	LEE, AYANNA	Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	INVIO			
							CBE				
		*****9620	01/05/2016	01/06/2016	Unknown	PAYPAL *INTERFAITHC	4029357733, CA	8661	\$0.00	\$50.00	Purchase
		<b>NOTES</b>		Outreach table registration: The InterFaith Conference of Metropolitan Washington: Rainey							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code	20300			
		Object Code	0410			OFFICE SUPPORT	Index Code	INVIO			
							CBE				
		*****9620	01/05/2016	01/06/2016	Unknown	PAYPAL *INTERFAITHC	4029357733, CA	8661	\$0.00	\$50.00	Purchase
		<b>NOTES</b>		Outreach table registration: The InterFaith Conference of Metropolitan Washington: Rainey							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
160076864	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code		0410		OFFICE SUPPORT	Index Code	INVI0				
							CBE	No				
		*****9620	01/07/2016	01/11/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$1,500.00	Purchase	
		NOTES				National Fair Housing Training: Brian Ferguson						
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD		VALUE			
160076865	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code		0410		OFFICE SUPPORT	Index Code	INVI0				
							CBE	No				
		*****9620	01/07/2016	01/11/2016	Unknown	HUD NFHTA TUITION FEES	WASHINGTON, DC	8299	\$0.00	\$1,500.00	Purchase	
		NOTES				Fair Housing Training: Aimee Peoples						
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD		VALUE			
160126410	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code	EQUA6				
							CBE	No				
		*****9620	01/11/2016	01/12/2016	Unknown	PAYPAL	4029357733, CA	8999	\$0.00	\$150.00	Purchase	
		NOTES				Supplies and stage materials for OHR Ted EX Salon						
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD		VALUE			
160316091	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code		0410		OFFICE SUPPORT	Index Code	INVI0				
							CBE	No				
		*****9620	01/14/2016	01/15/2016	Unknown	METRO CNTR BULK SALES	WASHINGTON, DC	4111	\$0.00	\$240.00	Purchase	
		NOTES				Payment Processed						
		CHART OF ACCOUNT				DC Gov	CUSTOM FIELD		VALUE			

# Transaction Detail with Accounting Codes and Notes

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Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
160508392	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
		*****9620	01/19/2016	01/20/2016	Unknown	DELTA 00623320722581	DELTA.COM, CA	3058	\$0.00	\$250.20	Purchase
		NOTES		Payment Processed							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0402		TRAVEL - OUT OF CITY	Index Code	INVIO				
						CBE					
161506431	LEE, AYANNA	*****9620	02/06/2016	02/08/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$20.00	Purchase
		NOTES		Annual Employment Law Update: Alexis Applegate							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE	No				
161506432	LEE, AYANNA	*****9620	02/06/2016	02/08/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$35.00	Purchase
		NOTES		Payment Processed							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
161616230	LEE, AYANNA	*****9620	02/09/2016	02/10/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$118.00	Purchase
		NOTES		Processed Payment							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			

# Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
161616231	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
		*****9620	02/09/2016	02/10/2016	Unknown	PAYPAL *NATIONALCOM	4029357733, DC	8398	\$0.00	\$25.00	Purchase
		<b>NOTES</b>		Payment processed							
		<b>CHART OF ACCOUNT</b>		DC Gov							
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
161868913	LEE, AYANNA	*****9620	02/11/2016	02/15/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
		<b>NOTES</b>		Payment Processed							
		<b>CHART OF ACCOUNT</b>		DC Gov							
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
161868914	LEE, AYANNA	*****9620	02/12/2016	02/15/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov							
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
		Object Code	0410		OFFICE SUPPORT	Index Code	INVIO				
						CBE					
161868915	LEE, AYANNA	*****9620	02/14/2016	02/15/2016	Unknown	EMBASSY SUITES PRMTR	ATLANTA, GA	3695	\$0.00	\$46.60	Purchase
		<b>NOTES</b>		Lodging Aimee Peoples NFHTA							
		<b>CHART OF ACCOUNT</b>		DC Gov							

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type		
161868916	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code						
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code						
							CBE						
		*****9620	02/14/2016	02/15/2016	Unknown	EMBASSY SUITES PRMTR	ATLANTA, GA	3695	\$0.00	\$957.36	Purchase		
		NOTES											
						Lodging Week 4 NFHTA Atlanta, GA Aimee Peoples							
		CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code						
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code						
							CBE						
162202398	LEE, AYANNA	*****9620	02/22/2016	02/22/2016	Unknown	FRAUD CREDIT BP	ELGIN, IL	5734	\$0.00	(\$74.00)	Purchase		
		NOTES											
						Credit							
		CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code						
		Object Code		0410		OFFICE SUPPORT	Index Code						
							CBE						
		162202399	LEE, AYANNA	*****9620	02/22/2016	02/22/2016	Unknown	FRAUD CREDIT BP	ELGIN, IL	5734	\$0.00	(\$8.45)	Purchase
				NOTES									
								Credit					
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD		VALUE				
Comptroller Source				0040		OTHER SERVICES AND CHARGES	PCA Code						
Object Code				0410		OFFICE SUPPORT	Index Code						
							CBE						
162202400	LEE, AYANNA			*****9620	02/19/2016	02/22/2016	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$475.00	Purchase
				NOTES									
								Invoice #52544 Business cards					
		CHART OF ACCOUNT			DC Gov			CUSTOM FIELD		VALUE			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
162202401	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
		*****9620	02/20/2016	02/22/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	(\$20.00)	Purchase
		NOTES		Invoice #9620							
162699676	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
		*****9620	03/02/2016	03/02/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
		NOTES		Thomas Deal Registration for Training Determining FMLA Leave: Key Concepts and Recent Developments **Webinar							
162822283	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
						CBE					
		*****9620	02/26/2016	03/03/2016	Unknown	SHRED IT WASHINGTON	03013150070, MD	7399	\$0.00	\$645.06	Purchase
		NOTES		Shred IT Services from May 2015-Feb 2016							
163244979	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
		*****9620	03/09/2016	03/10/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$88.00	Purchase
		NOTES		Invoice 0216 Courier Services							

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code				
	Object Code		0410		OFFICE SUPPORT		Index Code				
							CBE				
163328239	LEE, AYANNA	*****9620	03/10/2016	03/11/2016	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$139.00	Purchase
	<b>NOTES</b>	Printing of business cards Order #52544									
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code				
	Object Code		0410		OFFICE SUPPORT		Index Code				
							CBE				
163467029	LEE, AYANNA	*****9620	03/12/2016	03/14/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	(\$50.00)	Purchase
	<b>NOTES</b>	Reimbursement for duplicate charge.									
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code				
	Object Code		0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				
164140599	LEE, AYANNA	*****9620	03/23/2016	03/25/2016	Unknown	ADOBE *ACROBAT PRO	800-833-6687, CA	5734	\$25.82	\$474.82	Purchase
	<b>NOTES</b>	Adobe Software for Suzanne Greenfield									
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES		PCA Code				
	Object Code		0410		OFFICE SUPPORT		Index Code				
							CBE				
164727613	LEE, AYANNA	*****9620	04/04/2016	04/05/2016	Unknown	PAYPAL *CTRLKEQU	4029357733, DC	8641	\$0.00	\$1,000.00	Purchase
	<b>NOTES</b>	Registration for Black Pride Outreach Event									
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			

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Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
165115022	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
		*****9620	04/08/2016	04/11/2016	Unknown	LANGUAGE LINE	08316487439, CA	7399	\$0.00	\$190.00	Purchase
		<b>NOTES</b> Jaime's certification through Language Line Solutions costs \$190.00. <b>CHART OF ACCOUNT</b> DC Gov									
165115023	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
		*****9620	04/09/2016	04/11/2016	Unknown	CAPITAL PRIDE ALLIANCE	07032444474, DC	8398	\$0.00	\$1,000.00	Purchase
		<b>NOTES</b> Registration for trans pride outreach event. <b>CHART OF ACCOUNT</b> DC Gov									
165179548	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0402		TRAVEL - OUT OF CITY	Index Code					
		*****9620	04/11/2016	04/12/2016	Unknown	IN *TECHNICAL SPECIALT	301-3067000, MD	7379	\$0.00	\$485.14	Purchase
		<b>NOTES</b> Servicing of Time Stamp Machines JAB <b>CHART OF ACCOUNT</b> DC Gov									
165179549	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
		*****9620	04/11/2016	04/12/2016	Unknown	SOCIETY FOR HUMAN RESO	703-5483440, VA	8299	\$0.00	\$190.00	Purchase
		<b>NOTES</b> SHRM Membership Dues Rahsaan Coefield <b>CHART OF ACCOUNT</b> DC Gov									

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
165318636	LEE, AYANNA	Comptroller Source		0040	OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419	TUITION FOR EMPLOYEE TRAINING	Index Code					
		*****9620	04/12/2016	04/14/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		<b>NOTES</b>		Smart Trip Reload for work related travel Elliot Imse							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source		0040	OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402	TRAVEL - OUT OF CITY	Index Code					
						CBE					
		*****9620	04/14/2016	04/15/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$110.00	Purchase
		<b>NOTES</b>		Invoice #0316							
165994119	LEE, AYANNA	Comptroller Source		0040	OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code		0410	OFFICE SUPPORT	Index Code		INVIO			
						CBE		Yes			
		*****9620	04/22/2016	04/25/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		<b>NOTES</b>									
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source		0040	OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code		0410	OFFICE SUPPORT	Index Code		INVIO			
						CBE					
		*****9620	04/25/2016	04/26/2016	Unknown	PRZCHARGE.PREZI COM	6504796360, CA	5045	\$0.00	\$159.00	Purchase
		<b>NOTES</b>		Prezi account renewal Teresa Rainey							
166058866	LEE, AYANNA	<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
166132007	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0410		OFFICE SUPPORT	Index Code					
							CBE					
		*****9620	04/27/2016	04/27/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase	
		NOTES			DC Bar Training							
					Determining FMLA Leave: Key Concepts and Recent							
					Thomas Deal							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
					CBE							
166444642	LEE, AYANNA	*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$37.40	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code					
							CBE					
		*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$37.00	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
Object Code		0402		TRAVEL - OUT OF CITY	Index Code							
					CBE							
166444643	LEE, AYANNA	*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$37.00	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code					
							CBE					
		*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$38.00	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
Object Code		0402		TRAVEL - OUT OF CITY	Index Code							
					CBE							
166444644	LEE, AYANNA	*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$38.00	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code					
							CBE					
		*****9620	04/29/2016	05/02/2016	Unknown	METRO 002-FRGUT N SE	WASHINGTON, DC	4111	\$0.00	\$38.00	Purchase	
		NOTES			Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT			DC Gov							
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
Object Code		0402		TRAVEL - OUT OF CITY	Index Code							
					CBE							

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		NOTES				Smart Trip Reload for work related travel -OHR Staff					
		CHART OF ACCOUNT				DC Gov					
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0402			TRAVEL - OUT OF CITY	Index Code CBE				
166582688	LEE, AYANNA	*****9620	05/03/2016	05/04/2016	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$425.10	Purchase
		NOTES				For the purchase of OHR outreach and training materials.					
		CHART OF ACCOUNT				DC Gov					
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0419			TUITION FOR EMPLOYEE TRAINING	Index Code CBE				
166660091	LEE, AYANNA	*****9620	05/04/2016	05/05/2016	Unknown	CARROLL PUBLISHING CO	02022812410, MD	7311	\$0.00	\$350.00	Purchase
		NOTES				Registration for multicultural job fair Teresa Rainey					
		CHART OF ACCOUNT				DC Gov					
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0419			TUITION FOR EMPLOYEE TRAINING	Index Code CBE				
166660092	LEE, AYANNA	*****9620	05/04/2016	05/05/2016	Unknown	CTC*CONSTANTCO NTACT.C	855-2295506, MA	5968	\$0.00	\$60.00	Purchase
		NOTES									
		CHART OF ACCOUNT				DC Gov					
		Comptroller Source	0040			OTHER SERVICES AND CHARGES	PCA Code				
		Object Code	0410			OFFICE SUPPORT	Index Code CBE				
166660093	LEE, AYANNA	*****9620	05/04/2016	05/05/2016	Unknown	CTC*CONSTANTCO NTACT.C	855-2295506, MA	5968	\$0.00	\$612.00	Purchase

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 Transaction Detail with Accounting Codes and Notes

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:31:01 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		<b>NOTES</b>		Constant Contact annual subscription. This service manages our listserv and allows us to create targeted emails for our outreach events, business announcements, and other communications with the public.							
				Public Affairs: Teresa Rainey							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0410	OFFICE SUPPORT		Index Code					
						CBE					
166660094	LEE, AYANNA	*****9620	05/04/2016	05/05/2016	Unknown	PAYPAL *BARRACKSROW	2025443188, CA	8398	\$0.00	\$210.00	Purchase
		<b>NOTES</b>		Registration For Barrack Row Outreach Event T Rainey							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code					
						CBE					
166750085	LEE, AYANNA	*****9620	05/04/2016	05/06/2016	Unknown	METRO 003-FRGUT N NW	WASHINGTON, DC	4111	\$0.00	\$40.00	Purchase
		<b>NOTES</b>		Smart Trip Reload for work related travel -OHR Staff							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0402	TRAVEL - OUT OF CITY		Index Code					
						CBE					
166750086	LEE, AYANNA	*****9620	05/05/2016	05/06/2016	Unknown	CAPITAL PRIDE ALLIANCE	07032444474, DC	8398	\$0.00	\$2,500.00	Purchase
		<b>NOTES</b>		Registration for Capital Pride T Rainey outreach event							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code					
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING		Index Code					
						CBE					

# Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
166893965	LEE, AYANNA	*****9620	05/05/2016	05/09/2016	Unknown	PROPROFS	LOS ANGELES, CA	7399	\$0.00	\$119.64	Purchase

# Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
167357111	LEE, AYANNA	*****9620	05/12/2016	05/16/2016	Unknown	AMERICAN 00178124673646	NEW YORK, NY	3001	\$0.00	\$259.10	Purchase
		NOTES		NFHTA: Travel Brian Ferguson Flight							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE				
167357112	LEE, AYANNA	*****9620	05/12/2016	05/16/2016	Unknown	DELTA 00678125092455	BELLEVUE, WA	3058	\$0.00	\$605.20	Purchase
		NOTES		Travel NFHTA Carsen Gardner Flight							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE				
167357113	LEE, AYANNA	*****9620	05/12/2016	05/16/2016	Unknown	METRO 023- JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		NOTES		Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code CBE				
167357114	LEE, AYANNA	*****9620	05/12/2016	05/16/2016	Unknown	METRO 023- JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
		NOTES		Smart Trip Reload for work related travel -OHR Staff							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
167357115	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							CBE				
		*****9620	05/12/2016	05/16/2016	Unknown	JETBLUE 27978124673656	08005382583, NY	3174	\$0.00	\$197.10	Purchase
		NOTES		Travel NFHTA Flight Brian Ferguson							
167492982	LEE, AYANNA	CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							CBE				
		*****9620	05/17/2016	05/18/2016	Unknown	WASHINGTON COUNCIL OF	02029425063, DC	8999	\$0.00	\$315.00	Purchase
167810012	LEE, AYANNA	NOTES		Washington Council of Lawyers Summer Pro Bono & Public Interest Forum Investigations Unit Aimee Peoples							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				
167810013	LEE, AYANNA	*****9620	05/21/2016	05/23/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$10.00	Purchase
		NOTES		DC Bar Training The D.C. Commission on Human Rights - What Every Litigant Should Know! Hnin Khain							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code				
167810013	LEE, AYANNA						CBE				
		*****9620	05/20/2016	05/23/2016	Unknown	METRO 023- JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
167810014	LEE, AYANNA	NOTES			Smart Trip Reload for Work Travel Teresa Rainey						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code				
		Object Code		0402	TRAVEL - OUT OF CITY		Index Code				
							CBE				
167810015	LEE, AYANNA	*****9620	05/21/2016	05/23/2016	Unknown	HYATT HOUSE BOSTON/BUR	BURLINGTON, MA	3640	\$0.00	\$1,266.66	Purchase
		NOTES			NFHTA Lodging Carsen Gardner						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code				
		Object Code		0402	TRAVEL - OUT OF CITY		Index Code				
							CBE				
167945700	LEE, AYANNA	*****9620	05/24/2016	05/25/2016	Unknown	NATIONAL EMPLOYMENT LA	303-8615600, CO	8999	\$5.75	\$575.00	Purchase
		NOTES			NELI Training Hnin Khaing						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD		VALUE		
		Comptroller Source		0040	OTHER SERVICES AND CHARGES		PCA Code				
		Object Code		0419	TUITION FOR EMPLOYEE TRAINING		Index Code				
							CBE				

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Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
167945701	LEE, AYANNA	*****9620	05/23/2016	05/25/2016	Unknown	OOSHIRT.S.COM 866660866	8666608667, CA	5691	\$0.00	\$329.49	Purchase
NOTES				Invoice 5350 for OHR custom T-Shirts							
				Policy & Communication: Stephanie Frackle							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code				
Object Code			0410	OFFICE SUPPORT			Index Code				
							CBE				
168101723	LEE, AYANNA	*****9620	05/26/2016	05/27/2016	Unknown	DREAMSTIME.COM	06157715611, TN	2741	\$0.00	\$1.00	Purchase
NOTES				Invoice # 6469574740 Purchase of Stock Images for the Public Affairs Unit *Elliot Imse							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code				
Object Code			0410	OFFICE SUPPORT			Index Code				
							CBE				
168101724	LEE, AYANNA	*****9620	05/26/2016	05/27/2016	Unknown	DREAMSTIME.COM	06157715611, TN	2741	\$0.00	\$33.99	Purchase
NOTES				Invoice # 6469574740 Purchase of Stock Images for the Public Affairs Unit *Elliot Imse							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code				
Object Code			0410	OFFICE SUPPORT			Index Code				
							CBE				
168224335	LEE, AYANNA	*****9620	05/27/2016	05/30/2016	Unknown	CUSTOM EARTH PROMOS	08664546949, FL	5099	\$0.00	\$63.01	Purchase
NOTES				Invoice # 12354 Outreach materials Public Affairs Unit *Teresa Rainey							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			

# Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
168815379	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
		*****9620	06/08/2016	06/09/2016	Unknown	SUCCESSORIES	5616927981, FL	5947	\$0.00	\$224.73	Purchase
		NOTES			Human Rights Award Elliot Imse Invoice # CS-229882						
168815380	LEE, AYANNA	CHART OF ACCOUNT			DC Gov	CUSTOM FIELD	VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
		*****9620	06/08/2016	06/09/2016	Unknown	FESTIVALCENTER	08889555455, DC	8398	\$0.00	\$625.00	Purchase
168904347	LEE, AYANNA	NOTES			Space reservation for OHR Staff Retreat.						
		CHART OF ACCOUNT			DC Gov	CUSTOM FIELD	VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
						CBE					
168904347	LEE, AYANNA	*****9620	06/09/2016	06/10/2016	Unknown	AFFORDABLE BUTTONS	8886030308, MN	5699	\$0.00	\$405.47	Purchase
		NOTES			Supplies for "Fast With DC Muslims" campaign. Public Affairs Unit Stephanie Franklin						
		CHART OF ACCOUNT			DC Gov	CUSTOM FIELD	VALUE				
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0410		OFFICE SUPPORT	Index Code					
168904348	LEE, AYANNA					CBE					
		*****9620	06/10/2016	06/10/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES			Training Nuts and Bolts of Employment Discrimination Law						

# Transaction Detail with Accounting Codes and Notes

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
168904349	LEE, AYANNA	CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE				
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
							CBE	No-No Available CBE				
		*****9620		06/10/2016	06/10/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES		Training Nuts and Bolts of Employment Discrimination Law Alex Woo								
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE				
169056681	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
							CBE	No-No Available CBE				
		*****9620		06/11/2016	06/13/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase
		NOTES		Training Nuts and Bolts of Employment Discrimination Law Eileen Megias								
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE				
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
169056682	LEE, AYANNA	Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
							CBE	No-No Available CBE				
		*****9620		06/11/2016	06/13/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$89.00	Purchase
		NOTES		Training Nuts and Bolts of Employment Discrimination Law Isha Plynton								
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE				
		Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
					CBE	No-No Available CBE						

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
169056683	LEE, AYANNA	*****9620	06/11/2016	06/13/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$99.00	Purchase
		NOTES		Training Nuts and Bolts of Employment Discrimination Law							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING			Index Code CBE	No-No Available CBE			
169190947	LEE, AYANNA	*****9620	06/14/2016	06/15/2016	Unknown	THE CENTER FOR ADR	301-2611124, MD	8299	\$0.00	\$285.00	Purchase
		NOTES		Linda Taylor registration for the Center for ADR's 2016 Annual Conference, Managing Conflict and Removing Barriers to Collaborative Decision Making on June 16th-17th							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING			Index Code CBE				
169190948	LEE, AYANNA	*****9620	06/14/2016	06/15/2016	Unknown	THE CENTER FOR ADR	301-2611124, MD	8299	\$0.00	\$185.00	Purchase
		NOTES		Albert Santiago registration for the Center for ADR's 2016 Annual Conference, Managing Conflict and Removing Barriers to Collaborative Decision Making on June 16th-17th Mediation Unit							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code				
		Object Code	0419	TUITION FOR EMPLOYEE TRAINING			Index Code CBE	No-No Available CBE			
169505116	LEE, AYANNA	*****9620	06/17/2016	06/20/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$170.00	Purchase
		NOTES		Courier Services Josephine Ansah Brew							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
169567137	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							CBE				
		*****9620	06/21/2016	06/21/2016	Unknown	ULINE *SHIP SUPPLIES	800-295-5510, IL	5964	\$0.00	\$129.09	Purchase
		<b>NOTES</b>		Outreach Supplies for Fast With DC Muslims event Public Affairs Unit Stephanie Franklin							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
169721629	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							CBE				
		*****9620	06/22/2016	06/23/2016	Unknown	VISTAPR*WEBSITE PKG	866-8936743, MA	2741	\$0.00	\$204.99	Purchase
		<b>NOTES</b>		Supplies for Fast With DC Muslims event Public Affairs Unit Stephanie Franklin							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
169721630	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0411		PRINTING, DUPLICATING, ETC		Index Code				
							CBE				
		*****9620	06/16/2016	06/23/2016	Unknown	DOUBLE TREE - WILMINGT	WILMINGTON, DE	3692	\$0.00	\$614.52	Purchase
		<b>NOTES</b>		Lodging National Judicial College Judge David Simmons COHR							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0402		TRAVEL - OUT OF CITY		Index Code				
							CBE				

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
169721631	LEE, AYANNA	*****9620	06/23/2016	06/23/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$109.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type	
170398173	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0410		OFFICE SUPPORT	Index Code					
							CBE					
		*****9620	07/04/2016	07/05/2016	Unknown	KIMPTON MONACO PORTLAN	PORTLAND, OR	7011	\$0.00	\$1,533.50	Purchase	
		NOTES				Lodging for NFHTA Brian Ferguson Charges were reversed						
		CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE		
170398174	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code					
							CBE					
		*****9620	07/04/2016	07/05/2016	Unknown	KIMPTON MONACO PORTLAN	PORTLAND, OR	7011	\$0.00	\$1,533.50	Purchase	
		NOTES				Lodging NFHTA Week 4 Brian Ferguson *Travel did not occur Reimbursement issue						
		CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE		
170735887	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0402		TRAVEL - OUT OF CITY	Index Code					
							CBE					
		*****9620	07/09/2016	07/11/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$279.00	Purchase	
		NOTES				Training Effective Writing for Lawyers Dianne Harris						
		CHART OF ACCOUNT				DC Gov		CUSTOM FIELD		VALUE		
170735888	LEE, AYANNA	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code		0419		TUITION FOR EMPLOYEE TRAINING	Index Code					
							CBE		No-No Available CBE			
		*****9620	07/09/2016	07/11/2016	Unknown	KIMPTON MONACO PORTLAN	PORTLAND, OR	7011	\$0.00	(\$1,533.50)	Purchase	

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Transaction Detail with Accounting Codes and Notes

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:31:01 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2015' AND '9/30/2016'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
				<b>NOTES</b> Credit for unauthorized hotel charge Brian Ferguson *Travel did not occur							
				<b>CHART OF ACCOUNT</b>		DC Gov	<b>CUSTOM FIELD</b>		<b>VALUE</b>		
				Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code				
				Object Code	0402	TRAVEL - OUT OF CITY	Index Code CBE				
170735889	LEE, AYANNA	*****9620	07/09/2016	07/11/2016	Unknown	KIMPTON MONACO PORTLAN	PORTLAND, OR	7011	\$0.00	(\$1,533.50)	Purchase
				<b>NOTES</b> Credit for unauthorized hotel charge Carson Gardner *Travel did not occur							
				<b>CHART OF ACCOUNT</b>		DC Gov	<b>CUSTOM FIELD</b>		<b>VALUE</b>		
				Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code				
				Object Code	0402	TRAVEL - OUT OF CITY	Index Code CBE				
170735890	LEE, AYANNA	*****9620	07/08/2016	07/11/2016	Unknown	AMERICAN 00123812945550	08004337300, TX	3001	\$0.00	\$1,006.20	Purchase
				<b>NOTES</b> Airline Receipt Hnin Kkaing Travel to EEOC FEPA Conference							
				<b>CHART OF ACCOUNT</b>		DC Gov	<b>CUSTOM FIELD</b>		<b>VALUE</b>		
				Comptroller Source	0040	OTHER SERVICES AND CHARGES	PCA Code				
				Object Code	0402	TRAVEL - OUT OF CITY	Index Code CBE		No-No Available CBE		
170799237	LEE, AYANNA	*****9620	07/11/2016	07/12/2016	Unknown	PAYPAL *EASTRIVERFA	4029357733, CA	8398	\$0.00	\$50.00	Purchase
				<b>NOTES</b> Outreach vendor booth at the East River Family Strengthening Collaborative Ward 7 Block Party on July 23rd Teresa Rainey Public Affairs Unit							
				<b>CHART OF ACCOUNT</b>		DC Gov	<b>CUSTOM FIELD</b>		<b>VALUE</b>		

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
170873840	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							CBE				
		*****9620	07/12/2016	07/13/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$74.00	Purchase
		NOTES			Courier Services Office Support Josephine Ansah Brew						
171045381	LEE, AYANNA	CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code				
		Object Code	0410		OFFICE SUPPORT		Index Code				
							CBE				
		*****9620	07/14/2016	07/15/2016	Unknown	INKHEAD INC	08005540127, GA	5699	\$0.00	\$249.50	Purchase
171045382	LEE, AYANNA	NOTES			Supplies for lawclerk final presentation. * Aimee Peoples						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300			
		Object Code	0410		OFFICE SUPPORT		Index Code	HHUD6			
							CBE				
171045382	LEE, AYANNA	*****9620	07/14/2016	07/15/2016	Unknown	NATIONALJUDICIAL COLLEG	07757846747, NV	8299	\$0.00	\$910.00	Purchase
		NOTES			COHR Training Registration Judge David Simmons						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES		PCA Code	20300			
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING		Index Code	EQUA6			
171196303	LEE, AYANNA						CBE	No-No Available CBE			
		*****9620	07/14/2016	07/18/2016	Unknown	AMTRAK .CO1960667037349	08008727245, DC	4112	\$0.00	\$302.00	Purchase

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
		<b>NOTES</b>		Amtrak transportation receipt National Fair Housing Training Academy's Fair Housing Enforcement *Akita Evans							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code		20300			
		Object Code	0402	TRAVEL - OUT OF CITY		Index Code		EQUA6			
						CBE					
171196304	LEE, AYANNA	*****9620	07/15/2016	07/18/2016	Unknown	SUCCESSORIES	5616927981, FL	5947	\$0.00	\$269.97	Purchase
		<b>NOTES</b>		Human Rights Recognition Award							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code		2030			
		Object Code	0410	OFFICE SUPPORT		Index Code		HHUD6			
						CBE					
171412289	LEE, AYANNA	*****9620	07/20/2016	07/21/2016	Unknown	WESTIN CANAL PLACE	NEW ORLEANS, LA	3513	\$0.00	\$429.66	Purchase
		<b>NOTES</b>		Lodging EEOC/FEPA Conf Hnin Hkain							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code		2030			
		Object Code	0402	TRAVEL - OUT OF CITY		Index Code		HHUD6			
						CBE					
171801458	LEE, AYANNA	*****9620	07/27/2016	07/27/2016	Unknown	HILTON GARDEN INN	EDISON, NJ	3604	\$0.00	\$126.50	Purchase
		<b>NOTES</b>		Lodging National Fair Housing Training Akita Evans							
		<b>CHART OF ACCOUNT</b>		DC Gov		<b>CUSTOM FIELD</b>		<b>VALUE</b>			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code		2030			
		Object Code	0402	TRAVEL - OUT OF CITY		Index Code		HHUD6			
						CBE					

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
172129029	LEE, AYANNA	*****9620	07/29/2016	08/01/2016	Unknown	TOUCAN	ANNAPOLIS, MD	5399	\$0.00	\$585.00	Purchase
		NOTES		Business Cards							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	2030			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE				
172129030	LEE, AYANNA	*****9620	07/28/2016	08/01/2016	Unknown	AMTRAK .CO2100720039995	08008727245, DC	4112	\$0.00	\$14.00	Purchase
		NOTES									
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	2030			
		Object Code	0402	TRAVEL - OUT OF CITY			Index Code	HHUD6			
							CBE				
172129031	LEE, AYANNA	*****9620	07/29/2016	08/01/2016	Unknown	METRO 023- JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$25.00	Purchase
		NOTES		Smart Trip Reload Local Travel							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE	No			
172129032	LEE, AYANNA	*****9620	07/29/2016	08/01/2016	Unknown	METRO 023- JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$25.00	Purchase
		NOTES		Smart Trip Reload Local Travel							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE	No			

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
172129033	LEE, AYANNA	*****9620	07/29/2016	08/01/2016	Unknown	AMTRAK .CO2110731074873	08008727245, DC	4112	\$0.00	\$138.00	Purchase
				NOTES		Ticket Change Receipt Akita Evans NFHTA					
				CHART OF ACCOUNT		DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0402	TRAVEL - OUT OF CITY		Index Code CBE				
172129034	LEE, AYANNA	*****9620	07/30/2016	08/01/2016	Unknown	HILTON GARDEN INN	EDISON, NJ	3604	\$0.00	\$379.50	Purchase
				NOTES		Lodging Akita Evans NFHTA					
				CHART OF ACCOUNT		DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code				
			Object Code	0402	TRAVEL - OUT OF CITY		Index Code CBE		No		
172197769	LEE, AYANNA	*****9620	08/01/2016	08/02/2016	Unknown	SPECTRUM MANAGEMENT LL	02025462080, DC	6513	\$0.00	\$315.29	Purchase
				NOTES		Services rendered by DGS for facilities					
				CHART OF ACCOUNT		DC Gov	CUSTOM FIELD		VALUE		
			Comptroller Source	0040	OTHER SERVICES AND CHARGES		PCA Code		20300		
			Object Code	0410	OFFICE SUPPORT		Index Code CBE		HHUD6 No		
172283898	LEE, AYANNA	*****9620	08/02/2016	08/03/2016	Unknown	FEDEX 436163768	MEMPHIS, TN	4215	\$0.00	\$19.98	Purchase
				NOTES		FedEx Mailing of confidential documents					
				CHART OF ACCOUNT		DC Gov	CUSTOM FIELD		VALUE		

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
172366948	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			
		*****9620	08/02/2016	08/04/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$25.00	Purchase
		NOTES		Smart Trip Reload Local Travel							
172828618	LEE, AYANNA	CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			
		*****9620	08/09/2016	08/11/2016	Unknown	SHRM*MEMBER600 550429	1800444500, VA	8699	\$0.00	\$190.00	Purchase
172922927	LEE, AYANNA	NOTES		SHRM Membership Registration ** Ayanna Lee							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		2030			
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING	Index Code		HHUD6			
						CBE					
172922927	LEE, AYANNA	*****9620	08/11/2016	08/12/2016	Unknown	LOEWS HOTELS	PHILADELPHIA , PA	3654	\$0.00	\$532.44	Purchase
		NOTES		Hnin Khaing Lodging IAOHRA Conference							
		CHART OF ACCOUNT		DC Gov		CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code					
		Object Code	0402		TRAVEL - OUT OF CITY	Index Code					
173295471	LEE, AYANNA					CBE					
		*****9620	08/17/2016	08/18/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$22.00	Purchase
173295471	LEE, AYANNA	NOTES		Courier Services August 2016							

