

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of General Services



Fiscal Year 2021 and Fiscal Year 2022, to date, Performance Oversight

Pre-Hearing Question Responses

Submitted on February 23, 2022, to

Committee on Facilities and Procurement
The Honorable Robert White, Chairperson

1. Please provide the agency's mission statement.

The mission of the Department of General Services is to build, maintain, and sustain the District of Columbia's real estate portfolio, which includes more than 157 million square feet of land and 35.7 million square feet of state-of-the-art facilities in Washington, DC. This work allows the agency to foster economic viability, environmental stewardship, and equity across all eight (8) wards.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

The agency has sufficient resources to fully implement all statutory mandates.

3. Please list off reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline please explain *why*.

Required Reporting	Date Required	Date Produced/Status
D.C. Official Code § 10–551.05(e). Inventory of real property assets (Annual Reporting Indicating Changes in Inventory).	No later than 30 days after the beginning of the fiscal year.	The Code states that the Director shall submit to the Council an annual report indicating the changes in inventory. This report is currently in the final review stages and the agency will submit it to Council as soon as it is finalized. This is only the second year the agency has been able to produce the report (due to improved data collection processes) and the agency is continuing to adjust operations to ensure that it is produced within the legislatively mandated timeline in the future.
D.C. Official Code § 10–551.05(a)(2) Inventory of real property assets (Facility Condition Assessments).	No specific date; the facility condition assessments are to be updated on an ongoing basis.	The agency is working toward completion of Facility Condition Assessments (FCAs) for the entire inventory. Completed FCAs for educational property assets are available on the DCPS website.

		<p>Since 2009, DGS has completed 463 Facility Condition Assessments (FCAs). Adjusting for multiple FCAs at various DCPS facilities, approximately 67 percent of the DGS inventory (by square feet) has been assessed at least once.</p> <p>In FY22, DGS plans to assess approximately 90 buildings including schools, recreational facilities, offices, correctional facilities, FEMS stations, and MPD stations. This plan covers 10.6 million square feet and will cost over \$3 million.</p>
D.C. Official Code § 10–171.02. Public Recreational Space Master List.	June 1, 2019	<p>This report has been finalized and posted to the DGS website under the “Frequently Asked & Additional Information” header at this link: https://dgs.dc.gov/page/interagency-working-group-artificial-turf-and-playgrounds.</p>
D.C. Official Code § 10–1052(b). Establishment of working group and public restroom facility pilot.	Within 180 days after October 1, 2019. (By April 1, 2020)	In FY21, the agency surveyed BIDs, Clean Teams, and ANCs to inform the report, as required by DC Code. The agency is currently working with EOM to finalize the report and we look forward to publishing it as soon as it is complete.
D.C. Official Code § 8-1772.22. Strategic energy management plan for District government buildings.	By January 1, 2020.	The SEMP is in the final review stages and the agency will submit it to Council as soon as it is finalized.
D.C. Official Code § 10-551.01(c-1). Inventory of real property assets.	No specific date; the renewable energy analyses are to be updated on an ongoing basis, or no less than once every ten years.	Because the code requirement states that the analyses are to be conducted on a rolling basis, in line with current agency operations, there is no specific timeline for completing the analyses. Generally speaking, DGS conducts analyses

		for renewable energy when buildings are first brought online or when there has been a material change to physical building site. Most recently, DGS updated its Solar Feasibility study in FY22, covering 433 sites, and the agency is currently working to post the study to the website as soon as possible.
Pursuant to Section 105(b) of the Protecting Our Children Temporary Amendment Act of 2021. DGS is to submit a report containing a list of open work orders for HVAC units serving DCPS facilities, including the status of any repairs and the anticipated repair date; and the date of the most recent inspection of HVAC units, by school.	November 1, 2021	The agency is increasing transparency by implementing a public-facing HVAC Dashboard for DC Public Schools (DCPS) Facilities. In light of increased public interest in HVAC systems over the last year, in FY22 DGS will be taking the step of implementing a public dashboard of HVAC assets for the first time in the agency's history. The dashboard is currently planned to include temperature comfort readings, completed HVAC work orders, open HVAC work orders, and HVAC inspection data. A beta version of the Dashboard is currently live on the DGS website, and this version complies with the requirements of the Protecting Our Children Temporary Amendment Act of 2021. The beta version can be found at this link: https://dgs.dc.gov/service/dgs-dcps-hvac-public-dashboard .

4. Please list and describe any regulations promulgated by the agency in FY 21 or FY 22, to date, and the status of each.

There were no regulations promulgated by the agency in FY 2021 or FY 2022, to date.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 21 and FY 22, to date.

No legislation passed at the local or federal level during FY20 and FY21, to date, has significantly affected agency operations.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 22.

The agency's top five priorities for FY22 are as follows:

1. Continuing to Help Mitigate the Spread of COVID-19. In FY20 and FY21, the agency altered agency operations in line with District of Columbia Human Resources (DCHR), DC Health, and Center for Disease Control (CDC) guidance. The agency also completed HVAC upgrades at all District of Columbia Public Schools (DCPS) schools and replaced filters at all DHS shelter facilities. In FY22, the agency will continue working to keep HVACs and filters well-maintained; perform enhanced cleaning; and install plexiglass, handwashing stations, and floor stickers where needed in support of our client agencies.
2. Leveraging Mayor Bowser's investments from American Rescue Plan Act (ARPA) funds and contingency cash to continue maintenance and work order reduction in DCPS facilities. In FY22, Mayor Bowser identified an additional \$31.7M dollars to support the agency through available local contingency cash and through Federal funding targeted at helping communities recover from the impacts of the COVID-19 pandemic. The agency is already working to use these funds to ensure appropriate ongoing maintenance of our COVID-related HVAC system upgrades, support snow activities, and reduce work orders. In FY22, the agency will focus on spending down these available funds.
3. Increasing transparency by implementing a public-facing HVAC Dashboard for DC Public Schools (DCPS) Facilities. In light of increased public interest in HVAC systems over the last year, in FY22 DGS will be taking the step of implementing a public dashboard of HVAC assets for the first time in the agency's history. The dashboard is currently planned to include temperature comfort readings, completed HVAC work orders, open HVAC work orders, and HVAC inspection data.
4. Continuing to enhance the agency's maintenance customer service to client agencies, through the institutionalization of the agency's building manager realignment. Already in FY22, DGS realigned the building manager structure. Working to perfect the new structure is one of the agency's top priorities. This new structure allows for faster travel between properties, which will increase the number of on-site walk-throughs and opportunities for direct customer engagement. The agency believes this new approach will serve to build better relationships and increase trust between building operational staff, particularly school staff, and DGS Building Managers, while also positioning the agency to address work orders more efficiently.
5. Preparing for the agency's move into our new headquarters in Ward 7, which is currently under construction. In FY22, the agency formed an internal Change

Champion Committee to prepare for our move. The Committee consists of DGS managers from across the agency's different divisions and has already held three meetings. Through the remainder of FY22, the Committee will continue holding meetings and conducting outreach to all agency staff in preparation for the move to the new headquarters in Q2 of FY23.

7. What metrics are regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

The agency uses Key Performance Indicators (KPIs) and Workload Measures as metrics to measure and evaluate operations. For details on these metrics, please refer to the 2021 KPIs and 2021 Workload Measures sections of the agency's FY2021 Performance Accountability Report (see question 8).

8. Please provide a copy of the agency's FY 21 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 21 and whether they were completed. If they were not completed, please provide an explanation.

Please see *Attachment Q8- FY 21 Performance Accountability Report*.

9. Please provide a copy of your agency's FY 22 performance plan as submitted to the Office of the City Administrator, if one was prepared.

Please see *Attachment Q9- FY 22 Performance Plan*.

10. Please describe any new initiatives or programs that the agency implemented in FY 21 and FY 22, to date, to improve the operations of the agency. Please describe any funding utilized for these initiatives or programs and the results, or expected results, of each initiative.

Please see below a list of new initiatives implemented by the agency in FY21 and FY22:

- DGS Realignment of Building Managers:
 - In FY22, DGS realigned the building manager structure, using already available resources.
 - This new structure allows for faster travel between properties, which will increase the number of on-site walk-throughs and opportunities for direct customer engagement.
 - The agency believes this new approach will serve to build better relationships and increase trust between building operational staff, particularly school staff, and DGS Building Managers, while also positioning the agency to address work orders more efficiently.
- Salesforce Enhancements:
 - In FY21 and FY22, the agency continued to enhance and utilize the Salesforce platform for budgeting (covid and asset based) and operations initiatives, using available resources.

- DGS Maintains Pilot:
 - In FY21, the agency piloted DGS Maintains at a couple Department of Parks and Recreation Centers to assist in understanding trends and service requests desired of residents.
 - In FY22, DGS is reviewing the data from the pilot to improve service provision at DPR sites.

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

For the agency's organizational charts, please see:

- *Attachment Q11- DGS Org. Chart as of 2-16-22;* and
- *Attachment Q11- FMD Org. Chart as of 2-16-22.*

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

Office of the Director

Includes staff and organizational units needed to carry out the overall plan and direction of DGS including coordination and management for energy management, information technology, resource allocation, human resources, operations and the administrative functions of the office.

- Chief Administrative Officer

The Chief Administrative Officer serves as the principal advisor on DGS's administrative management operations, such as budget and IT. The department provides administrative direction for assignments in terms of broadly defined objectives, missions, and functions of the agency; and general guidance on new or revised policies affecting program operation and strategic goals and objectives.

- Chief Operating Officer

This department oversees the day-to-day operations of the Office of the Director. The office has the responsibility, authority and accountability for overseeing cross functional operations that include legal, fleet management, human resources, communications, customer service and performance management activities within the Department.

- General Counsel

The General Counsel is the chief legal officer of DGS. The General Counsel serves as the legal advisor to the Director of the agency and is responsible for the sound and efficient management of the legal affairs of DGS

Portfolio Management Division

Coordinates lease administration, allocation of owned and leased properties to District agencies, property acquisition and disposition, fixed-cost forecasting, and rent collection from entities leasing District-owned property

Sustainability and Energy Division

Committed to building and operating District facilities that are energy efficient and provide a comfortable working environment and have environmentally responsible recycling programs; coordinates the Agency's integrated planning, strategies, tools, resources, and educational outreach.

Capital Construction Services Division

Implements and oversees the Department's capital improvement program for client agencies within the District and executes the capital budget program, which includes the rehabilitation of existing real property facilities and construction of new facilities supporting the District

Contracting and Procurement Division

Provides services and support in procuring for the District: (a) construction, architecture and engineering services; (b) facilities maintenance and operation services; (c) real estate asset management services, including leasing and auditing; (d) utility contracts; and (e) security services.

Facilities Management Division

Coordinates the day-to-day operations of District-owned properties by: (a) Maintaining building assets and equipment; (b) performing various repairs and non-structural improvements; and (c) providing janitorial, trash and recycling pickup, postal, and engineering services.

Protective Services Division

Coordinates and manages the security and law enforcement requirements for District government facilities.

12. Please provide a narrative explanation of any changes made to the organizational chart during the previous year.

There were no changes to the agency's organizational chart during the previous year. While the agency did reassign some building management specialists as part of our Building Manager realignment initiative (see response to question 10 for more information), this reassignment only impacted coverage areas. The organization structure of the agency did not change as a result of these reassignments and, consequently, there were no organizational chart changes.

13. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate if the position must be filled to comply with federal or local law.

Please see *Attachment Q13- Schedule A*.

14. Please list all employees detailed to or from your agency. 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.

There are no employees currently detailed to or from DGS.

15. Please provide the Committee with:

- a. A list of all employees who received or retained cellphones, personal digital assistants or communications devices at agency expense in FY 21 and FY 22 to date;

Please see *Attachment Q15a- Mobile Communication Devices Inventory*.

- 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 FY 21 and FY 22, to date;

Please see:

- *Attachment Q15b- Vehicle Inventory*; and

- *Attachment Q15b - Vehicle Accidents FY21 and FY22*

c. A list of travel expenses, arranged by employee for FY 21 and 22, to date, including justification for travel;

Due to the continuation of the COVID pandemic, DGS has not supported employee travel in FY21 or FY22, to date. As a result, there are no travel expenses in FY21 or FY22 to-date.

d. A list of total workers' compensation payments paid in FY 21 and FY 22, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Please see *Attachment Q15d- Workers Comp.*

16. For FY 21 and FY 22, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Please see the agency cost for mobile communications and devices, broken out by fiscal year below:

- FY 21: \$346,068.96
- FY 22: \$87,751.21

17. Please separately list each employee whose salary was \$100,000 or more in FY 21 and FY 22, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Please see *Attachment Q17- \$100,000+ Salary List.*

18. Please list in descending order the top 25 overtime earners in your agency in FY 21 and FY 22, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned.

Please see *Attachment Q18- Top 25 Overtime Earners List.*

19. For FY 21 and FY 22, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus special pay or separation pay.

Please see *Attachment Q19- Special Pay Report.*

20. 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.

Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

Please see *Attachment Q20- List of Collective Bargaining Agreements*.

Please see *Attachment Q20- Hard Copies of Collective Bargaining Agreements*.

21. For FY 21 and FY 22, to date, please list all in-District transfers to or from the agency.

Please see *Attachment Q21- ID Transfers*.

22. For FY 21 and FY 22, 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:

- The revenue source name and code;
- source of funding;
- A description of the program that generates the funds;
- The amount of funds generated by each source or program;
- Expenditures of funds, including the purpose of each expenditure;
- The current fund balance

Please see *Attachment Q22- Special Purpose Revenue Funds*.

23. For FY 21 and FY 22, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Please see *Attachment Q23- Purchase Card Spending*.

24. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 21 and FY 22, 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.

Please see response to Question 21 above for the effective and termination dates of each MOU. For hard copies of the MOUs, please see:

- *Attachment Q24- FY21 MOU Hard Copies*; and
- *Attachment Q24- FY22 MOU Hard Copies*

25. Please list all open capital projects and capital projects in the financial plan under the agency's purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

Please see *Attachment Q25-Implemented Projects Balance Report*.

26 . Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogramming etc,) and actual spending by program, activity and funding source for FY 21 and the first quarter of FY 22. Please detail any over or under spending and if the agency had any federal funds that lapsed.

- Please see Attachment Q26- Budget Variance FY21.
- Please see Attachment Q26- Budget Variance FY22.

27. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 21, or FY 22. For each, include a description of the need and the amount of funding requested.

In FY 2021 and FY 2022, to date, the Department of General Services worked with the Office of the Mayor and the Budget team to ensure that the agency had sufficient funding. Based on these discussions, the Mayor provided multiple budget enhancements in FY 2020 and FY 2021.

These budget enhancements include:

FY 2021

- \$13M of one-time funding for the Facilities Maintenance Division to replace an offsetting reduction of recurring funds;
- \$4M of one-time funding for the Protective Services Division to align with projected costs;
- \$838K of one-time funding for Circulator auto-fuel costs; and
- \$809K for rent increases.

FY 2022 (as part of FY22 approved budget)

- \$2.5M for fixed-cost increases (primarily in energy);
- \$1.5M one-time funding for build-out costs associated with 2850 NY Ave;
- \$500K one-time funding for FCA licensing costs;
- \$1.7M for PSD to support ongoing security operations across the District;
- \$397K for 3 FTEs to increase support for DGS’ C&P division;
- \$250K for Birney lease occupancy costs;
- \$150K for Asset Management to provide updated design guidelines;
- \$727K to fund the Public Facilities Environmental Safety Act;
- \$300K of one-time funding to also support the Public Facilities Environmental Safety Act;
- \$268K for 3 FTEs for the Zero Waste Omnibus Amendment Act of 2020;
- \$200K for the Kingman-Rosedale water connection project (ARPA one-time funding); and
- \$175K of one-time funding for the Marion Barry Art Installation Program.

28. Please list, in chronological order, each reprogramming that impacted the agency in FY 21 and FY 22, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

- Please see *Attachment Q28- FY21 Reprogrammings*
- Please see *Attachment Q28- FY22 Reprogrammings*

29. Please list each grant or sub-grant received by your agency in FY 21 and FY 22 to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The Department of General Services did not receive any grants in FY21 and has not received any grants in FY22, to date.

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

At the request of the DC National Guard (DCNG), DGS has 22 FTEs in its intra-District budget pursuant to an annual MOU between the DCNG and DGS for DGS to provide 24/7 security at the DC Armory. The DCNG receives an annual federal grant for this purpose from the National Guard, and then MOUs DGS the funds. Since the DCNG's receipt of the federal grant is subject to annual appropriation, DGS has hired the guards on a term basis.

31. Please list each contract, procurement, and lease entered into or extended by your agency during FY 21 and FY 22, to date. For each contract, please provide the following information where applicable:

- The name of the contracting party;
- The nature of the contract, including the end product or service;
- The dollar amount of the contract, including amount budgeted and amount actually spent;
- The term of the contract;
- Whether the contract was competitively bid,
- The name of the agency's contract monitor and the results of any monitoring activity; and
- The funding source

Please see the following attachments, broken out separately between contracts/procurements and leases:

- *Attachment Q31- FY 21 & FY 22 Contracts and Procurements*
- *Attachment Q31 - FY21 and FY22 Leases (New and Extended)*

32. What is your agency's current adjusted expendable budget/or CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

Please see below the responses related to FY21 broken out by sub-question:

- DGS adjusted expendable budget for CBEs= \$565,150,346.04
- SBE expenditures = \$282,575,173.02
- % of Expendable Budget Spent with SBEs or CBEs = 129.87%. The agency's annual goal was met by utilizing SBE firms.

Preliminary FY22 data is currently being reviewed for the first quarter numbers. The agency looks forward to updating the Committee on our FY22 SBE and CBE spend when final data is available.

33. 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 to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

Please see *Attachment Q33--List of Lawsuits naming Agency as Party FY 21-22.*

34. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 21 or FY 22, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Please see *Attachment Q34- List of Settlements FY21-22.*

35. Please list the administrative complaints or grievances that the agency received in FY 20 and FY 21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 21 or FY 22, to date, describe the resolution.

In FY21 and FY22, to date, the Department of General Services has received a total of five (5) administrative complaints, and eight (8) grievances from individual employees and bargaining units (Class Action). The process for responding to complaints and grievances

varies depending on the procedures outlined in any respective working conditions collective bargaining agreement. In the event that a non-Union employee, or a contractor, submits a formal complaint or grievance, the Agency follows the DCHR Grievance Process outlined in Chapter 16 of the DC personnel regulations. Please see below for a list of administrative complaints and grievances.

- Administrative Complaints

- T.T.- Employee described ongoing tension and escalating conflict with supervisor. Follow up pending further management discussion as Supervisor was reassigned.
- W.W. – employee requesting voluntary reduction in grade from Sergeant to Lead Officer. Request to be discussed upon employees return from FMLA.
- C.V. – employee alleged violation of the District’s anti-bullying policy. Allegations directly related to pending issuance of corrective action. Allegations subsequently included in employee’s written response to proposed suspension. No further action, suspension upheld.
- T.F. – Employee alleged PSD official had inappropriately engaged in investigation of his enrollment in police academy at a university. After written statements by two supervisors, Formal recommendation to management for formal corrective action via written reprimand for both supervisors involved. Formal recommendation for reassignment of one supervisor to different reporting location.
- E.J. – Employee via Union complained regarding air quality and ventilation in 1250 U Street offices. Airflow/balancing report was completed and results reflected proper airflow calibration.

- Grievances

- Teamsters 639
 - Class Action re Plumber Classification – Union submitted grievances on behalf of plumber members who are to be reclassified due to having licensing. DCHR desk audit decision has been transmitted to employees with licenses effectively making them grade 10s. This has been updated and grievance was resolved.
- Teamsters 730
 - Class Action re SW Classification – Union submitted grievances on behalf of supervisory members who are to be removed from the bargaining unit. Members issued notification per OLRCB that they are not a part of Teamsters.

- J.S. – Employee submitted grievance alleging pay disparity between Grade 10 and Grade 15 despite performing the same duties. Review of grievance showed employee was properly classified and currently at the highest possible grade/step on the negotiated pay scale. Employee and Union advised ongoing Classification Review might address and right size employee pay.
- FOP-PSD
 - Class grievance alleging violations of Comp 1 and 2 Agreement related to four employee term extensions for 90 days vs full fiscal year, and not converting positions to permanent. Review by HR of information brought about an extension being issued to all 4 employees in question for remainder of fiscal year, resolving the grievance.
 - Class Action: Union alleged violations of Working Conditions and Compensation agreement stemming from 12-hour duty schedule implemented in response to DCNG emergency need. Arbitration date to be determined through OLRCB.
 - Class Action re Denial/Rescission of leave due to COVID – Union submitted class action grievance on behalf of its members alleging a violation of the working conditions and compensation agreements following the Agency’s denial and rescission of requested and previously approved leave. Grievance was denied as the action was taken in the best interest of Agency operations and response to the declared health emergency. In addition, the action was supported by emergency HR provisions approved pursuant to the Mayor’s Order declaring the health emergency.
 - Class Action re Training – Union submitted a Class Action grievance pursuant to the CBA alleging Agency failure to provide adequate training for Special Police Officers. Agency denied grievance based on position requirements outlined in official position description, actual duties performed, and limited jurisdiction. Matter escalated to arbitration, decision made, DGS currently rectifying training requirements with Union input. Recruitments on hold until training is finalized.
- AFGE 631
 - J.A. – Employee was removed following a positive drug test result, in accordance with Chapter 4 of the DC personnel regulations. Grievance was dismissed, as it was filed with DGS as opposed to DCHR, which actually facilitated the removal. Matter was escalated to

arbitration, during which it was determined that DCHR failed to provide proper due process, entitling the employee to be reinstated.

36. Please list and describe any spending pressures the agency experienced in FY 21 and any anticipated spending pressures for the remainder of FY 21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 21, describe how it was resolved, and if the spending pressure is in FY 22, describe any proposed solutions.

In FY 2021, the Department worked with the Office of the Mayor and the Budget team to ensure sufficient funding to avoid any spending pressures. Following the same practice of FY 2021, the Department of General Services will work with the Mayor's office and Budget team to ensure the agency remains sufficiently funded in FY 2022.

37. Please provide the number of FOIA requests for FY 21, and FY 22, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of /tours spend responding to these requests, and the cost of compliance.

- Please see *Attachment Q37- FY21 FOIA Requests*.
- Please see *Attachment Q37- FY22 FOIA Requests*.

38. Please identify all electronic databases maintained by your agency, including the following:

- **A detailed description of the information tracked within each system**
 - **ARCHIBUS** is an integrated workspace management system that provides condition assessment, real property management, building operations management, energy management, space management amongst other functions to maintain the lifecycle of assets and properties.
 - **SalesForce** is an enterprise platform-as-a-service (PaaS) solution that allows us to build and deploy cloud applications. The platform provides tools and services to automate business processes, integrate with external applications and provide a responsive layout to users. Specifically, DGS uses the Salesforce platform to provide a portal to our work order system which allows them to submit and track work orders, as well as integrate with the 311 call center. Additionally, the platform is used by all divisions and units within DGS where numerous applications have been developed and launched to support business processes and workflows to include things such as budget management, contacts and procurements, human resources, and asset management.

- **Rs2 Access Control and monitoring system** maintains the entry and exit points of government offices and properties through managed secure devices such as badge readers and turnstiles.
 - **Geotab** is a cloud-based fleet management software that provides GPS vehicle tracking, custom mapping, driver behavior management, and advance reporting on DGS fleet vehicles.
 - **EnergyCap** is a cloud-based utility bill management system used to audit, manage, and track all energy or non-energy commodity and energy bill details.
 - **Project Teams** is a cloud-based project management solution utilized by construction teams for maintaining functions such as project budgets, change management, project files, RFI's and submittals.
 - **The Contractor Performance Management System (CPMS)** is a custom application that provides the DGS Contract and Procurement division the ability to plan, review, and track the details of awarded contracts as well as notify contract administrators of contract changes.
 - **QuickBase** is the backend of the DGS Operations Portal. It is a Platform as a Service (PaaS) solution leveraged to host the DGS Operations Portal, store common documents, and manage IT and logistics inventory.
 - **ENERGY STAR Portfolio Manager** is the federal EPA database where DGS submits and reports on the energy and water performance of more than 300 DGS buildings.
- **The age of the system and any substantial upgrades that were made in FY 21 or FY 21, to date, or that are planned for the system;**
 - ARCHIBUS – 15+ years
 - Salesforce - 10 years
 - Rs2 Access Control and monitoring system - 7 years
 - Geotab - 4 years
 - Energy Cap - 4 years (FY21 – BillCapture feature will be installed to remove manual processes)

- Project Teams - 2 years
- The Contractor Performance Management System (CPMS) - 3 years
- **Whether the public is currently granted access to all or part of each system; and**
 - ARCHIBUS – No
 - Salesforce - No
 - Rs2 Access Control and monitoring system - No
 - Geotab - No
 - Energy Cap - No
 - Project Teams - No
 - The Contractor Performance Management System (CPMS) - No
- **Whether the public could be granted access to all or part of each system**
 - ARCHIBUS – No
 - Salesforce – Yes partial, DGS shares information through the community portals to the public (such as capital project updates, school readiness work order completions, and the DCPS HVAC Dashboard)
 - Rs2 Access Control and monitoring system - No
 - Geotab - No
 - Energy Cap – No
 - Project Teams - No
 - The Contractor Performance Management System (CPMS) - Yes, accessible through the DGS website under Contracts and Procurement
 - ENERGY STAR Portfolio Manager – this is public information on open.dc.gov

39. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 21 and FY 22, to date.

Please see below a list of investigations, audits, or reports on the agency completed in FY21 and FY22, to date.

- “Eliot-Hine Middle School Construction Closeout Report” by Office of the District of Columbia Auditor. The final report was published January 18, 2022.
- Office of the Inspector General follow-up audit of fiscal year 2020 entitled “Management of the District’s Real Property Assets and Leasing Processes Needs Significant Improvement, Which Could Lead to Substantial Cost Savings (Report No 16-1-12AM, Issued 8-17-2017)”
- Office of the Inspector General follow-up audit of its fiscal year 2020 audit entitled “Oversight of Contracts for District Facilities Modernization and New Construction Projects Needs Improvement”. (Originally issued May 15, 2020)

40. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 21 and FY 22, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

In FY21, DGS entered into a contract for a sampling study of recreational space surfaces via Department of Energy and Environment (DOEE) funding through an MOU with DOEE. This work is to support DOEE’s efforts to comply with the reporting requirements under DC Official Code § 10–171.03(a)(1). The results of the study will be included in DOEE’s full report.

41. Please list any taskforces, committees, advisory boards, or membership organizations in which the agency participates.

DGS is a member of the following task forces and other organizations:

- Turf Working Group;
- Inter-agency Council on Homeless (ICH);
- Storm Water Management Working Group;
- Zero Waste Working Group;
- Clean Energy Working Group;
- Resiliency Cabinet;
- Metropolitan Washington Council of Governments (MWCOG);
- Access for All (subset of MWCOG, above);
- Anacostia Waterfront Interagency Working Group;
- Chesapeake Partner Advisory Group;
- Commemorative Works Committee;
- District’s Disability Integration Initiative Working Group;
- Reconsideration and Resolution Committee (RRC) Review Team;

- Urban Forestry Advisory Council;
- Building Energy Performance Standards;
- 311 Working Group;
- National Institutes of Government Purchasing (NIGP);
- Kingman Island Park Advisory Team;
- Southwest Resiliency Strategy Interagency Working Group;
- Civic Infrastructure Facilities Initiative (CIFI Interagency Planning Team);
- DPR Master Park Planning Team;
- Inauguration Security Sub Committee;
- Dept. of Health Services (DHS) Sub Committee;
- American Society of Industrial Security (ASIS);
- DHS Critical Infrastructure Working Group; and
- Building Energy Performance Standards Task Force.

42. The Protecting Our Children Emergency Amendment Act of 2021 and related legislation required the Department to produce biweekly reports containing the status of DCPS HVAC work orders beginning November 1, 2021. As of the date of this letter the Department has missed 7 consecutive reporting deadlines (Nov. 1, Nov. 15, Nov. 29, Dec. 13, Dec. 27, Jan. 10, Jan. 24). The Department and the Office of Policy and Legislative Affairs have indicated that you are working to render the required data in a user-friendly format. The Committee emphasizes that the law’s reporting requirements are not conditioned on the formatting of the data.

- Please provide a spreadsheet of Salesforce data regarding current DCPS HVAC work orders.**
- Please list the date of the most recent inspection of each DCPS HVAC system.**

As part of the agency’s commitment to increasing transparency, in FY22 DGS has begun to implement a public-facing HVAC Dashboard for DC Public Schools (DCPS) Facilities. The dashboard currently includes open HVAC work orders, and HVAC inspection data. As the agency works to build out the dashboard, we plan to include temperature comfort readings and completed HVAC work orders. The Dashboard can be found here: <https://dgs.dc.gov/service/dgs-dcps-hvac-public-dashboard>.

43. The Department’s FY 20 Performance Accountability Report claimed that “the HVAC Deficiency Dashboard is being used by the Facilities Management Division to better understand and tackle facilities with chronic and long-lasting HVAC issues.” The Department’s response to last year’s performance oversight pre-hearing question 95 claimed that the Department had automated aspects of that dashboard. What is the status of that dashboard function? Why hasn’t the Department used it to comply with the Protecting Our Children laws?

As part of the agency’s commitment to increasing transparency, in FY22 DGS has begun to implement a public-facing HVAC Dashboard for DC Public Schools (DCPS)

Facilities. The public-facing dashboard has been constructed, in part, with data that was previously housed internally at the agency. The dashboard currently includes open HVAC work orders, and HVAC inspection data. As the agency works to build out the dashboard, we plan to include temperature comfort readings and completed HVAC work orders. The Dashboard can be found here: <https://dgs.dc.gov/service/dgs-dcps-hvac-public-dashboard>.

44. Does DGS plan to use a “summer blitz” strategy for addressing outstanding maintenance issues in schools in 2022? Why or why not?

This year, DGS is moving away from the summer blitz strategy, and instead focusing on providing ongoing and intensified maintenance efforts at schools throughout the year. Please note, however, that some work orders can only be addressed outside of normal school operations. Given this reality, the summer break period and other school year breaks will still be an important aspect of closing out work orders. In partnership with the Mayor and her team, DGS has leveraged ARPA and contingency funds for the below maintenance initiatives:

- \$15.7M from ARPA funds, to ensure appropriate ongoing maintenance of our COVID-related upgrades and ensure properly functioning HVAC systems to keep DCPS classrooms well-ventilated to reduce the probability of spreading COVID-19;
- \$6M from contingency funds to invest in a major work order reduction effort at DCPS facilities; and
- \$10M in reprogrammed ARPA funds (REPROG24-0072, pending Council passive approval), to be broken down as follows:
 - \$2M to support snow activities;
 - \$2.3M to support our DCPS CMCs; and
 - An additional \$5.7M to support HVAC needs, including funding for heating and the coming changeover to cooling season.

45. In schools where contingency temperature control equipment (spot coolers, window units, hanging heaters, etc.) are deployed, what is the Department’s process for ensuring that this equipment is producing comfortable temperatures?

DGS takes both direct and ambient temperature readings after contingency equipment is deployed, to ensure the equipment is working appropriately and temperatures are within industry standard comfort ranges. Given that conditions can change with weather fluctuations after initial installation, DGS also monitors the work order system for any schools that may report through the work order system that additional contingency equipment is needed. DGS standard operating procedure is to warehouse extra contingency equipment in order to ensure that there is always an option to add more equipment if it is found to be needed. In addition, DGS has deployed temperature readers in schools to provide for remote live ambient temperature reporting. DGS plans to make this temperature data publicly available via the new DCPS HVAC Dashboard.

- a. **Does the Department provide schools with the tools to take accurate temperature readings for use in opening and resolving temperature regulation work orders?**

Classrooms and other rooms are equipped with thermostats that indicate temperature, and contingency cooling equipment also includes a temperature reading on the equipment. It is important to note, however, that schools do not need to provide a temperature reading in order to open a work order. If room occupants feel that a room is not a comfortable temperature, the school can open a work order and DGS will respond.

46. Please provide a list of schools that have not yet been modernized, or that have only received a phase one modernization, including:

- a. **The school name;**
- b. **The Ward where the school is located;**
- c. **The current capacity; and**
- d. **The current facility condition rating.**

Please see *Attachment Q46- Unmodernized DCPS Inventory*.

47. As of September 2021, Director Anderson anticipated that the Department would be able to present a proposal for a public-facing work order dashboard to the Committee in short order. If a proposal is ready, please provide it as an attachment. If not, when can the Committee expect a presentation on this important transparency measure?

As part of the agency's commitment to increasing transparency, in FY22 DGS has begun to implement a public-facing HVAC Dashboard for DC Public Schools (DCPS) Facilities. The public-facing dashboard has been constructed, in part, with data that was previously housed internally at the agency. The dashboard currently includes open HVAC work orders, and HVAC inspection data. As the agency works to build out the dashboard, we plan to include temperature comfort readings and completed HVAC work orders. The Dashboard can be found here: <https://dgs.dc.gov/service/dgs-dcps-hvac-public-dashboard>.

48. The Committee is aware of at least two schools where gas leaks or gas-like smells disrupted operations in recent years: Seaton ES and Langdon ES. At Seaton, firefighters reportedly inspected the boiler and did not clearly communicate to school leadership that the school should not open on schedule. Please describe the Department's protocols for

assessing gas leak reports and liaising with FEMS and client agencies, including any changes to these protocols in the wake of the incident at Seaton.

In terms of general policy, when a school suspects there is an active gas leak, the school will dial 911, who will dispatch the Fire department (FEMS) to assess. FEMS clears the building, if they confirm the presence of a gas odor, contacts Washington Gas and also notifies DGS. Washington Gas will then assess and diagnose the source of the gas leak, and confirm with DGS what repairs should be made. After the repairs are completed by DGS, Washington Gas inspects the repair, confirms that the situation is safe, and clears the facility to turn the gas back on.

Specifically with regard to Seaton Elementary and Langdon Elementary, DGS records indicate that the above policy was followed in both cases. At Seaton Elementary, there was a gas leak on January 20, 2022. All steps as indicated above were followed and the leak was repaired by DGS by 5:00pm, the same day. This allowed the school to reopen safely the next day (January 21, 2022). With regard to Langdon Elementary, the last reported gas odor occurred in January of 2020. DGS made the repair in accordance with all policies and is not aware of any reports of a gas odor at Langdon within the last two years.

49. The Department's FY 21 Performance Accountability Report mentions a shortfall in school projects staying on budget relative to your goals, but also suggests that the Department has a new management practice to match resources to costs. Please clarify – were these projects actually over budget? If so, what contributes to this outcome?

Through the Department's use of ProjectTeam, we have been better able to organize and report-out the financial obligations for all capital projects. These projects were not over budget, but previous reports had erroneously classified submitted change orders as being "overbudget" when, in fact, they were either absorbed cost by a general contractor or already funded within the contract. Moving forward, DGS will leverage ProjectTeam data to adjust the PAR to better reflect how change orders are handled.

50. In response to last year's performance oversight pre-hearing question 63, the Department explained that an average classroom will receive 3 air changes per hour, in keeping with the recommendations of the Department's independent COVID HVAC consultant (Setty)—but only if "standard HVAC" is functioning in addition to freestanding HEPA units. Since then, the Committee has repeatedly heard from school communities concerned about the amount of air filtration provided in schools.

A. Has DGS followed up with Setty or other experts to confirm that 3 air changes per hour are sufficient for COVID safety following the emergence of the omicron variant, which is reportedly more transmissible?

DGS works daily with the Setty Firm to ensure that indoor air quality (IAQ) is not compromised. A daily report is shared with DCPS leadership, which indicates IAQ

levels throughout the entire DCPS portfolio. Additionally, a monthly public-facing report is generated indicating the overall score for the month. Since the adoption of this plan in early 2021, DCPS schools have operated within the acceptable industry-standard ranges for IAQ.

B. Has DGS provided follow-up training to school directors of strategy and logistics or other appropriate on-site authorities or conducted QA testing to ensure that schools remain in compliance with Setty’s detailed air management recommendations?

DGS works daily with DCPS leadership along with Setty to monitor, adjust and report any adjustments needed to ensure quality assurance. Additionally, DGS has increased its building management presence to ensure more engagement with DCPS liaisons, principals and onsite foremen. This tactical approach ensures that any concerns are addressed in a timely manner.

C. How does DGS ensure adequate air changes per hour when building air conditioning malfunctions?

DGS continues to monitor the facility through IAQ sensors. It is important to note that the IAQ sensor system is separate and apart from the central HVAC system, and continuously runs even if the HVAC system goes offline. Through the daily reporting with Setty PE, DGS can still monitor and take any necessary steps to ensure the appropriate level of fresh air is introduced to the building.

51. An independent auditor engaged to review the Eliot-Hine modernization closeout found that “the project is generally well controlled and accounted for,” but identified opportunities for improvement including regular monitoring for First Source violations so that they can be remedied mid-performance. Please describe any specific First Source monitoring changes that the Department has implemented since receiving the auditor’s preliminary findings and recommendations on this topic. Have these changes resulted in identification of any First Source violations on other projects?

It is important to note that the Auditor of the District of Columbia confirmed in their audit that DGS does indeed monitor projects for First Source compliance and confirmed that the Eliot-Hine project is “generally well controlled and accounted for.” At this time, to the best of the agency’s knowledge, all construction projects continue to be compliant with First Source requirements. The agency will continue monitoring all projects for First Source compliance and continue working closely with the Department of Employment Services on this monitoring process.

52. Please provide an update on the recent sewage breach event at Tubman ES and the Department’s efforts to prevent future breaches.

DGS thoroughly inspected the building and identified that the issue was the result of the improper disposal of non-flushable wipes in the toilets. DGS has worked with DCPS to

post signs throughout the school building to remind students and staff of the need to dispose of any items that are not toilet paper in the trash cans. The area impacted by the sewage was inspected by an independent Certified Industrial Hygienist (CIH), which determined that the area had been properly cleaned and there were no health or safety impacts as a result of the flooding that occurred. DGS has inspected the lines and could find no indication of broken lines at this time. Given that situation, DGS has reason to believe the sewage line is structurally sound and that blockages should not recur if the toilets are used as indicated by the posted signage.

53. The CleanEnergyDC Omnibus Amendment Act of 2018 required the Department to prepare a Strategic Energy Management Plan by January 1, 2020. The deadline has been repeatedly extended. In its response to last year’s performance oversight pre-hearing question 3, the Department wrote that it was working on “the finalization of the SEMP report.” The Department subsequently requested an extension to January 1, 2022. As of the date of this letter, the Department still has not released the SEMP. Why? When will the SEMP be released?

DGS is currently in the final review stages of the SEMP. DGS is engaging client agencies to help with this review to ensure it is reflective of their operations and actionable. Once this final review is complete, DGS will release the SEMP publicly. The agency looks forward to releasing this plan and implementing it.

54. In FY 21 and FY 22, to date, how many property-specific renewable energy feasibility studies did the Department prepare and post on its website pursuant to DC Code 10-551.05(c-1)?

The Department has been conducting solar feasibility studies since as early as 2013, on a rolling basis as the agency’s portfolio changes. DGS updated its Solar Feasibility study in FY22, covering 433 sites, and the agency is currently working to post the study to the website as soon as possible.

55. For each new building of 10,000 square feet or more added to the Department’s portfolio in FY 21 and 22 to date, please specify whether the Department pursued net zero energy (NZE) readiness.

DGS, in collaboration with DCPS, delivered its first NZE sites -- Banneker High School and John Lewis Elementary School -- in August 2021. DGS’ stated intent has always been to pilot net zero energy buildings, gathering at least a year of data and user feedback, before further scaling the NZE model. In accordance with that plan, DGS is carefully monitoring the performance of the first two NZE-ready schools to inform any future NZE-ready projects.

It is important to note that not every construction project may be the right fit for NZE. Factors that influence NZE-readiness include the following: site conditions for ground source heat pumps; project scope (e.g., new construction vs. smaller scope modernizations); historic constraints; floodplain location; and operating characteristics

such as 24/7 operations and high air exchange (e.g., a FEMS truck bay). More information on the potential and constraints for NZE will be included in the Strategic Energy Management Plan (SEMP), and the agency looks forward to discussing further with the Committee and the community once the SEMP is finalized.

56. For each new building project of 10,000 square feet or more that the Department commenced in FY 21 or FY 22 to date and has not yet completed, please specify whether the Department is pursuing NZE readiness. For each non-NZE new building project, please briefly explain the Department's reasons for not pursuing NZE readiness.

Stead Park Recreation Center, which has been designed to Net Zero Energy standards, is set to begin construction this Spring.

DGS continues to explore additional sites for potential NZE projects, but it is important to note that not every construction project may be the right fit for NZE. Factors that influence NZE-readiness include the following: site conditions for ground source heat pumps; project scope (e.g., new construction vs. smaller scope modernizations); historic constraints; floodplain location; and operating characteristics such as 24/7 operations and high air exchange (e.g., a FEMS truck bay). More information on the potential and constraints for NZE will be included in the Strategic Energy Management Plan (SEMP), and the agency looks forward to discussing further with the Committee and the community once the SEMP is finalized.

57. The Department's FY 21 Performance Accountability Report claims that you did not meet methane gas consumption targets because of the need for extra ventilation during the COVID pandemic. How many facilities rely on methane gas to power their ventilation equipment (as distinct from heating)?

While the fan motors that pull in and distribute outdoor air and flush-out indoor air are electric, increased ventilation due to COVID protocols also necessitates increased conditioning of outdoor air, which is the primary driver of increased energy consumption. During heating season, this is accomplished by a mix of natural gas and electricity depending on HVAC system type, driving an increase in year over year natural gas consumption.

58. Please provide an update on the Sustainability and Energy Division's achievements in FY 21 and FY 22 to date.

Recent accomplishments of the DGS Sustainability and Energy Division include the following:

- In FY21, DGS delivered the District's largest ground mount community solar facility -- Oxon Run Community Solar;

- In FY21, DGS launched its retrocommissioning (RCx) program and is presently completing investigation, calibration, and repairs at 14 sites;
- In FY21, DGS completed the alpha version of the Sustainable DGS utility dashboard, which is undergoing standard security reviews by the Office of the Chief Technology Officer. Once the security reviews are complete, DGS-SE will make additional enhancements to the dashboard before releasing it to the public; and
- In FY22, DGS plans to release the Strategic Energy Management Plan (SEMP), which is currently undergoing final review before it is released to the public. DGS-SE anticipates the SEMP to be a living document, which is occasionally updated to reflect modernization schedule changes, new technologies, and any other emergent factors.

59. Please describe any changes to the Department's internal training practices in FY 21 and FY 22 to date regarding energy efficient construction, energy efficient building maintenance, renewable energy systems, and other green technologies.

New DGS internal training practices in FY21 and FY22, to date, related to the DGS-SE mandate include:

- DGS provided Building Retuning Training (BRT) for 15 Boiler Plant Operators (BPO). The training allows BPOs to identify savings and efficiency opportunities at their buildings. Asynchronous training covering Building Automation Systems and DGS' enteliWEB platform was made available to all BPOs;
- A core component of the Retro-commissioning (RCx) work being performed by DGS-SE is training BPO's on how to maintain the system optimizations being implemented as part of the RCx, as well as to how to self-perform Ongoing-commissioning (OCx);
- Multiple DGS-Sustainability and Energy staff are currently taking the Certified Energy Manager (CEM) training program; and
- DGS-SE has held a series of informational sessions on the Strategic Energy Management Plan (SEMP) with different divisions and client agencies to train staff on best practices for optimized energy performance.

60. Please describe the Department's efforts in FY 21 and FY 22 to date to cultivate competence with energy efficient construction, energy efficient building maintenance, renewable energy systems, and other green technologies among the District's small and local businesses.

DGS has involved Consolidated Maintenance Contractors (CMCs) during its retrocommissioning and ongoing commissioning processes, so these local CBEs can learn about and continue to implement these building efficiency measures. By awarding

the solar IDIQ contract to 11 solar developer CBEs, DGS will also be cultivating sustainability competence among the local renewable energy businesses.

61. Will DGS be providing DPW with auto fuel estimates for FY 2023? If so, when will those be provided to DPW? Please provide a copy of those estimates to the Committee upon their transmittal to DPW.

DGS will not be providing DPW with auto fuel estimates for FY 2023. The management and financial obligation were transferred to DPW during FY 2022 budget formulation, positioning DPW to construct their own auto fuel estimates.

62. Will DGS be running its own auto fuel estimates for FY 2023 for internal use, that the agency does not intend to provide to DPW? If so, please provide a copy of those estimates to the Committee upon their completion.

DGS does not intend to run its own auto fuel estimates for FY 2023, as this responsibility has been transferred to DPW.

63. On January 1, the prohibition on gasoline-powered leaf blowers pursuant to the Leaf Blower Regulation Amendment Act of 2017 went into effect.

a. Has DGS replaced all gasoline-powered leaf blower devices used by agency staff?

Yes, DGS has purchased electric blowers to replace all gasoline equipment.

b. Has DGS provided guidance to facilities and maintenance staff on the prohibition on the use of these devices? To contractors?

Yes, all DSG employees and supervisors are aware of this act. DGS management had meetings with all Grounds Maintenance vendors prior to January explaining the enforcement and adherence to this act. The agency's Contract and Procurement Division also sent out information on the act to the agency's Grounds Maintenance vendors.

64. The FY 2022 budget included funding to implement provisions of the Zero Waste Omnibus Amendment Act regarding waste diversion at District facilities and agencies. Specifically, these funds would support programming to promote reduction, reuse, repair, donation, recycling, and composting, and require agencies to designate a staffer to oversee compliance with our waste diversion laws.

a. Please provide an update on the agency's work to recruit and hire the three FTEs necessary to support this work.

DGS is currently working to post all three positions and seeks to get qualified candidates for the positions as soon as possible.

- b. What plans does DGS have for the waste diversion programming required under the Act? Is DGS developing training materials – and, if so, when will those be ready for use?**

DGS is an active member of the Interagency Waste Reduction Working Group which will collectively ensure all training programs and materials are coordinated across the different client and implementing agencies. DGS plans to make training materials available to its client agencies, and assist with onsite trainings, across the government operations cluster of sites. All materials will be available online.

- c. Has DGS informed agencies of their obligation to designate a staffer to oversee compliance with our waste diversion laws? Has the agency set a deadline for agencies to provide that designee's name to DGS?**

The Interagency Waste Reduction Working Group will ensure each DC government agency has assigned a staff member dedicated to waste diversion. DGS will work closely with each designated member across the government operations cluster of buildings to ensure waste diversion programming is understood and achievable.

- d. Will DGS be compiling a list of agency designees that it can share with the Committee?**

Establishing agency level designees is the responsibility of the Interagency Waste Reduction Working Group. DGS will work with these members as well as site-level contacts to provide information regarding service collections, outreach efforts and training materials that are created. Once DGS has hired and onboarded the 3 dedicated FTEs it can provide the Committee with further information about the specific designees.

- e. How will DGS track these staffer's efforts to ensure agency compliance with our waste diversion laws? Will DGS be auditing agency efforts?**

DGS will task the 3 new FTEs with keeping track of whether each agency is training their staff annually and if standardized signage is properly in place. Broader compliance with solid waste management and diversion activities and policies, and sustainable waste management and diversion practices, policies, and techniques will be collectively handled by the Interagency Waste Reduction Working Group.

65. As of the date of this letter, a page on the Department's website^[1](<https://dgs.dc.gov/page/5-steps-recycle-right>) regarding school waste

management links to a “Master Hauling Schedule” dated from school year 2016-17. The Committee has heard concerns about inconsistent school waste pickup negatively affecting schools and surrounding communities. Please provide an update on how school waste is collected and where communities can find up-to-date information. What steps has DGS taken to improve the consistency of school waste pickup in FY 21 and FY 22, to date?

DGS is actively working to post updated collection schedules to the DGS website. DGS recently identified a need to expand capacity for trash and recycling pick-up hauling services. In light of this, in late January 2022, DGS took action to bring on an additional contractor to supplement current hauling services. The agency has worked with this additional contractor to address the school waste pickup challenges.

In addition, DGS is planning to resolicit its waste contract, with a new stipulation that all collection vehicles be equipped with on-board technology (software and hardware) capable of monitoring and recording data to provide route management, real-time fleet tracking, and proof of provision of service. This real time data will help DGS better manage collections, actively work with contractors on missed pickups, and notify client agencies if there are any gaps in service each day.

66. Is DGS responsible for monitoring and collecting trash and recycling from cans at DPR sites? If so, please describe DGS’ current efforts to empty public litter cans on District government property.

DGS is responsible for emptying the recycling cans from DPR sites. DPW is responsible for emptying the trash cans. Both agencies are working together to ensure we have an accurate accounting of each can across the District as well as technology that could help monitor if and when cans are not regularly serviced.

DGS is planning to resolicit its waste contract, with a new stipulation that all collection vehicles be equipped with on-board technology (software and hardware) capable of monitoring and recording data to provide route management, real-time fleet tracking, and proof of provision of service. This real time data will help DGS better manage collections, actively work with contractors on missed pickups, and notify client agencies if there are any gaps in service each day.

67. Please list any requirements of the Safe Fields and Playgrounds Act of 2018 that the Department has not yet satisfied and estimate the timeframe for completing each outstanding requirement.

The public recreational space master list, which is required by the Safe Fields and Playgrounds Act of 2018, is in the final review stages and the agency will submit it to Council as soon as it is finalized. DGS has met all of its other independent requirements such as annual G-max testing, completing and publicly posting the Public Recreational Space Master List, and adhering to contracting best practices. DGS will continue to work with its partner agencies to implement the remaining requirements.

68. Does DGS have any policy guiding the use of native (as opposed to non-native or invasive) species in plantings or other landscaping at District properties? In what instances will DGS plant (or permit contractors to plant) non-native species? Please provide any documents or other guidance DGS has promulgated laying out the agency's policy on non-native plantings.

DGS develops planting schemes for District properties in collaboration with client agencies and their constituents. All DGS planting schemes follow standards as promulgated by the District Department of Transportation (DDOT) and District Department of Energy and the Environment (DOEE). Because DDOT and DOEE are the foremost experts on plants and the environment in the District government, DGS does not maintain a separate planting policy, but does ensure that DDOT and DOEE standards are followed at all times.

69. Please provide an update on the Department's fulfillment of its remaining urban farmland opportunity consultation responsibilities (see discussion of the Urban Agriculture Funding Amendment Act of 2020 in the Committee's FY 22 budget report).

The Portfolio Division continues to work collaboratively with DOEE in sharing vacant parcels for potential use as Urban Farming locations. DOEE, with the support of the Portfolio Division, is engaging in a robust community outreach strategy prior to issuing the next solicitation to build support for the identified locations.

70. Please provide a list of all District-owned properties including location, square footage, and the owner agency or agencies for each property.

Please see *Attachment Q70- District-Owned Properties*.