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Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
	Object Code		0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			
173689427	LEE, AYANNA	*****9620	08/23/2016	08/24/2016	Unknown	AINS INC	03016702300, MD	7372	\$0.00	\$750.00	Purchase
<b>NOTES</b>			FOIAXpress Basic Training Ebony Robinson								
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
	Object Code		0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			
174261063	LEE, AYANNA	*****9620	08/30/2016	09/01/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$100.00	Purchase
<b>NOTES</b>			Smart Trip Reload Teresa Rainey Travel to Outreach Events								
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
	Object Code		0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			
174261064	LEE, AYANNA	*****9620	08/31/2016	09/01/2016	Unknown	FIESTA DC INC	WASHINGTON, DC	8398	\$0.00	\$500.00	Purchase
<b>NOTES</b>			Exhibitor table at Fiesta DC Public Affairs Unit Teresa Rainey								
<b>CHART OF ACCOUNT</b>			DC Gov				<b>CUSTOM FIELD</b>	<b>VALUE</b>			
	Comptroller Source		0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
	Object Code		0410		OFFICE SUPPORT	Index Code		HHUD6			
						CBE		No			

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174261065	LEE, AYANNA	*****9620	08/31/2016	09/01/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$112.32	Purchase
		NOTES		Notary Supplies Investigations Unit Kareem Sterling							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE	Yes			
174353382	LEE, AYANNA	*****9620	08/29/2016	09/02/2016	Unknown	SHRED IT WASHINGTON	03013150070, MD	7399	\$0.00	\$226.33	Purchase
		NOTES		Shredding of Confidential Documents Administration Unit JAB							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE	No			
174582767	LEE, AYANNA	*****9620	09/06/2016	09/07/2016	Unknown	PAYPAL *INTERFAITHC	2022346300, CA	8661	\$0.00	\$50.00	Purchase
		NOTES		Exhibitor table at the Sept 11th Unity Walk Public Affairs Teresa Rainey							
		CHART OF ACCOUNT		DC Gov			CUSTOM FIELD	VALUE			
		Comptroller Source	0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
		Object Code	0410	OFFICE SUPPORT			Index Code	HHUD6			
							CBE	No			
174750318	LEE, AYANNA	*****9620	09/08/2016	09/09/2016	Unknown	EXPEDIA	EXPEDIA.COM, WA	4722	\$0.00	\$4.00	Purchase
		NOTES									
		CHART OF ACCOUNT					CUSTOM FIELD	VALUE			

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174750319	LEE, AYANNA	*****9620	09/08/2016	09/09/2016	Unknown	EXPEDIA	PCA Code																	
							Index Code																	
							CBE																	
							EXPEDIA.COM, WA	4722	\$0.00	\$84.00	Purchase													
							NOTES																	
							CHART OF ACCOUNT							CUSTOM FIELD	VALUE									
							PCA Code																	
							Index Code																	
							CBE																	
							174750320	LEE, AYANNA	*****9620	09/08/2016	09/09/2016	Unknown	WASHINGTON COUNCIL OF	02029425063, DC	8999	\$0.00	\$30.00	Purchase						
NOTES																								
CHART OF ACCOUNT														CUSTOM FIELD	VALUE									
PCA Code																								
Index Code																								
CBE																								
174915381	LEE, AYANNA	*****9620	09/08/2016	09/12/2016	Unknown	DELTA 00678606883382								BELLEVUE, WA	3058	\$0.00	\$538.50	Purchase						
														NOTES										
														CHART OF ACCOUNT							CUSTOM FIELD	VALUE		
														PCA Code										
							Index Code																	
							CBE																	
							174915382	LEE, AYANNA	*****9620	09/08/2016	09/12/2016	Unknown	HAWAIIAN 17378606927791	BELLEVUE, WA	3196	\$0.00	\$760.50	Purchase						
														NOTES										
														CHART OF ACCOUNT							CUSTOM FIELD	VALUE		

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174915383	LEE, AYANNA	*****9620	09/09/2016	09/12/2016	Unknown	GELBERG SIGNS	PCA Code				
							Index Code				
							CBE				
							WASHINGTON, DC	5099	\$0.00	\$2,495.00	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
174915384	LEE, AYANNA	*****9620	09/09/2016	09/12/2016	Unknown	GELBERG SIGNS	WASHINGTON, DC	5099	\$0.00	\$614.95	Purchase
NOTES											
CHART OF ACCOUNT											
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
174915385	LEE, AYANNA	*****9620	09/08/2016	09/12/2016	Unknown	VIVE HOTEL WAIKIKI	808-687-2000, HI	7011	\$0.00	\$239.33	Purchase
NOTES											
CHART OF ACCOUNT											
			DC Gov				CUSTOM FIELD	VALUE			
Comptroller Source			0040				PCA Code	20300			
Object Code			0402				Index Code	EQUA6			
							CBE	No			
174915386	LEE, AYANNA	*****9620	09/09/2016	09/12/2016	Unknown	SHRED-IT USA-BALTIMORE	04107961500, MD	7399	\$0.00	\$94.90	Purchase
NOTES											
CHART OF ACCOUNT											
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174986353	LEE, AYANNA	*****9620	09/12/2016	09/13/2016	Unknown	SUPERIOR COURIERS LLC	PCA Code	4215	\$0.00	\$69.00	Purchase
							Index Code				
							CBE				
							WASHINGTON, DC				
NOTES			Invoice No. 0816								
CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE					
Comptroller Source			0040		OTHER SERVICES AND CHARGES	PCA Code	20300				
Object Code			0410		OFFICE SUPPORT	Index Code	INVIO				
							CBE	No			
175441833	LEE, AYANNA	*****9620	09/16/2016	09/19/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$464.70	Purchase
NOTES											
CHART OF ACCOUNT					CUSTOM FIELD	VALUE					
						PCA Code					
						Index Code					
						CBE					
175927736	LEE, AYANNA	*****9620	09/23/2016	09/26/2016	Unknown	FRAGERS HARDWARE	WASHINGTON, DC	5251	\$5.61	\$103.11	Purchase
NOTES											
CHART OF ACCOUNT					CUSTOM FIELD	VALUE					
						PCA Code					
						Index Code					
						CBE					
175927737	LEE, AYANNA	*****9620	09/24/2016	09/26/2016	Unknown	VIVE HOTEL WAIKIKI	HONOLULU, HI	7011	\$0.00	\$478.66	Purchase
NOTES			Confirmation Number: 36704 Stephanie Franklin								
CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE					

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176213936	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0419		TUITION FOR EMPLOYEE TRAINING	Index Code		EQUA6			
						CBE		No			
		*****9620	09/29/2016	09/30/2016	Unknown	FEDEX 442186348	MEMPHIS, TN	4215	\$0.00	\$19.98	Purchase
		NOTES			Tracking: 776866116001						
					Invoice # : 4-361-63768						
		CHART OF ACCOUNT			DC Gov		CUSTOM FIELD	VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO			
						CBE		No			
Grand Totals					Total Transactions	165			\$48.13	\$50,848.78	

# Transaction Detail with Accounting Codes and Notes

ATTACHMENT 6

DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
176459785	LEE, AYANNA	*****9620	10/04/2016	10/05/2016	Unknown	WASHINGTON COUNCIL OF	02029425063, DC	8999	\$0.00	\$50.00	Purchase
NOTES											
CHART OF ACCOUNT											
								CUSTOM FIELD	VALUE		
								PCA Code			
								Index Code			
								CBE			
176523289	LEE, AYANNA	*****9620	10/05/2016	10/06/2016	Unknown	PAYPAL *NCBI INTRNL	4029357733, MD	8398	\$0.00	\$1,014.95	Purchase
NOTES											
CHART OF ACCOUNT											
								CUSTOM FIELD	VALUE		
								PCA Code			
								Index Code			
								CBE			
176928725	LEE, AYANNA	*****9620	10/14/2016	10/14/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$279.00	Purchase
NOTES											
CHART OF ACCOUNT											
								CUSTOM FIELD	VALUE		
								PCA Code			
								Index Code			
								CBE			
177264896	LEE, AYANNA	*****9620	10/19/2016	10/20/2016	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$96.00	Purchase
NOTES											
CHART OF ACCOUNT											
								CUSTOM FIELD	VALUE		
								PCA Code			
								Index Code			
								CBE			
177264897	LEE, AYANNA	*****9620	10/19/2016	10/20/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$25.00	Purchase

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 Transaction Detail with Accounting Codes and Notes

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
177264898	LEE, AYANNA	*****9620	10/19/2016	10/20/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$30.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
177493299	LEE, AYANNA	*****9620	10/20/2016	10/24/2016	Unknown	BNA 3	ARLINGTON, VA	2741	\$0.00	\$3,350.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
177803056	LEE, AYANNA	*****9620	10/27/2016	10/28/2016	Unknown	NATIONAL EMPLOYMENT LA	303-8615600, CO	8999	\$0.00	\$850.50	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
177803057	LEE, AYANNA	*****9620	10/28/2016	10/28/2016	Unknown	DC BAR	02027374700, DC	8699	\$0.00	\$279.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			

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Transaction Detail with Accounting Codes and Notes

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type					
178959213	LEE, AYANNA	*****9620	11/16/2016	11/17/2016	Unknown	SUPERIOR COURIERS LLC	PCA Code									
							Index Code									
							CBE									
							WASHINGTON, DC	4215	\$0.00	\$62.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									
														CUSTOM FIELD	VALUE	
														PCA Code		
														Index Code		
														CBE		
179436690	LEE, AYANNA	*****9620	11/26/2016	11/28/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$30.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									
														CUSTOM FIELD	VALUE	
														PCA Code		
														Index Code		
														CBE		
179722026	LEE, AYANNA	*****9620	12/01/2016	12/02/2016	Unknown	PAYPAL *SUCCESSORIES	5616927981, FL	5947	\$0.00	\$201.59	Purchase					
							NOTES									
							CHART OF ACCOUNT									
														CUSTOM FIELD	VALUE	
														PCA Code		
														Index Code		
														CBE		
179860944	LEE, AYANNA	*****9620	12/01/2016	12/05/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$30.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
179860945	LEE, AYANNA	Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO			
						CBE		No			
		*****9620	12/01/2016	12/05/2016	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$29.00	Purchase
		NOTES	VENDOR: 023 -33 -31101								
179860946	LEE, AYANNA	CHART OF ACCOUNT	DC Gov			CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		20300			
		Object Code	0410		OFFICE SUPPORT	Index Code		INVIO			
						CBE					
		*****9620	12/02/2016	12/05/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$35.00	Purchase
179919617	LEE, AYANNA	NOTES	Account No: 17292								
			Josephine								
		CHART OF ACCOUNT	DC Gov			CUSTOM FIELD		VALUE			
		Comptroller Source	0020		SUPPLIES AND MATERIALS	PCA Code		20300			
		Object Code	0210		GENERAL	Index Code		INVIO			
179919618	LEE, AYANNA					CBE		No			
		*****9620	12/05/2016	12/06/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$25.00	Purchase
		NOTES	Payment Method: MasterCard Ending in 9620 Authorization Code: 061582 Billing Address: 441 4th st NW Suite 570 North, Washington, District of Columbia, 20001, US								
		CHART OF ACCOUNT	DC Gov			CUSTOM FIELD		VALUE			
		Comptroller Source	0040		OTHER SERVICES AND CHARGES	PCA Code		INVIO			
179919618	LEE, AYANNA	Object Code	0410		OFFICE SUPPORT	Index Code		20300			
						CBE		No			
179919618	LEE, AYANNA	*****9620	12/05/2016	12/06/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$30.00	Purchase

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Transaction Detail with Accounting Codes and Notes

# DCPCARD

Orientation: Landscape

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
179988193	LEE, AYANNA	*****9620	12/06/2016	12/07/2016	Unknown	THE CENTER FOR ADR	301-2611124, MD	8299	\$0.00	\$85.00	Purchase
NOTES				Mediation Training: Al Santiago							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
Object Code			0419	TUITION FOR EMPLOYEE TRAINING			Index Code	INVIO			
							CBE	No			
179988194	LEE, AYANNA	*****9620	12/06/2016	12/07/2016	Unknown	THE CENTER FOR ADR	301-2611124, MD	8299	\$0.00	\$85.00	Purchase
NOTES				Mediation Training: Linda Taylor							
CHART OF ACCOUNT				DC Gov			CUSTOM FIELD	VALUE			
Comptroller Source			0040	OTHER SERVICES AND CHARGES			PCA Code	20300			
Object Code			0419	TUITION FOR EMPLOYEE TRAINING			Index Code	INVIO			
							CBE	No			
180062295	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062296	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											

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# Transaction Detail with Accounting Codes and Notes

## DCPCARD

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Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062297	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062298	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062299	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062300	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
NOTES											
CHART OF ACCOUNT							CUSTOM FIELD	VALUE			

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
180062304	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	PCA Code				
							Index Code				
							CBE				
							202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
180062305	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
180062306	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
180062307	LEE, AYANNA	*****9620	12/06/2016	12/08/2016	Unknown	METRO FARE AUTOLOAD	202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
							202-962-5711, DC	4111	\$0.00	\$20.00	Purchase
							NOTES				
							CHART OF ACCOUNT				

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type											
180143661	LEE, AYANNA	*****9620	12/08/2016	12/09/2016	Unknown	METRO FARE AUTOLOAD	PCA Code	4111	\$0.00	\$30.00	Purchase											
							Index Code															
							CBE															
							202-962-5711, DC															
							NOTES															
							CHART OF ACCOUNT															
							CUSTOM FIELD					VALUE										
							PCA Code															
							Index Code															
180464271	LEE, AYANNA	*****9620	12/14/2016	12/15/2016	Unknown	LEX*LEXIS NEXIS	CBE	7399	\$0.00	\$2,244.00	Purchase											
							800-897-3183, OH															
							NOTES															
							CHART OF ACCOUNT															
							CUSTOM FIELD					VALUE										
							PCA Code															
							Index Code															
							CBE															
							180464272					LEE, AYANNA	*****9620	12/14/2016	12/15/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$112.32	Purchase
NOTES																						
CHART OF ACCOUNT																						
CUSTOM FIELD	VALUE																					
PCA Code																						
Index Code																						
CBE																						
180688593	LEE, AYANNA	*****9620	12/19/2016	12/20/2016	Unknown	SUPERIOR COURIERS LLC		WASHINGTON, DC	4215	\$0.00	\$236.00							Purchase				
							NOTES															
							CHART OF ACCOUNT															
							CUSTOM FIELD	VALUE														

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
							PCA Code				
							Index Code				
							CBE				
180688594	LEE, AYANNA	*****9620	12/19/2016	12/20/2016	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$112.32	Purchase
							PCA Code				
							Index Code				
							CBE				
							PCA Code				
							Index Code				
							CBE				
180737499	LEE, AYANNA	*****9620	12/20/2016	12/21/2016	Unknown	BB *NATL LGBTQ TSKFORC	6463581460, DC	8398	\$0.00	\$275.00	Purchase
							PCA Code				
							Index Code				
							CBE				
							PCA Code				
							Index Code				
							CBE				
181131288	LEE, AYANNA	*****9620	01/03/2017	01/04/2017	Unknown	PAYPAL *INTERFAITHC	2022346300, CA	8661	\$0.00	\$50.00	Purchase
							PCA Code				
							Index Code				
							CBE				
							PCA Code				
							Index Code				
							CBE				
181333966	LEE, AYANNA	*****9620	01/06/2017	01/09/2017	Unknown	AMTRAK .CO0060734015237	08008727245, DC	4112	\$0.00	\$137.00	Purchase
							PCA Code				
							Index Code				
							CBE				
							PCA Code				
							Index Code				
							CBE				

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
							PCA Code				
							Index Code				
							CBE				
181379110	LEE, AYANNA	*****9620	01/09/2017	01/10/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$65.55	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
181501009	LEE, AYANNA	*****9620	01/11/2017	01/12/2017	Unknown	SUPERIOR COURIERS LLC	WASHINGTON, DC	4215	\$0.00	\$120.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
181756780	LEE, AYANNA	*****9620	01/17/2017	01/18/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$65.55	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
181756781	LEE, AYANNA	*****9620	01/17/2017	01/18/2017	Unknown	SPECTRUM MANAGEMENT LL	02025462080, DC	6513	\$0.00	\$726.44	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
181756782	LEE, AYANNA	*****9620	01/17/2017	01/18/2017	Unknown	CTC*CONSTANTCO NTACT.C	PCA Code	5968	\$0.00	\$918.00	Purchase
							Index Code				
							CBE				
181756783	LEE, AYANNA	*****9620	01/17/2017	01/18/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$112.32	Purchase
181756784	LEE, AYANNA	*****9620	01/17/2017	01/18/2017	Unknown	STANDARD OFFICE SUPPLY	202-8294820, DC	5943	\$0.00	\$112.32	Purchase
182055440	LEE, AYANNA	*****9620	01/23/2017	01/24/2017	Unknown	MARRIOTT PHILAD DTOWN	866-435-7627, PA	3509	\$0.00	\$651.44	Purchase

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

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Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type					
182208778	LEE, AYANNA	*****9620	01/25/2017	01/26/2017	Unknown	TOUCAN	PCA Code									
							Index Code									
							CBE									
							ANNAPOLIS, MD	5399	\$0.00	\$902.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								
							PCA Code									
							Index Code									
							CBE									
182426501	LEE, AYANNA	*****9620	01/27/2017	01/30/2017	Unknown	P3C 2017	7147952353, CA	8699	\$0.00	\$400.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								
							PCA Code									
							Index Code									
							CBE									
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								
182617898	LEE, AYANNA	*****9620	01/31/2017	02/02/2017	Unknown	ADOBE *CREATIVE CLOUD	800-833-6687, CA	5734	\$48.29	\$888.17	Purchase					
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								
							PCA Code									
							Index Code									
							CBE									
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								
182954280	LEE, AYANNA	*****9620	02/07/2017	02/08/2017	Unknown	PP*WOMENSHEALT HEXPO	04029352244, TX	7299	\$0.00	\$105.00	Purchase					
							NOTES									
							CHART OF ACCOUNT									
							CUSTOM FIELD	VALUE								

# Transaction Detail with Accounting Codes and Notes

## DCPCARD

Date/Time Printed: 02/13/2017 05:35:20 PM

Orientation: Landscape

Selection Criteria: Post Date Is Between '10/1/2016' AND '2/13/2017'

Tran ID	Name	Account Number	Tran Date	Post Date	Purchase Method	Merchant Name	Merchant City, State	MCC	Tax	Tran Amount	Tran Type
							PCA Code				
							Index Code				
							CBE				
183023135	LEE, AYANNA	*****9620	02/07/2017	02/09/2017	Unknown	METRO 023-JUDICIARY SQ	WASHINGTON, DC	4111	\$0.00	\$50.00	Purchase
							NOTES				
							CHART OF ACCOUNT				
							CUSTOM FIELD	VALUE			
							PCA Code				
							Index Code				
							CBE				
Grand Totals						Total Transactions	50		\$48.29	\$15,100.47	

**ATTACHMENT 7**  
**OHR LIST OF MOUs**  
**FY16 – FY17**

FY16						
Project Name	Project Description	Seller Agency	Buyer Agency	Amount	Start Date	End Date
PROTECTING PREGNANT WORKERS FAIRNESS ACT	To share responsibilities for the administration and enforcement of ACT 20-458, the "Protecting Pregnant Workers Fairness Act of 2014" (Act).	Office of Human Rights (HM0)	Department of Employment Services (CF0)	\$ 40,000	11/24/2015	9/30/2016
ANTI-BULLYING	For the implementation of various collaborative program activities that will reduce the number of the adolescents who are bullied or who bully others.	Office of Human Rights (HM0)	Department of Health (HC0)	\$ 25,000	10/1/2015	9/30/2016
DMV INTERPERTATION SERVICES	To assist DMV with its LEP/NEP customers during the transition from the appointment system to in-person services, OHR agreed to develop and execute a "Bilingual DMV Navigator Program"	Office of Human Rights (HM0)	Department of Motor Vehicles (KV0)	\$ 21,600	7/28/2016	9/30/2016
Sign Language Interpretation	Sign Language Interpretation	Department of Disability Services (JR0)	Office of Human Rights (HM0)	\$ 5,885	1/20/2016	9/30/2016

**ATTACHMENT 7**  
**OHR LIST OF MOUs**  
**FY16 – FY17**

FY17 YTD						
Project Name	Project Description	Seller Agency	Buyer Agency	Amount	Start Date	Date
DMV INTERPERTATION SERVICES	To assist DMV with its LEP/NEP customers during the transition from the appointment system to in-person services, OHR agreed to develop and execute a "Bilingual DMV Navigator Program"	Office of Human Rights (HM0)	Department of Motor Vehicles (KV0)	\$ 40,000	10/1/2016	1/31/2017

**OHR LIST OF REPROGRAMMING IN FY16 – FY17**

**ATTACHMENT 8**  
**OHR List of Reprogrammings**  
**FY16**

<b>Program Name</b>	<b>Activity</b>	<b>Purpose of Reprogramming</b>	<b>Funding Source</b>	<b>Fund Detail</b>	<b>Grant No</b>	<b>Grant Phase</b>	<b>Reprogramming Amount</b>	<b>Reprogram Date</b>	<b>Reprogram Number</b>
Equal Justice	2030	To allow employees to travel to trainings and conferences.	Federal	8200	61HHGA	16	5,000.00	01/27/16	AP61HHGA
Equal Justice	2030	To fund the DCOHR law clerks stipend program.	Federal	8200	61EJGA	16	22,079.16	06/13/2016	APEJGA61
Equal Justice	2030	To support contractual mediation services.	Federal	8200	61HHGA	16	12,739.93	06/13/2016	APHHGA61
							<b>39,819.09</b>		

**ATTACHMENT 9**

List of Pending Lawsuits Naming OHR as a Party pending in FY 2017 (October 1, 2016-Present)

<b>Court</b>	<b>Case Name</b>	<b>Case Number</b>	<b>Current Status</b>	<b>Potential for liability/change in agency practices?</b>	<b>Type of Claim</b>	<b>Issues Involved</b>
Superior Court	<i>Regina Brennon v. District of Columbia Office of Human Rights</i>	2016 CA 004720 P(MPA)	Status hearing scheduled for 2/24/2017	Potential for liability or change in practices is unlikely.	Petition for review of OHR no probable cause finding under DCHRA.	OHR found no probable cause of harassment or retaliation.
Superior Court	<i>Demetric Pearson v. District of Columbia Office of Human Rights</i>	2016 CA 004012 P(MPA)	1/21/2017 Petitioner filed opposition to motion to consolidated brief; 1/24/2017 court denied Petitioner's motion for default judgment; status conference on 4/14/2017	First instance of judicial review of an OHR dismissal of an FCRSA complaint, so practices could change. Potential liability unlikely.	Petition for review of OHR dismissal of FCRSA claim	OHR administratively dismissed for failure to state a claim.

## ATTACHMENT 9

Superior Court	<i>Demetric Pearson v. District of Columbia Office of Human Rights</i>	2016 CA 004013 P(MPA)	2/8/2016- Judge denied Defendant's motion to consolidate brief; status hearing scheduled for 4/21/2017	First instance of judicial review of an OHR dismissal of an FCRSA complaint, so practices could change. Potential liability unlikely.	Petition for review of OHR dismissal of FCRSA claim	OHR administratively dismissed for failure to state a claim.
Superior Court	<i>Nicole McCrea v. District of Columbia Office of Human Rights, et al. (including EEOC)</i>	2016 CA 006968 P(MPA)	2/2/2017- OHR filed motion for summary affirmance & EEOC filed a motion to dismiss; status hearing on 3/31/2017	Potential for liability or change in procedures is unlikely.	Petition for review of OHR's administrative dismissal of case.	OHR administratively dismissed Complainant's complaint because she had a pending lawsuit based on the same set of facts in court. Complainant filed a petition for review arguing that she could maintain both actions.
Superior Court	<i>District of Columbia Department of Transportation v. District of</i>	2016 CA 005007	OHR filed its brief on 1/18/2017;	Potential for liability or change in procedures is	Petition for review of OHR's final	DDOT appeals OHR's finding, contending that

**ATTACHMENT 9**

	<i>Columbia Office of Human Rights</i>	P(MPA)	status conference scheduled for 4/14/2017	unlikely.	decision finding that DDOT discriminated against an employee.	there was not substantial evidence of discrimination.
Superior Court	<i>Sara Moskowitz v. District of Columbia Office of Human Rights, et al (including DC Public Schools)</i>	2016 CA 007555 P(MPA)	Initial status hearing held on 1/13/2017; status hearing to be held on 5/19/2017	Potential for liability or change in procedure is unlikely.	Petition for Review of OHR No Probable Cause findings	Complainant contends that there is sufficient evidence to proceed to a hearing.
Superior Court	<i>Darnell Wheeler v. District of Columbia Office of Human Rights, et al. (including United Medical Center)</i>	2016 CA 008096 P(MPA)	Scheduling conference scheduled for 4/14/2017	Potential for liability or change in procedure is unlikely.	Petition for Review of OHR No Probable Cause	Complainant contends that there is sufficient evidence to proceed to a hearing.
Superior Court	<i>Linda Bussey v. District of Columbia Office of Human Rights</i>	2015 CA 004056	Petition was stayed pending resolution of	Potential for liability or change in procedure is unlikely.	Petition for Review of OHR No Probable	Complainant contends that there is sufficient

# ATTACHMENT 9

			related DCFMLA matter pending with OHR; Status conference to be held on 2/17/2016		Cause	evidence to proceed to a hearing.
Superior Court	<i>Effie Forde v. District of Columbia Office of Human Rights, et al. (including COST)</i>	2015 CA 008026 P(MPA)	On 2/1/2017 Court granted OHR's Motion for leave to file a surreply	Potential for liability or change in procedure is unlikely.	Petition for Review of OHR No Probable Cause	Complainant contends that there is sufficient evidence to proceed to a hearing.
Superior Court	<i>Ben Ogwezi v. D.C. Department of Real Estate</i> (However, OHR is the actual Respondent)	2013 CA 004414 P(MPA)	3/10/2017 status conference	Potential for liability or change in procedure is unlikely.	Petition for Review of OHR finding of no discrimination after having previously found probable cause and proceeding to a contested case.	Complainant contends that there is sufficient evidence in the record to prove discrimination.
Superior Court	<i>Demetric Pearson v. District of Columbia Office of Human Rights</i>	2016 CA 004335 P(MPA)	1/21/2017- Plaintiff filed an opposition to amend OHR's brief;	First instance of judicial review of an OHR dismissal of an FCRSA complaint, so	Petition for review of OHR dismissal of FCRSA claim	OHR administratively dismissed for failure to state a claim.

## ATTACHMENT 9

			status hearing 3/17/2017	practices could change. Potential liability unlikely.		
Court of Appeals	<i>Jeffrey Dickerson v. District of Columbia Office of Human Rights</i>	15-CV- 754, 800, 801	OSG has filed brief and reply brief on behalf of OHR	There is a moderate probability of liability. Court Order, dated June 10, 2015, which is presently being appealed by both OHR and DPW, awarded attorneys' fees and costs of \$66,696 to Complainant, as well as back pay and overtime. The back pay and overtime awards are the responsibility of the employer DPW. It is unclear what portion of the attorneys' fees and costs, if any, is OHR's responsibility. The award could conceivably go up based on appeal proceedings.	OHR and DPW appeal Court's order of sanctions.	Superior Court sanctioned OHR and DPW due to delays and purportedly missing documents.

**ATTACHMENT 9**

Court of Appeals	<i>Harold Dargan v. District of Columbia Office of Human Rights</i>	15-CV-164	Case was remanded to OHR on November 7, 2016. OHR received notification from OAG on 1/5/17	Potential for liability or change in procedure is unlikely.	Complainant appealed Superior Court affirmance of OHR's no probable cause finding.	Complainant contends there is sufficient evidence in the record to proceed to a hearing.
Court of Appeals	<i>Lightfoot v. Commission on Human Rights</i>	16-AA-359	Parties preparing briefs.	Potential for liability or change in procedure is unlikely.	Complainant appeals Commission on Human Rights order finding no discrimination after a contested case.	Complainant contends there is sufficient evidence to prove discrimination.
Court of Appeals	<i>Tyrone Herrion v. D.C. Office of Human Rights</i>	16-CV-34	Court dismissed for failure to prosecute on November 21, 2016	No potential for liability or change in procedure.	Complainant appealed Superior Court affirmance of OHR finding	Complainant contended there was sufficient evidence to proceed to a hearing.

ATTACHMENT 9

					of no probable cause.	
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**ATTACHMENT 10**

List of Administrative Complaints or Grievances in FY 2016 AND 2017 (October 1, 2016-Present)

<b>Source</b>	<b>Matter</b>	<b>Process utilized to respond</b>	<b>Changes to agency policies or procedures?</b>
DC Office of Employee Appeals	<i>Georgia Stewart v. District of Columbia Office of Human Rights</i>	OHR is actively defending this matter and the agency's Motion to Dismiss is pending before OEA.	No.
DC Department of Employment Services	<i>Aimee Peoples v. District of Columbia Office of Human Rights</i>	OHR is currently attempting to resolve the complaint by mediation before DOES	No.