71. Please provide a list of all properties leased by the District, including the location, square footage, total cost to lease, lease term, and agencies housed at each property. Please also provide a total amount paid to lease property for the District government.

Please see *Attachment Q71 - In-Lease Properties*.

72. Please provide a list of all properties that are leased or owned by the District but remain more than 50% vacant by square footage, including the amount of fixed costs for each building, if applicable.

Please see *Attachment Q72 - FY21 and FY22 Vacant Buildings*.

73. Please provide a list of all properties that the District leases to other entities, including the location, square footage, total rent received, lease term, and entity using the space. Please provide a total amount of rent received by the District government.

Please see *Attachment Q73- Out-Lease Properties*.

74. Please provide a list of all requirements placed on other entities leasing District property, including all insurance requirements. Please describe any changes to these requirements made in FY 21 and FY 22, to date.

All parties that lease District-owned properties must provide a Clean Hands Certification issued by the Office of Tax and Revenue requiring the entity to attest to the fact that they do not owe the District more than \$100. Internally, DGS also checks for the Good Standing Certificate. Lessees are also required to provide Certificates of Insurance and Endorsement Pages. DGS insurance provisions are determined by the Office of Risk Management and they vary depending on the type of transaction. An example of said requirements are outlined below:

“A. GENERAL REQUIREMENTS. The Tenant at its sole expense shall procure and maintain, during the entire Term the types of insurance specified below. The Tenant shall have its insurance broker or insurance company submit a Certificate of Insurance to the Landlord giving evidence of the required coverage prior to the effective date of this Lease. Certificates of Insurance must be signed by an authorized representative of the insurer(s) and be provided to, and accepted by, the Landlord. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia and have an A.M. Best Company rating of A- / VII or higher. Should Landlord allow Tenant to sublet per Section 15.11 then, prior to the effective date of the sublease, the Tenant shall submit in writing the name of the subtenant to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subtenant and promptly deliver such requirements in writing to the Tenant and the Landlord. The Tenant must provide proof of the subtenant's required insurance prior to the effective date of the sublease. All required policies shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia. Tenant hereby waives, and releases the District and its officers, agents, invitees and employees (collectively, including the District, the “Indemnitees”) of and from, any and all rights of recovery, claims, or causes of action, whether by subrogation or otherwise, against the Indemnitees for any liability, loss or damage that may occur to the Property, any improvements on the Property or Tenant’s personal property (regardless of cause or origin, including the negligence of any of any Indemnitees), which loss or damage is insured against or is required to be insured against hereunder.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Tenant and its subtenants (except for workers’ compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Tenant or its subtenants (including without limitation the liability to pay premiums) shall be the sole obligation of the Tenant or its subtenants, and not the additional insured. The additional insured status under the Tenant’s and its subtenants’

Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 11 or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the Landlord in writing. All of the Tenant's and its subtenants liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the Lease. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Tenant and/or its subtenants maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Tenant and/or subtenants.

1. Commercial General Liability Insurance ("CGL") - The policy shall be written on an ISO occurrence base form, CG 00 01 04 13 and provide limits of no less than the minimum required limits of:

- One Million Dollars (\$1,000,000) Per Occurrence
- Two Million Dollars (\$2,000,000) General Aggregate
- Two Million Dollars (\$2,000,000) Products/Completed Operations Aggregate
- One Million Dollars (\$1,000,000) Personal and Advertising Injury
- One Million Dollars (\$1,000,000) Damage to Premises Rented to You Limit (any one premises)
- Five Thousand Dollars (\$5,000) Medical Payments

The policy shall be provided inclusive of the following:

- The general aggregate set forth below shall apply on a per location basis;
- The coverage for bodily injury shall include coverage for death and mental anguish;
- Contractual liability coverage insuring the obligations assumed by Tenant under this Lease, including any indemnification obligations;
- Premises and operations coverage;
- Broad form property damage coverage, including vandalism and malicious mischief coverage;
- Independent contractors coverage;
- Liquor liability coverage, in the event Tenant hosts a function at the Premises or Building at which alcohol is served,
- An exception to the pollution exclusion for damage or injury arising out of heat, smoke, or fumes from a hostile fire;
- The separation of insureds provision shall not be amended to provide

narrower coverage than that provided within the base policy form.

Tenant's commercial general liability insurance shall name The Government of the District of Columbia as additional insured on a primary and non-contributory basis including completed operations. The additional insured coverage for the General Liability policy shall be provided on Insurance Services Office (ISO) form CG 2011 or its equivalent.

2. Commercial Umbrella or Excess Liability - The Tenant shall provide evidence satisfactory to the Landlord of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Tenant's umbrella or excess liability policy or (ii) \$10,000,000 per occurrence and \$10,000,000 in the annual aggregate, following the form and in excess of all liability policies. Liability coverage under sections 1, 2, 3 and 8 must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

3. Commercial Property Insurance - Tenant shall carry special form property insurance with a building limit of not less than \$4,069,934, written on a replacement cost value covering 100% of the replacement cost of all of leased property increased to include any leasehold improvements installed by or on behalf of Tenant at Tenant's cost and expense in the Premises/Improvements, with an agreed amount endorsement:

The policy or policies must include coverage for:

- Perils covered in a Insurance Services Organization ("ISO") Special Form (CP 10 30 10 00), or its equivalent.
- Certified and non-certified acts of terrorism
- Hail, wind, windstorm, named storm, earth movement and flood
- Back-up of sewers and drains and seepage of underground water mains.
- Mold including resulting loss
- Boiler and machinery coverage that shall apply to all mechanical and electrical equipment, or any other objects typically insured under a boiler and machinery insurance policy, against direct physical damage, time element, and extra expense. If coverage is provided under a separate boiler & machinery policy, a Joint Loss Agreement is required.
- Loss to the undamaged portion of the building (Coverage A), the cost of demolishing the undamaged portion of the building (Coverage B), the increased cost of reconstruction or repairs to comply with current ordinances or laws (Coverage C) and the Business Interruption loss during the additional time required for making the changes to the building or structures in coverages A, B and C (Coverage D).
- Business income covering loss of income in an amount sufficient to cover the greater of the estimated period of reconstruction plus a 90-day extended period of indemnity or three (3) years.

4. Builder's Risk Insurance - At all times during the period between the commencement of construction of any Alterations until completion thereof, [and during the performance of Tenant's work and continuing until the date on which Tenant opens the Premises for business with the public with a valid certificate of occupancy in place, the Tenant shall purchase and maintain, from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the building is located, property insurance written on a builder's risk "all-risk" completed value or equivalent policy form and sufficient to cover the total value of the entire Alterations on a replacement cost basis. The Landlord, Landlord's architects, Landlord's contractor or subcontractors, Tenant and Tenant's contractors, must be covered as insureds as their interest may appear. This insurance shall include the interest of mortgages as loss payees. The Builder's Risk shall provide coverage for direct physical loss or damage, and shall not exclude the risks of fire, explosion, theft, vandalism, malicious mischief, collapse, earthquake, flood or windstorm. The insurance shall also provide coverage for ensuing loss or resulting damage from error, omission, or deficiency in construction methods, design, specifications, workmanship, or materials. Sub-limits are allowed if Landlord provides prior approval.

If the Builder's Risk policy is subject to a deductible or self-insured retention, the deductible or self-insured retention shall not exceed \$25,000 and Tenant is responsible for all loss not covered because of such deductible or retention.

The Builder's Risk policy shall include coverage for materials while in transit to the Building or located at an off-site storage location in amount equivalent to or greater than the greatest value ever in transit or located at the off-site storage location.

The Builder's Risk policy shall include soft costs insurance to reimburse the Landlord and/or Tenant for the costs due to the delay of completion of Alterations, arising out of physical loss or damage covered by the required property insurance: including construction loan fees; leasing and marketing expenses; additional fees, including those of architects, engineers, consultants, attorneys and accountants, needed for the completion of the construction, repairs, or reconstruction; and carrying costs such as property taxes, building permits, additional interest on loans, realty taxes, and insurance premiums over and above normal expenses."

75. Please provide a list of all leases and brokerage services contracts entered into in FY 21 and FY 22, to date, that were not solicited in a competitive process.

All in-leases during FY21 and FY22, to date, were completed through a competitive bid process. As per DGS leasing procedures, all requests for leased space (that will reside outside of District owned space) begins with a minimum 30-day Request for Space solicitation process. This process allows for open public submittals relating to the needs of the leasing requirements identified within the solicitation. DGS and their brokerage agents review all responses to determine if the real estate proposed from each respondent

meets the needs of the requirement. Site visits are later conducted, and a final selection is awarded to the preferred respondent based on but not limited to cost, location, and the overall leasing needs of the occupying agency. Term Sheet, LOI and Lease negotiations would then follow. DGS solicitations can be sourced publicly via the DGS website:

<https://dgs.dc.gov/page/active-existing-solicitations>

76. How does DGS track payments due on both in-leases and out-leases? What steps has DGS taken in FY 21 and FY 22, to date, to improve the performance of lease obligations?

Please see below DGS policy for tracking payments as well as recent improvements to the system, broken down between in-leases and out-leases:

In-Lease

DGS tracks in-lease asset payments through the Harbor Flex system managed by Savills. Typically, with in-lease, DGS pays rent to property owners on behalf of the District. When payments are due from property owners, Savills alerts the vendors to send a check payable to DGS OCFO, identifying in the note section the property, fiscal year, and the reason for the payment. DGS OCFO alerts DGS Portfolio when a check is received. DGS Portfolio alert Savills to document that payment has been received.

During FY21 and FY22, DGS Portfolio has asked property owners to send payments to DGS OCFO with an ATTN line identifying a DGS OCFO point of contact, which helps to speed up processing.

Out-lease

Out-lease payments are received from tenants by DGS primarily via ACH and, in some cases, via check. Payment receipts are sent to Lease Administration, which is managed by Jones Lang LaSalle, and captured in the Archibus system. Lease Administration posts payments upon confirmation from the bank. Tenants who have unpaid invoices are contacted by Lease Administration regarding payment. Lease Administration runs Cash Receipts and Invoice Aging reports monthly in accordance with DGSs Monthly Reporting and Rent Processing Calendar. All invoices and payments are reconciled with DGS OCFO.

In FY21 and FY22, DGS has significantly reduced the number of tenants paying by check. Outstanding balances are now reflected in the monthly invoice. Cash Receipts, Invoice Aging and Portfolio reports have all been enhanced. DGS OCFO now has a custom view of all out-lease data in the Archibus system. All of these improvements help support faster processing.

77. As the Department is aware, experts including the Council Office on Racial Equity have raised concerns about real property surplus determinations in the District, including CORE’s observation that “it is difficult to justify public land ever being deemed unnecessary for public use.” Please describe in detail the steps that the Department typically undertakes before scheduling a surplus hearing under DC Code 10-801 for properties where the Department is the lead agency.

Before a property is deemed Surplus, the Portfolio Management Division (PMD) prepares a surplus recommendation report on any property that does not appear to have served a government purpose within the last 12 months. The report describes the property (SSL, lot size, past use) and contains an analysis on whether the real property is no longer suitable for public use. This report is discussed at a larger Portfolio Management Division meeting, from there a list of potential District user agencies is developed and recommendation of the surplus designation is shared with said agencies to gauge interest. If interest is expressed by a District agency, then the Realty Specialist can commence with the Agency Request Form to understand the respective space needs. If no interest is expressed by a District agency, then PMD posts a description of the real property and its availability for disposition on the DGS website.

78. Please provide an update on each of the following metrics, which the Department identified as having the potential to promote racial equity in response to last year’s performance oversight pre-hearing question 119:

- a. **Percentage increase in the number of new CBEs who apply and/or attend sessions regarding DGS projects.**

Due to the continued impact of COVID, DGS has not been able to hold its normal in-person sessions. While the agency had some virtual CBE events and engagement, it did not develop a mechanism to accurately track all virtual attendees. The agency will work to better collect this data, moving forward.

- b. **Number of new projects and/or leases signed East of the River or in other locations that are deemed in need of economic development**

There were no new lease or project executions that occurred “East of the River” in FY21. But looking for opportunities to position District agencies in leases to spur economic development remains a major DGS priority. DGS in partnership with DMPED will continue assessing the programmatic needs of client agencies that will make a positive impact to the Mayor’s economic development initiative to continue establishing a presence in Wards 7 and 8.

79. Please describe the Department’s plans to reduce delays in priority work orders due to supply chain issues.

The Department has conducted qualitative analysis of supply chain issues and its disruption to operations. As such, our teams have adjusted by adding an additional 4-12 weeks

(depending on service areas) to expected completion dates; by doing so, we are setting the expectation of client agencies so they are able to better factor in the impact of supply chain shortage on response times.

a. In particular, how is DGS preparing for the start of school year 2022-23 differently to make sure that all school maintenance and HVAC requests are addressed before the first day of school even in the event of supply chain issues?

This year, DGS is moving away from the summer blitz strategy, and instead focusing on providing ongoing and intensified maintenance efforts at schools throughout the year. The agency believes this will help to mitigate supply chain issues as parts will be ordered earlier, compared to previous years. In addition, the agency is focusing on proactive maintenance and remote monitoring of connected HVAC infrastructure, to help identify issues earlier and address them more quickly.

80. Where a supply chain issue delays full completion of a work order, please explain the Department's processes for evaluating whether short-term solutions are necessary, appropriate, and feasible at a reasonable cost.

The Department does pursue short-term solutions at all times where FMD determines that such solutions are feasible, especially when HVAC issues or safety concerns are involved. For example, there have been multiple instances over the past fiscal year where the agency has:

- Utilized contingency heating and cooling equipment to ensure schools are comfortable while awaiting parts for a permanent HVAC repair;
- Erected temporary fencing to ensure safety and security while awaiting permanent fencing; and
- Boarded up or removed broken playground equipment for safety while awaiting the arrival of new equipment, among other examples.

81. Please provide the number of work orders opened and closed in FY 20, FY 21, and FY 22, to date, broken down by client agency. How many work orders remained open at the end of FY 21? Currently?

DGS' work order counts are as illustrated below for the last three fiscal years are listed below, broken down by client agency. In the table below, "archived" means that a work order was canceled as a duplicate during the initial review process or due to being properly referred by DGS to another agency (e.g., school security issues, and smartboards, both which are handled by DCPS directly).



Report: Work Orders

FY20-22 Work Orders by Budget Category

Fiscal Year Requested ▼	Budget Category ▼	Active Status → ▼	Archived	Completed	Open	Total
<input type="checkbox"/> 2020	-	Record Count	24	73	15	112
	Municipals	Record Count	997	5,551	211	6,759
	Schools	Record Count	3,100	9,722	168	12,990
	Parks & Rec	Record Count	1,249	4,095	243	5,587
	Health & Human Services	Record Count	357	2,402	23	2,782
	Public Safety and Justice	Record Count	625	3,295	67	3,987
	Subtotal	Record Count	6,352	25,138	727	32,217
<input type="checkbox"/> 2021	-	Record Count	40	147	21	208
	Municipals	Record Count	505	4,155	666	5,326
	Schools	Record Count	2,048	10,617	1,147	13,812
	Parks & Rec	Record Count	655	3,419	827	4,901
	Health & Human Services	Record Count	162	2,084	41	2,287
	Public Safety and Justice	Record Count	591	3,770	305	4,666
	Subtotal	Record Count	4,001	24,192	3,007	31,200
<input type="checkbox"/> 2022	-	Record Count	20	81	125	226
	Municipals	Record Count	124	917	578	1,619
	Schools	Record Count	471	2,871	2,816	6,158
	Parks & Rec	Record Count	155	702	841	1,698
	Health & Human Services	Record Count	35	789	99	923
	Public Safety and Justice	Record Count	210	1,132	834	2,176
	Subtotal	Record Count	1,015	6,492	5,293	12,800
Total		Record Count	11,368	55,822	9,027	76,217

82. Please provide a timeline for any currently planned expenditures in the following capital projects:

a. Facility Condition Assessments;

In FY22, FCA Expenditures are currently planned at \$3.3M, consisting of approximately 10.6M SF across 90 buildings.

b. **Daly Building Critical Systems;**

Funds for the Daly Building critical systems are being reprogrammed to the Daly Building swing space project.

c. **Oak Hill Campus;**

DGS CCSD in conjunction with DGS FMD and the client agency, DYRS, are planning for the following projects for the Oak Hill Campus:

- Sewage pump upgrade – Spring 2022
- Fire water line upgrade – Spring 2022

d. **Daly/MPD Swing;**

Daly Swing project solicitation is in process with funding planned to be encumbered by 3rd quarter FY22.

e. **Reeves Center Renovation;**

These funds are planned for Water Intrusion Remediation totaling \$1.19M through FY23.

f. **Non-Structural Renovation;**

This funding is for 3720 MLK Jnr. Ave, SE. The agency is currently evaluating which aspects of the non-structural infrastructure upgrade will be executed with the remaining balance of about \$1.3M.

g. **Eastern Market;**

In FY22, DGS plans to spend \$350,000 in HVAC/Chiller Design Upgrades.

h. **Hazardous Material Abatement;**

The agency plans to use these funds for the following projects;

- Luke C. Moore High School – Abate brick walls and other wall surfaces. Estimated completion Fall 2022.
- Whitter Education Campus – Abate lead-based paint on exterior. Estimated completion Summer 2022

- River Terrace – Replace playground surface and abate any lead-based components. Education Campus. Estimated completion Summer 2022
- Shepherd Playground- \$300,000 was reprogrammed to DPR for general playground upgrades but that reprogramming is not yet in the pool balance for Hazardous Material Abatement.

i. ***ADA Compliance Pool;***

DGS no longer carries any balance in this pool. At this point in time, ADA upgrades efforts are mostly in the DCPS and DPR programs, and reside in their capital budgets. Any projects where DGS is both the owner and client will address ADA issues in their original capital scopes without tapping this pool.

j. ***EPA Storm Water***

DGS works closely with DOEE on EPA storm water requirements and to ensure that all our projects are being executed to these requirements and pass DOEE regulatory approval for permit and post construction operations and maintenance. Both agencies have a working group that periodically meets to update and align these requirements with District's need and Mayor's initiatives. Currently, the agencies are coordinating through the working group to update the spend plan to use these funds for stormwater improvements across the District's portfolio.

k. ***Enhanced Communications Infrastructure;***

This allotment was originally created to conduct enhanced communications infrastructure retrofits at older facilities. These retrofits are now complete and enhanced communications infrastructure in new facilities or modernization projects is incorporated into the overall project budget. The agency does not anticipate additional capital funds being needed for this allotment in the future.

l. ***Roof Replacement Pool;***

Please see below a list of projects prioritized for FY22 spending within the roof replacement pool:

- FY22 - DPW Packer Shop Roof Repair - \$250K;
- FY22 - Congress Heights Senior Wellness Center Roof Upgrade - \$765K;

- FY22 - Washington Senior Wellness Center Roof Upgrade - \$250K;
- FY22 - FEMS – Engine 19 Roof Dormer Upgrade - \$25.5K;
- FY22 - FEMS – Engine 4 Roof Upgrade- \$175K;
- FY22 -DPW Fleet Maintenance Administration 1725 15th Street- Roof Upgrade - \$809K; and
- FY22 - OSSE 5th Street Terminal – Roof Upgrade - \$400K.

m. ***Energy Retrofitting;***

DGS-SE and CCSD are working together to target retrofit projects at facilities with the lowest energy ratings. The agency plans to use information from the finalized Sustainable Energy Management Plan (SEMP) to inform which facilities to target. In particular, the agency expects to expend funds in FY22 at DCPS, FEMS, DPW facilities.

n. ***Critical System Replacement;***

Approximately \$1M of this allotment is being reprogrammed to DCPS HVAC Replacement (GM102) for school boiler replacements at Burroughs, Hart, and Phelps. Of the remainder of this allotment, the spend plans for FY22 are listed below:

- FY22 - Marion S. Barry Exterior Stabilization \$1.925M;
- FY22 - Eastern Market Building Design/Build - HVAC \$625K;
- FY22 - Adams Place Warehouse Elevator Upgrade \$750K; and
- FY22 - Pending Change Orders for Multiple Active projects \$350K.

o. ***Wilson Building;***

Please see below the spend plan for this capital allotment:

- FY22 - Design/Build for the HVAC, Windows, Life/Safety - \$2.12M;
- FY22 - IT Infrastructure Upgrade – Construction - \$650K; and
- FY22 - Elevator Upgrade – Construction - \$350K.

p. *W Street Transfer.*

\$13.9M was deposited by the District and is being held in escrow with the DC Superior Court for the acquisition of the property. Please see the response to question 111 for further detail.

83. Has the Department performed any quantitative analysis of the extent to which supply chain issues have disrupted operations in FY21 and FY22 to date? If so, please share the Department's findings with the Committee. If not, please describe what analyses of this phenomenon the Department might feasibly undertake within the next 3 months using existing resources.

The Department has not conducted a quantitative analysis but has conducted qualitative analysis of supply chain issues and its disruption to operations. Based on this work, our teams have adjusted by adding an additional 4-12 weeks (depending on service areas) to expected completion dates; by doing so, we are setting the expectation of client agencies so they are able to better factor in the impact of supply chain shortage on response times.

84. Please list any outstanding data requests from the District of Columbia Auditor or the Office of the Inspector General that have not been fulfilled. For each unfulfilled data request, please explain why the requested data has not been provided, the plan of the Office to fulfill those requests, and the date the Auditor should expect the requested data.

DGS has provided the DC Auditor and the Office of the Inspector General with all data requested during FY 21 and FY 22, to date.

85. Please provide an update on the completion of Facility Condition Assessments (FCAs) for all municipal facilities in the Department's portfolio. Please provide the number of facilities that currently have an FCA, the date of each facility's most recent FCA, and the anticipated completion date for all FCAs.

Since 2009, DGS has completed 463 Facility Condition Assessments (FCAs). Adjusting for multiple FCAs at various DCPS facilities, approximately 67 percent of the DGS inventory (by square feet) has been assessed at least once.

In FY22, DGS plans to assess approximately 90 buildings including schools, recreational facilities, offices, correctional facilities, FEMS stations, and MPD stations. This plan covers 10.6 million square feet and will cost over \$3 million.

A significant portion of the remaining unassessed inventory is comprised of leased Charter Schools, trailers, mobile facilities, vacant buildings, and other small structures. DGS is reviewing the value proposition of assessing these remaining structures.

For full data on FCAs, please see *Attachment Q85- Facility Condition Assessments*.

86. In response to last year's written performance oversight question 6, the Department identified improving coordination between the Facilities Intake Response Service Team (FIRST) and Capital Construction Services Division (CCSD) as a priority and discussed the possibility of reorganizing the facilities team into clusters to mirror CCSD. Please provide an update on this initiative.

CCSD schools' program and FIRST meet on a weekly basis to discuss issues around school maintenance, coordination, and how issues should be remedied whether through maintenance, through warranty action, or through a separate capitol project.

87. In response to last year's written performance oversight question 6, the Department identified creating more routine and preventive maintenance scheduling categories as a priority. Please provide an update on this initiative, including a list of any new types of maintenance work that the Department began to treat as scheduled preventive work in FY 21 and FY 22 to date.

In FY21 and FY22, DGS has taken a proactive approach to routine maintenance by conducting a comprehensive look at all of our DCPS HVAC assets that require maintenance and filter changes. Working with a contractor, DGS tagged DCPS HVAC equipment on rooftops, in boiler rooms, inside of classrooms, and throughout the buildings to ensure we have an improved system for monitoring and tracking electronically the next upcoming filter change. Additionally, engineers are now required to scan the asset in order to establish record keeping on who conducted the work and at what interval in the preventative maintenance cycle the change maintenance is taking place.

Secondly, DGS, has engaged a contractor to perform routine maintenance throughout the DCPS portfolio. The objective of this pilot program is to ensure a systematic inspection, detection, correction, and prevention of HVAC incipient failures, before they become actual or major failures. The contractor will be providing HVAC regular maintenance, throughout the District of Columbia public schools.

88. The Department's FY 21 Performance Accountability Report indicates that the Department intentionally maintained a high workforce vacancy rate for budgeting reasons. What vacancy level does the Department anticipate will be sustainable and allow the Department to satisfy its responsibilities in FY 22?

DGS budgeted at a 3.9% vacancy rate in FY22, which is a normal vacancy rate for an agency like DGS. This vacancy rate positions DGS to build its workforce to execute its mission.

89. DGS is a "covered entity with major public contact" under the Language Access Act of 2004 and must take certain steps to ensure limited English proficient and non-English proficient (LEP/NEP) individuals can access the agency's services. A recent report from

the Office of Human Rights (Council LIMS #RC24-0113) indicates that in FY 20, DGS was non-compliant on 8 out of 11 language access compliance measures, making it one of the lowest-scoring agencies in the District government. Please describe any improvements in DGS's accessibility for LEP/NEP individuals in FY 21 and FY 22 to date, as well as any plans for further improvement in the remainder of FY 22.

The referenced report was released on January 11, 2022. At this time, DGS is reviewing the report and will keep the Committee informed on any agency policy changes that may result from this review.

90. Please provide an update on the Department's efforts to ensure that the correct CBE subcontracting requirements are clearly communicated to and enforced against all contractors (keeping in mind that the DSLBD subcontracting forms that the Department sometimes submits to the Council as part of its contract approval packages do not fully reflect the nuances of CBE subcontracting laws).

All pre-proposal/bid conferences include a short section set aside for the submittal of subcontracting plans. During this time, DGS Contracting Officers go over required fields for all vendors who are required to submit a plan, per the DSLBD form. When plans are submitted, DGS Contracting Officers review the forms to confirm that they are complete.