**OCA: District Performance Plans : Objectives | Embedded for FY16 Performance Plans**

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**Embedded for FY16 Performance Plans**

Division/Department	Objective Number	Objective Description
<b>Commission on Human Rights (1 Objective)</b>		
Commission on Human Rights	4	Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases.
<b>Office of Human Rights (2 Objectives)</b>		
Office of Human Rights	1	Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance
Office of Human Rights	2	Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities.
<b>Office of Human Rights (1 Objective)</b>		
Office of Human Rights	3	Oversee Implementation of Agencywide Priorities

**ATTACHMENT 11**

# **OCA: District Performance Plans : Measures | Embedded for Performance Plans (KPIs) with Objective and Q1 data**

Embedded for Performance Plans (KPIs) with Objective and Q1 data

Performance Plan Metrics	Division	Frequency of Reporting	Measure	Current Fiscal Year Target	FY 2013	FY 2014	FY 2015	Q1FY2016	Q2FY2016	Q3FY2016	Q4FY2016	FY 2016	Was KPI Met?
<b>1 - Shorten Response Times and Strengthen Quality Control for All Internal Programs, including investigations, mediations, and Language Access Compliance (3 Measures)</b>													
Key Performance Indicator		Quarterly	Percent of Cases Backlogged	10	6.31	13.99	16.81	29.78	41.51	36.23	48.96	38.7%	Unmet
Key Performance Indicator		Quarterly	Percent of OHR complainants satisfied with the agency's customer service	96	95	95.34	100		100	98.59	94.74	97%	Met
Key Performance Indicator		Quarterly	Number of Fair Housing Outreach Activities	55		78	149	32	20	38	19	109	Met
<b>2 - Prevent discrimination by promoting awareness of and compliance with local and federal antidiscrimination laws through increased outreach and awareness activities. (1 Measure)</b>													
Key Performance Indicator		Annually	Average cost per Language Access Training	932.14								902.8	Met
<b>3 - Oversee Implementation of Agencywide Priorities (2 Measures)</b>													
Key Performance Indicator		Annually	Percent of Agencies Compliant with Language Access	95								Not available	
Key Performance Indicator		Annually	Level of Education Institution Compliance on Bullying Prevention	90								95.6%	Met
<b>4 - Adjudicate cases with probable cause findings, determine damages associated with cases, and adjudicate all criminal background check cases. (2 Measures)</b>													
Key Performance Indicator		Quarterly	Percent of EEOC Contract case closures per quarter	97	88.25	131	53	80	84.8	80	163.2	102%	Met
Key Performance Indicator		Quarterly	Percent of EEOC Contract cases docketed	98		88.03	311.69	70.4	35.2	83.2	57.6	61.6%	Unmet

## OCA: District Performance Plans : Initiatives | Embedded for FY16 Performance Plans

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## Embedded for FY16 Performance Plans

Initiative Number	Initiative Title	Initiative Description	# of Initiative Updates
<b>Commission on Human Rights - 4 (2 Initiatives)</b>			
4.2	COHR Will Train DC Bar members on COHR rules and procedure	The Commission on Human Rights will organize and execute a program for members of the District of Columbia Bar on the rules and procedure for litigating a case before the Commission. Each year, DC Bar members bring dozens of cases before the Commission. It is imperative that these litigators understand the nuance of defending a case and appearing before the Commission, as the administrative law field differs substantially in rules and procedure from the civil and criminal fields. The Commission will prepare and present at least one training program for any and all DC Bar members interested.	3
4.1	COHR Will Upgrade Case Management Procedures	In FY16, COHR will evaluate current case management systems and purchase software and increase capacity of COHR staff in order to improve efficiency in adjudication of all cases.	3
TOT			6
<b>Office of Human Rights - 1 (3 Initiatives)</b>			
1.1	OHR will improve efficiency in intakes and administrative dismissals.	In FY16, OHR will enhance the pre-complaint and intake process to become more user friendly for parties. These enhancements include plain language explanation of process, procedure, and law via OHR communication tools and outreach, and in-agency correspondence. Specifically, OHR will rewrite its administrative dismissal and notice letters to explain agency action with less technical or sophisticated legal language in an effort to reduce confusion to parties and unnecessary interaction with OHR. These changes will significantly reduce requests to reopen administratively dismissed cases, motions to dismiss, and other administrative functions occurring prior to the investigation of a valid complaint. Staffing levels at the intake stage will also be reevaluated and reconfigured for greater efficiency.	3
1.3	OHR Will Reconfigure Investigative Assignment Procedures	In FY16, OHR will integrate protections afforded by the Fair Criminal Records Screening Act, the Protecting Pregnant Workers Fairness Act, and the Unemployment Anti-Discrimination Act of 2012 into its complement of investigative services. Given the variety of laws OHR enforces, OHR will continue to develop a system of case management which streamlines operations and provides speedy resolution to parties. Existing regulations require all cases docketed by OHR to be resolved within a 6 month timeline. Under this new system which was implemented in FY15, investigations will continue to be assigned based upon in-house investigator expertise and the complexity of the allegations and relevant law. This reconfiguration will assist with OHR's goal to reduce its investigative period to less than 6 months.	3
1.2	OHR Will Strive to Improve Language Access in All Eight Wards	In FY16, OHR's Language Access program will strive to improve language access in all 8 wards by providing targeted education, training, and intervention. In FY15, OHR transitioned Language Access Quarterly Reports to a fully digitized reporting system for more streamlined and comprehensive tracking of compliance with Language Access statutes. The Language Access Director will use this information to provide targeted education, training, and intervention.	3
TOT			9
<b>Office of Human Rights - 2 (9 Initiatives)</b>			
2.4	OHR Will Conduct Fair Housing Symposium	OHR will work with DC Housing Authority, U.S. Housing and Urban Development agency, and other local housing related agencies to provide a community oriented Fair Housing Symposium. OHR will reach out to community organizations providing assistance to the victims of domestic violence and people who have been identified as homeless in order to ensure education of this marginalized group.	3
2.2	OHR Will Create Touchpoints Report	In FY16, OHR will perform a thorough ward-by-ward review and analysis of complaint data (both Complainants and Respondent). Identifying location of incidents ("hot spots") and area of discrimination. This information will allow OHR and the District to gain a better understanding of: 1) the most frequent type of offenses; 2) where most Complainants live in the District; and 3) areas of the District where most Respondents do business. OHR will utilize this data to provide targeted education to workers and employers, and to perform Initiative 1.2 below.	3
2.3	OHR Will Design and Implement Targeted Outreach Initiative	In FY16, OHR will increase its targeted outreach and education efforts by using the Touchpoints Report and collaborating with DOES and marginalized communities. OHR will achieve this by communicating with specific community organizations and leaders to educate workers and employers on the District's human rights. OHR will also work with ANC leaders to implement this initiative.	3

2.5	OHR Will Educate Employers and Workers	In FY16, OHR will develop and issue monthly or quarterly guidance to raise awareness regarding new laws, and to take preventative measures in eliminating discrimination by educating the community about frequent types of discrimination occurring in the District. OHR will work with the Spanish Chambers of Commerce, DSLBD, and DCRA to broaden employer outreach.	3
2.7	OHR Will Enhance Investigations Division Law Clerk Program	OHR will continue to operate a robust and competitive law clerk program focused on educating law school students attending law schools in the District on human rights issues and laws enforced by OHR. OHR will support Human Rights Officers who conduct investigations by pairing them with law students who are passionate about civil rights and who are equipped with the skillset to support HROs with investigative workload.	3
2.8	OHR Will Ensure Implementation of Bullying Prevention Policy	In FY16, OHR will work to ensure all covered entities – specifically city agencies and educational institutions – are developing and implementing their bullying prevention policy consistent with OHR's guidance. In the Youth Bullying Prevention Act of 2012, youth-serving government agencies (e.g.: OSSE, DPR, DPL, etc.) and education institutions (in practice, Local Education Agencies, or LEAs) must have a bullying prevention policy, modeled after the Bullying Prevention Task Force's model policy. In FY13, the Bullying Prevention Task Force and Bullying Prevention Program made public the model policy. In FY15, the Director of the Bullying Prevention Program launched a toolkit for implementing the bullying prevention policy. It is OHR's goal to have all District schools (including charter schools) have 100% compliant Bullying Prevention Policy so that all students in all 8 wards have equal access to a world class education.	3
2.6	OHR Will Increase Equal Employment Opportunity for Returning Citizens	In FY16, OHR will continue to visit correctional facilities housing individuals who are likely to return from incarceration to the District. OHR will work with the Department of Corrections to reach out to residents in Pre-Release programs. OHR will collaborate with the Office of Returning Citizens Affairs and NAACP to effectuate this initiative.	3
2.9	OHR Will Strengthen Fair Housing Enforcement	In FY16, OHR will work with DHS to require grantees who are direct service providers to comply with DCHRA on non-housing discrimination. To that end, OHR will provide training to direct service providers who are grantees and sub-grantees. OHR will provide quarterly training to landlords and housing providers on housing discrimination. OHR will also perform additional outreach services to vulnerable communities. OHR will revise its housing regulations to expand protection for victims of intra-family offense, who are part of the vulnerable community. OHR will continue to review its regulations for areas to strengthen. OHR will continue to participate in community meetings on tenant barriers to identify barriers and propose potential solutions.	3
2.1	OHR Will Update EEO Counseling Program for District Government Employees and Provide Training	OHR is redesigning and revitalizing the DC government EEO Counseling process. OHR has already trained over 100 EEO Counselors, HR personnel, and agency attorneys under existing procedures. In FY16, OHR will update DCHRA regulations regarding complaints in the district government, launch an EEO Counselor Certification Program, and offer regular trainings for counselors to reduce the number of employment discrimination complaints in District government.	3
TOT			27
<b>Office of Human Rights - 3 (1 Initiative)</b>			
3.1	OHR Will Educate and Provide Support to the Aging Community	In FY16, OHR will ensure the District's aging residents are able to obtain housing free from discrimination. OHR will achieve this in part by collaborating with ODR and the Office on Aging to ascertain the specific type of assistance OHR can provide. Projected support include providing seminars and outreach sessions on Fair Housing laws and human rights laws covering employment, housing, educational institutions, and public accommodations.	3
TOT			3
TOT			45

## OCA: District Performance Plans : Top Accomplishments | Record Picker Report

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## Record Picker Report

What is the accomplishment that your agency wants to highlight?	How did this accomplishment impact residents of DC?	How did this accomplishment impact your agency?
OHR exceeded its fair housing activity goal by 98%.	Increased fair housing activity means more residents are educated on the fair housing laws in the District.	Increased outreach and education assists OHR in achieving its mission of eradicating discrimination.
OHR met its goal in ensuring customers received quality service.	High quality customer service means residents are educated about the OHR process, and that they are treated professionally and courteously.	By delivering good customer service, OHR is better able to process cases filed at OHR. This is because the more informative the filer is, the better OHR can communicate with the filer.
OHR successfully revitalized the EEO Counseling Program in the District by delivering a series of training and publishing an EEO Counselor Manual.	Improvement in the EEO Counseling Program means improvement in EEO Counseling services for residents who are employed by the District.	Knowledgeable EEO Counselors can expand OHR's reach in educating employees and residents about laws enforced by OHR. Additionally, because OHR is charged with overseeing the EEO Counseling program, efforts to improve the program helps OHR achieve its deliverable.

**OCA: District Performance Plans : Objectives | Embedded for FY17 Performance Plans**

JAN-31-2017 11:46 AM

**Embedded for FY17 Performance Plans**

Objective Number	Strategic Objective
1	Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement.
2	Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service.
3	Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies.
4	Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR.
5	Create and maintain a highly efficient, transparent and responsive District government.**

**ATTACHMENT 12**

## OCA: District Performance Plans : Measures | FY17 Key Performance Indicators

JAN-31-2017 11:47 AM

## FY17 Key Performance Indicators

Measure	New Measure/ Benchmark Year	Frequency of Reporting	Add Data Fields (if applicable)	FY 2014 Actual	FY 2015 Target	FY 2015 Actual	FY 2016 Target	FY 2016 Actual	FY 2017 Target	FY 2017 Quarter 1
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (5 Measures)</b>										
Percent of inquiries scheduled for intake interview within 30 days	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	63.41%
Percent of docketed cases scheduled for mediation within 45 days	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	84.06%
Percent of EEOC contract case closures	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	33.33%
Percent of cases certified to the Commission on Human Rights within 60 days	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	100%
Cost of processing a complaint under the Equal Justice Program	✓	Annually		Not available	Not available	Not available	Not available	New Measure	\$5870	Annual Measure
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service (3 Measures)</b>										
Percent of cases pending with the Commission over 15 months	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	20%	50%
Percent of cases with scheduling orders issued within 30 days	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	No applicable incidents
Percent of dispositive motions resolved within 60 days of filing	✓	Quarterly		Not available	Not available	Not available	Not available	New Measure	80%	0%
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (4 Measures)</b>										
Percent of EEO Counselors and Officers Satisfied with Training	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
Percent of informal intervention provided in bullying cases within 30 days of reporting	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
Percent of language access cases which receive initial intervention within 30 days	✓	Annually		Not available	Not available	Not available	Not available	New Measure	90%	Annual Measure
Percent of covered entities with major public contact monitored and assessed for compliance with the Language Access Act	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR (3 Measures)</b>										
Percent of Human Rights Liaisons that rate the all-day training as "good" or "excellent" in post-training survey	✓	Annually		Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure

Percent of participants that rate the Business Training Series events as "good" or "excellent" in post-training survey	✓	Annually	Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
Percent of participants that rate "Know Your Rights" presentations as "good" or "excellent" in post-training survey	✓	Annually	Not available	Not available	Not available	Not available	New Measure	80%	Annual Measure
<b>5 - Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures)</b>									
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Local funds unspent	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Budget- Federal Funds returned	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Vacancy Rate	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee District residency	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Human Resources- Employee Onboard Time	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	✓		Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017

# **OCA: District Performance Plans : Operations - Strategic Objectives Link | Embedded for FY17 Performance Plans**

JAN-31-2017 11:47 AM

## **Embedded for FY17 Performance Plans**

Operations Header	Operations Title	Operations Description	Type of Operations	# of Measures	# of Strategic Initiatives
<b>1 - Provide high quality and efficient resolution of complaints filed at the Office of Human Rights in order to comply with statutory requirements, improve customer service, and strengthen enforcement. (4 Activities)</b>					
INVESTIGATIONS	Investigate	Investigate docketed cases.	Daily Service	1	1
INTAKE	Intake	Conduct intake interviews of inquiries received	Daily Service	1	1
MEDIATION	Mediation	Mediate all docketed cases.	Daily Service	1	1
LEGAL SERVICES	Legal Review	Legal review of letters of determination drafted by investigators.	Daily Service	4	1
TOT				7	4
<b>2 - Provide high quality and efficient adjudication of certified charges filed at the Commission on Human Rights in order to comply with statutory requirements and to improve customer service. (5 Activities)</b>					
HUMAN RIGHTS COMMISSION	Review Certified Cases	Review certified cases and set scheduling order.	Daily Service	1	0
HUMAN RIGHTS COMMISSION	Review and rule on dispositive motions	Review and rule on dispositive motions	Daily Service	2	1
HUMAN RIGHTS COMMISSION	Hold Final Hearing	Hold final hearing on the merits.	Daily Service	1	1
HUMAN RIGHTS COMMISSION	Issue scheduling order	COHR should issue scheduling orders within 30 days of case certification.	Daily Service	0	0
HUMAN RIGHTS COMMISSION	Lead or Organize Commission Meetings	COHR will coordinate bi-monthly Commission meetings with the Commissioners and the Director of Office of Human Rights.	Daily Service	1	0
TOT				5	2
<b>3 - Provide high quality monitoring of and technical assistance in OHR's compliance programs, including Language Access, Bullying Prevention, and Equal Employment Opportunity policies. (7 Activities)</b>					
RESEARCH AND COMPLIANCE	EEO Counselors and Officers Training	Provide training and technical assistance to EEO Counselors and Officers.	Daily Service	2	1
BULLYING PREVENTION OVERSIGHT	Bullying Prevention Policy Oversight	Oversee bullying prevention policy development and compliance and provide training.	Daily Service	1	0
LANGUAGE ACCESS OVERSIGHT	Enforcement	Assist with identifying pre-investigation intervention solution; Investigate docketed cases of language access complaints; Issue written findings after investigation is completed; Assist non-complaint agencies with systemic corrective actions.	Daily Service	2	1

LANGUAGE ACCESS OVERSIGHT	Technical Assistance to Covered Entities	Provide technical assistance such as one-on-one consultations, implementing corrective actions, training staff on compliance and cultural competencies, and meeting with language access coordinators.	Daily Service	4	1
LANGUAGE ACCESS OVERSIGHT	Community Engagement	Provide outreach and education to the public; Work closely with consultative agencies and community stakeholders	Daily Service	3	1
LANGUAGE ACCESS OVERSIGHT	Compliance Monitoring	Review and monitor each major public contact agency's two-year LA compliance plan; monitor and review quality of services provided to LEP/NEP (Limited English Proficient/Non English Proficient) customers; meet with agency Language Access Coordinators.	Daily Service	1	0
BULLYING PREVENTION OVERSIGHT	School Climate Data and Youth Bullying Prevention Project	As a result of a four-year grant from National Institute of Justice (NIJ), in partnership with Child Trends and Office of the State Superintendent for Education (OSSE), the Youth Bullying Prevention Program will collect school climate data, evaluate prevention strategies in schools, and support their efforts to implement evidence based programs to prevent bullying and improve school safety.	Key Project	0	1
TOT				13	5
<b>4 - Provide high quality education and awareness communication to the public in order to increase understanding of the laws enforced by OHR (3 Activities)</b>					
PUBLIC EDUCATION	Provide education/training	Conduct training for the public and business community.	Daily Service	2	1
PUBLIC EDUCATION	Perform Outreach	Conduct outreach re newly enacted laws to ensure awareness and compliance.	Daily Service	3	1
PUBLIC EDUCATION	Issue press release statements	Draft and issue press release statements	Daily Service	0	1
TOT				5	3
TOT				30	14

## OCA: District Performance Plans : Measures | Workload Measures

JAN-31-2017 11:48 AM

## Workload Measures

Measure	New Measure/ Benchmark Year	Add Historical and Target Data (FY17)	Numerator Title	Units	Frequency of Reporting	FY 2014	FY 2015	FY 2016 Actual	FY 2017 Quarter 1
<b>1 - Intake (1 Measure)</b>									
Number of Inquiries Received			Number of inquiries received	number	Annually	Not available	Not available	2045	Annual Measure
<b>1 - Investigate (1 Measure)</b>									
Number of New Docketed Cases			number of new docketed cases	number	Annually	Not available	Not available	664	Annual Measure
<b>1 - Legal Review (4 Measures)</b>									
Number of Cases Reviewed	✓		Number of cases reviewed	number	Annually	Not available	Not available	New Measure	Annual Measure
Number of Final Determinations Reviewed	✓		Number of Final Determinations Reviewed	Number	Annually	Not available	Not available	New Measure	Annual Measure
Number of Motions Reviewed	✓		Number of Motions and Reconsiderations Reviewed	Number	Annually	Not available	Not available	New Measure	Annual Measure
Number of Litigation Cases Reviewed	✓		Number of litigation cases reviewed	Number	Annually	Not available	Not available	New Measure	Annual Measure
<b>1 - Mediation (1 Measure)</b>									
Number of Cases Mediated			number of cases mediated	number	Annually	Not available	Not available	776	Annual Measure
<b>2 - Hold Final Hearing (1 Measure)</b>									
Number of Hearings Scheduled or Held	✓		number of hearings scheduled or held	Number	Annually	Not available	Not available	New Measure	Annual Measure
<b>2 - Lead or Organize Commission Meetings (1 Measure)</b>									
Number of Commission Meetings Per Year			Number of commission meetings per year	Number	Annually	Not available	Not available	6	Annual Measure
<b>2 - Review and rule on dispositive motions (2 Measures)</b>									
Number of Cases Remanded	✓		number of cases remanded	number	Annually	Not available	Not available	New Measure	Annual Measure
Number of Motions	✓		number of pending motions	number	Annually	Not available	Not available	New Measure	Annual Measure
<b>2 - Review Certified Cases (1 Measure)</b>									

Number of Certified Cases Received	✓	Number of certified cases received	Number	Annually	Not available	New Measure	Annual Measure
<b>3 - Bullying Prevention Policy Oversight (1 Measure)</b>							
Number of Covered Entities under Youth Bullying Prevention Act		number of covered entities under YBPA	number	Annually	Not available	159	Annual Measure
<b>3 - Community Engagement (3 Measures)</b>							
Number of Community Education/Outreach Activities		Number of Community Education/Outreach Activities	Number	Annually	Not available	231	Annual Measure
Number of Meetings with Consultative Agencies		Number of Meetings w Consultative Agencies	Number	Annually	Not available	12	Annual Measure
Number of Meetings with LA Stakeholders		Number of Meetings with LA Stakeholders	Number	Annually	Not available	10	Annual Measure
<b>3 - Compliance Monitoring (1 Measure)</b>							
Number of Language Access Coordinator Meetings Held		Number of LA Coordinator Meetings Held	Number	Annually	Not available	6	Annual Measure
<b>3 - EEO Counselors and Officers Training (2 Measures)</b>							
Number of EEO Counselors and Officers in the District		Number of EEO counselors and officers	Number	Annually	Not available	63	Annual Measure
Number of EEO Trainings Held		number of eeo trainings held	number	Annually	Not available	12	Annual Measure
<b>3 - Enforcement (2 Measures)</b>							
Number of LA Inquiries Received		Number of LA Inquiries Received	Number	Annually	Not available	18	Annual Measure
Number of LA Complaints Docketed		Number of LA Complaints Docketed	Number	Annually	Not available	14	Annual Measure
<b>3 - Technical Assistance to Covered Entities (4 Measures)</b>							
Number of Covered Entities under the Language Access Act		Number of Covered Entities under the LAA	Number	Annually	Not available	62	Annual Measure
Number of Covered LA Entities with Major Public Contact		Number of covered entities with major public contact	Number	Annually	Not available	39	Annual Measure
Number of Non-Compliant LA Entities	✓	Number of Non-compliant LA Entities	Number	Annually	Not available	New Measure	Annual Measure
Number of LA Trainings		Number of LA Trainings	Number	Annually	Not available	30	Annual Measure
<b>4 - Perform Outreach (3 Measures)</b>							
Number of Fair Housing Outreach Activities		number of fair housing outreach activities	number	Annually	Not available	109	Annual Measure

#### 4 - Provide education/training (2 Measures)

## OCA: District Performance Plans : Strategic Initiatives-Operations Link | FY2017 Initiatives

## FY2017 Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Add Initiative Update	# of Initiative Updates	Needs Initiative Update Notification
<b>BULLYING PREVENTION OVERSIGHT (1 Strategic Initiative-Operation Link)</b>					
Implement National Institute of Justice Project	The Mayor's Youth Bullying Prevention Task Force, via Certification and Advisory Board (CAB), composed of community members as well as interested parties from the Task Force, will evaluate schools in the National Institute of Justice (NIJ) pilot on the school climate rubric and determine eligibility for grant funding as well as final certification. The CAB will also collect and vet local resources and supports that school, DC agencies and local non-profits can access to support training and programming around violence prevention and safety. This project will enable CAB to assess school needs regarding developing positive school environment and violence prevention. Moreover, this effort will allow CAB to identify and match available resources with the needs of the schools in preventing bullying and creating safe spaces.	09-30-2017		1	
TOT				1	
<b>HUMAN RIGHTS COMMISSION (2 Strategic Initiative-operation links)</b>					
Improve Dispositive Ruling Time	The Commission will implement new internal deadlines for ruling on dispositive motions by tracking scheduling deadlines in each case. The Chief Administrative Law Judge will ensure that all judges are tracking and maintaining the scheduling deadlines. This initiative will help to ensure that customers receive prompt findings and rulings.	09-30-2017		1	
Move Cases Forward	The administrative law judges will implement a new measure in FY17 to resolve procedural disputes. This involves intervention via phone and in person conferences to resolve procedural disputes. This effort will ensure timelines are met promptly and cases get to a hearing in a timely manner; the Commission will work to identify other areas of improvement in efficiency.	09-30-2017		1	
TOT				2	
<b>INTAKE (1 Strategic Initiative-Operation Link)</b>					
Restructure Intake Systems	OHR will restructure intake systems to address increasing volume of cases; OHR will reconfigure online intake questionnaire submissions. This will help OHR to efficiently triage cases filed and with moving cases to the next step.	09-30-2017		1	
TOT				1	
<b>INVESTIGATIONS (1 Strategic Initiative-Operation Link)</b>					
Improve Investigation Procedures	OHR will work to tighten response timelines and decrease number of extensions; OHR will explore conducting "fact finding conferences" to resolve complex cases. Fact finding conference is a case resolution tool utilized and recommended by the Equal Employment Opportunity Commission (EEOC). This will ensure that customers receive an expeditious processing of cases filed at OHR.	09-30-2017		1	
TOT				1	
<b>LANGUAGE ACCESS OVERSIGHT (3 Strategic Initiative-operation links)</b>					
Increase Enforcement of Corrective Action Orders	As part of OHR's ongoing effort to increase enforcement, in FY17 OHR will more closely monitor agency implementation of corrective action issued by OHR after a complaint of non-compliance has been found. This measure will ensure that customers receive language access assistance where one was required and that they receive such services and assistance in a timely manner after OHR's finding.	09-30-2017		1	
Expand Technical Assistance	OHR will provide targeted technical assistance and support to newly-appointed Language Access Point of Contacts and covered entities; in FY17, OHR will launch a citywide initiative to assist agencies in certifying bilingual staff. This is a proactive measure to ensure customers seeking services from District agencies receive language access when required.	09-30-2017		1	

Expand Outreach and Training	In FY17, OHR will expand the Human Rights Liaison (HRL) trainings to include identification and reporting of language access violations encountered by customers of the HRLs; OHR will partner with community-based organizations to conduct "Know Your Rights" trainings to diverse LEP/NEP (Limited English Proficient/Non-English Proficient) populations to increase HRL training participants.	09-30-2017	1
TOT			3
<b>LEGAL SERVICES (1 Strategic Initiative-Operation Link)</b>			
Guidance for Businesses	In FY17, OHR will develop and implement a new guidance section on its website to assist customers/businesses with interpreting laws enforced by OHR; OHR will publish at least four (4) guidance documents.	09-30-2017	1
TOT			1
<b>MEDIATION (1 Strategic Initiative-Operation Link)</b>			
Reduce Mediation Extensions	In FY17, In order to expedite case processing, OHR will implement a new system in mediation which will reduce number of scheduling extensions granted.	09-30-2017	1
TOT			1
<b>PUBLIC EDUCATION (3 Strategic initiative-operation links)</b>			
Expand Training	In FY17, OHR will provide more resources for the business community. Specifically, OHR will increase number of trainings for businesses; work with the Department of Small and Local Business Development and the Department of Consumer and Regulatory Affairs to ensure businesses have access to information on the laws OHR enforces; OHR will collaborate with DHS to provide fair housing trainings for all housing case managers who receive DHS funding.	09-30-2017	1
Diversify Outreach	In FY17, in order to diversify its reach, OHR will conduct a new outreach effort in which it will work with labor unions and other workers' groups in order to provide trainings to their members on newly-enacted laws and the Human Rights Act; OHR will attend BID (Business Improvement District) meetings in order to provide information on new laws to the business community.	09-30-2017	1
Expand Publications	OHR will issue at least five (5) publications and conduct a second resume testing project as either a follow up to the FY2014 project or to investigate other current areas of concern, such as source of income discrimination, discrimination based on perceived religion, national origin, etc.	09-30-2017	1
TOT			3
<b>RESEARCH AND COMPLIANCE (1 Strategic Initiative-Operation Link)</b>			
Improve Communication and Training	In FY17, OHR will expand the EEO Counseling program by holding quarterly meetings with EEO Counselors & Officers. This will assist EEO Counselors address common challenges with OHR's guidance. To increase compliance, OHR will also communicate more often with agency directors and continue providing certification trainings.	09-30-2017	1
TOT			1
TOT			14

## OCA: District Performance Plans : Initiative Updates | Embedded for Initiatives FY2017

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## Embedded for Initiatives FY2017

Strategic Initiative-Operation Link - Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Explanation of Impact	Supporting Data	FY2017 Quarters
<b>Diversify Outreach (1 Initiative Update)</b>							
Diversify Outreach	OHR is planning and developing this initiative, but has not been completed.	0-24%	High	None	No impact since it has not yet been completed.		FY17Q1
<b>Expand Outreach and Training (1 Initiative Update)</b>							
Expand Outreach and Training	OHR has begun this initiative.	0-24%	High	None	No measurable impact yet.		FY17Q1
<b>Expand Publications (1 Initiative Update)</b>							
Expand Publications	OHR has begun designing publications, but it has not yet completed or published it.	0-24%	High	None	No impact since the initiative has not yet been completed.		FY17Q1
<b>Expand Technical Assistance (1 Initiative Update)</b>							
Expand Technical Assistance	OHR has begun providing targeted technical assistance and support to newly appointed language access point of contacts. OHR is currently working on the bilingual initiative.	25-49%	High	None	No measurable impact as of yet.		FY17Q1
<b>Expand Training (1 Initiative Update)</b>							
Expand Training	OHR is currently working with the Office on Contracts and Procurement as well as Department of Small and Local Business Development to provide trainings to the business community around equal employment opportunity laws in contracts and employment.	0-24%	High	None	In progress; thus no impact as of yet.		FY17Q1
<b>Guidance for Businesses (1 Initiative Update)</b>							
Guidance for Businesses	OHR is working on these guidance documents, but has not been able to complete it.	0-24%	High	None	No impact at this time.		FY17Q1
<b>Implement National Institute of Justice Project (1 Initiative Update)</b>							
Implement National Institute of Justice Project	Thirty schools, cross sector of DCPS and public charters schools, are participating. Data collection is taking place now and all schools will be given full reports on the new data collected in January. The Certification and Advisory Board, which will review school portfolio's for eligibility and funding, had their first meeting and is being housed at OHR.	25-49%	Medium	Incremental	This initiative is expected to have an incremental impact because the mission behind this project has been well received. This impact may develop into demonstrative or transformative as OHR gains data.		FY17Q1
<b>Improve Communication and Training (1 Initiative Update)</b>							

Improve Communication and Training	OHR has scheduled the quarterly trainings but continues to working communicating with agency directors.	25-49%	High	None	No measurable impact as of yet.	FY17Q1
<b>Improve Dispositive Ruling Time (1 Initiative Update)</b>						
Improve Dispositive Ruling Time	This initiative has been developed and is not in the phase of being implemented.	50-74%	High	None	Since the initiative has not yet been implemented, there is no impact at this time.	FY17Q1
<b>Improve Investigation Procedures (1 Initiative Update)</b>						
Improve Investigation Procedures	OHR began redrafting its case processing procedures to reflect this initiative. OHR will not be able to explore conducting fact finding conferences at this time, but OHR has designed, developed, and delivered several trainings to investigators to strengthen this unit.	25-49%	High	Incremental	Although the implementation of this initiative is not yet complete, we have begun to see some impact in reduction of our backlog.	FY17Q1
<b>Increase Enforcement of Corrective Action Orders (1 Initiative Update)</b>						
Increase Enforcement of Corrective Action Orders	This is an ongoing initiative. As such, OHR has begun working with agencies and covered entities to strengthen enforcement. However, OHR will have more information as the fiscal year continues.	0-24%	High	None	No measurable impact as of yet.	FY17Q1
<b>Move Cases Forward (1 Initiative Update)</b>						
Move Cases Forward	The Commission has developed this initiative and is in the midst of implementing.	50-74%	High	None	As the initiative has not yet been implemented, the impact is none at this time.	FY17Q1
<b>Reduce Mediation Extensions (1 Initiative Update)</b>						
Reduce Mediation Extensions	OHR has begun this initiative by implementing new tracking efforts and redesigning notice letters to ensure mediation is completed in a timely manner without undue delay.	25-49%	High	Incremental	OHR has already begun to see some impact in that the mediation process has become more streamlined.	FY17Q1
<b>Restructure Intake Systems (1 Initiative Update)</b>						
Restructure Intake Systems	OHR is in the process of reconfiguring intake questionnaires online. However, OHR has instituted changes in the intake system with specific guidelines on missed appointments, dismissals, and FCRSA intakes.	0-24%	High	Incremental	This initiative has already had an incremental impact in that it is helping to streamline the process and has made the process more efficient.	FY17Q1

## ATTACHMENT 13

### OHR FOIA Requests for FY16 and FY17

FY16 FOIA Requests	TOTALS
Granted	0
Partially Granted	55
Denied	20
Pending	1
Average Response Time	15 days
Estimated Number of FTEs processing requests	3
Estimated Hours Spent Responding to Requests	169.5
Estimated Cost of Compliance	\$5338.10

**ATTACHMENT 13**

<b>FY17 FOIA Requests to date (2/10/17)</b>	<b>TOTALS</b>
<b>Granted</b>	0
<b>Partially Granted</b>	9
<b>Denied</b>	6
<b>Pending</b>	3
<b>Average Response Time</b>	18 days
<b>Estimated Number of FTEs processing requests</b>	2
<b>Estimated Hours Spent Responding to Requests</b>	22.5 (15 requests multiplied by 1.5)
<b>Estimated Hours Cost of Compliance</b>	\$1,363.95

## ATTACHMENT 14

Posn Nbr	Title	Name	Salary	Appr Year
00011483	Director, Ofc of Human Rights	Palacio,Monica	151727.8	16
00041743	SUPERVISORY ATTORNEY ADVISOR	Robinson,Ebony Michelle	120000	16
00002569	Chief Administrative Law Judge	Simmons,David C	117789.6	16
00015852	Supervisory Equal Opportunity	Stewart,Georgia A	117570.2	16
00037354	Supervisory Equal Opportunity	Coefield, Rahsaan	116107	16
00045901	Supervisory Public Affairs Spc	Imse, Elliot	116107	16
00041680	Administrative Support Special	Lee,Ayanna E	107895	16
00077754	Youth Inclusion Program Coordi	Greenfield,Suzanne L.	104916	16
00043673	Administrative Support Special	Ansah Brew,Josephine Adwoa	101937	16

## ATTACHMENT 14

Fund Code	Prgm Code	Activity
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0100	1090	1000
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0100	1060	1000
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0100	3010	3000
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0100	2020	2000
------	------	------

0100	2030	2000
------	------	------

0100	2070	2000
------	------	------

0100	1090	1000
------	------	------

0100	2085	2000
------	------	------

0100	1090	1000
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Posn Nbr	Title	Name	Salary	Appr Year	Prgm Code	Activity
11483	Director, Ofc of Human Rights	Palacio,Monica	156279.63	17	1090	1000
41743	SUPERVISORY ATTORNEY ADVISOR	Robinson,Ebony Michelle	128400	17	1060	1000
2569	Chief Administrative Law Judge	Simmons,David C	121323.3	17	3010	3000
15852	Supervisory Equal Opportunity		119591	17	2020	2000
45901	Deputy Director	Khaing,Hnin	115000	17	2070	2000
41680	Administrative Support Special	Lee,Ayanna E	111131	17	1090	1000
43673	Administrative Support Special	Ansah Brew,Josephine Adwoa	108063	17	1090	1000
77754	Youth Inclusion Program Coordi	Greenfield,Suzanne L.	108063	17	2085	2000
37354	Supervisory Equal Opportunity	Andrews,Michael A.	102500	17	2030	2000
44235	Language Access Program Manage	Teferi,Winta	101826	17	2030	2000
85348	Special Assistant	Thornton,Charles B	101295	17	2030	2000
85503	ATTORNEY ADVISOR	Deal,Thomas	101241	17	1060	1000

# **ATTACHMENT 16**

## **COLLECTIVE BARGAINING WORKING CONDITIONS AGREEMENT**

**BETWEEN**

**AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO,**

**AND**

**THE DISTRICT OF COLUMBIA,**

**AND**

**THE OFFICE OF THE ATTORNEY GENERAL,  
THE GOVERNMENT OF THE  
DISTRICT OF COLUMBIA**

**EFFECTIVE THROUGH SEPTEMBER 30, 2017**

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## **ARTICLE 1 RECOGNITION**

### **Section 1 - Recognition**

A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.