91. In how many cases in FY 21 and FY 22, to date, has DOES informed the Department of a contractor's non-compliance with a First Source Agreement? Please provide a breakdown of any actions taken by the Department to cure violations identified.

DOES has not informed DGS of any cases where a contractor did not comply with First Source, either in FY21 or FY22, to date.

92. In how many cases in FY 21 and FY 22, to date has the Department been informed of a contractor's non-compliance with the Davis-Bacon Act? Please provide a breakdown of any actions taken by the Department to cure violations identified.

2 cases of non-compliance with the Davis-Bacon Act were reported in FY21 and 0 cases have been reported in FY22, to date.

In FY21 DGS worked closely with the U.S. Department of Labor to ensure payment of lost wages for one case that is now closed. The second case is currently pending final payment; the agency is withholding the set-aside amount until payment is finalized.

93. What percentage of Department contracting officers have received training or certification from the Procurement Training Institute at the Office of Contracting and Procurement?

All DGS Contracting Officers have received training from the Procurement Training Institute (PTI).

94. For each DCPS campus, please indicate whether the school has a comprehensive and fully functioning public address system. For each school without a fully functioning PA system, please estimate the cost of either repairing the existing system or installing one, and indicate whether repair work has been approved and/or capital funding allocated.

All PA systems at DCPS have been inspected and determined to be overall, in general working order. However, there are instances in which isolated repairs are needed. Some schools have open work orders relating to speaker replacements (some classrooms have damaged speakers and require replacements), wiring, and clocks. These repairs are being prioritized under the upcoming \$6M work order reduction initiative funded by Mayor Bowser.

95. Please provide the number of contracted security personnel and the number of security personnel that are District government employees.

Contract Security Officers – Approximately 500 personnel
PSD employees - 69 personnel

96. The Department's FY 21 Performance Accountability Report indicates that there were 28 instances of performance complaints or corrective action against PSD contract guards. Please describe any significant trends that the PSD observed in these incidents and any policy changes the Department adopted as a result.

Because FY21 is only the second year that this data has been measured, there is not yet enough data to draw a conclusion regarding any significant trends. However, the agency will continue monitoring this data for any potential trends to emerge and will keep the Committee informed.

97. How many complaints or grievances against PSD employees were received in FY 21 and FY 22 to date? Please describe any significant trends that the PSD observed in these incidents and any policy changes the Department adopted as a result.

In FY21 and FY 22 to date, PSD received 2 complaints/grievances. In both instances, PSD management coordinated with DGS/HR for resolution. Given that there were only two grievances, there is not data to draw a conclusion regarding any trends.

98. Please provide the number of incidents in FY 21 and FY 22, to date, regarding Department managed security personnel that have required police intervention.

In FY21 and FY22, to date, there were 4 incidents requiring police intervention. All of these incidents were involving Contract Security Officers. No such incidents occurred with the involvement of PSD personnel.

99. Please list and describe all incidents in FY 21 and FY 22, to date, that involved the use of force by Department managed security personnel.

There have been no use of force incidents involving PSD managed personnel in FY21 and FY22, to date.

100. PSD personnel reported to the Committee that obligations to the DC National Guard led to significant strains on PSD personnel's scheduling, ability to take leave, and morale in FY 21. Please describe any changes to the Department's relationship with DCNG that will help reduce the likelihood of similar concerns in FY 22.

The situation that emerged in FY21 was specifically related to increased security needed as a result of the events of January 6, 2021. Absent any other major, protracted security events, the agency does not believe that similar concerns will emerge in FY22. The agency is working to fill term officer positions through an MOU with DC National Guard (DCNG). This effort will help reduce any potential strain on PSD personnel.

101. Has the Department or the public restroom facility pilot working group prepared or obtained any estimates of the cost of the 2 pilot public restrooms required under the Public Restroom Facilities Installation and Promotion Act of 2017? If so, please share the estimates with the Committee.

Pursuant to the requirements of the Act, pricing for installation and ongoing maintenance will be updated after the Public Restroom Working Group's report is released and site locations are vetted through the legislatively mandated public comment period. The Working Group's report is currently in the final review process.

102. Please provide a brief update on the Department's efforts to ensure that outside vendors involved in the Crummell School recreation center project receive consistent, robust community input.

DGS will continue to provide support to DPR, the client agency, to gather robust community involvement throughout the design process. The process will seek the community's input at the start of the design to determine their needs. As the design progresses, DPR will host community meetings to review the progress of the architect. When the Construction manager joins the project, they will be introduced to the community.

103. Please provide a brief update on the Department's involvement in understanding and addressing the needs of the historic Anacostia River facilities of Boathouse Row.

During the Summer and Spring of 2021, DGS met with each of the boat clubs individually and listened to their desires for the future of Boathouse Row. DGS continues to work in partnership with the Office of the City Administrator and our sister agencies DOEE and DPR to formulate a comprehensive solution.

104. Students have informed the Committee that additional gender-neutral restroom options at DC schools would increase student safety and comfort, and pointed to Bard as a potential model.

a. Please describe the gender-neutral restroom configuration at Bard.

All large group restrooms throughout the Bard facility have a single-user restroom labeled “All Gender” clustered nearby, so a student requiring more privacy has an equitable travel distance and experience as those who use the group restrooms. Additionally, all group restrooms have only toilets and no urinals. By having only toilets and removing the urinals in restrooms, the design allows for added privacy for students to use the facilities amongst their peers. Currently, Bard has female and male signage for group restrooms, but the design allows for the flexibility to remove those signs in the future if DCPS determines that doing so would better support their operations.

b. Please describe the Department’s plans for including gender-neutral restroom options in future new construction and modernization projects.

The plan is to continue to offer a single user restroom that is labeled “All Gender” near any group restroom that designates a gender to allow for a more private but equitable experience. Other projects have started to adapt toilet-only (no urinal) group restrooms based upon the Bard model to allow for flexibility in future policy. In the past year, the DGS team has discovered there are some energy and water usage challenges with this approach, because urinals use significantly less water than toilets but, where possible, the DGS plan is to eliminate urinals throughout school facilities.

c. Please describe the Department’s plans for facilitating gender-neutral bathroom deployment at existing schools, including through signage adjustments or other small-scale changes.

All small-scale bathroom renovations now include “All Gender” signage for any single user restroom, to ensure that single user restrooms are accessible to any student. For group restrooms, the agency will continue using a flexible design that would allow for removal of signs in the future, if desired.

105. Please provide a list of all completed, ongoing, and planned construction and modernization projects by the Department in FY 21 and FY 22, to date. Please provide the name, location, square footage, and expected completion date for each project.

Please see *Attachment Q105- DCPS Construction Projects*.

106. Please provide a list of all completed, ongoing, and planned small capital projects by the Department in FY 21 and FY 22, to date. Please provide the name, location, goals, and expected date of completion for each project.

Please see *Attachment Q106- Non-DCPS Construction Projects*.

107. Please provide an update on the Department's implementation of the Public Facilities Environmental Safety Amendment Act of 2020.

Solicitations are currently being prepared for consultants to perform the required facility assessments and synthetic surfaces testing for lead. DGS anticipates that once the consultants are selected, the program will be in effect in FY22. During the solicitation, the agency is preparing the protocols for the Act's outlined parameters. The agency has already filled the legal assistant and communications positions, and plans to post the remaining positions (data and environmental positions) for hiring as soon as possible.

108. The Department's FY 21 Performance Accountability Report indicates that Eastern Market fell short of revenue targets by 42% due to COVID (primarily the inability to host events in the north hall). Please provide an update on the Department's goals for Eastern Market in FY 22. In particular, please note any recommendations from the recent independent study report on Eastern Market's economic stability that the Department has implemented to date or plans to implement in FY 22.

With ongoing concerns about COVID safety, event planners remain ambivalent about scheduling events. That said, event bookings are already at 40 percent of the projected annual figure and the team meets weekly to discuss opportunities to improve bookings. Regarding the Strategic Plan, the team has already begun adding new farmers to the market and maximizing space to generate more income. Eastern Market will also be implementing the recommendations of the addition of food trucks to the ends of the market and the use of the North Hall event space on Sundays for food sellers. We anticipate these changes will help the economic stability of the market.

109. Please confirm that the Department is in compliance with its obligations regarding the Eastern Market Community Advisory Committee for the FY 23 budget cycle.

The Department is in compliance with its obligations to engage EMCAC in the budget cycle. On October 19, 2021, DGS briefed the EMCAC on the proposed FY23 Operations and Capital budget requests, received feedback from the EMCAC, and incorporated the feedback into the agency's FY23 budget proposal.

110. When will all Hearst Park and Pool facilities, including the fields and courts, be open to the public?

The agency is happy to report that the permanent Certificate of Occupancy has been issued by DCRA for the Hearst Park and Pool Facility.

DGS and DPR have determined the following dates for opening to the community:

- Tennis Courts: Officially opened on February 7, 2022, and remain open.
- Field: March 19, 2022
- Pool: Memorial Day Weekend 2022

111. Please provide an update on the Department's involvement in the eminent domain matter involving the property that houses the W Street Trash Transfer Station.

DGS has worked closely with the Office of the Attorney General (OAG) to move forward with the eminent domain of the W Street Trash Transfer Station. On December 14, 2021, OAG filed the complaint and declaration of taking with the DC Superior Court. Subsequently, OAG filed a motion to confirm the validity of the taking by eminent domain on January 19, 2022. The former owners have 45 days to oppose this motion and the Court has indicated it will likely rule on this issue by April 8, 2022. Next steps involve DGS procuring an Environmental Site Assessment and an Architect/Engineering Consultant to conduct a feasibility study of the W Street Trash Transfer Site. The feasibility study will determine the type of warehouse facility required to support the programmatic needs of the agencies that will occupy the future facility, including estimated square footage and estimated construction costs.

112. What is the Department workforce's level of compliance with vaccination requirements? If the Department has observed any significant internal variations in compliance, such as between divisions, please note them in your response.

DGS currently has a fully vaccinated rate of 86% within the agency (as of 2-14-22). We have not had any significant internal variations in compliance and will continue to work with DCHR regarding compliance with Mayor's Order 2021-147.

113. Please provide an update on the Department's efforts to support shelter residents by hiring them to perform facilities work at the shelters where they are staying, as suggested in the Committee's FY 22 budget report.

During the recent construction of the 801 East Men's Shelter, DGS worked with the contractors on the project to hire seven shelter residents to work on the construction project. This group of residents, known as the "Goodfellas Team" helped build the shelter and joined Mayor Bowser at the ribbon cutting on January 24, 2022. This was a brand-new initiative for the agency, and we will continue to look for ways to provide opportunities for shelter residents to gain meaningful employment.

114. Regarding the DC Archives project, for which the Council accelerated capital funding in the FY 22 budget:

- a. **Local researchers report to the Committee that they have been unable to obtain copies of studies and reports that will inform the District's plans for the project and the work of an architectural firm that was recently awarded a sole source contract for the project. Please describe any limitations on the Department's ability to share the requested information.**

DGS has provided a preliminary set of information to the advisory group via the client agency and will work with the client agency to make additional information available to the public via the DGS website.

- b. **Please describe the Department's plans for ensuring that local researchers and archival experts are consulted regularly. (While the Committee recognizes that the client agency will direct the project, the Committee's understanding is that DGS maintains a high degree of responsibility for managing relations with the architecture firm.)**

The Office of the Secretary (OS), as the client agency, will continue handling the primary engagement with the interested parties and DGS will continue to assist OS with community engagement, at the request of OS. Additionally, DGS will provide project updates via the DGS website.

Department of General Services FY2021

Agency Department of General Services

Agency Code AMO

Fiscal Year 2021

Mission The goal of the Department of General Services is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees.

Summary of Services The Department of General Services (DGS) carries out a broad range of real estate management functions. In addition to managing capital improvement and construction programs for a variety of District government agencies, DGS also executes real property acquisitions by purchase or lease, disposes of property through sale, lease or other authorized method, manages space in buildings and adjacent areas, and provides building management services for facilities owned or operated by the District. Among the services provided are engineering, custodial, security, energy conservation, utility management, general maintenance, inspection, planning, capital repairs and improvement. In all of its endeavors, DGS is dedicated to the following: Achieving Efficiency in Operations; Quality in Design and Execution; Excellence in Service and Maintenance; Delivering Secure and Safe Places of Work for District Employees; and Delivering Aggressive and Attentive Management of the District's Resources.

2021 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
DCPS HVAC Enhancements	These enhancements won the Construction Management Association Project of the Year. COVID-19 enhancements and lessons learned were implemented in all modernized or renovated facilities.	In FY21, DGS provided HVAC enhancements at 117 DC Public Schools. These upgrades improved ventilation, air filtration, and monitoring of air quality within schools, allowing students to return to school safely.
COVID Responsiveness	Leveraging existing technologies and infrastructure, DGS created an invoice submission and tracking system in order to ensure payment for over 2300 invoices. This also allowed for all supporting documentation to be collected, ensuring the accuracy of payments.	To ensure that government facilities and services remained available to residents throughout the pandemic, DGS supported other District government agencies with COVID related services. These included city-wide cleanings, both routine and for positive cases, installation of plexiglass in customer facing agencies, and distribution of facility related COVID mitigation supplies.
School Modernizations	DGS continued to meet its objective to deliver high quality, first class educational facilities to District students and residents	In FY21, while in the midst of the pandemic, DGS completed the modernizations of 6 DCPS schools. These were John Lewis ES (West), Banneker, Eaton, Capitol Hill Montessori, Van Ness, and Ross.

2021 Key Performance Indicators

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (4 Measures)											
Average Age of DGS Fleet Vehicles - Owned	Annually	11	10.7	7	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11.1	Unmet	Due to agency priorities this fiscal year, new vehicles were not purchased.
Percent of Owned Vehicles Beyond Their Life Balance	Annually	86%	79.4%	50%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	79.1%	Unmet	Due to budget constraints DGS has continued to identify funding to update its fleet. Leased vehicles are not factored in.
Percent of Positions Vacant at End of Fiscal Year	Annually	15.5%	8.2%	5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	11.54%	Unmet	The number of vacancies was intentionally kept higher in order to maximize vacancy savings and to help offset overtime expenditures.
Percent Increase Twitter Followers	Annually	New in 2020	4.8%	5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	2.51%	Unmet	As social media changes, the focus is on the follower count is shifting from followership to follower engagement which DGS remains focused on all its digital and social media platforms and hopes to gradually increase overtime.
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Measures)											
Percent of Contract Modifications Completed in Appropriate PALT	Quarterly	New in 2020	91%	85%	91.5%	87.2%	88.9%	81.6%	88.1%	Met	

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent of Invitations for Bid (IFB) Completed Within PALT	Quarterly	New in 2020	83.3%	60%	84.8%	82.1%	74.5%	61.2%	71.5%	Met	
Percent of Requests for Proposal (RFP) Completed Within PALT	Quarterly	New in 2020	76.7%	60%	80.6%	92.4%	84%	67.1%	78.6%	Met	
Percent of Requests for Small Purchases Completed Within PALT	Quarterly	New in 2020	73.3%	85%	82.4%	87.5%	88%	92.7%	87.9%	Met	
Percent of Total Purchase Orders Awarded to Small Business Enterprise (SBE) firms	Quarterly	62.4%	62.6%	51%	85.5%	89.3%	69.6%	84.2%	83.4%	Met	
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Measures)											
Eastern Market Revenue	Quarterly	\$894,617.3	\$555,688.3	\$950,000	\$132,565.6	\$72,951.7	\$157,411.2	\$186,164	\$549,092.5	Unmet	Due to COVID restrictions, the North Hall event space was not used. COVID continued to have an impact on the outdoor market.
Percent of Owned Office Space Occupied	Quarterly	New in 2020	91%	85%	80.4%	80.4%	80.4%	80.4%	80.4%	Nearly Met	Percent of owned office space occupied decreased in FY21 due to the fact that client agencies who occupied owned office space, were moved to leased space. The total owned office square footage and occupied office square footage numbers will fluctuate year over year as DGS endeavors to improve upon its portfolio verification process, which is a continuous process of data clean up and quality control requiring constant updates to the Archibus database.
Percent Office Space Leased	Quarterly	New in 2020	43.8%	50%	44.1%	46.4%	46.4%	46.3%	45.8%	Met	
Percent Below Market Rent Paid	Quarterly	New in 2020	88.2%	15%	20%	21.8%	21.8%	23.6%	21.8%	Met	
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (16 Measures)											
Percent of Approved Invoices Submitted to OCFO for Payment Processing Within 15 Calendar Days of Receipt	Quarterly	70.6%	84.4%	85%	85.4%	83.6%	82.1%	81.8%	83.2%	Nearly Met	Numbers were slightly lower than target due to new staff needing to be trained on how to process Capital Construction vouchers.
Percent of Municipal Projects on Budget	Quarterly	97.3%	96.6%	75%	60%	71.1%	84.2%	81.3%	77.7%	Met	
Percent of Municipal Projects on Schedule	Quarterly	96.1%	98%	75%	84.7%	83.1%	85%	84.3%	84.2%	Met	

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent of Education Projects on Budget	Quarterly	94.4%	97.2%	75%	62.2%	55.6%	61.1%	86.1%	66.2%	Unmet	DGS Education Program recently put in place cost-control measures that allowed for improved management of the project budgets. Our project managers are now more ably managing their change orders and correctly assigning them to allowances in the existing contracts, rather than as changes to the contract's value.
Percent of Education Projects on Schedule	Quarterly	92.5%	96.1%	75%	85.5%	83.7%	85.5%	86.1%	85.2%	Met	
Percent of Recreation Projects on Budget	Quarterly	90.6%	92.7%	75%	70.4%	50%	66.7%	75%	65%	Unmet	There are several new project managers on the team that are being training in managing DGS/DPR projects. DGS now has a full team of managers that are trained. There will be improvement in the performance of the DPR team in the coming months.
Percent of Recreation Projects on Schedule	Quarterly	88.3%	93%	75%	85%	82.5%	85%	85.5%	84.5%	Met	
Municipal Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Quarterly	New in 2020	Not Available	10%	1.6%	0.4%	22.2%	3.4%	3.1%	Met	
Recreation Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Quarterly	New in 2020	Not Available	10%	2.9%	20.2%	2%	25.2%	9.3%	Met	
Education Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Quarterly	New in 2020	Not Available	10%	1.6%	3%	No applicable incidents	2.2%	2.3%	Met	
Education Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	13.9%	No applicable incidents	No applicable incidents	No applicable incidents	13.9%	Unmet	DGS Education Program recently put in place cost-control measures that allowed for improved management of the project budgets. Our project managers are now more ably managing their change orders and correctly assigning them to allowances in the existing contracts, rather than as changes to the contract's value.

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Municipal Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	No applicable incidents	0.2%	No applicable incidents	7.7%	4.1%	Met	
Recreation Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	No applicable incidents	No applicable incidents	No applicable incidents	No applicable incidents	No applicable incidents		
Education Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	11.4%	No applicable incidents	No applicable incidents	0.5%	0.6%	Met	
Municipal Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	13.4%	0.4%	1.4%	1.8%	1.2%	Met	
Recreation Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Quarterly	Waiting on Data	Waiting on Data	10%	2.5%	No applicable incidents	43.1%	22%	8.2%	Met	
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (4 Measures)											
Median Completion Time - Emergency Work Orders	Quarterly	0.5	1	2	1	1	1	1	1	Met	
Percent of Emergency Work Orders Completed Within Service Level Agreement (SLA)	Quarterly	82.9%	69.4%	70%	69.6%	88.4%	70.4%	76.4%	76.5%	Met	
Median Completion Time - Nonemergency Work Orders	Quarterly	New in 2020	70.7	45	16	15	13	18	15.5	Met	
Percent of Nonemergency Work Orders Completed Within Service Level Agreement (SLA)	Quarterly	New in 2020	66.2%	70%	62.3%	62.3%	65.7%	62.4%	63.1%	Nearly Met	The completion of work orders was delayed because of supply chain issues, due to COVID.
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (2 Measures)											
Percent of contractor security personnel in official uniform, properly equipped, and in possession of valid Security Officer Management Branch Commission	Quarterly	100%	100%	95%	99.8%	99.8%	99.8%	100%	99.9%	Met	
Percent of Special Police Officers who have completed mandatory annual in-service training.	Quarterly	Waiting on Data	Waiting on Data	88%	86.8%	100%	89.3%	100%	89.4%	Met	
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (10 Measures)											
Percent Change in Quarterly Portfolio Natural Gas Consumption	Quarterly	-8.7%	-8.6%	-2.5%	-15.5%	10%	0.8%	0.8%	-0.9%	Unmet	COVID HVAC protocols increased ventilation resulting in more energy consumption than during standard operations.
Percent Change in Quarterly Portfolio Electricity Consumption (kWh)	Quarterly	-8.9%	-0.1%	-2.5%	-20.3%	-6.3%	7.6%	9.5%	-2.8%	Met	

Measure	Frequency	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual	Was 2021 KPI Met?	Explanation For Unmet KPI
Percent Change in Portfolio Greenhouse Gas Emissions (tons)	Annually	-8.1%	Waiting on Data	-5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	1.02%	Unmet	COVID HVAC protocols increased ventilation resulting in more energy consumption than during standard operations.
Percent Change in Quarterly Portfolio Trash Generation (tons)	Quarterly	New in 2020	-47.7%	-2.5%	-25.2%	-18.3%	22.9%	35.8%	-3.3%	Met	
Percent Change in Quarterly Portfolio Organics Generation (tons)	Quarterly	New in 2020	Waiting on Data	5%	No data available	No data available	No data available	No data available	No data available		
Percent Change in Quarterly Portfolio Recycling (tons)	Quarterly	New in 2020	-10%	2.5%	-31.5%	-6.9%	21.2%	-39.8%	-16.8%	Unmet	Recycling operations are based trash operations. In FY21, trash operations we reduced. With the reduction taken into account, recycling actually increased by 3.5% as a proportion of waste.
Percent of Electricity Needs Met By Renewable Sources (On-Site or Contracted)	Quarterly	Waiting on Data	33.7%	35%	32.4%	30.7%	31.6%	20.3%	28.5%	Unmet	Seasonal differences in wind production, in line with previous years, caused a lower Q4 % of renewable electricity. Overall wind production was more than 4% lower year over year.
Change in Average Energy Star Score	Annually	New in 2021	Waiting on Data	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	-10.4%	New in 2021	
Percent of Renewable Electricity Purchased as a Total of All Energy Purchased	Annually	New in 2020	Waiting on Data	40%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	28.72%	Unmet	Overall wind production was more than 4% lower year over year due to less wind at the PA wind farm.
Percent Change in Quarterly Portfolio Electricity Peak Demand	Annually	-6.1%	Waiting on Data	-5%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	Waiting on Data	Waiting on Data	

2021 Workload Measures

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
1 - Communications (5 Measures)							
Number of DGS Initiated Meetings Conducted	113	116	20	26	28	20	94
Number of Invited Meetings Attended	88	64	62	55	58	84	259
Number of 'Ask The Directors' Inquires	357	228	41	36	49	57	183
Number of Social Media Impressions (Facebook, Instagram, Snapchat)	785,932	518,162	91,930	134,307	100,866	198,100	525,203
Number of Story Pitches Resulting in News Coverage	New in 2020	5	0	1	6	6	13
1 - HUMAN RESOURCES (5 Measures)							
Number of Positions Filled by End of Fiscal Year	55	38	Annual Measure	Annual Measure	Annual Measure	Annual Measure	38
Number of Positions Not Filled by End of Fiscal Year	92	56	Annual Measure	Annual Measure	Annual Measure	Annual Measure	81

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
Number of Disciplinary Actions Processed by Employee Relations	30	19	2	No applicable incidents	No applicable incidents	2	4
Number of Special Accommodation Requests Approved Through Employee Relations	5	3	0	No applicable incidents	No applicable incidents	14	14
Number of Special Accommodations Requested Through Employee Relations	11	3	2	No applicable incidents	No applicable incidents	12	14
2 - Coordinate all Acquisition Planning and Execution Activities (7 Measures)							
Number of Emergency Procurements Awarded	61	164	18	4	9	17	48
Number of Invitations for Bid (IFB) Awarded	207	14	0	0	1	No applicable incidents	1
Number of Request for Proposals (RFPs) Awarded	235	37	2	2	6	11	21
Number of Contracts Awarded to Small Business Enterprise (SBE) Firms	513	496	53	25	16	27	121
Number of Sole Source Contracts Awarded	New in 2020	23	7	0	4	17	28
Number of Small Purchases Awarded	New in 2020	165	37	24	3	16	80
Number of Ratification Requests Approved	New in 2021	New in 2021	1	0	0	No applicable incidents	1
2 - Maintain the file room and contract files (1 Measure)							
Number of Compliance Audits	5	22	10	10	15	15	50
3 - Building Management (1 Measure)							
Number of Space/School Reservations	905	180	51	0	8	115	174
3 - Property Management (3 Measures)							
Total Dollar Amount Paid for Leased Space	\$172,332,591	\$50,458,164	Annual Measure	Annual Measure	Annual Measure	Annual Measure	\$191,207,505
Number of Buildings Added to DGS Portfolio	New in 2020	14	Annual Measure	Annual Measure	Annual Measure	Annual Measure	5
Percent Change in District Footprint	New in 2020	-0.4%	Annual Measure	Annual Measure	Annual Measure	Annual Measure	3.3%
4 - Provide project management services over design and construction activities (7 Measures)							
Number of Projects - Close-Out Phase	164	57	Annual Measure	Annual Measure	Annual Measure	Annual Measure	125
Number of Projects - Planning Phase	340	150	Annual Measure	Annual Measure	Annual Measure	Annual Measure	170
Number of Projects - Design Phase	170	70	Annual Measure	Annual Measure	Annual Measure	Annual Measure	31
Number of Projects - Construction Phase	309	108	Annual Measure	Annual Measure	Annual Measure	Annual Measure	111
Number of Completed Projects – Recreation	New in 2021	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	24
Number of Completed Projects – Education	New in 2021	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	77
Number of Completed Projects – Municipal	New in 2021	New in 2021	Annual Measure	Annual Measure	Annual Measure	Annual Measure	23
5 - Receive, Issue and Complete Work Orders (16 Measures)							
Number of Work Orders Requested - DCPS	20,769	12,476	2912	2858	3082	5066	13,918
Number of Work Orders Completed - DCPS	16,425	9710	2307	2168	1838	3009	9322
Number of Work Orders Requested - DPR	7984	5579	893	1001	1540	1526	4960
Number of Work Orders Completed - DPR	6042	4170	642	750	966	1010	3368
Number of Work Orders Requested - Municipal	8571	8261	1122	1206	1275	1411	5014
Number of Work Orders Completed - Municipal	7181	7134	828	980	901	1049	3758
Total Number of Work Orders Requested	New in 2020	32,194	5768	6226	7229	9866	29,089
Number of Work Orders Requested - FEMS	New in 2020	1578	407	644	845	833	2729
Number of Work Orders Requested - MPD	New in 2020	1896	429	517	487	559	1992
Total Number of Work Orders Completed	New in 2020	24,292	4997	4930	4813	6634	21,374