B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.

C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A "formal meeting" refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

### **Section 2 – Coverage**

A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (OAG or Employer), including Agency Counsel, except employees excluded under Section 5 of the Article. PERB Case No. 01-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).

B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133. In the event that any attorney positions within Local 1403's bargaining unit that are currently assigned to the Office of the Attorney General are subsequently assigned to other agencies within the District of Columbia Government, the parties agree that Local 1403 will open negotiations, within thirty (30) days of the effective date of the transfer of positions, to establish an agreement governing the working conditions of the bargaining unit employees within those positions.

### **Section 3 – New Units**

The provisions of this Agreement shall not cover bargaining unit employees under the administrative jurisdiction of the Attorney General and/or the Mayor of the District of Columbia newly certified during the term of this Agreement. Representatives of any new units shall meet to negotiate a separate Agreement which shall govern the new units.

#### **Section 4 – Unit Clarification(s)**

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board to clarify and correct inaccuracies contained or arising within the current unit certifications. Prior to filing the joint petition, the Union and Employer shall confer on the revised unit descriptions.

#### **Section 5 - Exclusions from Coverage**

The following employees are excluded from the bargaining unit covered by the Agreement:

1. All management officials;
2. All supervisors;
3. Employees who act in a confidential capacity with respect to an individual who formulates or effectuates management policies regarding attorney employees in the field of labor relations;
4. Employees engaged in personnel work regarding attorney employees in other than a purely clerical capacity;
5. Employees who are engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139; and
6. Interns, volunteers, pro bono attorneys, contract attorneys, attorneys who are detailed to the OAG from federal agencies.

### **ARTICLE 2 LABOR-MANAGEMENT RELATIONS**

#### **Section 1 - Composition and Function of the Labor-Management Committee**

- A. The parties shall continue the existing Labor-Management Committee (LMC) that will be constituted of an agreed upon number of Union and Employer representatives.
- B. The purpose of the LMC is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.
- C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

D. Changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the OAG are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee.

## **Section 2 - Subcommittees**

The parties may mutually agree to establish subcommittees of the LMC to study problems and conditions.

## **Section 3 – Union’s Right to Request Impact and Effects Bargaining**

Nothing herein shall be construed to limit the Union's right to request impact and effects bargaining over any proposed organizational changes.

## **Section 4 - Findings and Recommendations of the Labor-Management Committee or Subcommittee**

When possible, the findings and recommendations of the LMC or subcommittee thereof will be forwarded to the Attorney General or his/her designee for consideration. The Attorney General or his/her designee shall respond in writing to any written findings and recommendations of the committee or subcommittee within a reasonable period of time. At the time recommendations are forwarded by the committee or subcommittee to the Attorney General or his/her designee, the committee or subcommittee shall recommend a requested response date from the Attorney General, or his/her designee.

## **Section 5 - Labor-Management Meetings**

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, who shall be a Section Chief for those attorneys who are in a Section or Deputies for those attorneys who are not in a Section, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate Management and Union representatives shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting, unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

## **Section 6 - Organizational Changes**

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the OAG are a proper matter for consideration by the Labor-Management Committee or

relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or his/her designee may call a meeting of the Labor-Management Committee or relevant subcommittee concerning the proposed changes and Employer shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

## **Section 7 – Risk Assessment**

A. The LMC will act as the Risk Assessment and Control Committee (RACC) on all risk management issues concerning the OAG. When the LMC acts as the RACC, an equal number of representatives from Union and Management shall be included in the meetings.

B. The LMC will make recommendations to the Attorney General concerning risk management issues for OAG. The Attorney General or his/her designee will respond to risk management recommendations of the LMC within a reasonable period of time after receipt, but in no event later than four (4) weeks following the transmittal of a written recommendation from the LMC to the Attorney General. The Attorney General will take any corrective actions needed within a reasonable period of time, given the context of the recommendation.

C. The LMC shall include a RACC risk management agenda within the agenda of the LMC at least four (4) times each year on a quarterly basis.

D. Risk management issues will be considered by the LMC as a whole, with one vote for each committee member authorized.

## **ARTICLE 3 ADMINISTRATION OF LEAVE**

Except as otherwise provided in this Agreement or the corresponding Compensation Agreement, the parties shall adhere to all applicable law and District government rules and regulation in the administration of leave. Annual leave must be reasonably requested in advance except in an emergency (unanticipated event). Employer's decision to grant or deny annual leave shall be made within 72 hours of the request, excluding Saturdays, Sundays, holidays, and any other day that the District government is closed and will be based solely on mission (including coverage) requirements. Except in emergency situations, the Employer shall not consider the reason for the annual leave request in making the leave determination. If requested by the employee, the supervisor shall discuss the reason for the denial of any request, and discuss when the employee will be able to take the requested leave. Requests for annual leave shall be approved when possible.

## **ARTICLE 4 ALTERNATIVE WORK SCHEDULE**

The Employer agrees to continue implementation of its Attorney, Non-Attorney Manager, and Support Staff Alternative Work Schedule Program (Office Order No. 2011-07) (March 28, 2011), in effect on September 12, 2013, and set out as Attachment A to this Agreement.

## **ARTICLE 5 EMPLOYEE ASSISTANCE PROGRAM**

### **Section 1 - General**

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (EAP) (District Personnel Manual (DPM) Chapter 20B, Section 2050) and available services provided under it. The provisions of the DPM govern except as provided below.

### **Section 2 - Use of Sick Leave**

Employees undergoing a prescribed program of treatment for alcoholism, drug abuse, emotional illness, or mental illness will be allowed to use available sick leave with appropriate documentation of attendance and/or referral for this purpose on the same basis as any other illness.

## **ARTICLE 6 UNION STEWARDS/OFFICIAL TIME**

### **Section 1 - Number of Stewards**

- A. The Union may designate, other than the Chief Steward, no more than five (5) stewards, or one (1) steward for every fifty (50) bargaining unit employees, whichever is greater.
- B. The Union will endeavor, whenever possible, to limit the number of Union Representatives working in the same division, to a number that will not cause a significant work disruption in that work unit.

### **Section 2 - Designation of Representatives**

- A. Union Officers, Stewards and Other Representatives
  - 1. Union Officers and Stewards: The Union agrees to provide the OAG and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.

2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.

B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.

C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.

D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

E. The Union will be notified prior to any change in tours of duty of duly appointed Stewards. The Union shall also be notified prior to the organization of tours of duty that would affect the members of the unit.

F. Employer recognizes that the Union may designate employee members, selected or appointed to a Union office or delegated to a Union function and agrees that, upon request, the employee may be granted annual leave or leave without pay for the period of time required to be away from his/her job. Such requests will be submitted as far in advance as possible, but not less than one (1) working day prior to the day the leave is to begin in the event the leave request is eight (8) hours or less, or five (5) working days in advance, in the event the leave request exceeds eight (8) hours. The Union shall be notified of a disapproval of leave in writing together with the Employer's justification. Leave contemplated under this article shall not be denied except for good cause.

### **Section 3 - Performance Appraisals**

A. No Union representative will be disadvantaged in the assessment of his/her performance based on his/her participation in Union activities and/or use of official time to conduct labor-management business authorized by this Agreement. However, performance problems unrelated to participation in Union activities and/or the use of official time may be addressed in accordance with other relevant provisions of this Agreement.

B. At the beginning of the rating year or when the Union representative is initially appointed, workload and performance expectations will be established that consider the actual use of official time and the impact on performance of the duties of the employee's position. Additionally, the designated supervisor and the Union representative will meet at least quarterly to discuss needed adjustments to workload and representational needs.

#### **Section 4 - Official Time for Representational Activity**

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President (office currently occupied by Shana Frost on an acting basis) will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 (office currently occupied by Robert DeBerardinis) will be assigned a caseload equal to no greater than 75% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

B. For the purpose of this Article, "representational functions" means those authorized activities undertaken by employees on behalf of other employees or the Union pursuant to representational rights under the terms of this Agreement and District of Columbia law. Examples of activities for which reasonable amounts of official time will be authorized include:

1. collective bargaining negotiations;
2. discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
3. any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
4. grievance meetings and arbitration hearings;
5. a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
6. any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
7. any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
8. attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
9. informal consultation meetings between the Employer and the Union;

10. conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
  11. attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
  12. attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
  13. attendance at Employer recognized or sponsored activities to which the Union has been invited;
  14. attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the OAG or labor relations/labor matters in the District of Columbia that impact or may impact the Union;
  15. necessary travel to any of the activities listed above;
  16. training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
  17. new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
1. Attending Local, Regional, or National Union meetings;
  2. Soliciting members;
  3. Collecting dues;
  4. Posting notices of Union meetings; administering elections;
  5. Preparing and distributing internal Union newsletters or other such internal documents; and,
  6. Internal Union strategy sessions, except for representational functions.

## **Section 5 - Requesting Official Time**

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of her 50% reduced caseload, and Vice President #1, in light of his 25% reduced caseload, will complete the "Official Time Report" form (attached to this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.
- F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.
- G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

## **Section 6**

- A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested

so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

B. In cases of alleged abuse of official time by the Union, or alleged improper restriction of official time or discrimination by the Employer, the parties shall endeavor to resolve the matter at the lowest possible level. If efforts to resolve the matter between the first line supervisor and the Union official or representative fail, then the party alleging the abuse or improper restriction shall bring the matter to the attention of the appropriate management and Union representatives. If the matter is not resolved then either party may seek assistance from the D.C. Office of Labor Relations and Collective Bargaining.

## **Section 7**

The parties shall conduct separate training concerning use of official time for members and managers and supervisors.

## **ARTICLE 7 UNION USE OF EMPLOYER FACILITIES AND SERVICES**

A. Upon request, the Union may have access to meeting space by following established OAG procedures. Except as provided elsewhere in this Agreement, the Union shall attempt to hold meetings during the non-work time of employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

B. Employer manpower, office space, and supplies, except as otherwise provided in this Agreement, shall not be used in support of internal Union business.

C. The Employer may provide appropriate office space with a locking door for the Union. Assigned Union office space will remain in use unless or until the Employer needs require the use of the assigned space. In this event, management will notify the Union sixty (60) days in advance. Other approximately equivalent or mutually agreeable space will be made available at least fifteen (15) business days prior to the time the Union is required to vacate the present office.

D. The Employer will make available to the Union at a minimum two (2) locking file cabinets, one (1) desk, and three (3) chairs.

E. The Union shall limit its posting of notices and bulletins to Union-designated bulletin boards, and each such posting shall be authorized and initialed by a Union officer or steward. A courtesy copy of all materials to be posted pursuant to this article will be provided to the Attorney General or his/her designee at the time of posting. Each bulletin board shall have the following notice posted in a prominent place:

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC

Government or the Employer unless issued by them.

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General or his/her designee may request the removal of language or material that it believes is defamatory or discriminatory. With notice to the Union, Employer may remove language or material that is defamatory or discriminatory.

F. Union officers and representatives, and other unit members who serve in any capacity on behalf of the Union, may use their regular workstations including telephones, computers, and e-mails to communicate with bargaining unit employees in connection with their representational functions; provided however, such activity shall not interfere with the effective operation of the Government's business. Employer shall not monitor Union telephone or email activity or content related to representational functions. All communication regarding terms and conditions of employment shall be in accordance with the Code of Conduct applicable to District Government employees as defined in the Government Ethics Act (D.C. Law 19-124, D.C. Official Code § 1-1161.01 *et seq.*). Communications, including broadcast emails, will not contain statements that reflect on or attack the integrity or motives of individuals, the Office of the Attorney General, or other agencies of the District Government. Communications will clearly identify the Union official responsible for its content.

## **ARTICLE 8 PERSONNEL FILES**

### **Section 1 - Official Files - Definition**

The Official Personnel File ("OPF") for each employee is maintained solely by the District of Columbia Department of Human Resources ("DCHR").

### **Section 2 - Right to Examine**

Employees and/or their authorized representatives shall be permitted to examine all contents of the employee's personnel files, including without limitation the OPF, whether maintained by OAG, DCHR or elsewhere, upon request.

### **Section 3 - Right to Respond**

Each Employee shall have the right to answer any material filed in his/her OAG personnel files and his/her answer shall be attached to the material to which it relates. Unless prohibited by law or regulation, in the case of complaints made orally that are reduced to writing and placed in an OAG personnel file, Employees shall be informed of the person making the complaint; the substance of the complaint, and the date the complaint was made and may respond as provided for in this section.

#### **Section 4 - Right to Copy**

An employee and/or their authorized representatives will be permitted to copy any material in all personnel files, including without limitation the OPF, for that employee maintained by the Employer.

#### **Section 5 - Access by Union**

Upon presentation of written authorization by an employee, the Union representative may examine all of the employee's personnel files, including without limitation the OPF, and obtain copies of the material free of charge.

#### **Section 6 – Employee to Receive Copies**

As consistent with applicable law, the employee shall receive a copy of all material placed in his/her OPF and all personnel related materials, including electronic data, upon request.

### **ARTICLE 9 JOB DESCRIPTIONS**

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description. When there is a material change in job duties, the employee shall be given advance notice of the change.

### **ARTICLE 10 LATE ARRIVAL/EARLY DISMISSAL**

#### **Section A -- Late Arrival**

Employees shall be permitted to arrive late at work without charge to leave during inclement weather or during other extraordinary circumstances where the District government has authorized a late arrival for all non-essential employees, consistent with the authorization. All employees shall be considered non-essential for purposes of this Article unless they have been previously notified of their essential status.

#### **Section B -- Early Dismissal**

Whenever the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General (or his or her designee) shall make every reasonable effort to ensure that employees are notified timely of the early

dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

Notice shall be provided to employees whose work assignments do not permit them to leave work early regardless of the general early release authorization.

#### **Section C -- Employees on leave during the late arrival/early dismissal period**

An employee who previously requested and was granted leave during the authorized late arrival and/or early dismissal hours shall not be charged leave for the period requested that coincides with the authorized late arrival and/or early dismissal hours.

### **ARTICLE 11 STRIKES AND LOCKOUTS**

In accordance with applicable law, it shall be unlawful for any District Government employee or the Union to authorize, ratify or participate in a strike against the District. The term strike as used herein means any unauthorized concerted work stoppage or slowdown. No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

### **ARTICLE 12 CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to continue to use bargaining unit employees and not subcontract work that has been traditionally and regularly performed by its employees. Decisions regarding contracting out are areas of discretion of the Employer. The impact and implementation of contracting out upon bargaining unit employees is a mandatory subject of bargaining. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees. The Employer shall minimize displacement actions by reassigning or retraining affected employees in order to retain bargaining unit employees consistent with available budget and applicable laws and regulations.

## **ARTICLE 13 UNION RIGHTS AND SECURITY**

### **Section 1 – Exclusive Agent**

The Union shall be the exclusive collective bargaining representative of bargaining unit employees.

### **Section 2 – Access to Employees**

Representatives of the Union shall have access to individual employees, either new or rehired, in its bargaining unit to explain Union membership, services and programs. Such access shall be voluntary for new and rehired employees and shall occur during the formal orientation session. The Union shall have the opportunity to provide a fifteen (15) minute presentation as a part of the orientation programs for the Employer.

### **Section 3 – Dues Check off**

Pursuant to D.C. Official Code § 1-617.07 (2012 Repl.), the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights under *Chicago Teachers Union Local No. 1 v. Hudson*, 475 U.S. 292 (1986) and related cases. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

### **Section 4 – Annual Notification of Annual Dues Amount**

The amount to be deducted shall be certified to the Office of Labor Relations and Collective Bargaining (OLRCB) annually in writing by the appropriate official of the Union. The employee's authorization shall be forwarded to the OLRCB. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes shall be made at the earliest opportunity after notification is received but in no case will changes be made retroactively, unless the Employer fails to deduct dues due to the Employer's action or inaction. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

### **Section 5 – Service Fees**

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, the Union shall require that employees who do not pay Union dues to pay an amount (not to exceed Union dues) that represents the cost of negotiation and/or representation. Such service fee deductions shall be allowed when the Union presents evidence that at least fifty-one percent (51%) of the employees in the unit are members of the Union.

## **Section 6 – Cost of Processing**

Union dues and/or service fees shall be transmitted to the Union, minus a fee of \$.15 per deduction (dues or service fee) per pay period, payable to the OLRCB, for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

## **Section 7 – Hold Harmless**

The Union shall indemnify, defend and hold the Employer harmless against any and all claims, demands and other forms of liability that may arise from the operation of this Article. In any case in which a judgment is entered against the Employer as a result of the deduction of dues or other fees, the amount held to be improperly deducted from an employee's pay and actually transferred to the Union by the Employer shall be returned to the Employer or conveyed by the Union to the employee(s) as appropriate.

## **Section 8**

Payment of dues or service fees shall not be a condition of employment.

## **Section 9**

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fees to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMLA, provided the Union gives advance notice of said costs to the employee.

## **Section 10**

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership.

## **ARTICLE 14 TERM EMPLOYEES**

### **Section 1**

- A. Term employees in the bargaining unit shall be given not less than two (2) pay period's notice of the termination of their appointment.
- B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.
- C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, subject to funding, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year, when the term bargaining unit employee: 1) performs services for which OAG has a continuous need, 2) is in a pay status as of September 30, 2013, and continuing on an ongoing basis any term bargaining unit employee in a pay status by September 30<sup>th</sup> of each successive year, and 3) has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating period. If a term employee is separated by management for any reason, other than project termination or budgetary reasons, and management previously extended the employee's term for 13 months, so that the employee is separated at the end of his or her second term, the employee shall have an opportunity to challenge his or her separation to the same extent as permanent unit employees.
- D. By December 1<sup>st</sup> of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to FTE status.

### **Section 2 – Priority Conversion of NTE Employees to FTE Status**

When management determines to fill a FTE vacancy in a legal services section, the most senior qualified NTE employee with substantially similar, or greater, experience to the vacant position in that section, providing that the employee has a satisfactory performance appraisal and more than 24 months continuous employment, must be offered the FTE position.

## **ARTICLE 15 DISCRIMINATION**

### **Section 1 – General Provisions**

A. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code 2-1401 *et seq.* (2012 Repl.), the Employer shall not discriminate against any Employee because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, gender identity or expression or genetic information. The Employer's violation of the Human Rights Act shall also constitute a violation of this Agreement.

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's EEO Director in accordance with OAG's Equal Employment Opportunity Office Order No. 2006-11. At the request of either party, the EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

### **Section 2 - Equal Employment Practices**

The Employer shall continue implementation of its Equal Employment Opportunity Policy (OAG Office Order No. 2006-11 (March 9, 2006 or successor orders) and any Affirmative Action Plan in accordance with existing law on affirmative action. The Affirmative Action Plan will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. Union input on the development of the Affirmative Action Plan may be provided through OAG's EEO Director. The Employer shall provide the Union a copy of the Affirmative Action Plan, when developed by the Employer.

### **Section 3 – Sexual Harassment**

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the parties agree to identify and work to eliminate such occurrences in accordance with the OAG Sexual Harassment policy contained in OAG Office Order No. 2006-11 as amended or any subsequent policy developed.

B. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

#### **Section 4 – Union Activity**

The Employer shall not in any way discriminate against any employee because of his/her membership or affiliation in or with the Union or service in any capacity on behalf of the Union. Each employee has the right, freely and without fear of penalty or reprisal:

1. To form, join and assist in labor organization or to refrain from this activity;
2. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and
3. To be protected in the exercise of these rights.

#### **Section 5 – Discrimination Charges and Election**

A. An employee may raise a complaint of discrimination under applicable law (to OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts), or through the negotiated grievance procedure but not both. In consideration for the benefits of arbitration, each employee must sign the attached waiver acknowledging voluntary waiver of his/her federal statutory rights, including his/her rights under Title VII as a condition precedent to submission of his/her discrimination complaint to the grievance process. If an employee elects not to voluntarily waive his/her rights, the employee cannot submit his/her discrimination claim through the grievance process. Grievances must be filed within thirty (30) days of the date that the employee knew or should have known of the conduct being grieved. An employee shall be deemed to have exercised this option when the matter that give rise to the allegation of discrimination is made the subject of a timely filed grievance or a formal EEO complaint, whichever event (filing) occurs first.

B. The Union and Employer shall agree on a panel of arbitrators who shall have at least five years of experience in employment discrimination law to hear such grievances at the arbitration level of review.

C. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position.

D. The Employer shall notify the Union of all remedial or corrective actions that impact on bargaining unit employees to be taken as the result of informal or formal resolution of EEO complaints.

FORM TO BE COMPLETED BY EMPLOYEES WHO DECIDE TO FILE A GRIEVANCE  
OVER A DISCRIMINATION CHARGE

I, \_\_\_\_\_, acknowledge that I have decided to submit my employment discrimination charge through the grievance procedure. In consideration of arbitration, I will forego and waive my rights to file a separate claim under the discrimination statutes, including Title VII, in accordance with applicable law governing such elections. *See Alexander v. Denver-Gardner*, 415 U.S. 36 (1974).

Dated:

\_\_\_\_\_  
EMPLOYEE'S NAME

**ARTICLE 16  
SAFETY AND HEALTH**

**Section 1 - Working Conditions**

A. The Employer shall provide and maintain safe working conditions for all employees. It is understood that the District may exceed standards established by regulations consistent with the objectives set by law. The Union will cooperate in these efforts by encouraging its members to work in a safe manner and to obey established safety practices and regulations.

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with the Comprehensive Merit Personnel Act (D.C. Official Code section 1-620.01 *et seq.*, as amended (2012 Repl.)).

**Section 2 - Corrective Actions**

A. If an Employee observes a condition that he or she reasonably believes to be unsafe, the employee shall report the condition to the immediate supervisor and the OAG Risk Manager Specialist.

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the Risk Manager Specialist as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The

supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

C. Employees shall be protected against penalty or reprisal for reporting an unsafe or unhealthful working condition or practice, or assisting in the investigation of such condition or practice.

### **Section 3 - First Aid Kits and Defibrillators**

A. Subject to budget, Employer shall make first-aid kits reasonably available for the use of all employees in case of on the job injuries.

B. The need for additional first-aid kits is an appropriate issue for the Risk Assessment and Control Committee recommendation. Recommendations of the Risk Assessment and Control Committee will be referred to the Attorney General or his/her designee.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care on each floor where OAG controls its own office space.

D. Employees who have been identified by the Risk Management Specialist as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government risk standards shall receive appropriate health screening. In the absence of District Government risk standards, the OAG Risk Manager will refer to standards established by other appropriate authorities such as OSHA, NIOSH or the EPA.

### **Section 4 – Excessive Temperatures in Buildings**

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in a building. The Employer shall make this determination as expeditiously as possible. In lieu of dismissal, the Employer may authorize employees affected by excessive temperature conditions to telecommute until the condition abates. Administrative leave shall be granted if authorized by the Mayor or his or her designee.

### **Section 5 – Maintenance of Health Records**

Medical records of employees shall be maintained in accordance with the applicable provisions of law. Medical records shall not be disclosed to anyone except in compliance with applicable laws, rules and regulations relating to the disclosure of information. Copies of rules relating to medical records and information shall be made available to the Union.

**ARTICLE 17**  
**INFORMATIONAL REPORTS ON EMPLOYEES**

Upon request, and at least annually by December 31<sup>st</sup> of each year, Employer shall provide the Union a list of bargaining unit members that includes the name, grade, step, title, hire date, organizational unit, assignment, location, contact information (including work address, telephone number and fax number) and bargaining unit status of each bargaining unit employee. The Employer shall maintain the Union on the regular distribution list for the New Hires and Resignations Report, which shall be updated at least quarterly. The Employer shall include the Union status on the New Hires and Resignations Report provided to the Union.

**ARTICLE 18**  
**FITNESS FOR DUTY**

The Employer agrees to comply with applicable District law and controlling regulations concerning fitness for duty.

**ARTICLE 19**  
**REQUESTS FOR INFORMATION**

Consistent with law and upon request of the Union, the Employer shall provide relevant information that the Union needs to perform its duties in grievance processing and collective bargaining negotiations.

**ARTICLE 20**  
**EMPLOYEE USE OF INFORMATION TECHNOLOGY**

**Section 1 – New Technology**

Whenever the Employer proposes to acquire or implement equipment or technological changes that may adversely impact employees in the bargaining unit, the Employer shall notify the Union and, when requested, bargain over any adverse effect. Appropriate training for affected employees that will enable them to maintain their present job status shall be among the principal considerations as part of such bargaining. The Employer shall provide training for affected employees to acquire and maintain the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours. The Employer shall bear the expense of the training. The Employer shall provide training for employees who had previously not been required to use existing technology but who are then required to do so.

**Section 2 – Electronic Mail Use**

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the

performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

### **Section 3 – Internet Access and Use**

The parties agree that Internet access through the Office of the Attorney General facilities is considered D.C. Government property and must be used for the program needs of the OAG. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees may be allowed to use the Internet on a limited basis for personal purposes, but that such use should be limited to non-work time and should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, bandwidth-consuming, or harassing material.

### **Section 4 – Telephone Use**

The Employer and Union agree that D.C. Government telephones must be used primarily in support of D.C. Government programs. The parties acknowledge that employees are permitted to use telephones on an occasional and selective basis for personal purposes. Such use is a privilege and not a right and may not be abused for the conduct of outside employment during the scheduled tour of duty of the employee or for discriminatory, pornographic, or harassing purposes.

### **Section 5 - Privacy**

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General shall not monitor employee email, telephone, or internet use, unless it has good cause to believe that an employee has violated this Article or any applicable law or regulation. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

## **ARTICLE 21 TRAINING**

### **Section 1 - New Employee Orientation**

Employer will provide each new employee with an orientation to include at least a fifteen (15) minute presentation by the Union regarding Union membership.

### **Section 2 - Continued Training Opportunities**

The Employer and Union mutually agree that the legal services provided by attorneys employed by OAG will be enhanced by the opportunity for attorneys to engage in continuing legal education that is relevant to their work. The Employer shall encourage and assist Employees in obtaining career-related training and education both inside and outside the OAG by collecting and posting current information available on training and educational opportunities. The Employer shall inform Employees of time or expense assistance the Employer may be able to provide. Continued training shall be provided and approved within budgetary constraints. The Employer will use its best efforts to provide a variety of appropriate continuing legal education opportunities, including ongoing access to online training opportunities and legal ethics training opportunities, throughout each year at no cost to employees to enable employees to meet their continuing legal education requirements under the Legal Service Act.

### **Section 3 - Requests for Continued Training**

The Employer may consider requests for continued training of Employees and may provide time or expense assistance to Employees. Continued training opportunities shall be afforded Employees on a fair and impartial basis to the maximum extent possible. Employees shall be promptly informed of a denial of a training request together with the reason for the denial. The parties agree that the program needs of the Employer are paramount in providing training to Bargaining Unit Employees.

## **ARTICLE 22 EMPLOYEE RIGHTS**

### **Section 1 – Respect in the Workplace**

It is the intent of the OAG and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

### **Section 2 - Employee Rights**

All Union employees have the right, and shall be protected in the free exercise of that right without fear of penalty or reprisal:

1. to organize a labor organization free from interference, restraint, or coercion;
2. to form, join, or assist any labor organization;
3. to bargain collectively through representatives of their own choosing; and
4. to refrain from any or all such activities under subsections (1), (2), and (3) of this subsection, except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment as authorized in D.C. Official Code § 1-617.11 (2012 Supp.) ("Employee Rights").

Employee Rights shall extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

### **Section 3 - Employee Grievances**

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

### **Section 4 – Conflicts of Interest**

This Agreement does not authorize participation in the management of or acting as a representative of a labor organization by any employee if the participation or activity would result in a conflict of interest, a breach of legal ethics, or otherwise be incompatible with applicable law or with the official duties of the employee.

## **Section 5 - Campaigns or Drives - Solicitation of Employees in the Bargaining Unit**

A. Definition: For the purpose of this Article, solicitation of employees in the bargaining unit means OAG or District government approved solicitations which have been announced in generally published OAG or D.C. government directives.

B. Participation: Contributions from employees in the bargaining unit and participation by employees in the unit to solicit contributions shall be voluntary. There shall be no discrimination against any employee in the unit for non-participation or for any level of contributions. An employee in the bargaining unit may be requested to volunteer or solicit for contributions. Absent a volunteer, OAG will request the Union to assist in providing the needed volunteer. Consistent with District government ethics rules, regulations and law, no management or supervisory employee shall participate in any direct solicitation of employees in the bargaining unit who are under his/her supervision except for occasional office functions.

## **ARTICLE 23 SABBATICAL/EXTENDED LEAVE**

It is the policy of the Office of the Attorney General for the District of Columbia (OAG) to allow attorneys to apply for an extended time away from work for community service, education, travel or other outside interests in a non-pay status. To be eligible for a sabbatical, an attorney must have both: 1) been employed with the OAG for seven years, and 2) received a performance evaluation of at least Successful, or an equivalent rating, in every category for the rating period which immediately precedes the application for sabbatical/extended leave. An attorney who receives a Needs Improvement or a Fails Expectation, or an equivalent rating, in any category is ineligible. After completion of the attorney's seventh anniversary with the OAG and each successive seven years after return from a sabbatical, the attorney may request up to one (1) year of leave as sabbatical. Attorneys who elect to take a sabbatical will return to a comparable position with the OAG.

### **Section 1 – Process**

Application for sabbatical should be submitted to the attorney's immediate supervisor no later than 120 days before the proposed leave is to commence. The immediate supervisor shall review each application and send a recommendation to approve or disapprove the request to the Attorney General within 30 days of the submission of the request.

### **Section 2 – Supervisor's Authority**

Sabbaticals may be taken for any purpose. However, the reason for the request may be taken into consideration by the employee's supervisor in determining whether to approve the request. Final decision on request for sabbatical is in the sole discretion of the Attorney General who, in his/her discretion, may set limits on the number of attorneys who shall be approved for a sabbatical in any one year. If an employee asks for the reason for the denial, a supervisor must provide a written justification for the denial. The denial of an application for sabbatical/extended leave is not grievable.

### **Section 3 – Potential Loss of Benefits and Insurance Premiums**

Attorneys understand that an extended leave of absence in a non pay status may impact his or her retirement and other benefits with the District of Columbia. Attorneys also understand that they are required to pay their portion of any insurance premiums while in a non pay status. Attorneys shall inform themselves of the District of Columbia rules and regulations applicable to an extended leave of absence in a non pay status before submitting the request for sabbatical. Under no circumstances is the OAG required to allow attorneys to use leave intermittently to avoid the loss of benefits while the attorney is on sabbatical.

## **ARTICLE 24 REASSIGNMENTS, PROMOTIONS, DETAILS**

### **Section 1 – Promotions**

The criteria and selection process for line attorney promotions are contained in OAG Office Order number 2007-36, entitled Promotion Policy for Legal Service Attorneys in the Office of the Attorney General. The terms of this policy are incorporated by reference into this Agreement, except as otherwise provided herein.

### **Section 2 - Promotion Priority Process**

Notwithstanding any other provision in this Agreement or in promotion policies and office orders, an attorney who is rated qualified for a promotion and assigned a promotion ranking number but not promoted in the rating period for which he or she is first qualified shall be promoted in rank order before attorneys who are later qualified for promotion, unless the Employer can demonstrate that a substantial reason exists for deviating from this provision.

### **Section 3 - The Promotions Ranking Committee**

The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives from each division in OAG. The PRC will rank all promotion candidates office-wide in accordance with procedures outlined in the Office Order establishing the PRC. The PRC shall be governed by the specific provisions set forth in applicable District of Columbia laws and regulations.

### **Section 4 – Grievance on Failure to Comply with Process**

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General. However, attorneys may grieve management's alleged failure to comply with the process outlined in Office Order number 2007-36, later orders or section 2 above.

## **Section 5 – Filling Vacancies**

A. Whenever an attorney vacancy exists within OAG, other than a temporary opening, in any existing job classification or as the result of the development or establishment of a new job classification, Employer shall provide a copy to the Union which shall post such vacancy notice on all Union bulletin boards. The Employer shall also post the announcement electronically through the use of agency-wide e-mail no later than ten (10) working days prior to the closing date. A copy of the notices of OAG job openings will be provided to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the position, including employees on layoff, may do so. The application shall be in writing, and may be submitted by electronic mail, any official District online application system or in person to the appropriate Personnel Office.

## **Section 6 - Job Qualifications**

Management has the right to determine job qualifications. Where the Employer has considered the recommendations of the PRC and has determined that two or more employees/applicants for a position are equally qualified to perform the duties of the position, the selection shall be made by the Employer from the designated qualified candidates. The Employer may also reject all candidates on the list and may request a new list.

## **Section 7 - Additional Duties**

Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with District government position classification guidelines set forth in the District Personnel Manual and any other applicable District of Columbia law.

**ARTICLE 25**  
**TIMELY RECEIPT OF CORRECT PAY AND EXPENSE REIMBURSEMENTS**

**Section 1 - Tardy or Non-Receipt of Pay**

- A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.
- B. Employer shall use its best efforts to take all action necessary to assist in correcting tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors when the specific error or needed correction is not within its control.

**Section 2 - Pay Errors**

Employer shall expeditiously use its best efforts to take all action necessary to correct all other paycheck errors including those concerning benefits, sick leave, annual leave and various deductions. In any event, the Employer shall correct all pay errors no later than two (2) weeks following the identification of the error by the employee or the Employer. In the event that pay errors continue to exist more than two pay period after Employee provides notice to the appropriate Employer representative and the delay results due to no fault of Employee, Employee shall receive four (4) hours of administrative leave.

**Section 3 - Timely Receipt of Pay, Pay Increases, Bonuses and Reimbursements**

- A. Employer agrees to use its best efforts to ensure that pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases, are paid on the effective date. To this end, Employer shall, among other things, use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as expeditiously as possible, to avoid or minimize any delay in implementation.
- B. The Employer must pay all pay increases, including but not limited to those resulting from step increases, promotions, bonuses and other salary increases no later than two (2) pay periods following the effective date of the increase.

**Section 4 - Timely Reimbursement of Expenses**

Employer shall use its best efforts to take all necessary action to ensure that reimbursement of pre-authorized expenses related to the employee's employment, including but not limited to travel and education expenses, is paid within thirty (30) days of submission of a proper request.

**Section 5 - Audits**

In the event Employee requests an audit of pay and benefit records because of errors made in their computation, Employer shall complete such audit and transmit the results to the requesting employee within ten (10) business days or shall provide the employee a reason why additional time is required and shall give a projected date of completion.

## **ARTICLE 26 GENERAL PROVISIONS**

### **Section 1 - Work Rules**

Employees will be advised of verbal and written work rules that they are required to follow. The Employer agrees that proposed new written work rules and the revision of existing written work rules shall be subject to notice and consultation with the Union.

### **Section 2 – Identification Device**

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters. Therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their clothing except when appearing in court or before any administrative tribunal or other government agency on behalf of the Employer.

### **Section 3 - Distribution of Agreement**

The Employer and the Union agree to electronically distribute the fully executed version of this contract to all management and covered employees upon execution of the contract by the parties.

### **Section 4 – Office Space**

Employer will consider the attorney client and other privileges in providing space. Office space will be identified by OAG and assigned by the Union. Employer determines space, division and section allocation, as well as what offices are available for bargaining unit employees. Employer will afford the Union the advance opportunity to consult over the design of new office space at each step of the design process. The parties acknowledge that this does not interfere with management's final authority to determine the final design.

## **ARTICLE 27 COMPUTATION OF TIME**

All time frames referenced in this Agreement shall be interpreted as business days, unless otherwise specified.

## **ARTICLE 28 GRIEVANCE AND ARBITRATION PROCEDURES**

### **Section 1 – Definitions**

A grievance under this section is an allegation that the other party has violated a provision of this Agreement. RIFs, furloughs, disciplinary actions and performance rating appeals are excluded from the definition of grievance under this section and such disciplinary actions and ratings are not subject to challenge, review or arbitration under the grievance and arbitration procedures of this section. The grievability of disciplinary actions and performance evaluations is governed by other parts of this Agreement and the Compensation Agreement.

### **Section 2 – Performance Ratings**

Any performance rating may be appealed within thirty (30) calendar days of receipt by the employee to a three-person committee established by the Attorney General. The committee shall be empowered to review the basis for a direct supervisor's rating, conduct a hearing, receive written briefs, and issue a written decision which shall approve, modify, or reject a performance rating. Any decision by the Committee shall be appealable to the Attorney General within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision shall be final and no further appeal shall be allowed under this Agreement. If the committee does not act within thirty (30) calendar days of the appeal, the evaluation may be appealed to the Attorney General who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General does not act within fifteen (15) calendar days, unsatisfactory evaluations may be appealed under the provisions of this Article within fifteen (15) calendar days. The Attorney General shall establish procedures for appeals under this Article to the committee and to the Attorney General.

### **Section 3 – General Provisions**

Other than a disciplinary action and evaluations, any grievance that may arise between the parties involving an alleged violation of this Agreement, shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or his/her designee.

### **Section 4 – Information Requests**

Both parties shall provide all information determined to be reasonable and needed by the other party for processing of a grievance after a request by the other party within a reasonable amount of time.

## **Section 5 - Procedure**

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Grievances must be filed at the lowest level where resolution is possible. Therefore, all grievances shall ordinarily be presented to the immediate supervisor unless it is clear that the immediate supervisor does not have authority to deal with the grievance and that it should be filed elsewhere. The Union may request a face-to-face meeting with the appropriate management representative who is delegated authority to deal with the grievance at each step. The parties agree to endeavor to engage in productive meetings to resolve a grievance.

Nothing in this Agreement shall be construed as precluding discussion between an employee, the Union and the appropriate supervisor over a matter of interest or concern to any of them prior to the initiation of a grievance. Once a matter has been made the subject of a grievance under this procedure, nothing herein shall preclude any party (the Union, the Employer or the Employee) from attempting to resolve the grievance informally at the appropriate level.

**Step 1:** The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within ten (10) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within ten (10) business days after the receipt of the grievance.

**Step 2:** If the grievance has not been settled, or the supervisor has failed to respond, it may be presented in writing by the Union to the second level supervisor within ten (10) business days after the Step 1 response is due or received, whichever is sooner. The second level supervisor shall respond to the Union in writing within ten (10) business days after receipt of the written grievance.

**Step 3:** If the grievance is still unresolved, or the supervisor has failed to respond, it may be presented in writing by the Union to the Attorney General or his/her designee within twenty (20) working days after the Step 2 response is due or received, whichever is sooner. The Attorney General or his/her designee, shall respond in writing to the Union within twenty (20) business days after receipt of the written grievance.

**Step 4:** If the grievance is still unresolved, or the Attorney General or his/her designee has failed to respond, the Union may by written notice request arbitration within twenty (20) business days after the reply at Step 3 is due or received whichever is sooner.

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within ten (10) business days from the date of the occurrence giving rise to the grievance or

when the Union knew or should have known of the occurrence.

When mutually agreed by the parties, grievances on the same matter on behalf of two (2) or more employees may be processed as a single grievance for the purpose of resolving all the grievances.

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within ten (10) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within ten (10) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have ten (10) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

A grievance concerning a continuing violation of this Agreement may be filed at any time during the existence of the alleged violation of this Agreement.

#### **Section 6 - Selection of the Arbitrator**

The arbitration proceeding shall be conducted by an arbitrator selected by the Employer and the Union. The Federal Mediation and Conciliation Service (FMCS) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) calendar days after receipt of the list by both parties. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the FMCS guidelines unless modified by this Agreement.

#### **Section 7 – Authority of the Arbitrator**

The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation or application of the express provisions of this Agreement at issue between the Union and the Employer consistent with applicable law and regulation. He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; or to impose on either party a limitation or obligation not explicitly provided for in this Agreement. The written award of the arbitrator on the merits of any grievance adjudicated within his jurisdiction and authority shall be final and binding on the aggrieved employee, the Union and the Employer, subject to either party's appeal rights to the Public Employee Relations Board and the Superior Court of the District of Columbia.

#### **Section 8 - Decision of the Arbitrator**

The arbitrator shall be requested to render his/her decision in writing within thirty (30) calendar days after the conclusion of the arbitration hearing.

#### **Section 9 - Expenses of the Arbitrator**

Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a record of the arbitration proceedings, it may cause such a recording to be made, providing it pays for the record and makes copies available without charge to the other party and the arbitrator.

#### **Section 10 - Time Off For Grievance Hearings**

The employee, Union Steward and/or Union representative shall, upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 4 of Article 6 on Union Stewards.

#### **Section 11 – Time Limits**

All time limits following the initiation of any grievance set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if the request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and/or 2 of the procedure described in this Article.

#### **Section 12 – Termination of Grievance**

A grievance shall terminate when either party terminates its own grievance, when both parties consent or for failure to meet contractual time limits. The termination of a grievance shall not prejudice either party from reinstituting a grievance at a later date.

#### **Section 13 - Exclusions**

Matters not within the jurisdiction of the Employer will not be processed as a grievance under this Article unless the matter is specifically included in another provision of this Agreement or the Compensation Agreement.

**ARTICLE 30**  
**DISCIPLINE AND DISCHARGE**

**Section 1 -- Disciplinary Actions**

A. Assistant Attorneys General ("AAG") in the bargaining unit are appointed to serve the District of Columbia consistent with the provisions of the Legal Service Act. An AAG may be subject to disciplinary action, including reprimand, suspension (with or without pay), reduction in grade or step, or removal for unacceptable performance or for any reason that is not arbitrary or capricious. Disciplinary actions shall be processed in accordance with Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Employer shall provide the Employee with ten (10) calendar days advance notice, consistent with the notice provisions of Chapter 36 of the D.C. Personnel Regulations, of any proposed discipline, with the exception of summary removal. The proposed notice of discipline will also be sent to the Union.

B. Notwithstanding Section 1A herein, the Attorney General, may summarily suspend or remove a bargaining unit member, in accordance with Sections 1616 and 1617 of the DPM, when the employee's conduct:

1. Threatens the integrity of government operations;
2. Constitutes an immediate hazard to the agency, to other District employees, or to the employee; or
3. Is detrimental to public health, safety, or welfare.

C. Upon request, an employee subject to any disciplinary action shall be allowed access to his or her officer, at a mutually agreeable time, to retrieve personal items.

D. If there is no appeal pursuant to the provisions herein, the Attorney General's decision shall be the final agency decision.

**Section 2 -- Appeal Procedures**

After the Attorney General issues an administrative decision in accordance with §3614, Chapter 36 of the D.C. Personnel Regulations, the Union, on behalf of the Employee, may appeal the Attorney General's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's decision. This time limit may be extended by mutual consent of the parties, but if not so extended, must be strictly observed. An appeal to the OEA shall stay the time limits for invoking a review by the Mayor under Section 3614, Chapter 36 of the D.C. Personnel Regulations. The Attorney General's decision in connection with a suspension of less than ten days or any other corrective action is final and not subject to appeal.

### **Section 3 -- Stay of Disciplinary Action**

The filing of an appeal shall not serve to stay or delay the effective date of the Attorney General's final administrative decision.

### **Section 4 -- Standard of Review and Authority of the OEA**

A. The OEA Hearing Officer's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory decision concerning whether the Employer's decision to discipline is: (1) a result of the Employee's unacceptable performance, (2) for any reason that is not arbitrary or capricious in accordance with § 106.56(a) of the Legal Service Act, or (3) both.

B. The OEA Hearing Officer does not have authority to modify, amend, or rescind any disciplinary action or to impose any back-pay or other financial obligation on the Employer resulting from the disciplinary action.

### **Section 5 -- Time Limits**

All time limits set forth, in this Article must be strictly observed. If the Union fails to pursue any step within the time limit then it shall have no further right to continue the appeal.

### **Section 6 -- Extension of Time Limits**

All time limits set forth in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked. However, if a party fails to pursue any step within the time limit, then he/she shall have no further right to continue the grievance. The appropriate representative of either party shall not unreasonably deny a request for an extension of time if such request is made in writing by the original deadline date. The parties may mutually agree in writing to waive Steps 1 and or 2 of the procedure described in this Article.

### **Section 7 -- Substitution of Binding Arbitration Procedures**

In the event that the Council of the District of Columbia legislatively establishes a binding arbitration process concerning discipline and discharge for any unit employees in the Legal Service, the parties agree to reopen negotiations solely to rescind this Article to the extent of any conflict and incorporate the binding arbitration process into this Agreement to the maximum extent possible.

## **ARTICLE 31 SAVINGS CLAUSE**

### **SECTION A**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

### **SECTION B**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

## **ARTICLE 32**

### **INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013, through September 30, 2017, (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

## **ARTICLE 33 DURATION AND FINALITY**

### **Section 1 -- Effective Date**

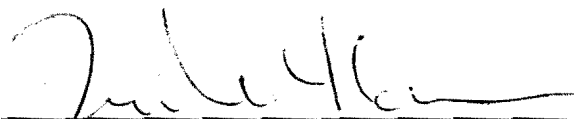
This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new non compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1- 617.17 (f)(1)(A)(i) (2012 Repl.).

### **Section 2 – Finality**

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated.

On this 16<sup>th</sup> day of April, 2014 and in witness to this Agreement, the parties hereto set their signatures.

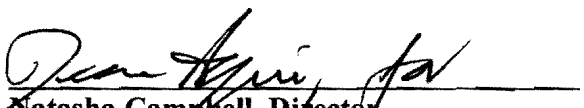
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**



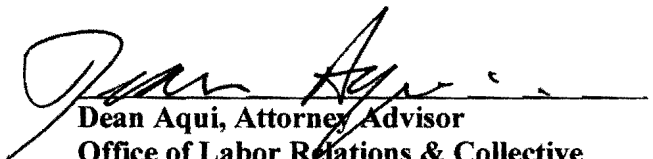
**Irvin B. Nathan, Attorney General  
Office of the Attorney General**



**Nadine C. Wilburn,  
Chief Counsel, Personnel, Labor &  
Employment Division  
Office of the Attorney General**



**Natasha Campbell, Director  
Office of Labor Relations & Collective  
Bargaining**

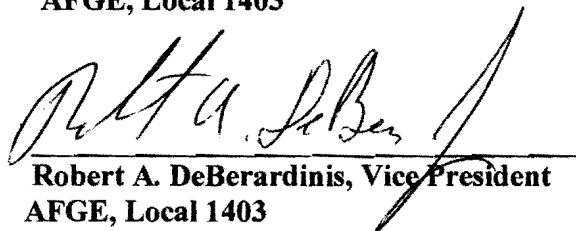


**Dean Aquino, Attorney Advisor  
Office of Labor Relations & Collective  
Bargaining**

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**



**Shana Frost, Acting President  
AFGE, Local 1403**



**Robert A. DeBerardinis, Vice President  
AFGE, Local 1403**

**APPROVAL**

This collective bargaining working conditions agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated \_\_\_\_\_, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Vincent Gray, Mayor

**ATTACHMENT 17**

**COMPENSATION COLLECTIVE BARGAINING  
AGREEMENT**

**BETWEEN**

**THE DISTRICT OF COLUMBIA GOVERNMENT**

**AND**

**COMPENSATION UNITS 1 AND 2**

**EFFECTIVE APRIL 1, 2013 – SEPTEMBER 30, 2017**

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## **PREAMBLE**

This Compensation Agreement is entered into between the Government of the District of Columbia and the undersigned labor organizations representing units of employees comprising Compensation Units 1 and 2, as certified by the Public Employee Relations Board (PERB).

The Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues. The Agreement shall not be reconsidered during its life nor shall either party make any changes in compensation for the duration of the Agreement unless by mutual consent or as required by law.

## **ARTICLE 1 WAGES**

### **SECTION A: FISCAL YEAR 2013:**

Effective the first day of the first full pay period beginning on or after April 1, 2013, the FY 2013 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

### **SECTION B: FISCAL YEAR 2014:**

The Parties agree that the District shall set aside the amount equivalent to 1.5% of the total salaries for Compensation Units 1 and 2, as of November 19, 2012, to be used to implement any compensation adjustment required by the Classification and Compensation and Reform Project.

### **SECTION C: FISCAL YEAR 2015:**

Effective the first day of the first full pay period beginning on or after October 1, 2014, the FY 2015 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 and 2 by the Public Employees Relations Board shall be adjusted by 3%.

### **SECTION D: FISCAL YEAR 2016:**

Effective the first day of the first full pay period beginning on or after October 1, 2015, the FY 2016 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**SECTION E:        FISCAL YEAR 2017:**

Effective the first day of the first full pay period beginning on or after October 1, 2016, the FY 2017 salary schedules of employees employed in bargaining units as certified and assigned to Compensation Units 1 & 2 by the Public Employees Relations Board shall be adjusted by 3%.

**ARTICLE 2  
METRO PASS**

The District of Columbia Government shall subsidize the cost of monthly transit passes for personal use by employees by not less than twenty five (\$25.00) per month for employees who purchase and use such passes to commute to and from work.

**ARTICLE 3  
PRE-PAID LEGAL PLAN**

**SECTION A:**

The Employer shall make a monthly contribution of ten dollars (\$10.00) for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make monthly contributions directly to the designated provider of the legal services program.

**SECTION B:**

The plan shall be contracted for by the Union subject to a competitive bidding process where bidders are evaluated and selected by the Union. The District may present a proposed contract which shall be evaluated on the same basis as other bidders. The contract shall provide that the Employer will be held harmless from any liability arising out of the implementation and administration of the plan by the benefit provider, that the benefit provider will supply utilization statistics to the Employer and the Union upon request for each year of the contract, and that the benefit provider shall bear all administrative costs.

**SECTION C:**

The parties shall meet to develop procedures to implement the legal plan which shall be binding upon the benefit provider. The procedures shall include an enrollment process.

#### **SECTION D:**

To be selected for a contract under this Article, the benefit provider must maintain an office in the District of Columbia; be incorporated in the District and pay a franchise tax and other applicable taxes; have service providers in the District; and maintain a District bank account.

#### **SECTION E:**

The Employer's responsibility under the terms of this Article shall be as outlined in Section C of this Article and to make premium payments as is required under Section A of this Article. To the extent that any disputes or inquiries are made by the legal services provider chosen by the Union, those inquiries shall be made exclusively to the Union. The Employer shall only be required to communicate with the Union to resolve any disputes that may arise in the administration of this Article.

### **ARTICLE 4 DISTRICT OF COLUMBIA NEGOTIATED EMPLOYEE ASSISTANCE HOME PURCHASE PROGRAM**

#### **SECTION A:**

The Parties shall continue the Joint Labor-Management Taskforce on Employee Housing.

#### **SECTION B:**

Pursuant to the DPM, Part 1, Chapter 3 §301, the District provides a preference for District residents in employment. In order to encourage employees to live and work in the District of Columbia, a joint Labor-Management Task Force on Employee Housing was established during previous negotiations with Compensation Units 1 & 2. The Taskforce strives to inform employees of the programs currently available for home ownership in the District of Columbia. Additionally, the Taskforce collaborates with other government agencies including the Department of Housing and Community Development and the District's Housing Finance Agency to further affordable housing opportunities for bargaining unit employees, who have been employed by the District Government for at least one year.

#### **SECTION C:**

The parties agree that \$500,000.00 will be set aside to be used toward Negotiated employee Assistance Home Purchase Program (NEAHP) for the duration of the Agreement. If at any time, the funds set aside have been depleted, the Parties will promptly convene negotiations to provide additional funds for the program.

#### **SECTION D:**

Any funds set aside in Fiscal Years 2014, 2015, 2016 and 2017 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Units 1 and 2 Agreement. All funds set aside for housing incentives shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY 2014 – FY 2017.

### **ARTICLE 5 BENEFITS COMMITTEE**

#### **SECTION A:**

The parties agree to continue their participation on the District's Joint Labor-Management Benefits Committee for the purpose of addressing the benefits of employees in Compensation Units 1 and 2. The Benefits Committee shall meet quarterly, in January, April, July and October of each year.

#### **SECTION B: RESPONSIBILITIES:**

The Parties shall be authorized to consider all matters that concern the benefits of employees in Compensation Units 1 and 2 that are subject to mandatory bargaining between the parties. The Parties shall be empowered to address such matters only to the extent granted by the Unions in Compensation Units 1 and 2 and the District of Columbia Government. The parties agree to apply a system of expedited arbitration if necessary to resolve issues that are subject to mandatory bargaining. The Committee may, by consensus, discuss and consider other benefit issues that are not mandatory bargaining subjects.

#### **SECTION C:**

The Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Optical and Dental Insurance Plans for employees in Compensation Units 1 and 2.
2. Recommend changes and enhancements in Health, Optical and Dental benefits for employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2001 ed.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitation of bids and make recommendations to the contracting officer concerning the selection of providers following the receipt of bids, consistent with Chapter 4 of the D.C. Official Code (2001 ed.).

4. Following the receipt of bids to select health, dental, optical, life and disability insurance providers, the Union's Chief Negotiator shall be notified to identify no more than two individuals to participate in the RFP selection process.
5. Explore issues concerning the workers' compensation system that affect employees in Compensation Units 1 and 2 consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2001 ed.).
6. The Union shall be notified of proposed benefit programs to determine the extent to which they impact employees in Compensation Units 1 and 2. Upon notification, the Union shall inform the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns it has regarding the impact on employees in Compensation Units 1 and 2.

## **ARTICLE 6 BENEFITS**

### **SECTION A: LIFE INSURANCE:**

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2001 Edition) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2001 Edition) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2001 Edition) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard	Provides \$10,000 additional coverage	Cost determined by age
Option B – Additional	Provides coverage up to five times the employee's annual salary	Cost determined by age and employee's salary
Option C – Family	Provides \$5,000 coverage for the eligible spouse and \$2,500 for each eligible child.	Cost determined by age.

Employees must contact their respective personnel offices to enroll or make changes in their life insurance coverage.

#### **SECTION B: HEALTH INSURANCE:**

1. Pursuant to D.C. Official Code §1-621.02 (2001 Edition), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance coverage provided by the District of Columbia.

(a) Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, representatives of Compensation Units 1 and 2 and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in this program.

(b) The District may elect to provide additional health care providers for employees employed after September 30, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

(c) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The District of Columbia Government shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code §1-621.01 (2001 Edition), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. This program is administered by United States Office of Personnel Management.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Employees and union representatives are entitled to receive a copy of the summary plan description upon request. Additionally, employees

and union representatives are entitled to review copies of the actual plan description upon advance request.

**SECTION C: OPTICAL AND DENTAL:**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Compensation Units 1 & 2 representatives notice of the proposed additions.

**SECTION D: SHORT-TERM DISABILITY INSURANCE PROGRAM**

Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short-Term Disability Insurance Program, which provides for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

**SECTION E: ANNUAL LEAVE:**

1. In accordance with D.C. Official Code §1-612.03 (2001 Edition), full-time employees covered by the terms of this agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-time employees who work at least 40 hours per pay period earn annual leave at one-half the rate of full-time employees.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia laws.

**SECTION F: SICK LEAVE:**

1. In accordance with District of Columbia Official Code §1-612.03 (2001 Edition), a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days in a calendar year.

2. Part-time employees for whom there has been established in advance a regular tour of duty of a definite day or hour of any day during each administrative workweek of the biweekly pay period shall earn sick leave at the rate of one (1) hour for each twenty (20) hours of duty. Credit may not exceed four (4) hours of sick leave for 80 hours of duty in any pay period. There is no credit of leave for fractional parts of a biweekly pay period either at the beginning or end of an employee's period of service.

**SECTION G: OTHER FORMS OF LEAVE:**

1. **Military Leave:** An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m) (2001 Edition).

2. **Court Leave:** An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local government to the extent provided in D.C. Official Code §1-612.03(l) (2001 Edition).

3. **Funeral Leave:**

a. An employee is entitled to two (2) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" (as defined in D.C. Official Code §32-701 (2001 edition), and related laws), and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.

c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n) (2001 Edition).

#### **SECTION H: PRE-TAX BENEFITS:**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2001 ed.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

#### **SECTION I: RETIREMENT:**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. §8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

**2. CIVIL SERVICE RETIREMENT SYSTEM: SPECIAL  
RETIREMENT PROVISIONS FOR LAW ENFORCEMENT OFFICERS:**

Employees first hired by the District of Columbia Government before October 1, 1987, who are subject to the provisions of the CSRS and determined to be:

- (a) a "law enforcement officer" within the meaning of 5 U.S.C. §8331(20)(D);  
and
- (b) eligible for benefits under the special retirement provision for law  
enforcement officers;

shall continue to have their retirement benefits administered by the U. S. Office of  
Personnel Management in accordance with applicable law and regulation.

**3. DEFINED CONTRIBUTION PENSION PLAN:**

**Section A:**

The District of Columbia shall continue the Defined Contribution Pension Plan  
currently in effect which includes:

- (1) All eligible employees hired by the District on or after October 1,  
1987, are enrolled into the defined contribution pension plan.
- (2) As prescribed by §1-626.09(c) of the D.C. Official Code (2001  
Edition) after the completion of one year of service, the District shall contribute  
an amount not less than 5% of their base salary to an employee's Defined  
Contribution Pension Plan account. The District government funds this plan;  
there is no employee contribution to the Defined Contribution Pension Plan.
- (3) As prescribed by §1-626.09(d) of the D.C. Official Code (2001  
Edition) the District shall contribute an amount not less than an additional .5% of  
a detention officer's base salary to the same plan.
- (4) Compensation Units 1 and 2 Joint Labor Management Technical  
Advisory Pension Reform Committee
  - (a) Establishment of the Joint Labor-Management Technical  
Advisory Pension Reform Committee (JLMTAPRC or Committee)
    - (1) The Parties agree that employees should have the  
security of a predictable level of income for their retirement  
after a career in public service. In order to support the  
objective of providing retirement income for employees  
hired on or after October 1, 1987, the District shall plan and  
implement an enhanced retirement program effective  
October 1, 2008. The enhanced program will consist of a

deferred compensation component and a defined benefit component.

(2) Accordingly, the Parties agree that the JLMTAPRC is hereby established for the purpose of developing an enhanced retirement program for employees covered by the Compensation Units 1 and 2 Agreement.

(b) Composition of the JLMTAPRC

The Joint Labor-Management Technical Advisory Pension Reform Committee will be composed of six (6) members, three (3) appointed by labor and three (3) appointed by management, and the Chief Negotiators (or his/her designee) of Compensation Units 1 and 2. Appointed representatives must possess a pension plan background including but not limited to consulting, financial or actuarial services. In addition, an independent consulting firm with demonstrated experience in pension plans design and actuarial analysis will support the Committee.

(c) Responsibilities of the JLMTAPRC

The Committee shall be responsible to:

- Plan and design an enhanced retirement program for employees hired on or after October 1, 1987 with equitable sharing of costs and risks between employee and employer;
- Establish a formula cap for employee and employer contributions;
- Establish the final compensation calculation using the highest three-year consecutive average employee wages;
- Include retirement provisions such as disability, survivor and death benefits, health and life insurance benefits;
- Design a plan sustainable within the allocated budget;
- Draft and support legislation to amend the D.C. Code in furtherance of the "Enhanced Retirement Program."

(d) Duration of the Committee

The Committee shall complete and submit a report with its recommendations to the City Administrator for the District of Columbia within one hundred and twenty (120) days after the effective date of the Compensation Units 1 and 2 Agreement.

#### **4. TIAA-CREF PLAN:**

For eligible education service employees at the University of the District of Columbia hired by the University or a predecessor institution, the University will contribute an amount not less than seven percent (7%) of their base salary to the Teachers Insurance and Annuity Association College Retirement Equities Fund (TIAA-CREF).

#### **SECTION J: HOLIDAYS:**

1. As prescribed by D.C. Official Code §1-612.02 (2001 Edition) the following legal public holidays are provided to all employees covered by this agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) Emancipation Day, April 16<sup>th</sup>;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;
- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year;  
and
- (k) Christmas Day, December 25th of each year.

2. When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

### **ARTICLE 7 OVERTIME**

#### **SECTION A: Overtime Work:**

Hours of work authorized in excess of eight (8) hours in a pay status in a day or forty (40) hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the eight (8) hours shift or the forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked a sixteen (16) hour shift (back-to-back) and takes unscheduled leave for an eight (8) hour period following the back-to-back shift or where an employee has indicated his/her preference not to work overtime and the Employer has no other option but to order the employee to work overtime. Scheduled leave is leave requested and approved prior to the close of the preceding shift.

**SECTION B: Compressed, Alternate and Flexible Schedules:**

1. Compressed, Alternate and Flexible schedules may be jointly determined within a specific work area that modifies this overtime provision (as outlined in Section A of this Article) but must be submitted to the parties to this contract prior to implementation. This Agreement to jointly determine compressed schedules does not impact on the setting of the tour of duty.

2. When an employee works a Compressed, Alternate, and Flexible schedule, which generally means (1) in the case of a full-time employee, an 80-hour biweekly basic work requirement which is scheduled for less than 10 workdays, and (2) in the case of a part-time employee, a biweekly basic work requirement of less than 80 hours which is scheduled for less than 10 workdays, the employee would receive overtime pay or compensatory time for all hours in a pay status in excess of his/her assigned tour of duty, consistent with the 2004 District of Columbia Omnibus Authorization Act, 118 Stat. 2230, Pub. L. 108-386 Section (October 30, 2004).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered and not be considered overtime within the confines of the specific compressed work schedule and this Article. Bargaining unit members so affected would receive overtime or compensatory time for all hours in pay status in excess of their assigned tour of duty.

**SECTION C:**

Subject to the provisions of Section D of this Article, an employee who performs overtime work shall receive either pay or compensatory time at a rate of time and one-half (1-1/2) for each hour of work for which overtime is payable.

**SECTION D:**

Bargaining Unit employees shall receive overtime pay unless the employee and the supervisor mutually agree to compensatory time in lieu of pay for overtime work. Such mutual agreement shall be made prior to the overtime work being performed.

**SECTION E:**

Paramedics and Emergency Medical Services Technicians employed by the Fire and Emergency Medical Services Department and represented by the American Federation of Government Employees, Local 3721 shall earn overtime after they have worked 40 hours in a week.

**ARTICLE 8  
INCENTIVE PROGRAMS**

## **PART I - SICK LEAVE INCENTIVE PROGRAM:**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

### **SECTION A:**

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

### **SECTION B:**

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

### **SECTION C:**

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

### **SECTION D:**

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

### **SECTION E:**

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

## **SECTION F:**

This program shall be in effect in Fiscal Years 2014, 2015, 2016 and 2017.

## **PART II – PERFORMANCE INCENTIVE PILOT PROGRAM:**

In order to recognize employees' productivity through their accomplishment of established goals and objectives, special acts toward the accomplishment of agency initiatives, demonstrated leadership in meeting agency program and/or project goals and/or the District's Strategic Plan initiatives, the Employer, in accordance with criteria established by the High Performance Workplace Committee agrees to establish pilot incentive programs within agencies, including time off without loss of pay or charge to leave as an incentive award. The District of Columbia Government Office of Labor Management Partnerships and the District of Columbia Incentive Awards Committee may serve as resources at the request of the parties in the implementation of the pilot incentive programs within agencies.

## **ARTICLE 9**

### **CALL-BACK/CALL-IN/ON-CALL AND PREMIUM PAY**

#### **SECTION A: CALL-BACK**

A minimum of four (4) hours of overtime, shall be credited to any employee who is called back to perform unscheduled overtime work on a regular workday after he/she completes the regular work schedule and has left his/her place of employment.

#### **SECTION B: CALL-IN**

1. When an employee is called in before his/her regular tour of duty to perform unscheduled overtime and there is no break before the regular tour is to begin, a minimum of two (2) hours of overtime shall be credited to the employee.

2. A minimum of four (4) hours of overtime work shall be credited to any employee who is called in when not scheduled and informed in advance, on one of the days when he/she is off duty.

#### **SECTION C: ON-CALL**

1. An employee may be required to be on call after having completed his/her regular tour of duty. The employer shall specify the hours during which the employee is on call; and shall compensate the employee at a rate of twenty-five percent (25%) of his/her basic rate of pay for each hour the employee is on call.

2. The employee's schedule must specify the hours during which he/she will be required to remain on-call. On call designation will be made on the form attached as Appendix 1.

**SECTION D: HOLIDAY PAY**

An employee who is required to work on a legal holiday falling within his or her regular basic workweek, shall be paid at the rate of twice his or her regular basic rate of pay for not more than eight (8) hours of such work.