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Quarter 1	FY 2021 Quarter 2	FY 2021 Quarter 3	FY 2021 Quarter 4	FY 2021 Actual
Number of Work Orders Completed - FEMS	New in 2020	1019	781	597	790	719	2887
Number of Work Orders Completed - MPD	New in 2020	1598	439	417	318	369	1543
Number of Emergency Work Orders Completed	New in 2020	714	102	95	72	106	375
Number of Nonemergency Work Orders Completed	New in 2020	21,767	5514	5496	5225	6528	22,763
Number of Requests Received Through 311	New in 2020	366	36	No applicable incidents	149	116	301
Number of Unique Properties Served	New in 2020	599	Annual Measure	Annual Measure	Annual Measure	Annual Measure	552
6 - Execute direct staffing at critical locations (1 Measure)							
Number of Events Associated with Additional Security Request (ASRs) from Outside DGS	280	110	Annual Measure	Annual Measure	Annual Measure	Annual Measure	31
6 - Managing and providing security at District owned and leased-properties (3 Measures)							
Number of Service Calls Responded to by PSD	New in 2021	New in 2021	641	418	123	216	1398
Number of Incidents Associated with Contract Guard Poor Performance or Corrective Action	New in 2020	93	8	4	14	2	28
Number of Building Assessments conducted by Threat Management System	New in 2021	New in 2021	30	32	11	20	93
6 - Managing Security guard contract (1 Measure)							
Dollar Value of Liquidated Damages, Resulting from Contract Guard Poor Performance or Corrective Action	\$59,100	\$14,500	Annual Measure	Annual Measure	Annual Measure	Annual Measure	\$10,150
7 - Bill management (9 Measures)							
Total Portfolio Renewable Energy Consumption	119,877,111	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	137,399,090
Total Portfolio Natural Gas Consumption (Therms)	8,033,943	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	6,808,223
Total Portfolio Water Consumption (CCF)	823,777	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	864,376
Total Portfolio Waste Generation (Tons)	25,476.2	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	9268
Total Tonnage Recycled	New in 2020	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	985.8
Number of Sites Connected to a Smart Building Network	New in 2020	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	131
Total Tonnage of Organics Composted	New in 2020	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	0
Number of Stormwater Retention Credits Generated	New in 2020	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	99,641
Total Portfolio Solar PV Capacity	New in 2020	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	15.6
7 - Contract management (1 Measure)							
Total Installed Solar Sites	58	Waiting on Data	Annual Measure	Annual Measure	Annual Measure	Annual Measure	62

2021 Operations

Operations Title	Operations Description	Type of Operations
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (11 Activities)		
Training and Development	Responsible for providing organization and personal development services, by offering cutting edge programs that continually develop our employees.	Daily Service
Strategic Planning	Develop, implement and coordinate strategies and operational enhancements aimed toward ensuring DGS delivers high quality, effective and efficient services to our stakeholders.	Daily Service
Resource Allocation	Identifies unit costs and measures agency outputs across all business functions by continuously evaluating its current business practices to provide the most effective and efficient services and support the facilitation of wise top-level resource allocation decision and implementation strategies.	Daily Service
HUMAN RESOURCES	Responsible for providing labor law compliance, record keeping, hiring and training, compensation, relational assistance and help with handling specific employee performance issues.	Daily Service
Government and Legislative Affairs	Responsible for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to the District of Columbia's buildings and facilities portfolio.	Daily Service

Operations Title	Operations Description	Type of Operations
Certified Business Enterprise (CBE) Inclusion	Responsible for elevating DGS' existing CBE program to the next level and build a best practice, comprehensive CBE program by partnering with all DGS divisions to create and increase meaningful CBE/SBE opportunities across all areas of the agency's business.	Daily Service
Fleet Management	Responsible for the overall management of vehicles maintained by the Department of General Services.	Daily Service
Performance Management	Provide leadership, guidance, and consulting services for the Department of General Services on performance management and organizational process streamlining to improve operational effectiveness and efficiency, better inform future planning and budget formulation and ensure organizational transparency and accountability.	Daily Service
Communications	Ensuring consistency between the work done and every division and the message delivered to the community, the government, and other agencies; for developing and executing communication strategy that connects every DGS employee to each other; and, for the agency's public image in the press and the community.	Daily Service
Risk Management	Responsible for establishing a risk-management structure to identify and mitigate against the inherent risks associated with District owned properties and associated assets.	Daily Service
Information Technology	Provides the highest quality technology-based services, and support to DGS to meet its strategic goals and objectives.	Daily Service
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Activities)		
Coordinate all Acquisition Planning and Execution Activities	Contracting and Procurement works closely with our internal divisions and client agencies to create a detailed and meaningful acquisition plan with aligns with anticipated procurements with budgetary resources and strategic plans. The annual acquisition plan will allow DGS to forecast the procurement needs of the internal divisions and meet both planned and unplanned procurement needs with great efficiency.	Daily Service
Maintain the file room and contract files	The Acquisition Services branch, within Contracting and Procurement, assists management with monitoring and oversight over the file room and contract files. This includes periodically assessing the integrity of file room operational procedures, as well as ascertaining whether the file room specialist is implementing efficient and effective records management practices.	Daily Service
Assume lead for all matters related to vendor dispute resolution	Prospective contractors have the right to protest decisions made by the Contracting Officer. All protests and disputes by the contractor against the District shall be first submitted in writing to the Contracting Officer for a decision. The Contracting Officer will make every attempt to resolve protests and disputes via alternative dispute resolution and informal methods. Any dispute that cannot be resolved by this method may be treated as a formal claim.	Daily Service
Perform operational reviews and assessments of procurement actions	Operational reviews and assessments are performed to ascertain whether the District's procurement professionals are complying with the applicable procurement laws, regulations, and policies. In addition, these reviews are purposed to identify high risk procurement issues and areas, provide key monitoring and oversight activities on behalf of management, and identify other issues and/or opportunities for operational and process efficiency.	Daily Service
Prepare Invoices and release documents for Direct Vouchers	Procurement personnel assist in the preparation of release documentation for Direct Vouchers and review contractor invoices and recommend approval by the Contracting Officer.	Daily Service
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Activities)		
Collect rent from entities leasing District-owned property	Portfolio Division's is responsible for the revenue generation and collection of real property that has been identified as excess to operational requirements. In addition, it is Portfolio's responsibility to assist in identifying properties that may be surplus to their needs.	Daily Service
Building Management	The Portfolio Division is responsible for providing building management services for facilities owned or operated by the District.	Daily Service
Asset Management	The Portfolio Management Division is responsible for ensuring that the SmartDGS database is maintained by their team with timely, accurate and up-to-date occupancy, project and Asset Management information.	Daily Service
Property Management	The Portfolio Division is responsible for executing real property acquisitions by purchase or lease, and also disposing of property through sale, lease or other authorized method.	Daily Service
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (4 Activities)		
School Modernization, Renovations, and Improvements	The Project Delivery Division manages the renovation and new construction of education facilities, and other high priority projects for the District.	Key Project
Perform existing conditions assessments	Assessment of mechanical, electrical and structural condition of all District owned facilities conducted on a recurring cycle.	Daily Service
Provide project management services over design and construction activities	The Construction Services division manages the planning, modernization and new construction of public safety facilities, municipal and recreation projects.	Daily Service
Project closures and document completions for end users	Project close-out procedures and required documents and documentation, to include warranties, Operations and Maintenance manuals, commissioning documentation, Leadership in Energy and Environmental Design (LEED) certifications, certificate of occupancy, final inspections and final release of liens.	Daily Service
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (7 Activities)		

Operations Title	Operations Description	Type of Operations
Receive, Issue and Complete Work Orders	Using Salesforce, the Facilities Management Division receives, reviews and assigns work orders to the appropriate business unit for processing and completion.	Daily Service
Snow Removal at Schools and District Buildings	The Facilities Management Division is responsible for: pre-treatment, snow melt application, shoveling, hauling and cleaning walk ways and sidewalks, drive ways schools, recreation centers and some municipal facilities.	Daily Service
Maintenance and Repair	The Facilities Management Division is responsible for the maintenance and providing repair service for DCPS Schools, DPR Facilities (Parks and Recreation Centers) and other District Buildings.	Daily Service
Special Projects	The Facilities Management Division plans and carries out renovation, alteration, and improvement of the District facilities as needed to accommodate new or changed programs, priorities or services.	Key Project
Mowing Services	The Facilities Management Division is responsible for mowing services for the District, including complete lawn care, planting and removing shrubs and bushes, and performing various methods to clean exterior buildings and walkways; as well as clearing debris from walkways and entrances.	Daily Service
Pest Services	The Facilities Management Division is responsible for keeping employees and client agencies safe, by providing solutions for eliminating pest activity in District facilities.	Daily Service
Lead Testing	The Facilities Management Division is responsible for all testing and monitoring and lead levels in all District facilities; and the repair and replacement of all materials to maintain safe drinking levels.	Key Project
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (10 Activities)		
Inform and enhance security operations	Inform and enhance security operations through engagement with stakeholders and the interagency community.	Daily Service
Ensure sustainment of Contract Security operations	Ensure continuity of Contract Security operations through an active compliance and monitoring program.	Daily Service
Protect district facilities, assets, and visitors	Protect district facilities, assets, and visitors while facilitating the conduct of government business. In FY17, the agency will conduct risk assessments, at least, every five years for Facility Security Level (FSL) I and II facilities and at least every three years for Level III, IV, and V facilities as per the current federal guidelines and best practices.	Daily Service
Enforcing Post Orders Compliance Review at all PSD facilities	PSD's Threat Management Section and Patrol Operations conducts contract compliance and quality control inspections for all DGS facilities to ensure contract and personnel compliance with existing building rules and regulations and post orders. Post orders are reviewed and updated.	Daily Service
Monitoring security systems	PSD's Central Communications Center (CCC) and the Security Services Center (SSC), located at JWB provide 24/7 alarm and CCTV monitoring. PSD's Threat Management Section continuously monitors all aspects of the Enterprise Wide Security System.	Daily Service
Execute direct staffing at critical locations	PSD's uniformed officers are directly assigned to secure critical high-profile DC Government facilities such as the John Wilson Building (JWB), Consolidated Forensic Lab (CFL), and the Office of Unified Communications (OUC).	Daily Service
Conduct required training for all eligible officers	PSD's Training Specialist, Administrative Support and Patrol Operations leadership and Strategic Development Specialist collaboratively ensure all aspects of mandated and optional training for all PSD officers, to include: preparing training plans, tracking all training and certifications, In-Service training mandates (by DCMR 6A), Firearm and Weapons training and requalification (performed by PSD's Firearm Instructors), D.C. Code and legal issues.	Daily Service
Managing Security guard contract	PSD's Administrative Support and Patrol Operations Sections, working with the PSD Training Specialist and Strategic Development Specialist, are primarily responsible for managing all matters regarding security guard contract implementation, to include: Statements of Work (SOW), assisting with the preparation of Request For Proposals (RFPs), Special Events (monitoring and preparing Memorandums of Understanding), contract compliance, mediating and monitoring contract liquidations, and moderating regularly scheduled (weekly and monthly) security agency awareness meetings, and invoicing (submission and reconciliation).	Daily Service
Managing and providing security at District owned and leased-properties	PSD's Patrol Operations provides assigned building security and mobile security support for all District properties and shelters. The Central Communications Center (CCC) provides 24/7 alarm and closed-circuit television (CCTV) monitoring and overall communications support for all sections of Protective Services Division (PSD). Threat Management Section (TMS) provides and supports the Enterprise Security Network of CCTV surveillance systems and Personal Identification Card Activity (PICA), along with all resources and equipment for access control activities (X-Ray machines, scanners, and magnetometers) and all requests from outside agencies for security recordings.	Daily Service
Monitoring and responding to security guard contracting issues	The PSD-assigned COTR for each security guard contract responds to District facilities to ensure compliance and conducts security meetings (at least once a month) to interact with security agencies concerning all relevant issues (compliance, invoicing, liquidations, etc).	Daily Service
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (3 Activities)		
Contract management	S&E manages many contracts for various services, including temporary contractors, green and cool roofs, solar and wind power purchase agreements, and on-call service contracts.	Daily Service
Bill management	S&E receives and processes invoices for all commodities, including electricity, natural gas, water, steam, stormwater, waste, recycling, organics and fuel.	Daily Service
Education	Educate employees, students, building tenants and visitors on issues of sustainability.	Key Project

2021 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Contract management (4 Strategic initiatives)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Oxon Run Community Solar	In FY21, DGS will complete a 2.65 Megawatts ground-mount community solar project in partnership with DOEE. When complete, the project will be one the largest clean energy projects in the District. It will generate \$400,000/year in renewable energy, which will be donated to 750 residents in Ward 8. Through the District's community solar program, each resident will receive credits on their electric bills worth \$500/year, or approximately \$42/month off of their bills.	75-99%	The project is completing punchlist items in order to closeout.	The project is completing punchlist items in order to closeout.
Strategic Energy Management Plan	In FY21, DGS will complete the Strategic Energy Management Plan, which is the Department's comprehensive plan to meet D.C.'s Building Energy Performance Standard (BEPs) Law for all District-owned properties over 10,000 square feet. The plan will outline a series of energy retrofits, capital investments, operational improvements, staff training, and measurement tools that will be implemented over the next five to ten years to meet BEPs Law and further the Mayor's commitment to the Paris Climate Accord. The scale of this plan and the ensuing work will require the active participation of all DGS divisions for many years to come.	Complete	The final SEMP Version 1 was delivered and is under review by DGS leadership.	
Energy Savings Agreement (ESA) Pilot	The Energy Savings Agreement (ESA) Pilot is a partnership between DGS and private companies to finance capital upgrades to DGS facilities through the energy savings generated from those upgrades. Through a public-private partnership, companies will pay for all upfront costs associated with the energy retrofits, share energy savings with the District, and use their share of the energy savings to realize a return on their investment. This program enables DGS to achieve its energy savings and greenhouse gas emissions reduction targets at no new cost to the District. The ESA pilot is structured similarly to Energy Savings Performance Contracting (ESPC). In FY21 DGS will begin this multiyear effort by collaborating with DCPS to identify 20-30 school facilities for upgrades, selecting a set of qualified vendors, and completing upgrade scopes of work for each school.	25-49%	The SEMP was finalized, providing a framework for the implementation of the Energy Savings Agreement (ESA) Pilot. An ESA Advisor was brought onboard.	Analyzing how Energy Service Agreements will be incorporated into the Agency's broader Strategic Energy Management Plan (SEMP).
DGS Rooftop Solar Expansion/Solar Indefinite Delivery, Indefinite Quantity (IDIQ)	DGS is implementing a multi-year strategy to install solar on every District-owned facility where possible and become one of the Cities with the most rooftop solar installations in the country. In FY21 DGS will award a Solar Indefinite Delivery Indefinite Quantity (IDIQ) contract to a qualified set of local vendors that qualify under the District's Certified Business Enterprise Program. Utilizing a Power Purchase Agreement (PPA) structure, the local companies will be given the opportunity to install and operate solar systems on the rooftops of DGS facilities. In exchange for access, the companies will provide discounted solar power to the District. The strategy enables DGS to create save on energy costs, create local green jobs, foster private investment, and achieve its greenhouse gas emissions reduction targets at no new cost to the District.	75-99%	The first Request for Power Purchase Agreement, which is for the District's first two net zero energy schools, has been drafted while DGS-CP finalizes the Basic Ordering Agreement.	The first Request for Power Purchase Agreement, which is for the District's first two net zero energy schools, has been drafted while DGS-CP finalizes the Basic Ordering Agreement.
Education (1 Strategic Initiative)				
DGS Public Utility Dashboard	In FY21, DGS will complete the initial buildout of the DGS Public Utility Dashboard, which will be a website for sharing utility consumption data on District-owned facilities with the public. The site is one of many efforts being implemented by DGS to enable residents to more easily follow the District's progress toward its sustainability goals.	75-99%	The vendor delivered User Acceptance Testing (UAT) process was finalized and DGS will use to test the dashboard at the start of FY22. The project is on track for a 'Go Live' date at the end of Q1 FY22.	The project is on track for a 'Go Live' date at the end of Q1 FY22.
Protect district facilities, assets, and visitors (1 Strategic Initiative)				
Vacant Building Inspections	In FY 21, the Protective Services Division (PSD) will develop a Vacant Building Inspection Schedule that will assist the agency with preventing the depredation of pipe/copper wire/etc. and reduce damage that occurs to vacant properties. This will help protect the value of these properties and their contents. From this schedule, PSD will begin by focusing on the most high-profile facilities. These inspections will also assist DGS's Facilities Maintenance Team by communicating the current condition(s) at vacant properties, allowing them to determine which locations require additional attention.	Complete	DGS worked with the Performance, Portfolio, and Facilities teams to create a mobile Salesforce module that allows PSD to not only create an automated schedule but also notifies FMD when an issue needs to be rectified at a vacant building.	
Provide project management services over design and construction activities (1 Strategic Initiative)				
Standard Building Specification Document	FY 21, DGS will develop a set of new standard building specifications for all school renovation and construction projects for DCPS, Project Managers and Designers. This document will not only house specifications but will also establish a process for use. The new process and standards will make it easier and more cost effective to build and maintain schools in the portfolio.	Complete	All documents and drafts are complete, and final assembled collection will be ready on 10/18.	
School Modernization, Renovations, and Improvements (1 Strategic Initiative)				

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
Replacement of School Locks	FY 21, DGS will finish the replacement of school locks in the DCPS portfolio.	75-99%	Contracts were awarded, and a handful of locks at some facilities remain to be completed. All work will be completed by 11/15/21. The lag into FY22 will not have any negative operational impact on any school.	Work took longer than expected due to material lead time and supply chain issues.

Department of General Services FY2022

Agency Department of General Services

Agency Code AMO

Fiscal Year 2022

Mission The goal of the Department of General Services is to ensure the delivery of new or modernized, well-equipped, well-maintained, safe and secure buildings and facilities for the benefit of District residents and employees.

Strategic Objectives

Objective Number	Strategic Objective
1	Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources.
2	Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security.
3	Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs.
4	Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District.
5	Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance.
6	Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors.
7	Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings.
8	Create and maintain a highly efficient, transparent, and responsive District government.

Key Performance Indicators (KPIs)

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (3 Measures)					
Average Age of DGS Fleet Vehicles - Owned and Leased	Down is Better	11	10.7	11.1	7
Percent Increase Across All Digital and Social Platforms Followers	Up is Better	New in 2020	4.8%	2.5%	5%
Percent of Positions Vacant at End of Fiscal Year	Down is Better	15.5%	8.2%	11.5%	5%
2 - Contracting and Procurement Division - Provides service and support to DGS in procuring goods and services that fall into the following categories: construction, architecture and engineering; facilities maintenance and operation; real estate asset management (including leasing and auditing); and utility contracts and security. (5 Measures)					
Percent of Total Purchase Orders Awarded to Small Business Enterprise (SBE) firms	Up is Better	62.4%	62.6%	83.4%	51%
Percent of Invitations for Bid (IFB) Completed Within PALT	Up is Better	New in 2020	83.3%	71.5%	60%

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
Percent of Requests for Proposal (RFP) Completed Within PALT	Up is Better	New in 2020	76.7%	78.6%	60%
Percent of Contract Modifications Completed in Appropriate PALT	Up is Better	New in 2020	91%	88.1%	85%
Percent of Requests for Small Purchases Completed Within PALT	Up is Better	New in 2020	73.3%	87.9%	85%
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Measures)					
Eastern Market Revenue	Up is Better	\$894,617.3	\$555,688.3	\$549,092.5	\$798,177
Percent of Owned Office Space Occupied	Up is Better	New in 2020	91%	80.4%	85%
Percent Office Space Leased	Down is Better	New in 2020	43.8%	45.8%	50%
Percent Below Market Rent Paid	Up is Better	New in 2020	88.2%	21.8%	15%
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (16 Measures)					
Percent of Approved Invoices Submitted to OCFO for Payment Processing Within 15 Calendar Days of Receipt	Up is Better	New in 2021	New in 2021	83.2%	85%
Education Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Down is Better	New in 2021	New in 2021	13.9%	25%
Education Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Down is Better	New in 2021	New in 2021	0.6%	25%
Municipal Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Down is Better	New in 2021	New in 2021	4.1%	25%
Municipal Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Down is Better	New in 2021	New in 2021	1.2%	25%
Recreation Projects: Project Cost Increase Percentage due to Error and Omission Change Orders	Down is Better	New in 2021	New in 2021	No Applicable Incidents	25%
Recreation Projects: Project Cost Increase Percentage due to Unforeseen Site Condition Change Orders	Down is Better	New in 2021	New in 2021	8.2%	25%
Education Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Down is Better	New in 2021	Not Available	2.3%	25%
Municipal Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Down is Better	New in 2021	Not Available	3.1%	25%
Recreation Projects: Project Cost Increase Percentage Due To DGS Requested Change Orders	Down is Better	New in 2021	Not Available	9.3%	25%
Percent of Municipal Projects on Budget	Up is Better	97.3%	96.6%	77.7%	75%
Percent of Municipal Projects on Schedule	Up is Better	96.1%	98%	84.2%	75%
Percent of Education Projects on Budget	Up is Better	94.4%	97.2%	66.2%	75%
Percent of Education Projects on Schedule	Up is Better	92.5%	96.1%	85.2%	75%

Measure	Directionality	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Target
Percent of Recreation Projects on Budget	Up is Better	90.6%	92.7%	65%	75%
Percent of Recreation Projects on Schedule	Up is Better	88.3%	93%	84.5%	75%
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (4 Measures)					
Median Completion Time - Nonemergency Work Orders	Down is Better	New in 2020	70.7	15.5	45
Percent of Nonemergency Work Orders Completed Within Service Level Agreement (SLA)	Up is Better	New in 2020	66.2%	63.1%	70%
Median Completion Time - Emergency Work Orders	Down is Better	0.5	1	1	2
Percent of Emergency Work Orders Completed Within Service Level Agreement (SLA)	Up is Better	82.9%	69.4%	76.5%	70%
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (3 Measures)					
Percent of contractor security personnel in official uniform, properly equipped, and in possession of valid Security Officer Management Branch Commission	Up is Better	New in 2021	New in 2021	99.9%	95%
Percent of Full Duty Special Police Officers who have completed mandatory annual in-service training.	Up is Better	New in 2021	New in 2021	89.4%	95%
Percentage of Full Duty Protective Services Employees Completing Racial Equity Training	Up is Better	New in 2022	New in 2022	New in 2022	New in 2022
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (10 Measures)					
Percent Change in Portfolio Greenhouse Gas Emissions (tons)	Down is Better	-8.1%	Waiting on Data	Waiting on Data	-5%
Percent of Renewable Electricity Purchased as a Total of All Energy Purchased	Up is Better	New in 2020	Waiting on Data	Waiting on Data	40%
Percent Change in Quarterly Portfolio Trash Generation (tons)	Down is Better	New in 2020	-47.7%	-3.3%	-2.5%
Percent Change in Quarterly Portfolio Organics Generation (tons)	Up is Better	New in 2020	Waiting on Data	0%	5%
Percent Change in Quarterly Portfolio Recycling (tons)	Up is Better	New in 2020	-10%	-16.8%	2.5%
Change in Average Energy Star Score	Up is Better	New in 2021	Waiting on Data	Waiting on Data	2%
Percent of Electricity Needs Met By Renewable Sources (On-Site or Contracted)	Up is Better	Waiting on Data	33.7%	31.6%	35%
Percent Change in Quarterly Portfolio Electricity Peak Demand	Down is Better	-6.1%	Waiting on Data	Waiting on Data	-5%
Percent Change in Quarterly Portfolio Electricity Consumption (kWh)	Down is Better	-8.9%	-0.1%	-7.4%	-2.5%
Percent Change in Quarterly Portfolio Natural Gas Consumption	Down is Better	-8.7%	-8.6%	-1%	-2.5%