**SECTION E: NIGHT DIFFERENTIAL**

An employee shall receive night differential pay at a rate of ten percent (10%) in excess of their basic day rate of compensation when they perform night work on a regularly scheduled tour of duty falling between 6:00 p.m. and 6:00 a.m. Employees shall receive night differential in lieu of shift differential.

**SECTION F: PAY FOR SUNDAY WORK**

A full-time employee assigned to a regularly scheduled tour of duty, any part of which includes hours that fall between midnight Saturday and midnight Sunday, is entitled to Sunday premium pay for each hour of work performed which is not overtime work and which is not in excess of eight (8) hours for each tour of duty which begins or ends on Sunday. Sunday premium pay is computed as an additional twenty-five percent (25%) of the employee's basic rate of compensation.

**SECTION G: ADDITIONAL INCOME ALLOWANCE FOR CHILD AND FAMILY SERVICES**

1. The Additional Income Allowance (AIA) program within the Child and Family Services Agency (CFSA) which was established pursuant to the "Personnel Recruitment and Retention Incentives for Child and Family Services Agency Compensation System Changes Emergency Approval Resolution of 2001", Council Resolution 14-53 (March 23, 2001) and as contained in Chapter 11, Section 1154 of the District Personnel Manual, "Recruitment and Retention Incentives – Child and Family Services Agency," shall remain in full force and effect during the term of this Agreement.
2. The Administration of the AIA within CFSA shall be governed by the implementing regulations established in Child and Family Services Agency, Human Resources Administration Issuance System, HRA Instruction No. IV.11-3.

3. **OTHER SUBORDINATE AGENCIES WITH SIGNIFICANT  
RECRUITMENT AND RETENTION PROBLEMS**

Subordinate agencies covered by this Agreement may provide additional income allowances for positions that have significant recruitment and retention problems consistent with Chapter 11, Part B, Section 1143 of the District Personnel Manual.

**ARTICLE 10  
MILEAGE ALLOWANCE**

**SECTION A:**

The parties agree that the mileage allowance established for the employees of the Federal Government who are authorized to use their personal vehicles in the performance of their official duties shall be the rate for Compensation Units 1 and 2 employees, who are also authorized in advance, by Management to use their personal vehicles in the performance of their official duties.

**SECTION B:**

To receive such allowance, authorization by Management must be issued prior to the use of the employee's vehicle in the performance of duty. Employees shall use the appropriate District Form to document mileage and request reimbursement of the allowance.

**SECTION C:**

1. Employees required to use their personal vehicle for official business if a government vehicle is not available, who are reimbursed by the District on a mileage basis for such use, are within the scope of the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2001 Edition)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business if a government vehicle is not available may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

**SECTION D:**

No employee within Compensation 1 and 2 shall be required to use his/her personal vehicle unless the position vacancy announcement, position description or other pre-hire

documentation informs the employee that the use of his/her personal vehicle is a requirement of the job.

**SECTION E:**

Employees required as a condition of employment to use their personal vehicle in the performance of their official duties may be provided a parking space or shall be reimbursed for non-commuter parking expenses, which are incurred in the performance of their official duties.

**ARTICLE 11**  
**ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

**SECTION A:**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive such payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

**SECTION B:**

The lump-sum payment shall be computed on the basis of the employee's rate at the time of separation in accordance with such personnel regulations.

**ARTICLE 12**  
**BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. The responsible Agency shall submit the SF-52 and all other required documentation to the Department of Human Resources within thirty (30) days upon receipt from the employee of relevant documentation.

**ARTICLE 13**  
**DUTY STATION COVERAGE**

The Fire and Emergency Medical Services employees and the correctional officers at the Department of Corrections and the Department of Youth Rehabilitative Services who are covered under Section 7(k) of the Fair Labor Standards Act shall be compensated a minimum of one hour pay if required to remain at his/her duty station beyond the normal tour of duty.

## **ARTICLE 14 GRIEVANCES**

### **SECTION A:**

This Compensation Agreement shall be incorporated by reference into local working conditions agreements in order to utilize the grievance/arbitration procedure in those Agreements to consider alleged violations of this Agreement.

### **SECTION B:**

Grievances concerning compensation shall be filed with the appropriate agency and the Office of Labor Relations and Collective Bargaining under the applicable working conditions agreement.

## **ARTICLE 15 LOCAL ENVIRONMENT PAY**

### **SECTION A:**

Each department or agency shall eliminate or reduce to the lowest level possible all hazards, physical hardships, and working conditions of an unusual nature. When such action does not overcome the hazard, physical hardship, or unusual nature of the working condition, additional pay is warranted. Even though additional pay for exposure to a hazard, physical hardship, or unusual working condition is authorized, there is a responsibility on the part of a department or agency to initiate continuing positive action to eliminate danger and risk which contribute to or cause the hazard, physical hardship, or unusual working condition. The existence of pay for exposure to hazardous working conditions or hardships in a local environment is not intended to condone work practices that circumvent safety laws, rules and regulations.

### **SECTION B:**

Local environment pay is paid for exposure to (1) a hazard of an unusual nature which could result in significant injury, illness, or death, such as on a high structure when the hazard is not practically eliminated by protective facilities or an open structure when adverse conditions exist, e.g., darkness, lightning, steady rain, snow, sleet, ice, or high wind velocity; (2) a physical hardship of an unusual nature under circumstances which cause significant physical discomfort in the form of nausea, or skin, eye, ear or nose irritation, or conditions which cause abnormal soil of body and clothing, etc., and where such distress or discomfort is not practically eliminated.

### **SECTION C:**

Wage Grade (WG) employees as listed in Chapter 11B, Appendix C of the DPM and any other employee including District Service (DS) employees as determined pursuant to Section 4 of this Article and Chapter 11B, Subpart 10.6 of the DPM are eligible for environmental differentials.

### **SECTION D:**

The determination as to whether additional pay is warranted for workplace exposure to environmental hazards, hardships or unusual working conditions may be initiated by an agency or labor organization in accordance with the provisions of Chapter 11B, Subpart 10.6 of the DPM.

### **SECTION E:**

Employees eligible for local environment pay under the terms of this Agreement shall be compensated as follows:

1. **Severe Exposure.** Employees subject to "Severe" exposure shall receive local environment pay equal to twenty seven percent (27%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "severe" exposure:

- High Work

2. **Moderate Exposure.** Employees subject to "Moderate" exposure shall receive local environment pay equal to ten percent (10%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "moderate" exposure:

- Explosives and Incendiary  
Materials – High Degree Hazard
- Poison (Toxic Chemicals)  
– High Degree Hazard
- Micro Organisms  
– High Degree Hazard

3. **Low Exposure.** Employees subject to "Low" exposure shall receive local environment pay equal to five percent (5%) of *the rate for RW 10, step 2 on the Compensation Unit 2 pay schedule*. The following categories of work are currently paid the rate for "low" exposure:

- Dirty Work
- Cold Work
- Hot Work
- Welding Preheated metals

- Explosives and Incendiary Materials
  - Low Degree Hazard
- Poison (Toxic Chemicals)
  - Low Degree Hazard
- Micro Organisms
  - Low Degree Hazard

**SECTION F:**

These changes to local environment pay shall not take effect until the payroll modules of PeopleSoft are implemented by the District of Columbia.

**ARTICLE 16  
NEWLY CERTIFIED BARGAINING UNITS**

For units placed into a new compensation unit, working conditions or non-compensatory matters shall be negotiated simultaneous with negotiations concerning compensation. Where the agreement is for a newly certified collective bargaining unit assigned to an existing compensation unit, the parties shall proceed promptly to negotiate simultaneously any working conditions, other non-compensatory matters, and coverage of the compensation agreement. There should not be read into the new language any intent that an existing compensation agreement shall become negotiable when there is a newly certified collective bargaining unit. Rather, the intent is to require prompt negotiations of non-compensatory matters as well as application of compensation (e.g., when pay scale shall apply to the newly certified unit).

**ARTICLE 17  
TERM AND TEMPORARY EMPLOYEES**

The District of Columbia recognizes that many temporary and term employees have had their terms extended to perform permanent services. To address the interests of current term and temporary employees whose appointments have been so extended over time and who perform permanent services, the District of Columbia and the Union representing the employees in Compensation Units 1 and 2 agree to the following:

**SECTION A:**

Joint labor-management committees established in each agency/program in the Compensation Units 1 and 2 collective bargaining agreement which was effective through September 30, 2010, shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2006, and who perform permanent services in District agency programs.

#### **SECTION B:**

Each Agency and Local Union shall review all term appointments within the respective agencies to determine whether such appointments are made and maintained consistent with applicable law. The Union shall identify individual appointments it believes to be contrary to applicable law and notify the Agency. The Agency shall provide the Union reason(s) for the term or temporary nature of the appointment(s), where said appointments appear to be contrary to law. If an employee has been inappropriately appointed to or maintained in a temporary or term appointment, the Agency and the Union shall meet to resolve the matter.

#### **SECTION C:**

The agency shall convert bargaining unit temporary and term employees identified by the joint labor-management committees, who perform permanent services, who are in a pay status as of September 30, 2010, and are paid from appropriated funding to the career service prior to the end of the FY 2013 – FY 2017 Compensation Agreement.

#### **SECTION D:**

Prior to the end of the FY 2013 – FY 2017 Compensation Agreement, to the extent not inconsistent with District or Federal law and regulation, the District shall make reasonable efforts to convert to the career service temporary and term bargaining unit employees identified by the joint labor-management committees who perform permanent services, are in a pay status as of September 30, 2017, are full-time permanent positions, and are paid through intra-district funding or federal grant funding. .

#### **SECTION E:**

Employees in term or temporary appointments shall be converted to permanent appointments, consistent with the D.C. Official Code.

#### **SECTION F:**

District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

#### **SECTION G:**

A Joint-Labor Management Committee shall consist of one (1) representative from each national union comprising Compensation Units 1 and 2. The District shall appoint an equal number of representatives. The Committee will facilitate the implementation of this Article should difficulties arise in the Joint-Labor Management Committees set forth in Section A.

## **ARTICLE 18**

### **SAVINGS CLAUSE**

#### **SECTION A:**

Should any provisions of this Agreement be rendered or declared invalid by reason of any existing or subsequently enacted law or by decree of a court or administrative agency of competent jurisdiction, such invalidation shall not affect any other part or provision hereof. Where appropriate, the parties shall meet within 120 days to negotiate any substitute provision(s).

#### **SECTION B:**

The terms of this contract supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein.

## **ARTICLE 19**


### **DURATION**

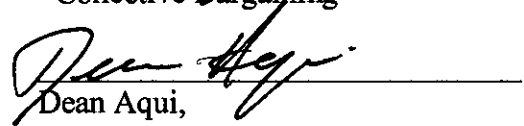
This Agreement shall remain in full force and effect through September 30, 2017. On this \_\_\_\_\_ day of \_\_\_\_\_ 2013, and as witness the parties hereto have set their signature.

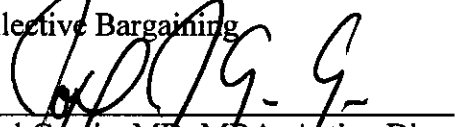
**Compensation Units One and Two Collective Bargaining Agreement**

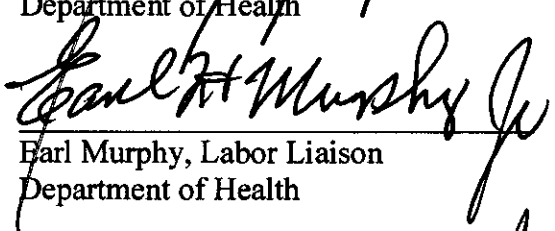
Signed: July, 2013

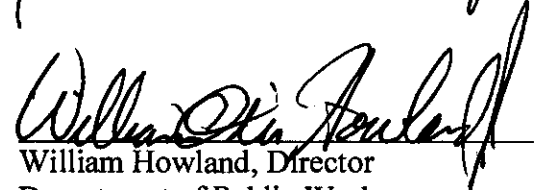
**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

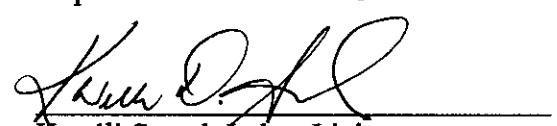
  
Natasha Campbell, Director  
Office of Labor Relations and  
Collective Bargaining

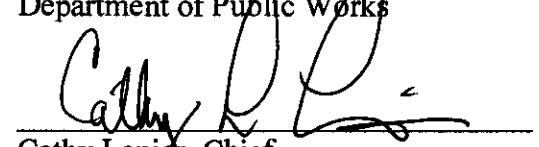
  
Dean Aqui,  
Supervisory Attorney Advisor  
Office of Labor Relations and  
Collective Bargaining

  
Joxel Garcia, MD, MBA, Acting Director  
Department of Health

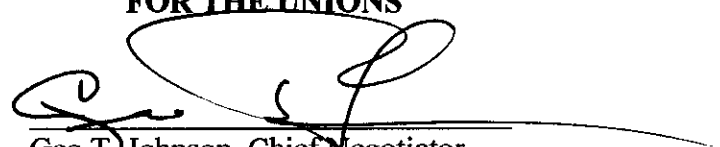
  
Earl Murphy, Labor Liaison  
Department of Health

  
William Howland, Director  
Department of Public Works

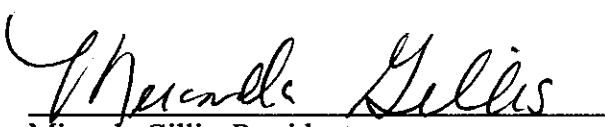
  
Kwelli Sneed, Labor Liaison  
Department of Public Works

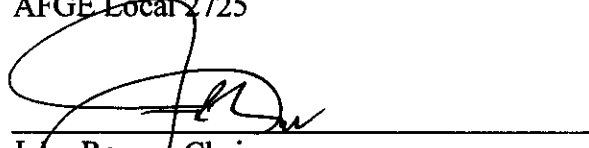
  
Cathy Lanier, Chief  
Metropolitan Police Department


**FOR THE UNIONS**

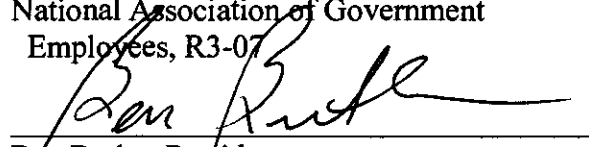
  
Geo T. Johnson, Chief Negotiator  
Compensation Units 1 and 2

  
James Ivey, President  
AFSCME Local 2091

  
Miranda Gillis, President  
AFGE Local 2725

  
John Rosser, Chairman  
Fraternal Order of Police/Department of  
Corrections Labor Committee

  
Lee Blackmon, President  
National Association of Government  
Employees, R3-07

  
Ben Butler, President  
AFGE Local 2741

  
Cynthia Perry, Staff Representative  
1199 NUCHHE

**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2013

\_\_\_\_\_  
Mark Viehmeyer, Labor Liaison  
Metropolitan Police Department

Lisa Wallace  
Lisa Wallace, Vice President  
SEIU 1199E-DC

Kenneth Ellerbe  
Kenneth Ellerbe, Chief  
DC Fire and Emergency Medical Services

Cliff Lowrey  
Clifford Lowrey, President  
AFGE Local 1975

\_\_\_\_\_  
Brian Lee  
DC Fire and Emergency Medical Services

\_\_\_\_\_  
Sabrina Brown, President  
AFSCME Local 2401

Jesús Aguirre  
Jesús Aguirre, Director  
Department of Parks and Recreation

\_\_\_\_\_  
Reginald Walker, President  
AFSCME Local 1200

Jamar Johnson  
Jamar Johnson, Labor Liaison  
Department of Park and Recreation

Cliff Dedrick  
Cliff Dedrick, President  
AFSCME Local 2743

Lucinda Babers  
Lucinda Babers, Director  
Department of Motor Vehicles

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Kenneth Lyons, President  
AFGE Local 3721

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Odessa Nance, Labor Liaison  
Department of Motor Vehicles

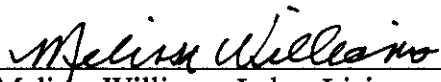
Robert Hollingsworth  
Robert Hollingsworth, President  
AFSCME Local 2776

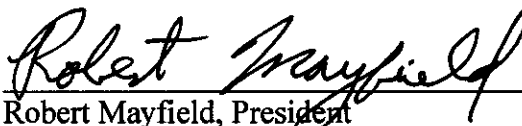
Terry Bellamy  
Terry Bellamy, Director  
Department of Transportation

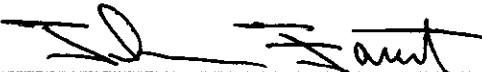
Antoinette White-Richardson  
Antoinette White-Richardson, President  
AFSCME Local 1808


**Compensation Units One and Two Collective Bargaining Agreement**


Signed: July, 2013

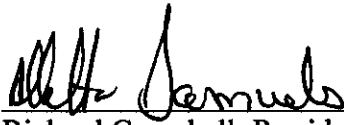
  
Melissa Williams, Labor Liaison  
Department of Transportation

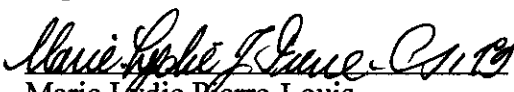
  
Robert Mayfield, President  
AFGE Local 2978

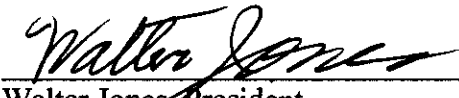
  
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Department of Corrections

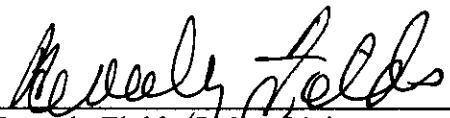
  
Timothy Traylor, President  
AFGE Local 383

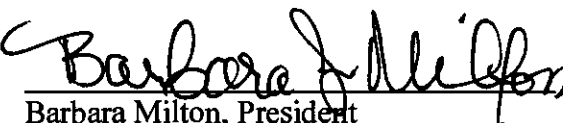
  
Paulette Johnson-Hutchings,  
Labor Liaison  
Department of Corrections


  
~~Richard Campbell~~, President Alletta Samuels  
AFGE Local 1000

  
Marie Lydie Merre-Louis  
Chief Medical Examiner  
Office of the Chief Medical Examiner


  
Walter Jones, President  
AFSCME Local 2087

  
Beverly Fields, Labor Liaison  
Office of the Chief Medical Examiner

  
Barbara Milton, President  
AFGE Local 631


  
Brian Hanlon, Director  
Department of General Services

Antonio Reed, President  
NAGE R3-05

  
Cecelia Banks, Labor Liaison  
Department of General Services

Cedric Crawley  
FOP-DYRSLC

  
Phillip A. Lattimore, III, Director  
Office of Risk Management


  
Darren Roach, President  
AFSCME Local 877

**Compensation Units One and Two Collective Bargaining Agreement**

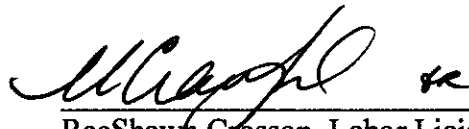
Signed: July, 2012

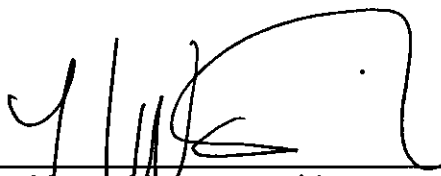
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Amy Mauro, Labor Liaison  
Office of Risk Management

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Sheila Bailey-Wilson, President  
AFSCME Local 709

  
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Emily Duso, Interim State  
Superintendent of Education  
Office of the State Superintendent  
Of Education


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Johnnie Walker, Representative  
AFGE Local 3444

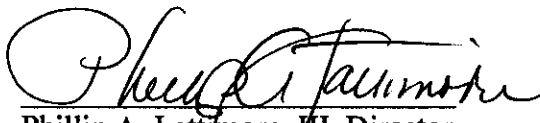
  
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RaeShawn Crosson, Labor Liaison  
Office of the State Superintendent  
Of Education


  
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Keith Washington, President  
AFSCME Local 2092

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Dr. Natwar Gandhi,  
Chief Financial Officer  
Office of the Chief Financial Officer

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Mary Horne, President  
AFSCME Local 2095

  
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Paul Lundquist, Labor Liaison  
Office of the Chief Financial Officer

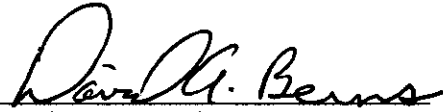
  
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Phillip A. Lattimore, III, Director  
Office of Risk Management

  
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Wayne M. Turnage, Director  
Department of Health Care Finance

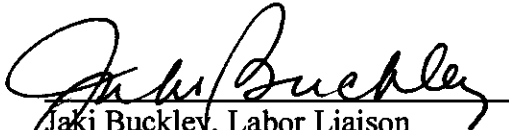
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

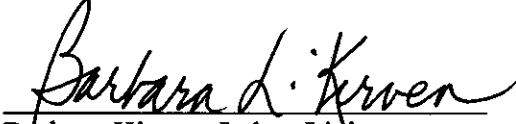
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Department of Health Care Finance

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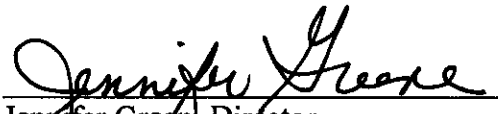
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David Berns, Director  
Department of Human Services


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Jaki Buckley, Labor Liaison  
Department of Human Services

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Ginnie Cooper, Executive Director  
DC Public Libraries

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Barbara Kirven, Labor Liaison  
DC Public Libraries

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Jennifer Green, Director  
Office of Unified Communications

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Armita Bonner-Evans, Labor Liaison  
Office of Unified Communications

**Compensation Units One and Two Collective Bargaining Agreement**


Signed: July, 2012


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Gustavo F. Velasquez, Director  
Office of Human Rights


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Ayanna Lee, Labor Liaison  
Office of Human Rights

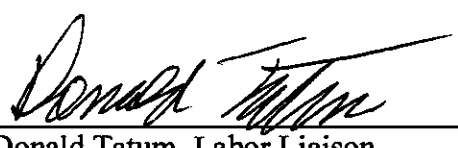
  
\_\_\_\_\_  
Lisa Maria Mallory, Director  
Department of Employment Services

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Rahsaan J. Coefield, Labor Liaison  
Department of Employment Services

  
\_\_\_\_\_  
William P. White, Commissioner  
Department of Insurance, Securities  
And Banking

  
\_\_\_\_\_  
Margaret Schruender, Labor Liaison  
Department of Insurance, Securities  
And Banking

  
\_\_\_\_\_  
Nicholas A. Majett, Director  
Department of Consumer and  
Regulatory Affairs

  
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Donald Tatum, Labor Liaison  
Department of Consumer and  
Regulatory Affairs

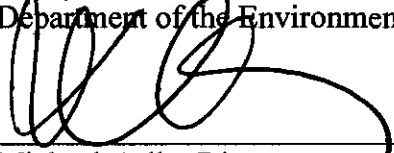
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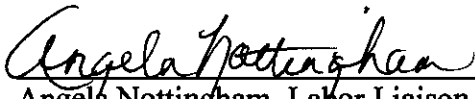
\_\_\_\_\_  
Keith Anderson, Director  
Department of the Environment

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Denise Rivera-Portis, Labor Liaison  
Department of the Environment

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Michael Kelly, Director  
Department of Housing and  
Community Development

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Angela Nottingham, Labor Liaison  
Department of Housing and  
Community Development

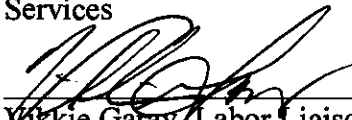
\_\_\_\_\_  
Dr. James E. Lyons, Sr., Interim President  
University of the District of Columbia

\_\_\_\_\_, Labor Liaison  
University of the District of Columbia

\_\_\_\_\_  


Neil Stanley, Director  
Department of Youth Rehabilitation  
Services

\_\_\_\_\_  
Tania Mortensen, Labor Liaison  
Department of Youth Rehabilitation  
Services

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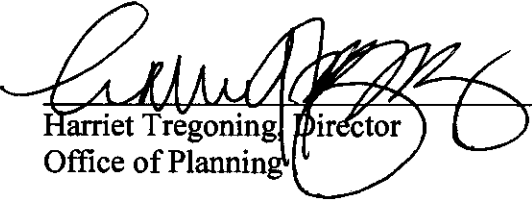
Vikkie Garay, Labor Liaison  
Department of General Services

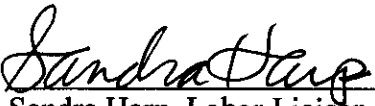
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

\_\_\_\_\_  
Ron M. Linton, Commissioner  
DC Taxicab Commission

\_\_\_\_\_  
Patty Mason, Labor Liaison  
DC Taxicab Commission

  
\_\_\_\_\_  
Harriet Tregoning, Director  
Office of Planning

  
\_\_\_\_\_  
Sandra Harp, Labor Liaison  
Office of Planning

\_\_\_\_\_  
Eric E. Richardson, Executive Director  
Office of Cable Television

\_\_\_\_\_  
Angela Harper, Labor Liaison  
Office of Cable Television

\_\_\_\_\_  
Robert Mancini, Chief Technology Officer  
Office of the Chief Technology Officer

\_\_\_\_\_  
Christina Fleps, Labor Liaison  
Office of the Chief Technology Officer

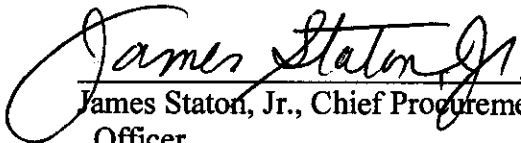
**Compensation Units One and Two Collective Bargaining Agreement**

Signed: July, 2012

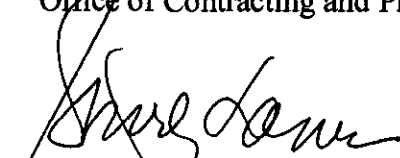


Laura L. Nuss, Director  
Department of Disability Services

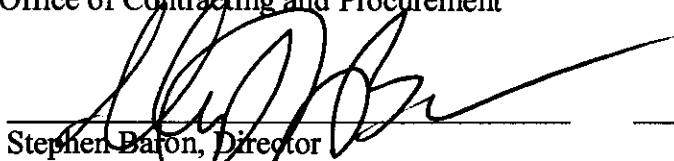
Kehinde Asuelimen, Labor Liaison  
Department of Disability Services



James Staton, Jr., Chief Procurement  
Officer  
Office of Contracting and Procurement



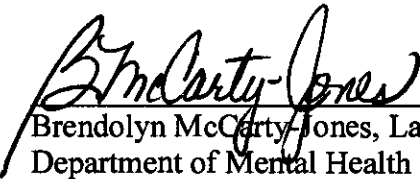
Shirley Danner, Labor Liaison  
Office of Contracting and Procurement



Stephen Baron, Director  
Department of Mental Health



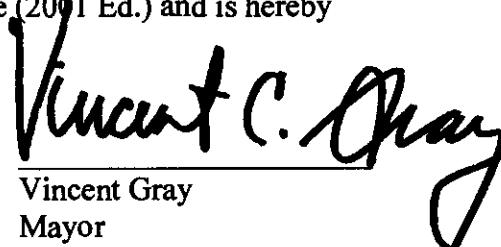
Frankie T. Wheeler, Director,  
Human Resources  
Department of Mental Health



Brendolyn McCarty-Jones, Labor Liaison  
Department of Mental Health

## APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated April 12, 2012, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this 10 day of July, 2013.

  
Vincent Gray  
Mayor

APPENDIX A

Memorandum of Understanding


Between  
Compensation Units 1 & 2  
and  
The District of Columbia  
Concerning Classification and Compensation Collaborative Review

"The Parties hereby agree that in order to support the objective of rewarding a high performance workforce, a training program for all bargaining committee members shall be developed by a joint labor-management committee. The Committee will be composed of sixteen members, eight appointed by labor and eight appointed by management, and the Chief and Co-Chief negotiators of Compensation Units 1 & 2. This training program shall enhance the understanding of compensation and classification concepts and explore the appropriateness and application of high performance rewards to the District's workforce.

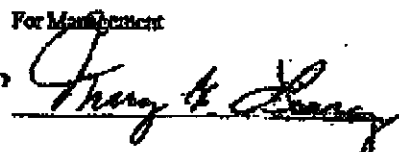
Furthermore, the Parties hereby agree that the District and the Unions shall commence a joint labor-management classification and compensation collaborative review of District jobs. This project shall examine the current classification and compensation systems in order to ensure that job classifications fairly represent actual work performed by District employees as well as the appropriateness of the District's current classification and compensation systems.

In order to support the training, classification and compensation joint labor-management initiatives, it is understood that the District shall retain the services of The Segal Company to assume the role of the lead consultant with these projects."

For Labor

  
David J. Schlein

For Management

  
Henry H. Hargy

January 30, 2001

## **APPENDIX B**

### **MEMORANDUM OF AGREEMENT BETWEEN THE DISTRICT OF COLUMBIA AND COMPENSATION UNITS 1 AND 2 CLASSIFICATION AND COMPENSATION REFORM TASK FORCE INITIATIVES**

Pursuant to the terms of the "Memorandum of Understanding Between Compensation - Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review," which was incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units I and 2, FY 2001-FY 2003 ("Compensation Agreement"), the District of Columbia Government and the Unions in Compensation Units I and 2, established the Joint Labor-Management Classification and Compensation Reform Task Force (Joint Task Force). In addition, under the terms of the Compensation Agreement, the District Government agreed to set aside certain funding in fiscal years 2002 and 2003, which would be used by the Joint Task Force to implement initiatives designed to reform the District's compensation and classification systems.

The Compensation Agreement provides that in FY 2003 the District shall invest the equivalent of a minimum of one percent (1 %) increase in the aggregate salaries of Compensation Units 1 and 2 ("1 % Set-aside") toward classification and compensation reform. The District expended a portion of the 1 % Set-aside to implement the first significant change to the compensation system in the District by changing the pay progression of Compensation Units 1 and 2 employees, or how employees move between steps within a grade. The Joint Task Force has also agreed to begin the first classification reform project by reviewing the position classifications in each of the 9 occupational pay groups and where appropriate reclassify positions and adjust the grades and rates of pay for the reclassified positions.

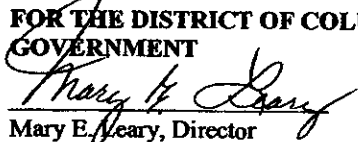
The Joint Task Force classification review will begin in August 2003, with a review of positions in the clerical/administrative occupational group and specific classification series and/or positions, which the Joint Task Force has determined, requires immediate review. The Joint Task Force has agreed that the District shall expend the unencumbered FY 2003 1% Set-aside fund balance under the terms of the Compensation Agreement, to fund increases in salaries or make other pay adjustments for employees in Compensation Units 1 and 2 who occupy positions the grade and/or the rate of pay of which is changed because of reclassification, re-grading, rate adjustment or changes in the District's classification and/or compensation policy as part of the classification reform project initiated by the Joint Task Force in FY 2003.

The Joint Task Force has agreed to apply any rate adjustment retroactively to a date in FY 2003. The retroactive date of implementation will be determined based on the number of employees affected and the unexpended balance of the 1% set-aside. That is pay adjustments will be made in affected employees' pay retroactive to the date permitted by the fund balance. Payment to employees should be made by March 31, 2004.


Further, the contracting parties agree that amounts hereafter designated through collective bargaining for classification and compensation collaborative review under the terms of the FY 2004 to FY2006 Compensation Units 1 and 2 Agreement, shall be accorded similar treatment for purposes of implementation. Specifically, any funds set aside in the Fiscal Years 2004, 2005 or 2006 shall be available for expenditure in that fiscal year or any other fiscal year covered by the Compensation Unit 1 and 2 agreement. Provided however, that all funds set aside for compensation and classification reform shall be expended or obligated prior to the expiration of the Compensation Units 1 and 2 Agreement for FY2004 – FY2006.

AGREED, this 26<sup>th</sup> day of August, 2003.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**

  
Mary E. Yeary, Director  
Office of Labor Relations  
and Collective Bargaining

**FOR COMPENSATION UNITS 1 & 2**

  
Geo. T. Johnson, Chief Negotiator  
Compensation Units 1 and 2

*Union Proposal*  
*2/1/06*

Memorandum of Understanding  
Between  
Compensation Units 1 and 2 and the District of Columbia

The "Memorandum of Understanding between Compensation Units 1 and 2 and the District of Columbia Concerning Classification and Compensation Collaborative Review" was initially incorporated as part of the Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2 covering fiscal years 2001 through 2003.