Operations

Operations Title	Operations Description	Type of Operations
1 - Office of the Director - Provides overall leadership for the department, including policy development, planning, performance measures, accountability, service integration and customer service. The director's office also administers day-to-day operations of the department, including operating and capital budget preparation and administration, training, contract management logistics, facilities support and human resources. (11 Activities)		
Training and Development	Responsible for providing organization and personal development services, by offering cutting edge programs that continually develop our employees.	Daily Service
Strategic Planning	Develop, implement and coordinate strategies and operational enhancements aimed toward ensuring DGS delivers high quality, effective and efficient services to our stakeholders.	Daily Service
Resource Allocation	Identifies unit costs and measures agency outputs across all business functions by continuously evaluating its current business practices to provide the most effective and efficient services and support the facilitation of wise top-level resource allocation decision and implementation strategies.	Daily Service
HUMAN RESOURCES	Responsible for providing labor law compliance, record keeping, hiring and training, compensation, relational assistance and help with handling specific employee performance issues.	Daily Service
Government and Legislative Affairs	Responsible for the development and implementation of strategies to advance the Department's legislative initiatives and other interests relating to the District of Columbia's buildings and facilities portfolio.	Daily Service
Certified Business Enterprise (CBE) Inclusion	Responsible for elevating DGS' existing CBE program to the next level and build a best practice, comprehensive CBE program by partnering with all DGS divisions to create and increase meaningful CBE/SBE opportunities across all areas of the agency's business.	Daily Service
Fleet Management	Responsible for the overall management of vehicles maintained by the Department of General Services.	Daily Service
Performance Management	Provide leadership, guidance, and consulting services for the Department of General Services on performance management and organizational process streamlining to improve operational effectiveness and efficiency, better inform future planning and budget formulation and ensure organizational transparency and accountability.	Daily Service
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Risk Management	Responsible for establishing a risk-management structure to identify and mitigate against the inherent risks associated with District owned properties and associated assets.	Daily Service
Information Technology	Provides the highest quality technology-based services, and support to DGS to meet its strategic goals and objectives.	Daily Service
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Coordinate all Acquisition Planning and Execution Activities	Contracting and Procurement works closely with our internal divisions and client agencies to create a detailed and meaningful acquisition plan with aligns with anticipated procurements with budgetary resources and strategic plans. The annual acquisition plan will allow DGS to forecast the procurement needs of the internal divisions and meet both planned and unplanned procurement needs with great efficiency.	Daily Service
Maintain the file room and contract files	The Acquisition Services branch, within Contracting and Procurement, assists management with monitoring and oversight over the file room and contract files. This includes periodically assessing the integrity of file room operational procedures, as well as ascertaining whether the file room specialist is implementing efficient and effective records management practices.	Daily Service

Operations Title	Operations Description	Type of Operations
Assume lead for all matters related to vendor dispute resolution	Prospective contractors have the right to protest decisions made by the Contracting Officer. All protests and disputes by the contractor against the District shall be first submitted in writing to the Contracting Officer for a decision. The Contracting Officer will make every attempt to resolve protests and disputes via alternative dispute resolution and informal methods. Any dispute that cannot be resolved by this method may be treated as a formal claim.	Daily Service
Perform operational reviews and assessments of procurement actions	Operational reviews and assessments are performed to ascertain whether the District's procurement professionals are complying with the applicable procurement laws, regulations, and policies. In addition, these reviews are purposed to identify high risk procurement issues and areas, provide key monitoring and oversight activities on behalf of management, and identify other issues and/or opportunities for operational and process efficiency.	Daily Service
Prepare Invoices and release documents for Direct Vouchers	Procurement personnel assist in the preparation of release documentation for Direct Vouchers and review contractor invoices and recommend approval by the Contracting Officer.	Daily Service
3 - Portfolio Management Division - Manages and secures contracted Lease space for the District, and identifies and develops plans for short, medium and long-term real estate needs. (4 Activities)		
Collect rent from entities leasing District-owned property	Portfolio Division's is responsible for the revenue generation and collection of real property that has been identified as excess to operational requirements. In addition, it is Portfolio's responsibility to assist in identifying properties that may be surplus to their needs.	Daily Service
Building Management	The Portfolio Division is responsible for providing building management services for facilities owned or operated by the District.	Daily Service
Asset Management	The Portfolio Management Division is responsible for ensuring that the SmartDGS database is maintained by their team with timely, accurate and up-to-date occupancy, project and Asset Management information.	Daily Service
Property Management	The Portfolio Division is responsible for executing real property acquisitions by purchase or lease, and also disposing of property through sale, lease or other authorized method.	Daily Service
4 - Capital Construction Division/Project Delivery - Ensures the effective and efficient management, planning, modernization, construction and renovation of public safety, municipal and recreation facilities for the District. (4 Activities)		
School Modernization, Renovations, and Improvements	The Project Delivery Division manages the renovation and new construction of education facilities, and other high priority projects for the District.	Key Project
Perform existing conditions assessments	Assessment of mechanical, electrical and structural condition of all District owned facilities conducted on a recurring cycle.	Daily Service
Provide project management services over design and construction activities	The Construction Services division manages the planning, modernization and new construction of public safety facilities, municipal and recreation projects.	Daily Service
Project closures and document completions for end users	Project close-out procedures and required documents and documentation, to include warranties, Operations and Maintenance manuals, commissioning documentation, Leadership in Energy and Environmental Design (LEED) certifications, certificate of occupancy, final inspections and final release of liens.	Daily Service
5 - Facilities Management Division - Provides a clean, safe and operational work, living, learning and play environments for District agencies, emergency responders, residents and visitors through effective and efficient facilities management and maintenance. (7 Activities)		
Receive, Issue and Complete Work Orders	Using Salesforce, the Facilities Management Division receives, reviews and assigns work orders to the appropriate business unit for processing and completion.	Daily Service

Operations Title	Operations Description	Type of Operations
Snow Removal at Schools and District Buildings	The Facilities Management Division is responsible for: pre-treatment, snow melt application, shoveling, hauling and cleaning walk ways and sidewalks, drive ways schools, recreation centers and some municipal facilities.	Daily Service
Maintenance and Repair	The Facilities Management Division is responsible for the maintenance and providing repair service for DCPS Schools, DPR Facilities (Parks and Recreation Centers) and other District Buildings.	Daily Service
Special Projects	The Facilities Management Division plans and carries out renovation, alteration, and improvement of the District facilities as needed to accommodate new or changed programs, priorities or services.	Key Project
Mowing Services	The Facilities Management Division is responsible for mowing services for the District, including complete lawn care, planting and removing shrubs and bushes, and performing various methods to clean exterior buildings and walkways; as well as clearing debris from walkways and entrances.	Daily Service
Pest Services	The Facilities Management Division is responsible for keeping employees and client agencies safe, by providing solutions for eliminating pest activity in District facilities.	Daily Service
Lead Testing	The Facilities Management Division is responsible for all testing and monitoring and lead levels in all District facilities; and the repair and replacement of all materials to maintain safe drinking levels.	Key Project
6 - Protective Services Division - Coordinates, manages and provides security service for District Government facilities through the use of Special Police Officers and Security Officers, Civilian Employees and Contractors. (10 Activities)		
Inform and enhance security operations	Inform and enhance security operations through engagement with stakeholders and the interagency community.	Daily Service
Ensure sustainment of Contract Security operations	Ensure continuity of Contract Security operations through an active compliance and monitoring program.	Daily Service
Protect district facilities, assets, and visitors	Protect district facilities, assets, and visitors while facilitating the conduct of government business. In FY17, the agency will conduct risk assessments, at least, every five years for Facility Security Level (FSL) I and II facilities and at least every three years for Level III, IV, and V facilities as per the current federal guidelines and best practices.	Daily Service
Enforcing Post Orders Compliance Review at all PSD facilities	PSD's Threat Management Section and Patrol Operations conducts contract compliance and quality control inspections for all DGS facilities to ensure contract and personnel compliance with existing building rules and regulations and post orders. Post orders are reviewed and updated.	Daily Service
Monitoring security systems	PSD's Central Communications Center (CCC) and the Security Services Center (SSC), located at JWB provide 24/7 alarm and CCTV monitoring. PSD's Threat Management Section continuously monitors all aspects of the Enterprise Wide Security System.	Daily Service
Execute direct staffing at critical locations	PSD's uniformed officers are directly assigned to secure critical high-profile DC Government facilities such as the John Wilson Building (JWB), Consolidated Forensic Lab (CFL), and the Office of Unified Communications (OUC).	Daily Service
Conduct required training for all eligible officers	PSD's Training Specialist, Administrative Support and Patrol Operations leadership and Strategic Development Specialist collaboratively ensure all aspects of mandated and optional training for all PSD officers, to include: preparing training plans, tracking all training and certifications, In-Service training mandates (by DCMR 6A), Firearm and Weapons training and requalification (performed by PSD's Firearm Instructors), D.C. Code and legal issues.	Daily Service
Managing Security guard contract	PSD's Administrative Support and Patrol Operations Sections, working with the PSD Training Specialist and Strategic Development Specialist, are primarily responsible for managing all matters regarding security guard contract implementation, to include: Statements of Work (SOW), assisting with the preparation of Request For Proposals (RFPs), Special Events (monitoring and preparing Memorandums of Understanding), contract compliance, mediating and monitoring contract liquidations, and moderating regularly scheduled (weekly and monthly) security agency awareness meetings, and invoicing (submission and reconciliation).	Daily Service

Operations Title	Operations Description	Type of Operations
Managing and providing security at District owned and leased-properties	PSD's Patrol Operations provides assigned building security and mobile security support for all District properties and shelters. The Central Communications Center (CCC) provides 24/7 alarm and closed-circuit television (CCTV) monitoring and overall communications support for all sections of Protective Services Division (PSD). Threat Management Section (TMS) provides and supports the Enterprise Security Network of CCTV surveillance systems and Personal Identification Card Activity (PICA), along with all resources and equipment for access control activities (X-Ray machines, scanners, and magnetometers) and all requests from outside agencies for security recordings.	Daily Service
Monitoring and responding to security guard contracting issues	The PSD-assigned COTR for each security guard contract responds to District facilities to ensure compliance and conducts security meetings (at least once a month) to interact with security agencies concerning all relevant issues (compliance, invoicing, liquidations, etc).	Daily Service
7 - Sustainability and Energy Division - Makes existing and new DGS buildings the most environmentally sustainable, comfortable, and resource efficient of any city in the US. DGS-SE will use sustainability to positively impact the District's occupants, students, visitors, and reduce the environmental burden of District owned buildings. (3 Activities)		
Contract management	S&E manages many contracts for various services, including temporary contractors, green and cool roofs, solar and wind power purchase agreements, and on-call service contracts.	Daily Service
Bill management	S&E receives and processes invoices for all commodities, including electricity, natural gas, water, steam, stormwater, waste, recycling, organics and fuel.	Daily Service
Education	Educate employees, students, building tenants and visitors on issues of sustainability.	Key Project

▼ Workload Measures (WMs)

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
1 - Communications (5 Measures)			
Number of DGS Meetings (External Affairs)	New in 2022	New in 2022	New in 2022
Number of DGS Intranet and Website Views	New in 2022	New in 2022	New in 2022
Number of Impressions to the Agency's Facebook, Twitter, Instagram, LinkedIn, and YouTube	785,932	518,162	525,203
Number of 'Ask The Directors' Inquires	357	228	183
Number of Story Pitches Resulting in News Coverage	New in 2020	5	13
1 - Fleet Management (2 Measures)			
Number of Owned Vehicles Beyond Their Life Balance	New in 2022	New in 2022	New in 2022
Number of DGS Fleet Vehicles That Are Electric	New in 2022	New in 2022	New in 2022
1 - HUMAN RESOURCES (5 Measures)			
Number of Positions Not Filled by End of Fiscal Year	92	56	81
Number of Disciplinary Actions Processed by Employee Relations	30	19	4
Number of Positions Filled by End of Fiscal Year	55	38	38
Number of Special Accommodation Requests Approved Through Employee Relations	5	3	14
Number of Special Accommodations Requested Through Employee Relations	11	3	14
2 - Coordinate all Acquisition Planning and Execution Activities (7 Measures)			

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
Number of Small Purchases Awarded	New in 2020	165	80
Number of Emergency Procurements Awarded	61	164	48
Number of Sole Source Contracts Awarded	New in 2020	23	28
Number of Request for Proposals (RFPs) Awarded	235	37	21
Number of Contracts Awarded to Small Business Enterprise (SBE) Firms	513	496	121
Number of Invitations for Bid (IFB) Awarded	207	14	1
Number of Ratification Requests Approved	New in 2021	New in 2021	1
2 - Maintain the file room and contract files (1 Measure)			
Number of Compliance Audits	5	22	50
3 - Building Management (2 Measures)			
Number of Vacant Building Assessments	New in 2022	New in 2022	New in 2022
Number of Space/School Reservations	905	180	174
3 - Property Management (3 Measures)			
Number of Buildings Added to DGS Portfolio	New in 2020	14	5
Percent Change in District Footprint	New in 2020	-0.4%	3.3%
Total Dollar Amount Paid for Leased Space	\$172,332,591	\$50,458,164	\$191,207,505
4 - Provide project management services over design and construction activities (7 Measures)			
Number of Completed Projects – Education	New in 2021	New in 2021	77
Number of Projects - Design Phase	170	70	31
Number of Completed Projects – Recreation	New in 2021	New in 2021	24
Number of Completed Projects – Municipal	New in 2021	New in 2021	23
Number of Projects - Planning Phase	340	150	170
Number of Projects - Close-Out Phase	164	57	125
Number of Projects - Construction Phase	309	108	111
5 - Receive, Issue and Complete Work Orders (16 Measures)			
Number of Work Orders Completed - DCPS	16,425	9710	9322
Number of Unique Properties Serviced	New in 2020	599	552
Number of Work Orders Requested - Municipal	8571	8261	5014
Number of Work Orders Requested - DPR	7984	5579	4960
Number of Work Orders Completed - Municipal	7181	7134	3758
Number of Emergency Work Orders Completed	New in 2020	714	375
Number of Work Orders Completed - DPR	6042	4170	3368
Number of Requests Received Through 311	New in 2020	366	301
Total Number of Work Orders Requested	New in 2020	32,194	29,089
Number of Work Orders Completed - FEMS	New in 2020	1019	2887
Number of Work Orders Requested - FEMS	New in 2020	1578	2729

Measure	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual
Number of Nonemergency Work Orders Completed	New in 2020	21,767	22,763
Total Number of Work Orders Completed	New in 2020	24,292	21,374
Number of Work Orders Requested - MPD	New in 2020	1896	1992
Number of Work Orders Completed - MPD	New in 2020	1598	1543
Number of Work Orders Requested - DCPS	20,769	12,476	13,918
5 - Special Projects (1 Measure)			
Number of Stormwater Retention Credits Generated	New in 2020	Waiting on Data	99,641
6 - Execute direct staffing at critical locations (1 Measure)			
Number of Events Associated with Additional Security Request (ASRs) from Outside DGS	280	110	31
6 - Inform and enhance security operations (1 Measure)			
Number of Buildings Penetration Exercises Conducted	New in 2022	New in 2022	New in 2022
6 - Managing and providing security at District owned and leased-properties (3 Measures)			
Number of Building Assessments conducted by Threat Management System	New in 2021	New in 2021	93
Number of Incidents Associated with Contract Guard Poor Performance or Corrective Action	New in 2020	93	28
Number of Service Calls Responded to by PSD	New in 2021	New in 2021	1398
6 - Managing Security guard contract (1 Measure)			
Dollar Value of Liquidated Damages, Resulting from Contract Guard Poor Performance or Corrective Action	\$59,100	\$14,500	\$10,150
7 - Bill management (8 Measures)			
Total Portfolio Renewable Energy Consumption	119,877,111	Waiting on Data	Waiting on Data
Total Portfolio Natural Gas Consumption (Therms)	8,033,943	Waiting on Data	Waiting on Data
Total Portfolio Water Consumption (CCF)	823,777	Waiting on Data	Waiting on Data
Total Tonnage Recycled	New in 2020	Waiting on Data	985.8
Total Portfolio Waste Generation (Tons)	25,476.2	Waiting on Data	9268
Total Portfolio Solar PV Capacity	New in 2020	Waiting on Data	15.6
Number of Sites Connected to a Smart Building Network	New in 2020	Waiting on Data	131
Total Tonnage of Organics Composted	New in 2020	Waiting on Data	0
7 - Contract management (1 Measure)			
Total Installed Solar Sites	58	Waiting on Data	62

Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date
Asset Management (1 Strategic Initiative)		
Strategic Planning Framework	In FY 22, DGS, with the help of a Portfolio Asset Management Consultant, will create a framework for the development of a strategic plan for District owned assets.	09-30-2022
Conduct required training for all eligible officers (1 Strategic Initiative)		
Employees Completing Racial Equity Training	Law enforcement is changing rapidly nationwide. PSD Officers and above will be required to take Racial Equity Training in order to recognize and value community diversity to include implicit bias training.	09-30-2022
Property Management (1 Strategic Initiative)		
Urban Farming	In FY 22, DGS will work with the Department of Environment and Energy (DOEE) to locate potential sites for urban farming. These sites will be District owned locations of at least 2500 sqft. DGS will also work with DOEE to develop necessary solicitations and land use agreements for the urban farms.	09-30-2022
Special Projects (1 Strategic Initiative)		
Public Environmental Safety Amendment Act	In FY 2022, DGS will hire and train employees to fill required positions, procure qualified contractors for testing, and establish thresholds associated with the new parameters of the Act. Projects that meet the criteria will be selected and during the fiscal year DGS will begin execution of the scope outlined in the Act.	09-30-2022

Report ID: POSITION Page No. 1
 Funding Agency: Strategic S Run Date
 As Of Date: Run Time 23:25:29
 Appropriation Year:

Prgm Code	Activity	Posn Nbr	Title
3009	3009	00000546	Building Manager
3016	3016	00000671	Building Manager
4001	4001	00000876	Deputy Associate Director for
3015	3015	00000881	Risk Management Coordinator
3010	3010	00001468	Mail Assistant (MVO)
2003	2003	00002197	Project Manager
3015	3015	00002456	Program Analyst
2003	2003	00003326	Project Manager
3009	3009	00003788	Program Analyst
2001	2001	00003928	Program Analyst
2001	2001	00004190	Associate Director for Portfoli
3014	3014	00004594	Maintenance Mechanic
4001	4001	00004661	Special Police Officer
3010	3010	00004716	Building & Grounds Maintenance
1090	1090	00004737	Associate Director of Legislat
4001	4001	00004760	Supv Special Police Officer
3016	3016	00005090	Plumber
4001	4001	00005484	Physical Security Specialist
3015	3015	00005747	Maintenance Worker (Custodian)
3009	3009	00005938	Grounds Maintenance Supervisor
5001	5001	00007545	General Engineer (Energy)
3010	3010	00007822	MAINTENANCE MECHANIC SUPV
4001	4001	00008378	Lead Special Police Officer
4001	4001	00008398	Supvy Physical Security Spec
3010	3010	00008724	Electrician
1010	1010	00008979	Human Resources Specialist
3015	3015	00009033	Program Analyst
4001	4001	00009213	Executive Assistant
6001	6001	00009268	Contract Specialist
2003	2003	00009269	Project Manager
3010	3010	00009443	Maintenance Worker (Custodian)
3016	3016	00009493	Maintenance Mechanic
4001	4001	00009705	Supv Special Police Officer
3016	3016	00009949	Carpenter
3016	3016	00010071	Program Analyst
3015	3015	00010128	BUILDING MGMT SPEC
4001	4001	00010198	Lead Special Police Officer
4001	4001	00010305	Special Police Officer
4001	4001	00010720	Special Police Officer
3010	3010	00010791	Work Order Specialist
3014	3014	00010923	Carpenter

3009	3009	00011067	Building Management Specialist
4001	4001	00011207	Supv Special Police Officer
6001	6001	00012375	Clerical Assistant
1051	1051	00012488	SENIOR BUDGET ANALYST
6001	6001	00012546	Contract Specialist
4001	4001	00012553	Special Police Officer
4001	4001	00012734	Special Police Officer
3010	3010	00012821	Maintenance Mechanic
1095	1095	00012875	Program Analyst
3010	3010	00012882	CARPENTER
3016	3016	00012974	Carpenter
2003	2003	00013043	Project Manager
2003	2003	00013272	Project Manager
1060	1060	00013474	Supervisory Attorney Advisor
4001	4001	00013579	Special Police Officer
3009	3009	00014204	Maintenance Worker
3010	3010	00014271	MAINTENANCE WORKER
3015	3015	00014374	Maintenance Worker (Grounds)
3009	3009	00014447	STAFF ASSISTANT
3010	3010	00014536	Maintenance Worker (Custodian)
2003	2003	00015137	Program Analyst
3009	3009	00015242	Project Manager
3015	3015	00015342	Electrician
1051	1051	00015590	Util Syst Repair Oper Supvr
3010	3010	00015692	BUDGET ANALYST
3016	3016	00015806	Plumber
3010	3010	00015854	Electrical Worker
3015	3015	00015860	ELECTRICAL WORKER
3016	3016	00016041	Security Assistant
4001	4001	00016050	BUILDING MGMT SPEC
3009	3009	00016059	Clerical Assistant
4001	4001	00016092	Special Police Officer
1090	1090	00016096	Painter
3009	3009	00016127	Special Police Officer
3010	3010	00016133	Chief Administrative Officer
3014	3014	00016144	Util Syst Repair. Oper Supvy.
4001	4001	00016220	MAINTENANCE MECHANIC SUPV
3015	3015	00016238	Maintenance Services Manager
3016	3016	00016281	Physical Security Specialist
2003	2003	00016389	Maintenance Worker (Custodian)
3009	3009	00016533	PIPEFITTER
3015	3015	00016642	Maintenance Worker
3010	3010	00016654	Project Manager
3014	3014	00016677	Program Analyst
3016	3016	00016956	Maintenance Worker (Custodian)
3016	3016	00017115	Maintenance Mechanic
3016	3016	00017414	PIPEFITTER

3009	3009	00017476	Pipefitter
3010	3010	00017481	Maintenance Worker (Custodian)
2003	2003	00017515	Maintenance Worker (Custodian)
3010	3010	00017572	Boiler Plant Operator
4001	4001	00017575	Boiler Plant Equip. Mechanic
3016	3016	00017999	Senior Project Manager
3009	3009	00018004	Maintenance Worker (Custodian)
3015	3015	00018115	Lead Special Police Officer
1051	1051	00018194	Maintenance Worker (Grounds)
6001	6001	00018343	ELECTRICIAN WORKER
3015	3015	00018467	Maintenance Worker (Custodian)
3016	3016	00018505	Maintenance Worker (Custodian)
3010	3010	00018554	ACCOUNTANT
3016	3016	00018755	Executive Assistant
2003	2003	00018868	Util Syst Repair Oper Supvr
3009	3009	00019022	Maintenance Worker (Custodian)
3016	3016	00019385	Maintenance Worker (Custodian)
3014	3014	00019741	FAC MAINTENANCE MGR
3015	3015	00019777	Project Manager
3016	3016	00019843	Maintenance Worker (Grounds)
3016	3016	00019847	Carpenter
3015	3015	00019897	Carpenter
3015	3015	00019914	Senior Project Manager
3014	3014	00020002	Maintenance Mechanic Leader
3009	3009	00020014	Maintenance Mechanic Leader
3016	3016	00020330	Executive Assistant
2006	2006	00020553	Maintenance Worker (Custodian)
3014	3014	00020568	PLUMBER
4001	4001	00020602	LOCKSMITH LEADER
3009	3009	00020723	Maintenance Worker
4001	4001	00020753	Realty Program Specialist
3010	3010	00020761	Management Analyst
3014	3014	00020865	Special Police Officer
3015	3015	00020868	Management Analyst
4001	4001	00020911	Special Police Officer
3016	3016	00020967	Maintenance Mechanic
3016	3016	00021083	Work Order Specialist
3010	3010	00021177	Maintenance Worker (Custodian)
3016	3016	00021196	Special Police Officer
3009	3009	00021200	Maintenance Worker (Grounds)
3016	3016	00021352	MAINTENANCE WORKER
3014	3014	00021398	Painter
3009	3009	00021615	Maintenance Worker (Custodian)
3009	3009	00021746	BOILER PLANT OPERATOR SUPV
3014	3014	00021771	MAINTENANCE WORKER
3009	3009	00021926	Mail Assistant (MVO)
3016	3016	00022167	Maintenance Worker (Custodian)

3009	3009	00022267	Carpenter
4001	4001	00022624	Mail Assistant (MVO)
5001	5001	00022785	Maintenance Worker Supervisor
3009	3009	00022808	Maintenance Worker (Custodian)
4001	4001	00022829	BUILDING MGMT SPEC
3009	3009	00023001	Carpenter
3016	3016	00023226	Carpenter
4001	4001	00023367	Maintenance Worker (Custodian)
3014	3014	00023522	Maintenance Worker (Custodian)
2003	2003	00024153	Lead Special Police Officer
4001	4001	00024170	Senior Project Manager
3010	3010	00024263	BUILDING MGMT SPEC
3009	3009	00024383	Lead Special Police Officer
4001	4001	00024504	Management Analyst
4001	4001	00024509	Maintenance Worker (Custodian)
1090	1090	00024515	Lead Special Police Officer
3014	3014	00024575	Util Syst Repair. Oper Supvy.
3016	3016	00024581	Project Manager
3015	3015	00024674	Special Police Officer
3016	3016	00024706	BUILDING MGMT SPEC
4001	4001	00024806	Mason
3016	3016	00025012	Supv Special Police Officer
3009	3009	00025072	Special Police Officer
3014	3014	00025101	Legislative Analyst
3016	3016	00025203	Building Manager
3015	3015	00025483	MAINTENANCE WORKER
3016	3016	00025867	Staff Assistant
3010	3010	00026093	Project Manager
4001	4001	00026117	Supv Special Police Officer
3009	3009	00026120	Carpentry Leader
3009	3009	00026153	ELECTRICIAN
3015	3015	00026182	CARPENTER
3015	3015	00026418	ELECTRICIAN
4001	4001	00026468	Maintenance Worker (Custodian)
3009	3009	00026485	Freedom of Info Spec
2003	2003	00026696	Maintenance Mechanic
3016	3016	00026793	Lead Special Police Officer
4001	4001	00026869	Mail Assistant (MVO)
3014	3014	00026966	EXECUTIVE ASST
4001	4001	00027075	BUILDING MGMT SPEC
5001	5001	00027199	Maintenance Worker (Custodian)
3010	3010	00027420	Special Police Officer
4001	4001	00027443	Maintenance Worker (Custodian)
4001	4001	00027850	Project Manager
5001	5001	00027979	Mail Assistant (MVO)
3010	3010	00027981	Physical Security Specialist
3015	3015	00027983	PROPERTY MGMT SPEC