Pursuant to the terms of this MOU, the joint Labor Management Classification and Compensation Reform Task Force (LMCCRTF) shall:

1. Effective March 1, 2006, this joint labor management committee established pursuant to the terms of the Compensation Units 1 and 2 collective bargaining agreements (the LMCCRTF) shall be administered under the District's Office of Labor Relations and Collective Bargaining (OLRCB);
2. The LMCCRTF shall have eight (8) voting representatives from labor including representatives from each national labor union comprising Compensation Units 1 and 2 and the District's OLRCB shall appoint an equal number of management representatives;
3. Outside consultants and other subject matter experts are not members of the LMCCRTF and shall not have voting rights in the LMCCRTF. However, such persons may be invited to attend said meetings only when they are presenting information relevant to the task;
4. The funds from the LMCCRTF for fiscal years FY 2004 through FY 2006 shall be used to implement the new pay schedules the last pay period of September 2006, which are attached as Appendices A(1) through A(8) to management's proposals for base wage increases for the contract beginning October 1, 2006.

*mel*  
*2/1/06*  
*G.T.S.*  
*2/1/06*

# **ATTACHMENT 18**

## **COMPENSATION AGREEMENT**

**BETWEEN**

**THE OFFICE OF THE ATTORNEY GENERAL**

**AND**

**THE AMERICAN FEDERATION OF GOVERNMENT  
EMPLOYEES, LOCAL 1403,  
AFL-CIO**

**EFFECTIVE OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2017**

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## **PREAMBLE**

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, (Union) (herein after jointly referred to as the parties) the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB).

## **ARTICLE 1 -- RECOGNITION**

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

## **ARTICLE 2 -- WAGES**

	FY 2014	FY 2015	FY 2016	FY 2017
% Increase	1.5%	3%	3 %	3 %

### **SECTION A – FY 2014**

The A-35 salary schedule for all bargaining unit employees will be increased by one and one half percent (1.5%) effective the first day of the first full pay period commencing on or after October 1, 2013. The Union has agreed to forego any adjustments coming from the District's Classification and Compensation initiative for the term of this Agreement.

Each employee who receives an "exceeds expectations" or substantially similar or higher rating for the evaluation period ending August 31, 2013, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2013, and in no event later than March 31, 2014. If Employer has not conducted a performance review for an employee by December 31, 2013, the employee shall be entitled to the bonus amount for FY 2014, established by the rating in the most recent annual performance evaluation, if any.

#### SECTION B -- FY 2015

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2014.

Each employee who receives an "exceeds expectations" or substantially similar or higher rating for the evaluation period ending August 31, 2014, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2014, and in no event later than March 31, 2015. If Employer has not conducted a performance review for an employee by December 31, 2014, the employee shall be entitled to the bonus amount for FY 2015, established by the rating in the most recent annual performance evaluation, if any.

#### SECTION C -- FY 2016

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2015.

Each employee who receives an "exceeds expectations" or substantially similar or higher rating for the evaluation period ending August 31, 2015, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2015, and in no event later than March 31, 2016. If Employer has not conducted a performance review for an employee by December 31, 2015, the employee shall be entitled to the bonus amount for FY 2016, established by the rating in the most recent annual performance evaluation, if any.

#### SECTION D -- FY 2017

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2016.

Each employee who receives an "exceeds expectations" or substantially similar or higher rating for the evaluation period ending August 31, 2016, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2016, and in no event later than March 31, 2017. If Employer has not conducted a performance review for an employee by December 31, 2016, the employee shall be entitled to the bonus amount for FY 2017, established by the rating in the most recent annual performance evaluation, if any.

## SECTION E – Saturday and Holiday Pay

Effective FY 2015, attorneys who are required to work on Saturdays or holidays to provide court coverage will receive straight time pay for all hours worked. Disbursements for Saturday and holiday pay will not exceed \$65,000.00 for any fiscal year of this Agreement. After disbursements reach \$65,000.00 in any one fiscal year, attorneys who are required to work on Saturdays or holidays for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked.

For the period of FY2014 that occurs after the effective date of this contract, all OAG attorneys who are required to work on Saturdays and holidays to provide court coverage shall receive compensatory time for the hours actually worked.

## **ARTICLE 3 -- BENEFITS COMMITTEE**

### SECTION A – General

The parties herein agree to establish a Benefits Committee. AFGE shall select two representatives to serve on the committee, at least one of whom shall have expertise in benefits, and the other of whom shall have such expertise or a demonstrated commitment to developing the necessary expertise. The District of Columbia Human Resources office shall appoint representatives with authority to serve on the committee. The Benefits Committee shall meet at least quarterly during the 24 month period immediately prior to the expiration of a benefits contract and have its first meeting within thirty (30) business days following the Council's approval of this Agreement.

### SECTION B – Purpose

The purpose of the Benefits Committee shall be to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration, or any bargained or statutory resolution process, unless an existing benefit is substantively modified or decreased. Arbitration is limited to interest arbitration to resolve conflicts resulting from the negotiation of successor collective bargaining agreements effective October 1, 2017, unless an existing benefit is substantively modified or decreased.

### SECTION C -- Responsibilities

The members of the Benefits Committee shall be authorized to consider all matters that concern the benefits of employees represented by the Committee that are subject to mandatory bargaining between the parties. The Benefits Committee shall:

1. Monitor the quality and level of services provided to covered employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life, Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with Chapter 6, Subchapter XXI of the D.C. Official Code (2012 Repl.).
3. With the assistance of the Office of Contracting and Procurement, evaluate criteria for bids, make recommendations concerning the preparation of solicitations for requests for qualifications or proposals and make recommendations to the contracting officer concerning the selection of providers following the receipt of any statements of qualifications or bids, consistent with Chapter 4 of the D.C. Official Code (2012 Repl.).
4. Following the receipt of statements of qualification or bids to select Health, Retirement, Optical, Life, Disability, Indemnity and Dental insurance providers, or any statements of qualification or bids for the addition of new benefits providers, the Union President shall be notified to identify no more than one individual from the Benefits Committee to participate in each RFQ or RFP selection process and that representative shall not have final decision-making authority. However, Management shall consider the comments of Benefits Committee members and the input of the individuals selected to participate in the RFP selection process in good faith in the decision-making process.
5. Explore issues concerning the workers' compensation system that affect employees consistent with Chapter 6, Subchapter XXIII of the D.C. Official Code (2012 Repl.).
6. The Committee shall be notified by email of any alteration of existing benefits programs, and proposed additional benefit programs to determine the extent to which they impact employees. Upon notification, the Committee shall notify the Office of Labor Relations and Collective Bargaining within ten (10) calendar days to discuss any concerns any Committee member has regarding the impact on employees.

#### **SECTION D – Maintenance of Benefits**

Nothing herein shall be construed to reduce, modify or eliminate any benefits that bargaining unit members enjoyed prior to entering into this Agreement.

#### **SECTION E – Additional Benefits**

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

## ARTICLE 4 -- BENEFITS

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2013 – FY 2017: Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Services Retirement System; Defined Contribution; Deferred Compensation; as the applicable benefits for bargaining unit members covered by this Agreement.

Such benefits shall be amended or revised by any additional benefits negotiated and approved by the Benefits Committee established in Article 3, the City Council, and the Mayor with the express written consent of the Union for the duration of this Agreement.

### **SECTION A -- Life Insurance**

1. Life insurance is provided to covered employees in accordance with §1-622.01, *et seq.* of the District of Columbia Official Code (2012 Repl.) and Chapter 87 of Title 5 of the United States Code.

(a) District of Columbia Official Code §1-622.03 (2012 Repl.) requires that benefits shall be provided as set forth in §1-622.07 to all employees of the District first employed after September 30, 1987, except those specifically excluded by law or by rule.

(b) District of Columbia Official Code §1-622.01 (2012 Repl.) requires that benefits shall be provided as set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

2. The current life insurance benefits for employees hired on or after October 1, 1987 are: The District of Columbia provides life insurance in an amount equal to the employee's annual salary rounded to the next thousand, plus an additional \$2,000. Employees are required to pay two-thirds (2/3) of the total cost of the monthly premium. The District Government shall pay one-third (1/3) of the total cost of the premium. Employees may choose to purchase additional life insurance coverage through the District Government. These additions to the basic coverage are set-forth in the schedule below:

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible

child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits as comparable to similarly situated employees.

Employees must contact their respective personnel office to enroll or make changes in their life insurance coverage.

#### **SECTION B -- Health Insurance**

1. Pursuant to D.C. Official Code § 1-621.02 (2012 Repl.), all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits comparable to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care providers for employees employed after September 1, 1987, provided that such addition of providers does not reduce the current level of benefits provided to employees. If the Employer decides to expand the list of eligible providers, the Employer shall give Union representatives notice of the proposed additions.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

2. Pursuant to D.C. Official Code § 1-621.01 (2012 Repl.), all District employees covered by this agreement and hired before October 1, 1987, shall be eligible to participate in group health insurance coverage provided through the Federal Employees Health Benefits Program (FEHB) as provided in Chapter 89 of Title 5 of the United States Code. The United States Office of personnel management administers this program.

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

### **SECTION C – Optical and Dental**

1. The District shall provide Optical and Dental Plan coverage at a level of benefits comparable to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement except by mutual agreement of the District, the Union and the insurance carrier(s). District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental providers, provided that such addition of providers does not reduce the current level of benefits provided to employees. Should the District Government decide to expand the list of eligible providers, the District shall give Union representatives notice of the proposed additions.

### **SECTION D – Short and Long Term Disability**

1. Employees covered by this Agreement shall be eligible to enroll, at their own expense, in the District's Short and Long Term Disability Insurance Programs, which provide for partial income replacement when employees are required to be absent from duty due to a non-work-related qualifying medical condition. Employees may use income replacement benefits under the program in conjunction with annual or sick leave benefits provided for in this Agreement.

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that the addition of providers does not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand the list of eligible providers, the District shall give the Union advance notice of the proposed additions.

### **SECTION E – AFLAC**

Employer shall provide access to the AFLAC indemnity benefits currently in effect for Union employees.

### **SECTION F -- Annual Leave**

1. In accordance with D.C. Official Code §1-612.03 (2012 Repl.), full-time employees covered by the terms of this Agreement are entitled to:

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

(b) three-fourths (3/4) day (6 hours) for each full biweekly pay period, except that the accrual for the last full biweekly pay period in the year is one and one-fourth days (10 hours), for an employee with more than three (3) but less than fifteen (15) years of service (accruing a total of twenty (20) annual leave days per annum); and,

(c) one (1) day (8 hours) for each full biweekly pay period for an employee with fifteen (15) or more years of service (accruing a total of twenty-six (26) annual leave days per annum).

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

3. Employees shall be eligible to use annual leave in accordance with the District of Columbia Laws.

4. An employee's request to use annual leave shall not be unreasonably denied.

#### **SECTION G – Sick Leave**

1. In accordance with District of Columbia Code §1-612.03 (2012 Repl.), a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to

(a) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(b) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(c) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(d) Make any other use allowed by law.

4. An employee's request to take sick leave shall not be unreasonably denied.

## **SECTION H – Other Forms of Leave**

1. Military Leave: An employee is entitled to leave, without loss of pay, leave, or credit for time of service as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code §1-612.03(m)(2012 Repl.).

2. Court Leave: An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a State or Local Government to the extent provided in D.C. Official Code §1-612.03(l) (2012 Repl.).

3. Funeral Leave:

(a) An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" as defined in D.C. Official Code §32-701 (2012 Repl.) and related laws), parents and grandparents thereof, children (including adopted and foster children and children of whom the employee is legal guardian and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof) and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

(b) An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service of a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code § 1-612.03(n) (2012 Repl.).

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

### **SECTION I -- Pre-Tax Benefits**

1. Employee contributions to benefits programs established pursuant to D.C. Official Code §1-611.19 (2012 Repl.), including the District of Columbia Employees Health Benefits Program, may be made on a pre-tax basis in accordance with the requirements of the Internal Revenue Code and, to the extent permitted by the Internal Revenue Code, such pre-tax contributions shall not effect a reduction of the amount of any other retirement, pension, or other benefits provided by law.

2. To the extent permitted by the Internal Revenue Code, any amount of contributions made on a pre-tax basis shall be included in the employee's contributions to existing life insurance, retirement system, and for any other District government program keyed to the employee's scheduled rate of pay, but shall not be included for the purpose of computing Federal or District income tax withholdings, including F.I.C.A., on behalf of any such employee.

### **SECTION J – Retirement**

1. **CIVIL SERVICE RETIREMENT SYSTEM (CSRS):** As prescribed by 5 U.S.C. § 8401 and related chapters, employees first hired by the District of Columbia Government before October 1, 1987, are subject to the provisions of the CSRS, which is administered by the U.S. Office of Personnel Management. Under Optional Retirement the aforementioned employee may choose to retire when he/she reaches:

- (a) Age 55 and 30 years of service;
- (b) Age 60 and 20 years of service;
- (c) Age 62 and 5 years of service.

Under Voluntary Early Retirement, which must be authorized by the U.S. Office of Personnel Management, an employee may choose to retire when he/she reaches:

- (a) Age 50 and 20 years of service;
- (b) Any age and 25 years of service.

The pension of an employee who chooses Voluntary Early Retirement will be reduced by 2% for each year under age 55.

2. **DEFINED CONTRIBUTION PENSION PLAN:** The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

(a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09 (2012 Repl.).

(b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

3. **DEFERRED COMPENSATION PROGRAM:** All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program as currently described in Section 1-626.05 and related Chapters of the D.C. Official Code (2012 Repl.). The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

#### SECTION K – Holidays

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;
- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16<sup>th</sup> of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Independence Day, July 4th of each year;

- (g) Labor Day, the 1st Monday in September of each year;
- (h) Columbus Day, the 2nd Monday in October of each year;
- (i) Veterans Day, November 11th of each year;
- (j) Thanksgiving Day, the 4th Thursday in November of each year; and
- (k) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

#### **SECTION L – Benefits Levels**

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

### **ARTICLE 5 COMPENSATORY TIME**

A lawyer who is required to work one or more hours outside his or her normal work hours may request an equal amount of compensatory time from his or her supervisor. If the request is granted, the time will be recorded on the employee's records and may be used, in the same manner that annual leave is used. Compensatory time may only be approved for working at scheduled or special events outside an employee's regular work hours, travel time outside normal work hours, and extraordinary assignments. Compensatory time will not be approved to allow an employee to complete regular assignments. Regular assignments are preparation for trials, drafting motions and responses to motions, including but not limited to, Motions for Temporary Restraining Orders, Motions for Preliminary Injunctions, and any other daily tasks performed by attorneys. Compensatory time will not be provided if additional work beyond the regular work day has resulted from the employee's inefficient use of time during the regular work day. Compensatory time credit should be requested by an employee before the work is performed whenever possible. The decision to grant an employee compensatory time is at the discretion of management. Employees may not carry more than 24 hours of compensatory time for more than 2 successive pay periods. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

## **ARTICLE 6 PROFESSIONAL MEMBERSHIPS**

During the course of each fiscal year, the Employer shall provide a total of one (1) day of administrative leave (8 hours or the hourly work day for Employee) to any Employee who uses his/her out-of-State bar license by entering his or her appearance on behalf of the District of Columbia or individuals acting within the scope of their employment in any proceeding outside the District of Columbia. The use of administrative leave must be approved by the Employee's supervisor, which shall not be unreasonably withheld, and must be used no later than the last day of the fiscal year or 30 days after the Employee uses his/her out-of-State bar license, whichever is later.

## **ARTICLE 7 MONTHLY TRANSIT SUBSIDY**

Beginning the first full pay period on or after Council approval, the District of Columbia Government shall subsidize the cost of monthly transit for personal use by employees by twenty-five dollars (\$25.00) per month for actual transportation expenses incurred by employees who commute to and from work.

## **ARTICLE 8 MILEAGE ALLOWANCE METRO REIMBURSEMENT AND ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

### **SECTION A – Parking Spaces**

Three (3) parking spaces shall be set aside from among those allocated to the Office of the Attorney General in the underground parking garage at 441 4th St., NW, Washington, D.C. for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

### **SECTION B – Mileage Allowance**

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

## SECTION C – Use of Personal Vehicles

1. Employees who are authorized and are within the scope of employment while using their personal vehicle for official business are covered by the District of Columbia Non-Liability Act (D.C. Official Code §§2-411 through 2-416 (2012 Repl.)). The Non-Liability Act generally provides that a District Employee is not subject to personal liability in a civil suit for property damage or for personal injury arising out of a motor vehicle accident during the discharge of the employee's official duties, so long as the employee was acting within the scope of his or her employment.

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 *et seq.*).

## SECTION D – Reimbursement for Use of Personal Vehicles

In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

## SECTION E- Reimbursement for Taxicab Expenses

Employees who must travel by taxicab for official government business to a destination that is not accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

## SECTION F – Metro Fare Cards

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

## SECTION G – Availability of Fleet Vehicles

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle and to the extent available, Employees may use the vehicle for official government business at no charge to the Employee.

# **ARTICLE 9 SICK LEAVE INCENTIVE PROGRAM**

In order to recognize an employee's productivity through his/her responsible use of accrued sick leave, the Employer agrees to provide time-off in accordance with the following:

## SECTION A – Accrual

A full time employee who is in a pay status for the leave year shall accrue annually:

1. Three (3) days off for utilizing a total of no more than two (2) days of accrued sick leave.
2. Two (2) days off for utilizing a total of more than two (2) but not more than four (4) days of accrued sick leave.
3. One (1) day off for utilizing a total of more than four (4) but no more than five (5) days of accrued sick leave.

## SECTION B – Employees in a Non-pay Status

Employees in a non-pay status for no more than two (2) pay periods for the leave year shall remain eligible for incentive days under this Article. Sick leave usage for maternity or catastrophic illness/injury, not to exceed two (2) consecutive pay periods, shall not be counted against sick leave for calculating eligibility for incentive leave under this Article.

## SECTION C – Procedure for Use of Time Accrued

Time off pursuant to a sick leave incentive award shall be selected by the employee and requested at least three (3) full workdays in advance of the leave date. Requests for time off pursuant to an incentive award shall be given priority consideration and the employee's supervisor shall approve such requests for time off unless staffing needs or workload considerations dictate otherwise. If the request is denied, the employee shall request and be granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

## SECTION D – Use of Time Accrued

All incentive days must be used in full-day increments following the leave year in which they were earned. Incentive days may not be substituted for any other type of absence from duty. There shall be no carryover or payment for any unused incentive days.

## SECTION E – Part Time Employees

Part-time employees are not eligible for the sick leave incentive as provided in this Article.

**ARTICLE 10**  
**ANNUAL LEAVE/COMPENSATORY TIME BUY-OUT**

**SECTION A – Payment for Annual Leave/Compensatory Time**

An employee who is separated or is otherwise entitled to a lump-sum payment under personnel regulations for the District of Columbia Government shall receive payment for each hour of unused annual leave or compensatory time in the employee's official leave record.

**SECTION B -- Computation**

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 11**  
**BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within sixty (60) days of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 12**  
**WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

**ARTICLE 13**  
**GRIEVANCE AND ARBITRATION PROCEDURES**

Grievance procedures shall be determined by the terms and conditions of Article 30 in the Non Compensation Agreement.

## **ARTICLE 14 SAVINGS CLAUSE**

### **SECTION A**

In the event any article, section or portion of this Agreement is held to be invalid and unenforceable by any court or other authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the decision; and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated article, section or portion thereof to the extent possible.

### **SECTION B**

The terms of this Agreement supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

## **ARTICLE 15 DURATION AND FINALITY**

### **Section 1 -- Effective Date**

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act D.C. Official Code, § 1-617.15(a), (2012 Repl.). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17 (2012 Repl.)) and shall remain in full force and effect until September 30, 2017, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i) (2012 Repl.).

### **Section 2 – Finality**


This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

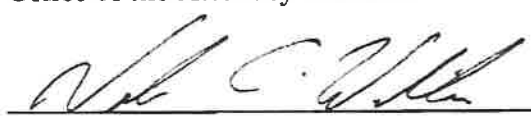
**ARTICLE 16  
INCORPORATION OF NON COMPENSATION AGREEMENT**

The terms and conditions of the Non Compensation Agreement Between the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2013 through September 30, 2017 (Non Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.


On this 28<sup>th</sup> day of March, 2014 and in witness to this Agreement, the Parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA  
GOVERNMENT**


  
\_\_\_\_\_  
Irvin B. Nathan, Attorney General  
Office of the Attorney General

  
\_\_\_\_\_  
Nadine C. Wilburn,  
Chief Counsel, Personnel, Labor &  
Employment Division  
Office of the Attorney General

\_\_\_\_\_  
Natasha Campbell  
Director, Office of Labor Relations &  
Collective Bargaining  
Office of Labor Relations &  
Collective Bargaining

  
\_\_\_\_\_  
Dean Aqui  
Attorney Advisor  
Office of Labor Relations &  
Collective Bargaining

**FOR THE AMERICAN FEDERATION  
OF GOVERNMENT EMPLOYEES  
LOCAL 1403**

  
\_\_\_\_\_  
Shana Frost, Acting President  
AFGE, Local 1403

  
\_\_\_\_\_  
Robert A. DeBerardinis, Vice President  
AFGE, Local 1403

## APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Unit 33, dated 28 March 2014 has been reviewed in accordance with §1-617.15 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 24 day of June 2014.

  
\_\_\_\_\_  
Vincent Gray, Mayor

## ATTACHMENT 19

### Members Commissioner on Human Rights

Name	Date Term Expires	Ward
Ali Muhammad	12/31/16*	I
Motoko Aizawa	12/31/16* @	III
Denise Reed	12/31/16*	VII
Karen Mulhauser	12/31/16*	VI
Mat McCollough	12/31/17	II
Michael Ward	12/31/17	VI
Earl Fowlkes, Jr.	12/31/17	VI
Adam Maier	12/31/17	VI
Lisa Bornstein	12/31/17	II
John D. Robinson	12/31/18	IV
Alberto Figueroa-Garcia	12/31/18	I
Genora Reed	12/31/18	VIII
Mark Herzog	12/31/18	III
Vacant	12/31/18	
Timothy Thomas	12/31/19	V

\* In 180 day holder until 6/30/17

@ Has been advised she will be re-nominated for new 3-year term

(February 2017)

## **ATTACHMENT 20**

### **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, September 9, 2015 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117

#### **A G E N D A**

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE MINUTES

Meeting July 8, 2015

IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VI. OLD BUSINESS

Report of Committee for the Awards Gala

Report of the Rules Committee

VII. NEW BUSINESS

Introduction of New Commission Members

Youth Human Rights Ambassador Program

VIII. COMMUNITY COMMENTS

Michael Sindram

IX. ANNOUNCEMENTS

X. ADJOURNMENT OF PUBLIC MEETING

## **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, November 4, 2015 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117

### **A G E N D A**

- I. CALL TO ORDER
- II. ROLL CALL
- III. SWEARING-IN OF NEW COMMISSIONERS
- IV. ADOPTION OF THE MINUTES

Meeting September 9, 2015

- V. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS
- VI. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE
- VII. OLD BUSINESS

Report of Committee for the Awards Gala

Report of the Youth Human Rights Ambassador Program

- VIII. NEW BUSINESS

Discussion re Proposed Amendments to Chapter 4

Assignment to Criminal Background Check Tribunals

- IX. COMMUNITY COMMENTS

Michael Sindram

- X. ANNOUNCEMENTS
- XI. ADJOURNMENT OF PUBLIC MEETING

# **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, January 13, 2016 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117

## **A G E N D A**

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE MINUTES

Meeting November 4, 2015

IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VI. OLD BUSINESS

Report of Rules Committee

Action on Proposed Amendments to Chapter 4

VI. NEW BUSINESS

Election of Commission Officers

Critique of the Human Rights Award Gala

Discussion on Proposed Amendments to Chapter 2

Assignment to Criminal Background Check Tribunals

IX. COMMUNITY COMMENTS

Michael Sindram

X. ANNOUNCEMENTS

XI. ADJOURNMENT OF PUBLIC MEETING

# **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, March 9, 2016 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117

## **A G E N D A**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE MINUTES  
Meeting January 13, 2016
- IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS
- V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. COMMUNITY COMMENTS
- IX. ANNOUNCEMENTS
- X. ADJOURNMENT

## **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, July 13, 2016 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117S

### **A G E N D A**

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE MINUTES

Meeting May 11, 2016

IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VI. OLD BUSINESS

Report on the Session with the DC Bar re Litigating before the Commission  
Chief Judge David Simmons

Report of the Awards/ Gala Committee  
Judge Dianne Harris

VII. NEW BUSINESS

Role of the Commission re Matters of Public Concern  
Chairman Earl D. Fowlkes, Jr.

Discussion re Recent Events in Baton Rouge, Minneapolis and Dallas  
Commissioners

VIII. COMMUNITY COMMENTS

Michael Sindram

IX. ANNOUNCEMENTS

X. ADJOURNMENT OF PUBLIC MEETING

XI. EXECUTIVE SESSION

Mini Training re Summary Judgment  
Chief Judge David C. Simmons

Assignment of Cases to Commissioners

## DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS

Meeting: Wednesday, May 11, 2016 @ 6:00p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1112

### AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF THE MINUTES  
Meeting March 9, 2016
- IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS
- V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE
- VI. OLD BUSINESS
- VII. NEW BUSINESS  
Discussion re MWELA Proposed Legislation  
Hnin Khaing, Legislative and Compliance Manager, OHR  
  
Recognition of Commissioners  
Alexandra Beninda, Rahim Jenkins and Edwin Powell
- VIII. COMMUNITY COMMENTS  
Michael Sindram
- IX. ANNOUNCEMENTS
- X. ADJOURNMENT OF PUBLIC MEETING
- XI. EXECUTIVE SESSION

## **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, September 14, 2016 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117S

### **A G E N D A**

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE MINUTES

Meeting May 11, 2016

Meeting July 13, 2016

IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VI. OLD BUSINESS

Report Concerning the Role of the Commission re Matters of Public Concern  
Chairman Earl D. Fowlkes, Jr.

Update Regarding the Awards Gala  
Judge Dianne Harris

Update Regarding the Neil Alexander Award  
Judge David C. Simmons

VII. NEW BUSINESS

VIII. COMMUNITY COMMENTS

Michael Sindram

IX. ANNOUNCEMENTS

X. ADJOURNMENT OF PUBLIC MEETING

XI. EXECUTIVE SESSION

# **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, November 9, 2016 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117S

## **A G E N D A**

I. CALL TO ORDER

II. ROLL CALL

III. ADOPTION OF THE MINUTES

Meeting September 14, 2016

IV. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

V. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VI. OLD BUSINESS

Update Regarding the Awards Gala  
Judge Dianne Harris

VII. NEW BUSINESS

Youth Human Rights Ambassador Program Report on Visit to High Schools  
Commissioners: Aizawa, Fowlkes, Maier, McLeod & Reed

VIII. COMMUNITY COMMENTS

Michael Sindram

IX. ANNOUNCEMENTS

November 12, 2016: Veterans Day Wreath Laying  
Grave of Alexander Award Winner Dr. Frank Kameny

November 20, 2016: Walk to End HIV

November 21, 2016: Transgender Day of Remembrance

X. ADJOURNMENT OF PUBLIC MEETING

# **DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**

Meeting: Wednesday, January 11, 2017 @ 6:30p.m.  
One Judiciary Square Building, 441 Fourth Street, N.W., Room 1117S

## **A G E N D A**

I. CALL TO ORDER

II. SWEARING-IN OF NEW COMMISSIONERS

Mark Herzog

Timothy Thomas

III. ROLL CALL

IV. ADOPTION OF THE MINUTES

Meeting November 9, 2016

V. REPORT OF THE DIRECTOR, OFFICE OF HUMAN RIGHTS

Introduction of Michael Andrews

VI. REPORT OF THE CHIEF ADMINISTRATIVE LAW JUDGE

VII. OLD BUSINESS

VIII. NEW BUSINESS

Election of Officers for 2017 Calendar Year

Introduction of New Members

Mark Herzog

Timothy Thomas

Critique of 2016 Awards Gala

Acknowledgment of Commissioner Michelle McLeod

IX. COMMUNITY COMMENTS

X. ANNOUNCEMENTS

January 17<sup>th</sup> 10:00am

Mayor's Office on LGBTQ Affairs – Fresh Start Job Fair  
2000 14<sup>th</sup> Street, N.W. 2<sup>nd</sup> Floor Community Room

XI. ADJOURNMENT OF PUBLIC MEETING

## **ATTACHMENT 21**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA COMMISSION ON HUMAN RIGHTS**



### **OFFICIAL COMMISSION MEETING**

November 4, 2015  
One Judiciary Square, 441 Fourth Street, NW, Room 1117

### **ATTENDEES**

#### **Commissioners:**

Commissioner Fowlkes, Chairperson  
Commissioner Powell, Secretary  
Commissioner Aizawa  
Commissioner Bornstein  
Commissioner Figueroa-Garcia  
Commissioner Maier  
Commissioner McCollough  
Commissioner McLeod  
Commissioner Mulhauser  
Commissioner Reed  
Commissioner Robinson

#### **Office of Human Rights Staff:**

Monica Palacio, Director

#### **Commission on Human Rights Staff:**

David C. Simmons, Chief ALJ  
Dianne S. Harris, ALJ  
J.P. Howard, ALJ

#### **Mayor's Office of Talent and Appointments:**

Steven Walker, Director

#### **Members of the Public:**

Michael Sindram

### **MEETING**

#### **I. CALL TO ORDER**

Chairperson Fowlkes called the meeting to order at 6:30 pm.

#### **II. SWEARING IN**

Commissioners Bornstein and Mulhauser were sworn in by Director Steven Walker from

the Mayor's Office of Talent and Appointments.

### **III. ROLL CALL**

Commission Secretary Powell conducted the roll call. Nine Commissioners were present and two additional Commissioners arrived shortly after meeting began. The official meeting commenced at 6:35 pm.

### **IV. ADOPTION OF THE MINUTES**

The Commission voted to accept the Commission's July and September meeting minutes.

### **V. REPORT OF THE DIRECTOR OF OHR**

Monica Palacio, Director of the Office of Human Rights gave the report of the Director. The Office will host a Ted-X Salon on November 16, 2015, at the Woolly Mammoth Theatre coming on the tail end of the gender equity campaign which was launched on October 5, 2015. As of this time the event is sold out. On November 3, 2015, the Office released a report on discrimination against transgendered persons in employment that has received significant local and national attention.

The Office is working on FY 16 and 17 performance planning in a scenario with rapidly increasing demand for the Office's services from the District—in FY15 the Office saw a 114% increase in docketed cases. The Office has received over 537 Fair Criminal Record Screening Act related inquiries and docketed 364 cases since the law became effective on December 17, 2014. The Office is nearing completion on its construction project and expects to move staff into their offices soon. The Office recently brought in Ashlei Ferguson as its newest Human Rights Officer in the Investigations Unit.

The Director drew attention to Legislative updates from the Office with regard to the Language Access for Education Amendment Act of 2015 (B21-0066), Language Access Compliance Amendment Act of 2015 (B21-0375), and Universal Paid Leave Act of 2015 (B21-0415). Bullying Prevention Act regulations were published in the DC Register on October 16, 2015 and the Office is preparing regulations under the Human Rights Act for Housing and the Commission's Rules of Organization to move toward publication.

During FY15 the Office also trained over 90 EEO counselors, officers, and other human resource professionals and issued a manual on EEO case review to assist individuals in processing complaints. The Office will hold an additional EEO training in December and will begin planning for a Certification Program in early 2016.

For the sake of brevity the Director called the Commission's attention to the printed Director's Report for further updates regarding the Bullying Prevention and Language Access Programs, noting that the Bullying Prevention Program in conjunction with the Office of the State Superintendent for Education (OSSE) had received a federal grant to collect school climate data.

## **VI. REPORT OF CALJ**

Chief Administrative Law Judge David C. Simmons gave the report of the Chief ALJ. The Commission's docket currently has: nineteen (19) Commission Cases; eight (8) Office Cases, and six (6) CBX cases. This fiscal year the Commission has already received three (3) new Commission cases and one (1) case that had been remanded to the Office returned; additionally, two (2) new CBX cases have been filed. No Fair Criminal Record Screening Act cases have come to the Commission yet. The Commission has already closed three (3) Commission cases this year.