5001	5001	00027985	Lead Special Police Officer
5001	5001	00027986	Project Manager
3016	3016	00027988	Electrician
4001	4001	00027990	Lead Special Police Officer
2003	2003	00027991	Lead Special Police Officer
5001	5001	00027994	Senior Project Manager
4001	4001	00027996	Carpentry Leader
4001	4001	00027997	Supervisory Program Analyst
4001	4001	00028000	Deputy Director for Capital Co
3009	3009	00028009	Executive Assistant
3016	3016	00028011	Assistant Facility Services Ma
3016	3016	00028013	Special Police Officer
3010	3010	00028020	Project Manager
3016	3016	00028023	EXECUTIVE ASST
1090	1090	00028024	Lead Special Police Officer
3009	3009	00028025	Lead Special Police Officer
4001	4001	00028026	Special Police Officer
4001	4001	00028029	Boiler Plant Operator
3015	3015	00028030	Carpenter
4001	4001	00028041	Facilities Operations Manager
5010	5010	00028042	MAINTENANCE WORKER
3010	3010	00028043	BUILDING MGMT SPEC
2001	2001	00028044	Supvy. Management Analyst
3010	3010	00028048	STAFF ASSISTANT
3009	3009	00028055	Special Police Officer
3014	3014	00028058	Lead Special Police Officer
3016	3016	00032495	Maintenance Worker (Grounds)
2001	2001	00032843	Management Analyst
5001	5001	00033059	Project Management Officer
6001	6001	00033181	Senior Project Manager
3016	3016	00033264	Realty Officer
1051	1051	00033723	Maintenance Worker (Custodian)
3009	3009	00033942	Program Support Assistant
3016	3016	00033944	Building Manager
3009	3009	00034338	Maintenance Worker
2001	2001	00035102	CONSTRUCTION ANALYST
4001	4001	00035804	Senior Project Manager
4001	4001	00035851	BUILDING MGMT SPEC
4001	4001	00036460	Maintenance Worker (Custodian)
4001	4001	00036877	Budget Analyst
4001	4001	00037123	Maintenance Worker (Grounds)
2001	2001	00039306	Executive Assistant
4001	4001	00039408	Landscape Gardener Equip Oper
4001	4001	00041467	Realty Specialist
4001	4001	00041470	Special Police Officer
4001	4001	00041472	Special Police Officer
4001	4001	00041473	Lead Special Police Officer

3010	3010	00041477	Special Police Officer
3016	3016	00041478	Security Assistant
3010	3010	00041481	Realty Program Specialist
3009	3009	00041485	Training Specialist
3010	3010	00041487	Program Analyst
3016	3016	00041488	Supv Special Police Officer
3010	3010	00041491	Supv Special Police Officer
3014	3014	00041492	Supervisory Special Police Off
3015	3015	00041495	Supv Special Police Officer
3010	3010	00042236	ELECTRICAL WORKER
3016	3016	00042237	Maintenance Worker (Grounds)
3010	3010	00042239	Maintenance Worker (Grounds)
3015	3015	00042241	Maintenance Worker (Custodian)
3016	3016	00042242	Maintenance Worker (Custodian)
3010	3010	00042243	Maintenance Worker (Custodian)
1051	1051	00042244	Maintenance Worker (Custodian)
3016	3016	00042292	Staff Assistant
3010	3010	00042661	Maintenance Worker (Custodian)
3010	3010	00042938	Maintenance Worker (Grounds)
3010	3010	00042939	MAINTENANCE WORKER
3014	3014	00043224	MAINTENANCE WORKER
3016	3016	00043225	Maintenance Worker (Custodian)
3010	3010	00043227	MAINTENANCE WORKER
3010	3010	00043228	MAINTENANCE WORKER
3016	3016	00043229	Deputy Associate Director for
3010	3010	00043230	Accounts Payable Technician
1060	1060	00043232	MAINTENANCE WORKER
3010	3010	00043234	Maintenance Worker (Custodian)
3016	3016	00043236	MAINTENANCE WORKER
3015	3015	00043237	Maintenance Worker (Custodian)
3015	3015	00043238	Painter
3014	3014	00043240	Maintenance Worker (Custodian)
3016	3016	00043514	Painter Worker
3010	3010	00043518	Painter Worker
1051	1051	00043533	Maintenance Worker (Custodian)
1010	1010	00043541	Maintenance Worker (Custodian)
4001	4001	00043550	Maintenance Worker (Grounds)
4001	4001	00043570	Maintenance Worker (Custodian)
4001	4001	00043574	Maintenance Worker (Custodian)
4001	4001	00044090	General Counsel
4001	4001	00044356	Maintenance Worker (Grounds)
4001	4001	00044430	BUILDING MGMT SPEC
4001	4001	00044432	Building Manager
4001	4001	00044433	Building Manager
1095	1095	00044434	CLERICAL ASSISTANT
2001	2001	00044435	Maintenance Worker
1051	1051	00044437	Painter

1090	1090	00044438	BUDGET ANALYST
5001	5001	00044708	Training Specialist
1051	1051	00044710	Resource Allocation Analyst
1051	1051	00044712	Special Police Officer
1051	1051	00044714	Special Police Officer
1051	1051	00044728	Special Police Officer
1051	1051	00044729	Attorney Advisor
1080	1080	00044731	Supv Special Police Officer
4001	4001	00044732	Supv Special Police Officer
4001	4001	00044734	Special Police Officer (Unarm)
4001	4001	00045301	Green Building Coordinator
4001	4001	00045573	Supervisory Management Analyst
4001	4001	00045640	AGENCY FISCAL OFFICER
4001	4001	00045653	Director, Dept of General Svcs
4001	4001	00045656	Management Analyst
4001	4001	00045658	Accounts Payable Supervisor
4001	4001	00045877	BUDGET DIR
1090	1090	00045878	Controllor
1090	1090	00045879	FINANCIAL SYSTEMS ANALYST
1051	1051	00045882	FINANCIAL MANAGER
1051	1051	00045985	Public Information Officer
1060	1060	00046303	Lead Special Police Officer
4001	4001	00046304	Lead Special Police Officer
3016	3016	00046305	Special Police Officer
4001	4001	00046306	Lead Special Police Officer
1090	1090	00046307	Lead Special Police Officer
3009	3009	00046308	Lead Special Police Officer
5010	5010	00046309	Lead Special Police Officer
2003	2003	00046310	Lead Special Police Officer
2003	2003	00046311	Program Support Specialist
1090	1090	00046462	Chief Operating Officer
4001	4001	00046476	Special Assistant
4001	4001	00046602	Accountant
4001	4001	00046603	Accounts Payable Technician
4001	4001	00046715	SUPERVISORY ATTORNEY ADVISOR
4001	4001	00046769	Supervisory Contract Complianc
4001	4001	00046770	Carpentry Worker
3010	3010	00046772	Associate Director for Securit
3014	3014	00046785	Program Analyst
1060	1060	00046788	Maintenance Mechanic Leader
1090	1090	00046791	Project Manager
3015	3015	00046793	Project Manager
2003	2003	00046795	Project Manager
2001	2001	00046800	Chief Special Projects Officer
3014	3014	00046911	Administrative Services Superv
3014	3014	00046912	Administrative Support Special
3016	3016	00046913	Supv Special Police Officer

3010	3010	00046914	Supv Special Police Officer
3010	3010	00046916	Supv Special Police Officer
3010	3010	00046917	Supv Special Police Officer
3009	3009	00047339	Dep. Dir. for Facilities Mgmt.
3009	3009	00047403	ACCOUNTING OFFICER
3016	3016	00047725	FACILITIES OPERATIONS LIAISON
3010	3010	00047845	SUPERVISORY TRIAL ATTORNEY
3010	3010	00048041	Staff Assistant
3016	3016	00048043	Performance Analyst
3009	3009	00048045	PROGRAM SUPPORT SPECIALIST
3010	3010	00048117	Project Manager
3016	3016	00048122	Supervisory Realty Specialist
3016	3016	00048214	Boiler Plant Operator Worker
3014	3014	00048217	Boiler Plant Operator
3015	3015	00048218	BOILER PLANT OPERATOR II
3009	3009	00048219	BOILER PLANT OPERATOR II
3015	3015	00048220	Maintenance Worker (Custodian)
3014	3014	00048222	ELECTRONIC MECHANIC
3014	3014	00048225	BOILER PLANT OPERATOR I
3015	3015	00048226	BOILER PLANT OPERATOR I
3014	3014	00048227	Boiler Plant Operator
3016	3016	00048228	PLUMBER
3016	3016	00048229	PIPEFITTER/STEAMFITTER
3014	3014	00048230	ELECTRICIAN
3010	3010	00048231	Boiler Plant Operator
3016	3016	00048232	Carpenter
3016	3016	00048233	Mason
3015	3015	00048236	Painter
3010	3010	00048242	Boiler Plant Operator
3009	3009	00048243	Maintenance Mechanic
3016	3016	00048246	Boiler Plant Operator
3009	3009	00048249	Maintenance Worker (Grounds)
3016	3016	00048251	MATERIAL HANDLER
3009	3009	00048252	Pipefitter-Steamfitter Supervi
3014	3014	00048254	Boiler Plant Operator
3009	3009	00048256	Boiler Plant Operator
3014	3014	00048257	BUILDING MGMT SPEC
3010	3010	00048258	BOILER PLANT OPERATOR I
3015	3015	00048259	Electrician Supervisor
3014	3014	00048261	ELECTRICIAN,LEADER
3009	3009	00048262	Boiler Plant Operator
3010	3010	00048263	WELDER
3010	3010	00048264	BOILER PLANT OPERATOR II
3009	3009	00048267	Boiler Plant Operator Worker
3010	3010	00048268	Supervisory Management Analyst
3010	3010	00048269	BOILER PLANT OPERATOR II
3016	3016	00048271	BOILER PLANT OPERATOR II

3015	3015	00048272	Locksmith
3009	3009	00048274	Locksmith
3010	3010	00048276	WORK ORDER VERIFICATION SPECIA
3016	3016	00048277	Boiler Plant Operator
3009	3009	00048278	HEATING & AC EQUIPMENT MECH
3014	3014	00048281	Boiler Plant Operator
3010	3010	00048282	Carpentry Leader
3016	3016	00048283	PIPEFITTER/STEAMFITTER
3015	3015	00048284	Building Services Supervisor
3009	3009	00048288	Building Manager
3016	3016	00048292	Boiler Plant Operator
3016	3016	00048293	Boiler Plant Operator
3010	3010	00048295	ENGINEERING EQUIPMENT OPERATOR
3010	3010	00048296	Boiler Plant Operator
3009	3009	00048298	Painter
3016	3016	00048301	Maintenance Worker Supervisor
3009	3009	00048303	WAREHOUSE,LEADER
3014	3014	00048304	Boiler Plant Operator Supervis
3016	3016	00048305	Building Services Supervisor
3016	3016	00048307	BOILER PLANT OPERATOR I
3014	3014	00048311	ELECTRICIAN,LEADER
3010	3010	00048313	Boiler Plant Operator
3016	3016	00048315	Management Analyst
3010	3010	00048316	Boiler Plant Operator
3015	3015	00048317	ELECTRICIAN
3009	3009	00048318	PLUMBER
3010	3010	00048319	Boiler Plant Operator Supervis
3009	3009	00048321	Materials Handler
3010	3010	00048324	Executive Assistant
3016	3016	00048325	PLUMBER
3015	3015	00048326	Boiler Plant Operator
1090	1090	00048327	Maintenance Mechanic Superviso
3009	3009	00048328	ELECTRICIAN
3010	3010	00048331	Boiler Plant Operator
3014	3014	00048332	Boiler Plant Operator Supervis
3016	3016	00048333	Maintenance Worker (Custodian)
3010	3010	00048334	Boiler Plant Operator Supervis
3009	3009	00048335	Boiler Plant Operator
3016	3016	00048337	BOILER PLANT OPERATOR I
3016	3016	00048338	BUILDING MGMT SPEC
3016	3016	00048339	Boiler Plant Operator
3010	3010	00048340	Maintenance Worker (Custodian)
3014	3014	00048341	Heating Ventilation & Air Cond
3014	3014	00048342	BOILER PLANT OPERATOR I
3016	3016	00048346	MASON
3016	3016	00048347	PLUMBER
3016	3016	00048348	Boiler Plant Operator

1090	1090	00048349	Boiler Plant Operator
3010	3010	00048354	BUILDING MGMT SPEC
3016	3016	00048355	Maintenance Mechanic Leader
3010	3010	00048357	Grounds Maintenance Supervisor
3015	3015	00048358	Program Support Specialist
3016	3016	00048359	Associate Director for Support
3010	3010	00048360	Facilities Operations Manager
3016	3016	00048362	Boiler Plant Operator Supervis
3014	3014	00048363	Plumber
3009	3009	00048365	BUILDING MGMT SPEC
3009	3009	00048368	Maintenance Worker
3009	3009	00048369	Boiler Plant Operator
3016	3016	00048370	BOILER PLANT OPERATOR III
3009	3009	00048371	BOILER PLANT OPERATOR I
3010	3010	00048372	BOILER PLANT OPERATOR I
3010	3010	00048374	Maintenance Mechanic Leader
3009	3009	00048375	BOILER PLANT OPERATOR I
3016	3016	00048377	Boiler Plant Operator
3016	3016	00048379	ELECTRICIAN
3014	3014	00048382	Certified Business Enterprise
3016	3016	00048383	Painter
3015	3015	00048385	Program Analyst
3016	3016	00048388	Program Analyst
3009	3009	00048389	Boiler Plant Operator
3009	3009	00048390	Boiler Plant Operator
3016	3016	00048392	GEN MAINTENANCE REPAIRWKR
1090	1090	00048393	Boiler Plant Operator Supervis
6001	6001	00048394	MAINTENANCE MECHANIC
3016	3016	00048395	BOILER PLANT OPERATOR II
3016	3016	00048397	Boiler Plant Operator
3016	3016	00048398	Management Analyst
3016	3016	00048401	Carpenter
3016	3016	00048403	Boiler Plant Operator Worker
3010	3010	00048405	BOILER PLANT OPERATOR I
3009	3009	00048406	ELECTRICIAN
3016	3016	00048407	Maintenance Worker (Custodian)
3016	3016	00048408	Boiler Plant Operator
3014	3014	00048409	Boiler Plant Operator
3015	3015	00048411	PIPEFITTER, LEADER
3010	3010	00048412	Boiler Plant Operator Supervis
3016	3016	00048413	ELECTRICIAN
3009	3009	00048415	BOILER PLANT OPERATOR I
3016	3016	00048416	BOILER PLANT OPERATOR I
3009	3009	00048417	Service Center Specialist
3016	3016	00048419	Maintenance Mechanic Superviso
3015	3015	00048421	BOILER PLANT OPERATOR I
3009	3009	00048422	PIPEFITTER/STEAMFITTER

3009	3009	00048424	BOILER PLANT OPERATOR I
3010	3010	00048426	Program Financial Accountabili
1090	1090	00048428	Supvy Contract Specialist
1010	1010	00048432	Building & Grounds Maintenance
3016	3016	00048433	INDUSTRIAL EQUIP MECHANIC
3016	3016	00048435	Boiler Plant Operator
3016	3016	00048437	GEN MAINTENANCE REPAIRWKR
3009	3009	00048442	Maintenance Worker (Custodian)
1090	1090	00048444	Plumber
3010	3010	00048445	Maintenance Worker (Custodian)
3014	3014	00048446	Maintenance Worker (Custodian)
3016	3016	00048447	Maintenance Worker (Custodian)
3009	3009	00048452	Carpenter
3009	3009	00048456	BOILER PLANT OPERATOR I
3016	3016	00048457	Building Manager
3010	3010	00048459	Boiler Plant Operator Supervis
3010	3010	00048460	INDUSTRIAL EQUIP MECHANIC
3015	3015	00048461	PLUMBER,LEADER
3010	3010	00048462	ELECTRICAL WORKER
3016	3016	00048463	Community Relations Specialist
6001	6001	00048464	Building Services Supervisor
1090	1090	00048465	BOILER PLANT OPERATOR I
3015	3015	00048466	PIPEFITTER/STEAMFITTER
3015	3015	00048467	Plumber
3009	3009	00048472	Facilities Operations Manager
3014	3014	00048473	PROGRAM SUPPORT SPECIALIST
3010	3010	00048474	Human Capital Administrator
6001	6001	00048476	ELECTRONIC TECHNICIAN
3015	3015	00048477	SAFETY & OCCUPATIONAL HEALTH M
3016	3016	00048478	Executive Assistant
3010	3010	00048480	Painter Leader
3009	3009	00048482	Clerical Assistant
3016	3016	00048483	Maintenance Mechanic Superviso
3009	3009	00048484	Painter Worker
3009	3009	00048485	Painter Worker
3009	3009	00048487	Maintenance Worker
1010	1010	00048488	Maintenance Mechanic Superviso
3016	3016	00048490	Painter
3009	3009	00048492	Building Services Supervisor
3014	3014	00048495	Facilities Operations Speciali
3016	3016	00048496	Boiler Plant Operator
3010	3010	00048497	Building & Grounds Maintenance
3016	3016	00048500	Maintenance Worker (Custodian)
3015	3015	00048502	Contract Specialist
2003	2003	00048509	Program Analyst (Capital)
2003	2003	00048520	Work Order Specialist
4001	4001	00048522	Work Order Specialist

4001 4001	00048523	MAINTENANCE MECHANIC
4001 4001	00048524	Special Assistant
4001 4001	00048527	Boiler Plant Operator
3009 3009	00048528	Contract Specialist
3009 3009	00048529	Work Order Specialist
3015 3015	00048538	Program Analyst
3009 3009	00048541	Maintenance Worker (Custodian)
3015 3015	00048542	ELECTRICAL WORKER
3009 3009	00048544	Facilities Operations Manager
3016 3016	00048545	SUPV SAFETY & OCCUP HEALTH SPE
6001 6001	00048546	BOILER PLANT OPERATOR I
6001 6001	00048547	BOILER PLANT OPERATOR I
3009 3009	00048548	Human Resources Specialist
6001 6001	00048550	Maintenance Worker (Custodian)
6001 6001	00048551	Maintenance Worker (Custodian)
6001 6001	00048552	SUPV GENERAL ENG (CONTRACTS)
6001 6001	00048556	Maintenance Worker (Custodian)
6001 6001	00048557	Boiler Plant Operator
1090 1090	00048558	Maintenance Worker (Custodian)
1090 1090	00048833	Facilities Operations Manager
2101 2101	00051025	Project Manager
2101 2101	00051027	Project Manager
3016 3016	00051031	Special Police Officer
1060 1060	00051033	Special Police Officer
3016 3016	00051034	Special Police Officer
3016 3016	00051044	Special Police Officer
3010 3010	00051045	Supv Special Police Officer
3009 3009	00051083	Special Assistant
3009 3009	00051181	BOILER PLANT OPERATOR I
3005 3005	00051182	Boiler Plant Operator
3005 3005	00051183	BOILER PLANT OPERATOR I
3016 3016	00051184	BOILER PLANT OPERATOR I
3015 3015	00051282	HEATING & AC EQUIPMENT MECH
3005 3005	00051337	Program Support Specialist
3005 3005	00051344	Contract Specialist
3009 3009	00051345	Contract Specialist
3009 3009	00051394	Carpentry Worker
6001 6001	00051441	Associate Director for Contrac
4001 4001	00051442	Contract Specialist
5001 5001	00051452	Contract Specialist
5001 5001	00051503	Clerk
3015 3015	00051517	Program Support Assistant
3009 3009	00063211	STAFF ASSISTANT
3010 3010	00067595	RESOURCE ALLOCATION ANAL OFR
6001 6001	00069914	Supervisory Realty Specialist
1195 1195	00069915	Realty Specialist
3015 3015	00070177	Maintenance Mechanic

1195	1195	00070184	Attorney Advisor
1195	1195	00070186	Maintenance Mechanic
3014	3014	00070187	MAINTENANCE WORKER
1010	1010	00070188	Carpentry Worker
3009	3009	00070189	MAINTENANCE WORKER
3015	3015	00070190	Boiler Plant Operator
1040	1040	00070191	Maintenance Mechanic
3009	3009	00070192	Maintenance Mechanic
3014	3014	00070193	Maintenance Mechanic
1080	1080	00070194	Engineering Equipment Operator
1010	1010	00070195	Electrician
1010	1010	00070196	Electrician
4001	4001	00070197	BUILDING MGMT SPEC
4001	4001	00070198	Work Order Specialist
4001	4001	00070281	Contract Specialist
4001	4001	00071390	Sr. Physical Security Special.
3016	3016	00071843	Project Management Officer
3016	3016	00071845	Management Analyst
3016	3016	00071849	COMMUNITY DEVELOPMENT SPEC
1090	1090	00073092	Util Syst Repair. Oper Supvy.
1090	1090	00073175	Management Analyst
1040	1040	00073179	Contract Specialist
1040	1040	00073284	Schools Conservation Coordinat
1040	1040	00073285	Building Manager
1010	1010	00073286	ENVIRONMENTAL PROTECTION SPECI
3009	3009	00073287	ENVIRONMENTAL PROTECTION SPECI
2101	2101	00073347	Mail Assistant (MVO)
2101	2101	00073348	Program Analyst
3016	3016	00073349	Human Resources Specialist (Em
2003	2003	00073425	Util Syst Repair. Oper Supvy.
2003	2003	00073426	Util Syst Repair Oper Supvr
2003	2003	00073427	IT SPEC. (CUSTOMER SUPPORT)
2003	2003	00073428	Util Syst Repair. Oper Supvy.
2003	2003	00073469	Program Support Assistant
2003	2003	00073577	Attorney Advisor
5101	5101	00073629	Human Resources Specialist
6001	6001	00075143	Human Resources Manager
1090	1090	00075144	Lead Special Police Officer
2003	2003	00075145	Lead Special Police Officer
2003	2003	00075146	Lead Special Police Officer
1060	1060	00075147	Supv Special Police Officer
3010	3010	00075150	Performance Management Officer
3010	3010	00075151	Maintenance Worker (Custodian)
3010	3010	00075152	Maintenance Worker (Custodian)
2101	2101	00075362	Associate Director for Sustain
3016	3016	00076753	Deputy Chief of Operations
1040	1040	00076913	IT Specialist (Data Management

1090	1090	00076914	IT Specialist
1195	1195	00076920	Chief Information Officer
5001	5001	00077542	Human Resources Specialist (Em
2003	2003	00077824	BUILDING MGMT SPEC
3016	3016	00077878	Realty Specialist
6001	6001	00077879	Realty Specialist
3014	3014	00077880	Fleet Services Coordinator
2001	2001	00077892	Project Manager
5001	5001	00077893	Project Manager
1090	1090	00077898	Project Manager
3009	3009	00077900	Project Manager
3010	3010	00077902	Project Manager
2006	2006	00077947	Senior Project Manager
2006	2006	00078134	Program Analyst
2006	2006	00078169	Deputy Chief Procurement Offic
1095	1095	00078170	Project Management Officer
1095	1095	00078171	Project Manager
2001	2001	00078172	Project Manager
1090	1090	00078180	Deputy General Counsel
1090	1090	00082054	Facilities Operations Speciali
3016	3016	00082055	Construction Control Represent
1040	1040	00082357	Staff Assistant
6001	6001	00082635	Staff Assistant
6001	6001	00082643	BOILER PLANT OPERATOR SUPERVIS
3014	3014	00082691	Special Police Officer
5001	5001	00082692	Special Police Officer
5001	5001	00082693	Special Police Officer
2003	2003	00082694	Special Police Officer
2003	2003	00082695	Special Police Officer
2003	2003	00082696	Special Police Officer
2003	2003	00082697	Special Police Officer
6001	6001	00082699	Special Police Officer
6001	6001	00082700	Special Police Officer
6001	6001	00082701	Special Police Officer
1090	1090	00082702	Special Police Officer
2001	2001	00082703	Special Police Officer
2001	2001	00082704	Special Police Officer
7007	7007	00082705	Special Police Officer
7007	7007	00082706	Special Police Officer
7007	7007	00082707	Special Police Officer
1060	1060	00082708	Special Police Officer
3010	3010	00082709	Special Police Officer
6001	6001	00082710	Special Police Officer
6001	6001	00082711	Special Police Officer
6001	6001	00082712	Special Police Officer
1040	1040	00082713	Staff Assistant
		00082818	Information Technology Special