The Commission has had a number of talks with the Office's Legislative and Compliance Manager Hnin Khaing with regard to defining the Commission's goals. Historically the Commission's goals are set out in closure numbers based on the prerogative of the City Administrator's Office. The Chief Judge recalled last year's goal being closure of 90% of seven (7) cases and noted that this year would be a goal of closing 95% of nineteen (19) cases. Noting that the Commission's ultimate goal was the fair adjudication of cases to a just conclusion and not simply case closure, the Chief Judge expressed hopefulness that quantifiable goals can be created that would be more related to what the Commission does, such as meeting timeline benchmarks in cases.

The Chief Judge noted that with the swearing in of Commissioners Bornstein and Mulhauser the Commission now had a complete compliment of fifteen (15) Commissioners for the first time in recent history. He also asked that Commissioners review their entry in the Commission Directory to ensure its accuracy.

Finally the Chief Judge announced the Completion at the end of FY 15 of a new Commission Litigation Manual drafted with the intent that it be understandable to unrepresented parties before the Commission. A second attorney oriented version is in the works and a bank of model forms is being created as well. The Chief Judge has set a meeting with the Plaintiff's Bar group for FY 16 and is scheduling a meeting with the Defense Bar group to provide information and educate both on the Commission's processes.

## **VII. OLD BUSINESS**

Judge Dianne Harris gave a report from the Commission Awards Gala Committee. The gala will take place on Wednesday, December 9, 2015, at the Kaiser Center Barbara Jordan Conference Center. Judge Harris noted the Awards Flyer, which was passed out to the Commissioners; announced the recipient of the Neil Alexander Award will be Nkechi Taifa; and gave a brief discussion of the program. The Chief Judge noted that we have had excellent support from the Director of the Office for the Awards ceremony.

Chief Judge Simmons gave the report on the Youth Human Rights Ambassadors Program. Students have been trained and 121 projects were submitted. Last night, November 3, 2015, the evaluation committee had their first meeting. On November 17, 2015, there will be a showcase of all of the projects at Georgetown Law from 3:30 to 5:30 pm.

## **VIII. NEW BUSINESS**

Chief Judge Simmons gave an update on Chapter 4 on behalf of Rules Committee Chairperson Ward and asked for feedback from the Commission on the proposed amendments that were sent to the Commission.

The Chief Judge announced the need for three (3) tribunals. Chairperson Fowlkes asked for volunteers and nine (9) Commissioners volunteered for the tribunals.

## **IX. COMMUNITY COMMENTS**

Michael Sindram addressed the Commission and provided community comments.

## **IX. ANNOUNCEMENTS**

The annual Transgender Day of Remembrance (TDOR) will occur on November 20, 2015. The TDOR is an observance that honors the memory of those whose lives were lost in acts of anti-transgender violence.

## **X. ADJOURNMENT**

The Commission's November public meeting adjourned at approximately 7:20 pm.

**ATTACHMENT 22**  
**YOUTH BULLYING PREVENTION TASK FORCE**

Name	Agency	Ward or State	Beginning Date	Ending Date
Donna Anthony	OSSE	Ward 6		
Marcus Allen	DPR	MD		
Patrice Bowman	OSSE	Ward 7		
Patrick Burke	MPD	Ward 3		
Ellie Canter	Turning the Page	Ward 6	November 2015	November 2017
Kristal Dail	DOH	Ward 6		
Yuliana Del Arroyo	OSSE	VA		
Kafui Doe	OSSE	MD		
Celina Gerbic	The Trevor Project	Ward 2		
Daniel Goodwin	CFSA			
Suzanne Greenfield	OHR	Ward 4		
Sharra Greer	Childrens Law Center	Ward 2		
Bryan Grigg	OSSE			
Ambus Harper	DBH	Ward 4		
Willa Jones	Elsie Stokes PCS	Ward 5	October 2015	October 2015
Terrance Laney	LGBT Affairs	Ward 1		
Sislana Ledbetter	UDC	MD		

**ATTACHMENT 22**  
**YOUTH BULLYING PREVENTION TASK FORCE**

Adam Luftig	DCPS	Ward 1		
Allan Marcus	DPR	MD		
Preston Mitchum	BYP100	MD	January 2016	January 2018
Josh Nomkin	Turning the Page	Ward 2		
Marie Moll	LAYC	Ward 1		
Monica Palacio	Office of Human Rights	Ward 4		
Hermína Peter	UDC	MD		
Linda Ryden	DCPS, teacher	Ward 3		
Judith Sandalow	Children's Law Center	Ward 1		
Kanya Shabazz	Playworks	MD	October 2015	October 2017
Omotunde Sowole-West	OSSE	MD		
Alexis Taylor	Office of Disability Rights	Ward 5		
Jennifer Thompson	DPL	Ward 6		
Mark Thomas	DPR	MD		
Cecilia Thomas	DPR	Ward 5		
Zillah Wesley	DCPS	Ward 4		

**ATTACHMENT 22**  
**YOUTH BULLYING PREVENTION TASK FORCE**

Patrice Wedderburn	Advocates for Justice	Ward 8		
Audrey Williams (October 2015)	Public Charter School Board	MD	October 2015	October 2017
Monee Wright	KIPP	Ward 7	November 2015	November 2017

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## Task Force

We are meeting at my office (Judiciary Square Metro stop). Room 1112. The street parking is expensive and very rare. But the metro comes to the door. Looking forward to seeing as many of you as can attend!

Mayor's Youth Bullying Prevention Task Force,

Happy New Year and I hope everyone is well. We will be having our **first Task Force Meeting of 2016 on Thursday January 28<sup>th</sup> at 4 p.m.**

The working agenda looks like this:

1. National Institutes of Justice Grant briefing
2. Bullying Prevention Speakers Bureau
3. Oversight Testimony
4. Opportunities for parent engagement (see attached flyers now in multiple languages)



tabloid DC Tip sheet  
tri-fold ...



tabloid DC Spanish  
Tip sheet t...



tabloid DC French  
Tip sheet tr...



DCOHR-Amharic tip  
sheet.pdf



DCOHR-Amharic tip  
sheet.pdf

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Task Force,

We have finally been given clearance to fully start working on the NIJ Grant. The role of the Task Force in this process is exciting and challenging!

Please join us as we talk about the work of the grant, making sure school know what the opportunity is, and how to best support families understand what to do to support their children.

Task Force Meeting on April 28, 2016.

Agenda:

- I. Updates
- II. NIJ Grant
- III. Next steps

Please let me know if you are able to host (parking and metro accessibility important).

Thanks, Suzanne

Task Force Members,

Thank you all who could join us yesterday - and thank you OSSE for hosting. Just want to share a few things that came up that will be part of our ongoing work:

1. In early June we will have a meeting about the role of the Task Force in the NIJ grant. I encourage any and all to attend – but especially if you want to participate in this research project that will be focusing on school climate and violence prevention. The June meeting will be a bit longer and we will have the opportunity to hear from one of our partners in the grant who will be leading the work with the schools in the pilot. This will be an informational meeting and an opportunity to ask questions before committing to the project.
2. The issue of youth safety and transportation is (as always in the spring) swirling. We are looking for ways to bring the work and the voice of the Task Force to this conversation – focusing on what we know from our work is meaningful and supportive of youth and not only focusing on consequences or criminalization. We also want to make sure the work around this issue is not just reactive- but proactive and builds in the supports and structures we know can make a difference for youth.
3. I also want to encourage you all to check out the new school climate survey that the Department of Education has just release. It is the climate survey that we will be using as part of the NIJ grant and it is the survey that is required as part of the new “Youth Suicide Prevention and School Climate Act of 2016” that was passed by Council and signed into law by Mayor Bowser.  
<https://safesupportivelearning.ed.gov/edscls>

Attached are two articles that were distributed at the meeting. “Mindshift” is understanding bullying prevention within the framework of Restorative Justice. The other, from the Department of Education’s “StopBullying.Org” web site is a reminder of what does not work in bullying prevention that unfortunately we often do.

Please let me know if you have any questions or if you missed the meeting and would like to talk more about any of the issues discussed.

Suzanne

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Task Force Members,

As part of the National Institutes of Justice (NIJ) school climate and violence prevention grant – the Mayor's Youth Bullying Prevention Task Force members have the opportunity to develop skills and provide evidence based guidance for schools on creating positive school climates and supporting youth. If you are interested in being part of the Certification and Advisory Board that will evaluate schools and provide them the opportunity to receive funding please join us and have all your questions answered.

I look forward to seeing all interested on June 16<sup>th</sup> at 2.

Suzanne

Task Force Members,

It has been too long. It is time to meet.

Since we last met the Certification and Advisory Board (CAB) which is a part of the National Institutes of Justice Grant we are a part of has been established. Some of you have graciously joined that all important work. Thank you. In order to not tax folks too much we will be moving the Task Force to quarterly meetings – November, February, May and August - calendar invite to follow. While I would love the CAB folks to come I do understand if it is not possible.

The Task Force will meet **Wednesday November 16** at 4 p.m. We have lots to catch up on.

Tentative Agenda:

- I. NIJ grant
- II. Year-end report
- III. Requirements left under the TF extension

Happy to add anything else to the list!

Please let me know if you can host!

Suzanne

## ATTACHMENT 24

Vendor Name	Contract Purpose - Description of Services
Apperson Print Management	Bullying Prevention tool kits for DCPS
Adela Ferman	DMV Bilingual Navigators Project
Alease Parson	EEO Case Management Consultant
Alease Parson	EEO Case Management Consultant
Alina Epstein	Language Access Intern for Public Education & Outreach
Alina Epstein	Language Access Intern for Public Education & Outreach
Allessandra Bradley-Burns	Team Building & Change Management Consulting Services ( Staff Retreat)
American Friends Service Committee	Collaboration with AFSC for the 2016 Human Rights Cities Gathering Event
Ana Gonzalez	DMV Bilingual Navigators Project
Central American Resource Center	Language Access Services for DMV Limited or non English Applicants
Child Trends	Bullying Prevention Subject Matter Expert Consulting Services
Committee on Children	Bullying Prevention tool kits for DCPS
Capital Services & Supplies	Post Renovation Moving Services
Dutchmill Caterers	Luncheon for Human Rights Youth Ambassadors Award program
Dontee Barringer	Investigations Program Assistant-Intern
Francisca E. Veh	Legal Fellow for OHR Legal Unit
Greater Washington Hispanic Chamber of Commerce	Collaboration with DCOHR in providing Employment Rights Education services for Hispanic Businesses and Employers
Hi-Tech Solutions	Equipment Maintenance & Repairs
Iris T. Jacob	Consultant to Oversee the Bullying Prevention Task Force through the NIJ Grant
Jaqueline Collins	Mediation Services

Kareem J Sterling	Fair Criminal Record Screening Act ( FCRSA) Fellow
Larry Bell	Diversity & Inclusion Training Services
Lissette A. Conteras	DMV Bilingual Navigators Project
Multicultural Community Services	Language Interpretation & Translation Services
Many Languages One Love (MLOV)	Public Outreach Services on Language Access
National Coalition Building Institute	Provide cultural competency and inter group conflict management workshops for DCOHR and selected DC Government Agencies
North Capitol Partners, Inc	Provide Logistics and Personnel services for packing and transporting DCOHR records to the FRC
Peter Goldberg	Mediation Services Stipend Program
Peter Goldberg	Mediation Services Stipend Program
Pauline Sauvadet	Law Clerk for Investigations Unit
Reshad Favors	Investigations Unit Fellow ( Legal Writing)
Reshad Favors	Investigations Unit Fellow ( Legal Writing)
Rhonesha Buford	Law Clerk for Investigations Unit
Stephanie Arias	DMV Bilingual Navigators Project
TEDx MidAtlantic Inc.	Host Events geared towards Gender Equality
The Aquiline Group	Public Education and Outreach Event Planning Services
The Equal Rights Center	Language Access Testing Services
The Equal Rights Center	Language Access Testing Services

Washington Hispanic Newspaper	Language Access Newspaper Advertisement
Woolly Mammoth Theatre Company	Space Rental and Logistics for Gender Equality Events
Woodard & Associates	Provide High Performance Case mangement Training for DCOHR employees
Xavier Swingler	Mediation Support Services -Intern

## DC Office of Human Rights FY16 Contracts

Contract Amount	Contract Term Begin	Contract Term End	Option Year in FY16	Funding Source (local, federal, private, special revenue)
\$ 20,000.00	10/22/2015	9/30/2016	N/A	Local
\$ 5,200.00	8/5/2016	9/30/2016	N/A	Local
\$ 1,600.00	10/20/2015	9/30/2016	N/A	federal
\$ 9,800.00	10/20/2015	9/30/2016	N/A	Local
\$ 6,500.00	11/19/2015	9/30/2016	N/A	Federal
\$ 4,910.00	11/19/2015	9/30/2016	N/A	Local
\$ 2,500.00	6/14/2016	9/30/2016	N/A	Local
\$ 2,500.00	6/25/2016	9/30/2016	N/A	federal
\$ 5,200.00	8/5/2016	9/30/2016	N/A	Local
\$ 5,000.00	12/16/2015	9/30/2016	N/A	Local
\$ 20,000.00	10/14/2015	9/30/2016	N/A	Local
\$ 8,312.00	1/5/2016	9/30/2016	N/A	Local
\$ 10,000.00	8/17/2016	9/30/2017	N/A	Local
\$ 6,000.00	2/2/2016	9/30/2016	N/A	Local
\$ 2,880.00	10/1/2015	9/30/2016	<b>N/A</b>	Local
\$ 6,300.00	10/22/2015	9/30/2000	<b>N/A</b>	Local
\$ 10,000.00	10/14/2015	9/30/2016	N/A	Local
\$ 9,994.50	10/1/2015	9/30/2016	N/A	Local
\$ 8,000.00	7/25/2016	9/30/2016	N/A	Local
\$ 5,000.00	10/22/2015	9/30/2016	<b>N/A</b>	Local

\$	13,500.00	4/20/2016	9/30/2016	N/A	federal
\$	2,000.00	8/23/2016	9/30/2016	N/A	federal
\$	5,200.00	8/5/2016	9/30/2016	N/A	Local
\$	20,000.00	12/21/2015	9/30/2016	one	Local
\$	5,000.00	6/27/2016	9/30/2016	N/A	federal
\$	12,000.00	11/19/2015	9/30/2016	N/A	Local
\$	10,000.00	12/3/2015	9/30/2016	N/A	Local
\$	22,500.00	12/9/2015	9/30/2016	N/A	Local
\$	14,000.00	5/16/2016	9/30/2016	N/A	federal
\$	1,000.00	12/3/2015	9/30/2016	N/A	Local
\$	4,800.00	4/12/2016	9/30/2016	N/A	Local
\$	21,000.00	4/12/2016	9/30/2016	N/A	federal
\$	1,000.00	12/3/2015	9/30/2016	N/A	Local
\$	5,200.00	8/5/2016	9/30/2016	N/A	Local
\$	8,521.81	12/8/2015	9/30/2016	N/A	Local
\$	10,000.00	11/10/2015	9/30/2016	N/A	Local
\$	13,000.00	4/13/2016	9/30/2016	Two years	Local
\$	19,500.00	4/13/2016	9/30/2016	Two years	federal

\$ 1,620.00	3/11/2016	9/30/2016	N/A	Local
\$ 10,000.00	10/9/2015	9/30/2016	N/A	Local
\$ 15,000.00	1/4/2015	9/30/2016	N/A	Local
\$ 4,500.00	10/6/2015	12/31/2015	N/A	Local

<b>Competitive or Sole Source</b>	<b>Notes</b>
N/A	Exempt from Competition
N/A	Intra District MOU with DMV
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Exempt from Competition
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Exempt from Competition
N/A	Single Source procurement

N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
Yes	Option Years Contract #: CW36711
	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Exempt from Competition
N/A	Exempt from Competition
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Option Year
N/A	Option Year

N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement
N/A	Single Source procurement

## OHR Training and Professional Development FY2016 and FY2017 to Date

### FY 2017

<b>Training</b>	<b># of attendees</b>	<b>Date</b>
The Center of Alternative Dispute Resolution	2 Attendees (Mediation Unit)	December 2016
National Employment Law Institute (NELI) National Employment Law Fall Conference	1 Attendee (Legal Unit)	October 2016
DC Bar	2 Attendees (Commission and Investigations Unit)	October 2016

### FY 2016

<b>Training</b>	<b># of attendees</b>	<b>Date</b>
DC Bar	1 Attendee (Commission)	July 2016
DC Bar	7 attendees (Agency-Wide)	June 2016
DC Bar	1 Attendee (Operations Unit)	May 2016
DC Bar	1 Attendee (Legal Unit)	April 2016
DC Bar	1 Attendee (Legal Unit)	March 2016
DC Bar	1 Attendees (Investigations Unit)	February 2016
DC Bar	2 Attendees (Investigations Unit)	October 2015
HUD National Fair Housing Training Academy	2 Attendees (Investigations Unit)	January 2016
HUD National Fair Housing Training Academy	1 Attendee (Investigations Unit)	July 2016
HUD National Fair Housing Training Academy	2 Attendees (Investigations Unit)	May 2016
National Employment Law Institute (NELI)	3 Attendees (Legal Unit)	November 2016

## ATTACHMENT 25

National Employment Law Institute (NELI)	1 Attendee (Operations Team)	May 2016
The Center for ADR	2 Attendees (Mediation Unit)	June 2016
The Center for ADR	1 Attendee (Mediation Unit)	November 2015
Washington Council of Lawyers Summer Pro Bono & Public Interest Forum	1 Attendee (Investigations Unit)	May 2016
National Judicial College	1 Attendee (Commission)	July 2016
Women's Bar Association	1 Attendee	(May 2016)

## ATTACHMENT 26

Date	Type of Outreach (Event, Training, Meeting)	Purpose (visibility, general "know your rights/responsibilities, partnerships, promote __ campaign)	Audience (general public, business community, advocates, __ staff, __ clients, etc.)	# of Attendees	Fair Housing Report	FCRSA Report	PPW Report	UADA Report
10/3/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities	DC government staff	80	1		1	
10/3/16	Training, DHS employees	rights/responsibilities	DHS staff	30	1			
10/4/16	Training, Business Series, Fair Housing	general "know your rights/responsibilities	business community	3	1			
10/4/16	Training, DHS grantees	general "know your rights/responsibilities	DHS grantees	22	1			
10/5/16	Training, DHS employees	general know your rights/responsibilities	DHS staff	40	1			
10/5/16	Training, Skyland Workforce Center	general "know your rights/responsibilities	advocates	8		1	1	1
10/6/16	Training, Calvary Women's Services	general "know your rights/responsibilities	Calvary clients	20		1	1	1
10/7/16	Training, DHS employees	general know your rights/responsibilities	DHS staff	47	1			
10/12/16	Training	general "know your rights/responsibilities"	Planned Parenthood staff	4			1	
10/12/16	Training, Project Empowerment am class	general "know your rights/responsibilities"	Project Empowerment students	20		1	1	1

Training, Project Empowerment 10/12/16 midday class	general "know your rights/responsibilities"	Project Empowerment students	30	1	1	1
10/17/16 Training, Barriers to Employment	general "know your rights/responsibilities"	America Works clients	2	1	1	1
Training, DC Government New Staff 10/17/16 Orientation	general "know your rights/responsibilities"	DC government staff	60	1	1	
Training, Business Series, Sexual 10/19/16 Harassment	general "know your rights/responsibilities"	business community	7			
10/19/16 Training, MOLC	general "know your rights/responsibilities"	DC government staff	10			
Training, Business Series, Gender 10/20/16 Identity/expression	general "know your rights/responsibilities"	business community	4			
Training, Business Series, Civil Rights 10/28/16 Laws Employers Need to Know	general "know your rights/responsibilities"	business community	8		1	1
10/28/16 Training, DCHA Manager's Retreat	general "know your rights/responsibilities"	DCHA employees	8	1		
Training, DC Government New Staff 10/31/16 Orientation	general "know your rights/responsibilities"	DC government staff	40	1	1	
11/2/16 Training	general "know your rights/responsibilities"	Grant Associates employees	21	1	1	1

11/2/16 Training, Business Series, FCPSA	general "know your rights/responsibilities"	business community	9		1		
Training, Project Empowerment am 11/4/16 class	general "know your rights/responsibilities"	Project Empowerment students	25		1	1	1
Training, Project Empowerment 11/4/16 midday class	general "know your rights/responsibilities"	Project Empowerment students	25		1	1	1
11/7/16 Training, UDC Union Station	general "know your rights/responsibilities"	UDC students	17		1	1	1
Training, DC Government New Staff 11/14/16 Orientation	general "know your rights/responsibilities"	DC government staff	40	1		1	
11/14/16 Training, Walk that Talk	general "know your rights/responsibilities"	KRA clients	15	1			
11/15/16 Training, Leland House	rights/responsibilities	SOME clients	8	1	1	1	1
Training, Project Empowerment am 11/22/16 class	general "know your rights/responsibilities"	Project Empowerment students	25		1	1	1
Training, Project Empowerment 11/22/16 midday class	general "know your rights/responsibilities"	Project Empowerment students	25		1	1	1
Training, DC Government New Staff 11/28/16 Orientation	general "know your rights/responsibilities"	DC government staff	80	1		1	
Training, CSOSA Videoconference with 12/7/16 Rivers Correctional	general "know your rights/responsibilities"	DC inmates	35		1		
Training, DC Government New Staff 12/12/16 Orientation	general "know your rights/responsibilities"	DC government staff	40	1		1	
12/13/16 class	rights/responsibilities"	students	25		1	1	1
Training, Project Empowerment 12/13/16 midday class	general "know your rights/responsibilities"	Project Empowerment students	25		1	1	1
Training, DC Government New Staff 12/27/16 Orientation	general "know your rights/responsibilities"	DC government staff	80	1		1	
12/29/16 Training, Employment Discrimination	general "know your rights/responsibilities"	Project Empowerment staff	20		1	1	1



## ATTACHMENT 27

Date	Type of Outreach	Purpose	Audience	# of Attendees	Fair Housing Report	FCRSA Report	PPW Report	UADA Report
10/6/15	Training	general "know your rights/responsibilities"	general public	20	1	1		
10/26/15	Training	general "know your rights/responsibilities"	OUC staff	6	1			
10/26/15	Training	general "know your rights/responsibilities"	OUC staff	7	1			
10/26/15	Training	general "know your rights/responsibilities"	general public	15	1	1		
10/27/15	Training	general "know your rights/responsibilities"	OUC staff	11	1			
10/27/15	Training	general "know your rights/responsibilities"	OUC staff	3	1			
10/28/15	Training	general "know your rights/responsibilities"	OUC staff	7	1			
10/28/15	Training	general "know your rights/responsibilities"	OUC staff	1	1			
10/29/15	Training	general "know your rights/responsibilities"	OUC staff	6	1			

10/29/15	Training	general "know your rights/responsibilities"	OUC staff	10	1	
11/2/15	Training	general "know your rights/responsibilities"	OUC staff	4	1	
11/2/15	Training	general "know your rights/responsibilities"	OUC staff	2	1	
11/3/15	Training	general "know your rights/responsibilities"	OUC staff	7	1	
11/4/15	Training	partnerships, general know your rights/responsibilities	general public, advocates	15		1
11/5/15	Training	general "know your rights/responsibilities"	OUC staff	2	1	
11/6/15	Training	general "know your rights/responsibilities"	COH staff	40	1	
11/6/15	Training	general "know your rights/responsibilities"	general public	60		1
11/9/15	Training	general "know your rights/responsibilities"	NCVC staff	5	1	
11/20/15	Training	general "know your rights/responsibilities"	DCHA staff	13	1	

11/30/15	Training	general "know your rights/responsibilities"	Home Care aides	18	1	1
12/8/15	Training	general "know your rights/responsibilities"	advocates	10	1	
12/15/15	Training	general "know your rights/responsibilities"	DC inmates	227	1	1
12/18/15	training	general "know your rights/responsibilities"	general public	60	1	
2/4/16	Training	general "know your rights/responsibilities"	youth	20		
2/11/16	Training	general "know your rights/responsibilities," partnerships	general public	70	1	
3/22/16	Training	general "know your rights/responsibilities"	general	50	1	
4/12/16	Training	general "know your rights/responsibilities"	general public	70	1	
4/28/16	training	general "know your rights/responsibilities"	general public, DOC	120	1	
5/5/16	training	general know your rights/responsibilities	general public	70	1	

5/5/16	training	general know your rights/responsibilities	advocates	20		1			
5/13/16	training	general know your rights/responsibilities	general public	35		1			
7/6/16	Training	general "know your rights/responsibilities"	Experiment in International Living students	18	1				
7/13/16	Training	general "know your rights/responsibilities"	Friendship Place clients	5		1	1	1	
7/14/16	Training	general "know your rights/responsibilities"	OAG SYEP employees	11	1	1	1	1	
12/18/15	Training at Bernice Fontaneau Ward 1 Senior Wellness Center	general "know your rights/responsibilities"	seniors	4	1				
12/2/15	Training by video with Rivers FCI	general "know your rights/responsibilities"	DC Inmates	35					1
4/6/16	Training for those experiencing homelessness, MLK Library	general "know your rights/responsibilities"	general public	10	1				
5/6/16	Training with DC Mayor's Office of LGBTQ Affairs	general "know your rights/responsibilities"	Shelter staff	28					
10/20/15	Training, Metropolitan Washington Employment Lawyers' Association (plaintiffs' bar) Women's Caucus	general "know your rights/responsibilities"	attorneys	10			1		

9/22/16	Training, 911 call takers	general "know your rights/responsibilities"	OUC staff	25	1				
4/6/16	Training, America Works	general "know your rights/responsibilities"	general public	15				1	
10/30/15	Training, Arena Stage Job Fair	general "know your rights/responsibilities"	general public	20		1			
9/7/16	Training, Arena Stage Job Fair	general "know your rights/responsibilities"	advocates	15			1	1	1
6/17/16	Training, Barriers to Employment	general "know your rights/responsibilities"	America Works clients	8		1	1		1
11/17/15	Training, Breaking Barriers to Employment at MLK Library	general "know your rights/responsibilities"	general public	0				1	
3/1/16	Training, Breaking Barriers to Employment at MLK Library	general "know your rights/responsibilities"	general public	13				1	
8/2/16	Training, Bullying Prevention Program	general "know your rights/responsibilities"	Human Rights Liaisons	3					
12/2/15	Training, Business Series	general "know your rights/responsibilities"	business community	8				1	
12/10/15	Training, Business Series	general "know your rights/responsibilities"	business community	10					1

1/13/16	Training, Business Series	general "know your rights/responsibilities"	business community	23		1	
2/8/16	Training, Business Series	general "know your rights/responsibilities"	business community	13	1		
10/14/15	Training, Calvary Job Fair	general "know your rights/responsibilities"	Calvary Women's Services clients	20		1	
4/1/16	Training, CARECEN Alternative Spring Break	general "know your rights/responsibilities"	youth	7	1		
9/13/16	Training, CSOSA Community Resource Day Videoconference	general "know your rights/responsibilities"	DC inmates	300		1	1
4/4/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	50	1		1
5/2/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	50	1		1
5/31/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	80	1		1
6/13/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	50	1		
6/27/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	70	1		

7/11/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	50	1			
7/25/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	80			1	
8/8/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	80				
9/6/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	80				
9/19/16	Training, DC Government New Staff Orientation	general "know your rights/responsibilities"	DC government staff	80	1			
9/2/16	Training, Employment Discrimination at America Works	general "know your rights/responsibilities"	America Works clients	5		1	1	1
9/23/16	Training, Employment Discrimination at SOME CET	general "know your rights/responsibilities"	SOME students	30		1	1	1
8/18/16	Training, Employment Discrimination for Family-to-Family class	general "know your rights/responsibilities"	OIC clients	20		1	1	1
4/21/16	Training, Fair Housing	general "know your rights/responsibilities"	business community	0				
6/16/16	Training, Fair Housing Overview	general "know your rights/responsibilities"	SAFE staff	18	1			

6/29/16	Training, Fair Housing Overview	general "know your rights/responsibilities"	Friendship Place clients	8	1	
4/9/16	Training, Fair Housing Symposium at All Souls	general "know your rights/responsibilities", partnerships	general public	8	1	
4/20/16	Training, Fair Housing Symposium at DHCD	general "know your rights/responsibilities", partnerships	general public	4	1	
4/29/16	Training, FCRSA at America Works	general "know your rights/responsibilities"	general public	5		1
10/7/15	Training, Fresh Start Wednesday at the RISE Center	general "know your rights/responsibilities"	general public	5		
1/27/16	Training, Girard St Family Shelter	general "know your rights/responsibilities"	Community of Hope clients	5	1	
10/16/15	Training, Home Care Partners	general "know your rights/responsibilities"	Home Care aides	20	1	
11/19/15	Training, Home Care Partners	general "know your rights/responsibilities"	Home Care aides	17	1	1
12/3/15	Training, Home Care Partners	general "know your rights/responsibilities"	Home Care aides	17	1	1
12/8/15	Training, Home Care Partners	general "know your rights/responsibilities"	Home Care aides	22	1	1

9/14/16	Training, Housing Discrimination at UDC Backus campus	general "know your rights/responsibilities"	UDC students	15	1				
9/28/16	Training, Human Rights Liaison	general "know your rights/responsibilities, partnerships	advocates	15	1	1	1	1	
10/20/15	Training, Human Rights Liaison	partnerships, general "know your rights/responsibilities"	Coalition for the Homeless, Transitional Housing Corporation, DC Department of Human Services, Survivors and Advocates for Empower DC, Equal Justice Works	24	1	1			
1/28/16	Training, Human Rights Liaison	partnerships, general "know your rights/responsibilities"	AmeriCorps, Community of	19	1	1	1	1	
5/9/16	Training, Human Rights Liaison	general "know your rights/responsibilities", partnerships		26	2	1	1	1	
4/26/16	Training, Kibar at The Nation's Mosque/Masjid Mohammed	general "know your rights/responsibilities"	general public	10	1				
7/15/16	Training, LGBTQ Cultural Competency	general "know your rights/responsibilities"	LCDP staff	120					
9/20/16	Training, Project Empowerment 10am	general "know your rights/responsibilities"	Project Empowerment students	20		1	1	1	
9/20/16	Training, Project Empowerment 11am	general "know your rights/responsibilities"	Project Empowerment students	30		1	1	1	
6/11/16	Training, Reasonable Accommodations	general "know your rights/responsibilities"	general public	0	1				

6/11/16	Training, Reasonable Accommodations	general "know your rights/responsibilities"	general public	0				
10/8/15	Training, Sexual Harassment	general "know your rights/responsibilities"	Inspired Teaching PCS staff	55		1		
5/11/16	Training, Spring/Summer Series, Anacostia	general "know your rights/responsibilities"	general public	0	1			
7/21/16	Training, Spring/Summer Series, Anacostia	general "know your rights/responsibilities"	general public	11				
4/5/16	Training, Spring/Summer Series, Employment at Anacostia Library	general "know your rights/responsibilities"	general public	2		1		
7/12/16	Training, Spring/Summer Series, Georgetown	general "know your rights/responsibilities"	general public	7			1	1
7/11/16	Training, Spring/Summer Series, Shaw	general "know your rights/responsibilities"	general public	13	1			
8/3/16	Training, Spring/Summer Series, Shaw	general "know your rights/responsibilities"	general public	12		1		
6/29/16	Training, Summer Series, Disability Rights in the Workplace	general "know your rights/responsibilities"	general public	0				
6/23/16	Training, Summer Series, Shaw Library	general "know your rights/responsibilities"	general public	2		1	1	1

5/21/16	Training, TransResumes	general "know your rights/responsibilities"	general public	6				
6/7/16	Training, UDC Backus Campus	general "know your rights/responsibilities"	UDC students	16		1	1	1
7/19/16	Training, UDC PR Harris Campus	general "know your rights/responsibilities"	UDC students	2		1	1	1
9/13/16	Training, Webinar for OVSJG grantees	general "know your rights/responsibilities"	advocates	18	1			
9/21/16	Training, Webinar for OVSJG grantees	general "know your rights/responsibilities"	advocates	18	1			
8/29/16	Training, Workforce Development Providers	general "know your rights/responsibilities"	advocates	6		1		
9/24/16	Training, Working with Your Neighbors to Identify Housing Discrimination	general "know your rights/responsibilities"	general public	10	1			
Totals				2916	53	39	29	20