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00082820 Program Support Specialist
00082821 Program Support Assistant
00082822 Mgmt and Program Analysis Offi
00083112 Management Analyst
00083139 Staff Assistant
00083167 Work Order Specialist
00083274 Locksmith Supervisor
00083483 Realty Specialist
00085512 Management & Program Analyst
00085635 Executive Assistant
00085917 Program Support Specialist
00085918 Program Support Specialist
00086337 Community Relations Specialist
00086338 Maintenance Worker (Custodian)
00086347 Community Relations Specialist
00087203 UTILITY MGMT PGM SPEC
00087204 UTILITY MGMT PGM SPEC
00087364 Realty Specialist
00087365 Program Support Specialist
00087448 ATTORNEY ADVISOR
00087492 Program Support Assistant
00087607 Information Technology Special
00088120 Supvy Contract Specialist
00088121 Supvy Contract Specialist
00088341 BUILDING MGMT SPEC
00091924 Senior Project Manager
00091925 Project Manager
00091927 Project Manager
00092058 Project Manager
00092059 Project Manager
00092061 Project Manager
00097468 Contract Specialist
00097469 Contract Specialist
00097470 Contract Specialist
00097503 Associate Director of External
00100041 Asset Specialist
00100042 Asset Specialist
00100183 Program Analyst
00101822 Maintenance Worker (Custodian)
00105183 Program Support Specialist
00105184 Program Support Specialist
00105185 Program Analyst
00105192 Program Analyst
00105310 Environmental Protection Speci
00105312 Contract Specialist
00105313 Contract Specialist
00105314 Supervisory Contract Specialis

00105496 Program Analyst
00105944 Grants Management Specialist
00105945 Grants Management Specialist
00105946 Program Analyst
00105947 Contract Specialist
00105948 Contract Specialist
00105950 Contract Specialist

TOTAL POSITIONS PRINTED = 2077

2/8/2022

Name	Emplid	Empl Rcd	Hire Date	Vac Stat	Grade	Step
Varre,Jean-Francis E	00031588	0	2/6/2006	F	13	0
Greene,Reginald D	00039593	0	8/4/2008	F	13	0
Prince,Christopher Bradley	00112885	0	#####	F	15	0
Byrd,Richard B	00071267	0	#####	F	13	10
Norris,Morgan S	00032725	0	#####	F	6	10
Ali,Sultan Hassen	00008130	0	#####	F	13	9
Wood,James T	00072608	0	#####	F	13	8
Sheikhbahaei,Ali	00101340	0	#####	F	14	4
McDaniel,Dawn	00112341	0	1/6/2020	F	12	3
				V	14	0
Hicks,Tiwana Z	00014984	0	1/3/2011	F	16	0
Sines,Thomas W sr	00004639	0	#####	F	10	10
Nivens,Corey	00100539	0	#####	F	6	5
				V	10	0
Scalf,Matthew D.	00068274	0	#####	F	15	0
Godwin Sr.,Gregory C	00043681	0	1/5/2009	F	11	0
Thomas,Kenneth	00040341	0	#####	F	9	10
Bachman,Lawrence	00067563	0	#####	F	12	10
Dillahunt,Sylvia	00040330	0	#####	F	5	8
				V	10	0
				V	14	0
				V	13	0
White,James E	00036998	0	#####	F	7	10
Coleman,Alan G.	00102239	0	#####	F	13	0
Foster Jr.,Lawrence M.	00070837	0	#####	F	10	10
Pino,Jose	00091130	0	#####	F	13	2
Williams,Arleen	00073032	0	#####	F	12	10
McCrae,Johnetta M	00070273	0	#####	F	12	10
Giles,Keith	00086809	0	#####	F	12	6
Cooper,Robert	00071762	0	#####	F	13	10
Tillman,Tammy Marie	00009546	0	5/1/2002	F	5	10
James Jr.,Bobby Lee	00060279	0	#####	F	10	10
				V	9	0
Morton,Tyrone	00040317	0	#####	F	10	7
Cunningham,Nikeya M	00037387	0	#####	F	12	10
				V	12	0
Moses,Dana V	00016860	0	#####	F	7	10
Renfro,Ricardo	00080891	0	#####	F	6	6
Bennett,Ebony Monique	00089418	0	9/3/2019	F	6	5
Higginbotham,Michael N	00099252	0	#####	F	11	6
				V	10	0

Powell, Willis	00011174	0 ##### F	11	8
WHITEHEAD, WILLIE T	00050588	0 ##### F	9	9
Brown, Brianna	00068897	0 ##### F	6	8
Bratton-Nwamkpa, Jamila	00113313	0 ##### F	13	8
		V	12	0
		V	6	1
Robinson, Charles M.	00080034	0 ##### F	6	9
Matos, Miguel A	00060136	0 ##### F	10	10
Dass, Vidya	00112272	0 ##### F	12	5
Rosemond, Garry R.	00110113	0 ##### F	9	5
Stewart, Gary D	00037039	0 ##### F	10	10
Ikotun, Solomon	00038707	0 ##### F	14	7
Osborne, Quinn	00086810	0 ##### F	14	7
Walp, Kristen Pamela	00060046	0 ##### F	1	0
		V	6	0
Perrier, Sylvester	00079927	0 ##### F	8	7
Brown, Timothy L	00014388	0 7/7/1986 F	7	10
Mckey, Rashaad	00014499	0 2/5/2001 F	7	10
Beckles, Lavern R	00014568	0 8/3/1987 F	9	10
Lane, Regina	00014662	0 ##### F	5	10
Alfaro, Keisgner	00115580	0 ##### F	12	5
		V	13	0
Thornton Sr., Benjamin Joseph	00079916	0 ##### F	10	8
Hong, Laurent Kim	00064322	0 1/3/2011 F	12	0
Goree, Shanita L	00082934	0 ##### F	12	5
Johnson, Eric L	00060721	0 ##### F	9	8
Jackson, Phillip C	00063171	0 ##### F	8	10
Carlos, David	00018298	0 ##### F	8	10
Hughes, Kimberly L	00116882	0 ##### F	8	9
Barnes, Anthony	00086036	0 ##### F	12	4
Clayborne, Kevin E	00094138	1 1/8/2018 F	5	10
Stewart, David B	00064036	0 ##### F	6	8
Bynum, Roland	00016224	0 6/1/2004 F	10	10
Stroud, Jalysia J	00099606	0 9/5/2017 F	6	6
Stuart, Mary Michelle Dee	00060522	0 3/1/2010 F	16	0
Jeter, Antonio Lorenzo	00065694	0 ##### F	11	0
Minor, Gregory S	00022421	0 ##### F	13	0
Jenkins, LaShelle	00090610	0 ##### F	15	0
Strong, Henry H	00111823	0 ##### F	12	4
Proctor, Corry	00113346	0 ##### F	5	5
Dangerfield-Harris, Ronald Pau	00016656	0 ##### F	10	10
Williams, Gregory	00071658	0 ##### F	5	9
Miller, Henry	00086813	0 ##### F	14	8
Teasley, Robin F	00044413	0 ##### F	13	8
Lane, Maurice L	00017078	0 ##### F	5	10
Blake, Larry D	00058803	0 ##### F	10	8
May Jr., Joe L	00017544	0 ##### F	10	10

Mckie,Charlie	00017607	0 ##### F	10	10
Gordon,Aaron	00109481	0 8/5/2019 F	5	5
Jefferson,Richard	00017646	0 ##### F	5	10
Allen,Reginald D	00098622	0 8/7/2017 F	10	10
Amaya,Herson	00093274	0 ##### F	10	9
Sayed,Hares M	00015157	1 ##### F	15	0
Henderson,Sharon	00018142	0 ##### F	5	10
Sharpe,Franklin E	00021349	0 ##### F	7	10
Greenlee,Michael	00067092	0 ##### F	7	5
Harris,Kirk T	00018487	0 ##### F	8	10
Jones,Katrina	00018611	0 ##### F	5	10
Stancil,Gregory	00115499	0 ##### F	5	5
Kluvi,Yawovi N	00089599	0 ##### F	9	6
Harrison,Patricia	00071929	0 ##### F	12	10
Thorpe,Darnell C	00040312	0 1/3/2011 F	12	0
		V	5	0
Spriggs,Kelly	00019549	0 ##### F	5	10
Artis,Charles M	00024987	0 1/3/2000 F	14	0
Noorzai,Jawid	00113446	0 ##### F	13	10
Garmany,Darnell	00033489	0 7/2/2012 F	7	6
Ruth,Ray	00078098	0 9/9/2013 F	10	10
Morris,Edward E	00044414	0 ##### F	10	10
Headley,Osei	00114524	0 ##### F	15	0
Tolliver,Tyrone V	00100540	0 ##### F	10	5
Iglesias,Christopher	00063914	0 ##### F	10	5
Herbert,Alison	00106402	0 ##### F	12	8
Jeter,Gladys	00020714	0 ##### F	5	10
		V	9	1
Washington,Chaunice L L	00040302	0 ##### F	9	10
Lattimore,Ronnell J	00037571	0 ##### F	6	9
Margeson,Kenneth L	00027981	0 ##### F	14	6
Jenkins,Ruth A	00036592	0 ##### F	13	10
		V	6	0
Stealey,James W	00099611	0 9/5/2017 F	12	5
Fletcher,LaCharn J	00068523	0 ##### F	6	7
Proctor,James B	00063847	0 ##### F	10	10
Parra,Rose Marie	00063920	0 ##### F	9	6
FLETCHER,WALTER	00053417	0 ##### F	5	10
Harvey,Ahmad	00068950	0 ##### F	6	10
Copies,Larry	00021353	0 ##### F	7	10
Montgomery,Jonathan	00021509	0 ##### F	6	10
Williams,Phillip	00021555	0 ##### F	10	10
Thompson,Anthony D	00021763	0 ##### F	5	10
		V	12	0
Smith,Willie	00040251	0 ##### F	8	10
Arnold,Timothy	00092307	0 8/8/2016 F	6	5
Shade,Martez	00115501	0 ##### F	5	5

Horn,Donald	00068526	0 ##### F	10	8
Saunders,Jamar	00115506	0 ##### F	6	5
Dinkins,Markel	00113345	0 ##### F	6	2
Brown,Warren	00022964	0 ##### F	5	10
Brown Jr.,Melvin G	00022986	0 ##### F	12	10
Jones,Darrell L	00055328	0 ##### F	10	10
Eggleston,Henry J	00023388	0 5/1/2002 F	10	10
Barnes,Norvella	00023528	0 ##### F	5	10
Queen,Pierre M	00119399	0 ##### F	5	4
		V	7	0
Szymanski,Janice M.	00098207	0 ##### F	15	0
Haye,William A	00023159	0 ##### F	12	7
Smith,Charles	00094964	0 ##### F	7	5
Dowell,Paul L	00063889	0 ##### F	12	8
		V	5	0
Francis,Jeanelle D.	00037114	0 ##### F	7	7
Pitts,Alfred	00068665	0 6/4/2012 F	11	0
Khodiaveh,Marina	00119153	0 ##### F	14	5
Moore,Kathleen	00068674	0 6/4/2012 F	6	8
Moore,Ashley F	00036389	0 ##### F	12	4
Artis,Joseph	00091549	0 2/2/2020 F	10	10
Barbusin Jr.,John J	00032862	0 9/8/2018 F	9	10
Roberson,Cheryl D	00044005	0 ##### F	5	10
Delgado,Leticia	00113354	0 ##### F	12	4
Grant,Leyland A	00025360	0 ##### F	14	0
Tucker,Walter	00025644	0 ##### F	8	10
COWANS,ALICIA V	00030640	0 ##### F	9	9
Washington,Carole	00071820	0 7/8/2019 F	14	9
Foster,Marian NMN	00032866	0 ##### F	10	10
Tobin,Randolph	00026284	0 1/3/2000 F	10	7
Starke,Stephon D	00026321	0 ##### F	10	10
Rockett Jr.,Clarence	00012996	0 ##### F	10	10
Grant,Michael	00026596	0 ##### F	10	10
Mcneil,Michael	00026645	0 ##### F	5	10
Black Johnson,Victoria	00090774	0 4/4/2016 F	12	3
Courtney,James	00020882	0 ##### F	8	10
Greene,Mark J.	00039881	0 ##### F	7	10
Bowlding,Aldon J	00027040	0 ##### F	6	10
Hubbard,Andrea A	00027141	0 ##### F	12	10
White,Michael Devante	00063886	0 ##### F	12	7
Craig,Rinaldo C	00027377	0 ##### F	5	10
Boone,Neftalia A	00037192	0 ##### F	6	8
		V	5	0
Bagai,Satish K	00043673	0 1/5/2009 F	14	9
Young,Tyron D	00032735	0 ##### F	6	10
Brown,Earl E	00004949	0 ##### F	12	6
		V	9	1

Smith,Tameka S	00044007	0 ##### F	7	8
		V	14	1
Fleming,Phillip J	00017209	0 ##### F	10	10
Vest,Michael	00026281	0 ##### F	7	10
Penny,Miriam J	00027594	0 4/1/2002 F	7	10
Jalloh,Mohamed W.	00108761	0 8/5/2019 F	15	0
Bryant,Gregory M M	00040180	0 ##### F	10	10
Smith,Yasmeen H	00093833	0 ##### F	14	0
Moore,Tiffany	00111826	0 ##### F	16	0
McPayten,Christine L	00038195	0 3/3/2008 F	12	9
Turner,Alyssa K	00000687	0 ##### F	15	0
Langley-Peters,Charishia L.	00103535	0 ##### F	6	5
THACKER,MARGARET U	00118120	0 8/2/2021 F	14	3
Hawkins,Daphne	00005004	0 8/7/2000 F	12	10
Brown,Larry	00096021	0 ##### F	7	10
Strickland,Jerry	00012850	0 ##### F	7	10
Freeman,Tracey L.	00004470	0 ##### F	6	10
Payton,Leroy	00078246	0 ##### F	10	10
		V	10	0
Washington,Cameron E	00037100	0 ##### F	14	0
Wimple,Timothy L	00044000	0 ##### F	6	8
Goss,Michael	00080165	0 ##### F	12	10
Scott-Dunson,Faith Denice	00006124	0 ##### F	13	0
Lindsey,Doretha A	00021019	0 ##### F	9	10
Reid,Tory J	00064121	0 ##### F	6	10
Moore,Michael P	00095120	0 ##### F	7	6
Woodard,Daniel	00002879	1 ##### F	7	10
Fuller,Ebony	00071169	0 ##### F	13	5
Mullen,Cassidy C.	00079270	0 ##### F	16	0
HUTCHINSON,MICHAEL	00116435	0 ##### F	15	0
		V	15	0
Mckinney,Jonathan	00024064	0 ##### F	5	10
Barber,Ian K.	00105068	0 ##### F	8	4
Mingo,Enid T.	00030406	0 9/6/2005 F	13	0
King,Robert	00033925	0 ##### F	7	9
Allen-Giles,Edwina R	00083897	0 ##### F	12	7
		V	15	0
Melvin,Merline	00090472	0 3/7/2016 F	12	9
Strong,Marcus P	00069636	0 ##### F	5	6
		V	11	0
Rucker,Maurice L	00043620	0 1/5/2009 F	7	8
Currie,Kimberly R	00063852	0 ##### F	13	6
Johnson Jr.,David A	00020059	0 3/6/2008 F	8	10
Hall,Morgan	00117453	0 ##### F	13	7
Noel,Neil	00080070	0 ##### F	6	6
Bishop,David	00093835	0 ##### F	6	6
White,Dionne D	00037197	0 ##### F	7	10

McCain,Kent	00082072	0 ##### F	6	6
Vaughn,Adarlea	00090823	0 ##### F	8	10
Ward,Charleen M.	00029258	0 ##### F	14	10
		V	12	0
Jeffay,Nathan	00119342	0 ##### F	12	4
Perry,Veronica B	00017286	0 4/1/2002 F	9	10
Stith,Allen	00080895	0 ##### F	9	9
Matthews,Jeffrey	00120497	0 ##### F	13	0
Wilhelm,Michael J	00029036	0 ##### F	10	8
Ballinger,Devonne Antonio	00033800	0 ##### F	8	10
Rhem,Theodore	00033826	0 ##### F	7	10
Washington,Timothy A	00112609	0 ##### F	7	5
Simpson,Tonie L	00043845	0 2/2/2009 F	5	9
Warner,John	00033806	0 ##### F	5	9
Blakney,Lindy	00055982	0 ##### F	5	8
Suggs,Taiyon J	00070811	0 ##### F	5	6
Bush-Scott,Bernice	00027109	0 ##### F	9	10
Cureton,Alvin	00034224	0 ##### F	5	9
Johnston,Jafar	00066755	0 ##### F	7	6
Sherman,Anthony	00026343	1 ##### F	7	10
Ramos,Maurice I	00016340	0 ##### F	6	9
Brown,Benjamin	00040315	0 9/3/1998 F	5	9
Powell,Ricardo	00115502	0 ##### F	6	1
MCKINNEY,JAMAL E	00029070	0 ##### F	6	10
Croft,Jennifer	00080563	0 ##### F	14	0
Grimes,Aneshea J	00116614	0 3/1/2021 F	7	7
BRANDON,WALTER A	00029744	0 ##### F	6	10
Cunningham,Jirmaine	00043714	0 ##### F	5	8
ROBERTS,LEWIS A	00030644	0 ##### F	6	10
Metts,Anthony	00069269	0 ##### F	5	7
Summers,Alvin	00031249	0 ##### F	10	10
Douglas,Kevin O.	00113520	0 ##### F	5	5
Holt,Milton K	00081450	0 ##### F	8	7
Green,Kevin L	00097969	0 ##### F	8	7
Sails,Horacio	00096979	1 ##### F	5	5
Mitchell,Bradley	00113508	0 ##### F	5	5
Alexander,Tabitha G	00107129	0 ##### F	7	5
Washington,Tyrone	00069268	0 ##### F	5	7
Shepperson,Andrika F F	00040366	0 4/9/2007 F	5	7
Beltran,Xavier	00011689	0 5/6/2013 F	2	0
Burns,Keia	00023626	0 2/5/2001 F	7	10
Walker,Valencia D	00024962	0 ##### F	12	9
Kirby,Derrick C	00036918	0 ##### F	13	0
		V	13	0
Laurenzano,Barbara	00097559	0 ##### F	7	6
Whitfield,Tyrone M	00060098	0 ##### F	7	7
Mozon,Daelos	00090819	0 ##### F	10	7

McCray,Alton R	00097207	0 ##### F	12	10
Johnson,Venola L	00013013	0 ##### F	13	8
Seabrooks Jr.,Robert G	00039049	0 ##### F	14	9
Marsh,Alexandria	00098271	0 ##### F	6	6
Love,Lamont	00068592	0 ##### F	5	7
Allen,Patrice M.	00103119	0 ##### F	6	9
		V	13	0
Vincent,Christopher	00043695	0 ##### F	9	10
		V	9	0
Harvey,Alicia M	00071178	0 ##### F	5	10
Riley,Susan E	00027767	0 ##### F	13	10
Bryant,Renee Covington	00090812	0 ##### F	14	0
Hudson-Beckham,Antoinette C	00030068	0 ##### F	16	6
Anderson,Keith A	00019121	0 ##### F	E5	0
Palmer,Shawnice Q	00037579	0 ##### F	13	5
Lee,Chiquita	00028718	0 4/3/2005 F	12	7
Wong,Henry	00021307	0 ##### F	16	10
Brown-Hatchett,Valerie M	00000520	0 ##### F	16	9
Hatchel-Thomas,Tanya	00040343	0 8/1/2002 F	15	9
Kintu,David B	00011688	0 ##### F	14	9
Harris,Donna L	00098432	0 ##### F	13	3
Coley,Derrick	00023203	0 ##### F	7	6
Bunch,Terrie A	00037020	0 ##### F	7	10
Wilson,Steven	00025521	0 ##### F	6	10
Johnson,Darrell	00096023	0 ##### F	7	10
Magnanelli,Gregory	00043101	0 ##### F	7	10
Brooks,Bradford	00039890	0 ##### F	7	10
Givens,Donna M	00032895	0 ##### F	7	10
Cox,Renita L	00037027	0 ##### F	7	10
Gheitu,Leila A	00079265	0 ##### F	9	6
		V	11	0
Ramirez,Silverio	00116441	0 ##### F	13	1
Berhanu,Fikerte A	00080456	0 4/7/2014 F	12	3
Keene,Zachary P	00110540	0 9/3/2019 F	7	5
Jough,Katherine	00088427	0 ##### F	1	0
Abrahams,Paul	00081648	0 ##### F	13	0
Little Jr.,Melvin T.	00038618	0 ##### F	8	10
		V	16	0
Cumbay,Eskander G	00071269	0 ##### F	13	10
Thompson,James W	00056883	0 ##### F	10	10
DeLorenzo,Anthony W	00100537	0 ##### F	13	6
		V	14	1
Gomez,Gilberto	00027804	0 ##### F	13	10
Holt,Kasmin C.E.	00040431	0 ##### F	15	0
Dumas,Cynthia A.	00065544	0 8/1/2011 F	13	0
Mickles,DeArrin	00071173	0 ##### F	11	8
Greene,Andre	00039891	0 ##### F	10	9

Bostick,Garey C	00043014	0 ##### F	10	10
Leo,Craig J	00057649	0 ##### F	10	8
Powell,Ronald D.	00037204	0 ##### F	10	10
Gonzalez,Donny	00028336	0 4/6/2015 F	11	0
Haile,Mulugheta H	00058120	0 ##### F	14	5
		V	14	0
Adams,Corliss V	00037253	0 ##### F	1	0
Washington,Britney M	00117039	0 ##### F	9	4
		V	13	0
Hunter,Brenda	00043513	0 ##### F	12	9
		V	14	0
Jenkins III,William Rashad	00111583	0 ##### F	14	0
		V	7	0
Mcknight,Lawrence	00040087	0 ##### F	9	10
Sims,Wayne T	00040172	0 ##### F	11	10
Mance,Tamara Ferguson	00040129	0 ##### F	11	10
West Jr,Terrance	00095364	0 ##### F	5	3
Streete,Arthur A	00040267	0 ##### F	12	10
Gavie,Ben	00061042	0 ##### F	15	10
Thomas Jr.,Alonzo H	00040211	0 ##### F	15	10
		V	10	0
		V	9	0
Jarvis,Louis	00040313	0 ##### F	12	10
Shaw,Sheila A	00040266	0 3/4/1991 F	10	10
Jackson,Dominique E	00119744	0 ##### F	10	10
ANDERSON,MICHAEL T	00052039	0 ##### F	10	8
Smith,Larry L	00040220	0 ##### F	10	10
Martin,Ben L.	00072826	0 7/1/2013 F	10	6
McDougall,Orson G.	00068621	0 ##### F	10	10
Williams,Arthur	00040248	0 ##### F	9	10
Stebbins,Charles S.	00101145	0 ##### F	10	10
Hancock II,Michael B	00119405	0 ##### F	7	4
Peele,Carlo	00095118	0 ##### F	6	10
Bradley,Carnal	00040176	0 7/7/1983 F	12	0
Wright,Heath R.	00101291	0 ##### F	9	10
		V	9	0
		V	12	0
Bailey,Archie B	00040112	0 ##### F	15	10
Hudson,Danny C	00040290	0 ##### F	10	0
Campbell,Tony D	00040274	0 ##### F	10	10
Thaxton,Ronald C.	00101980	0 ##### F	10	10
Bader,Mohamed F	00040272	0 7/6/1991 F	12	10
Toon,Yolanda K	00040240	0 ##### F	11	10
		V	7	0
Jimason,Jerome L	00063879	0 4/4/2016 F	14	0
Mccray,George A	00040057	0 ##### F	11	10
Cockrell,Bobbie	00031824	1 ##### F	11	10

Harrison,Anthony	00022941	0 ##### F	9	10
Lynn,Daneen	00089957	0 ##### F	9	7
Earp,Stacy	00043606	0 1/5/2009 F	11	7
Hawkins,John T	00099437	0 ##### F	10	10
Oliphant,Victor	00069158	0 7/2/2012 F	12	10
Minor Sr.,Antoine	00083486	0 ##### F	10	6
Simms,Antonio	00091168	0 ##### F	10	9
		V	12	0
Lancaster,Robert W	00040116	0 ##### F	10	0
Standifer,Ronald E	00113349	0 ##### F	13	0
Lawrence,Karamoko J	00072018	0 4/8/2013 F	10	10
Roy,John G	00063860	0 ##### F	10	10
Crosby,Douglas S	00040232	0 ##### F	10	10
Edwards,T C	00040076	0 ##### F	10	10
Chandler,Solomon A	00038475	0 ##### F	10	7
Washington,Kenneth	00092465	0 8/8/2016 F	6	10
Ward,Burnis A.	00097084	0 4/3/2017 F	6	10
Beale Sr.,Haywood leo	00079356	0 ##### F	11	0
Harlan,Reginald L	00032392	1 ##### F	10	0
Hall,Derrick M	00040110	0 ##### F	15	10
Davis,Wesley K	00040275	0 ##### F	10	10
		V	10	0
Jacobs,Darryl	00109763	0 8/5/2019 F	13	2
		V	9	0
Buckner,Alphonzo	00094112	1 9/3/2019 F	10	8
Graham,Jeffrey	00040271	0 ##### F	9	10
Trinh,Nhat-Nguyen	00071167	0 ##### F	11	10
		V	9	0
		V	13	0
Washington,Thomas	00040188	0 ##### F	9	10
Mattocks,Frankie L	00058826	0 ##### F	10	10
Taylor,Charles F	00040276	0 ##### F	10	0
Isbell,Derrick D	00040231	0 8/3/1987 F	10	10
Johnson,Essney	00083896	0 ##### F	10	10
Gantt,Malcolm	00031822	1 ##### F	12	0
Bateman,George R	00119390	0 ##### F	5	4
Evans Jr.,Michael E	00055618	0 ##### F	11	0
Rutherford,Anthony C	00040085	0 ##### F	9	10
Mims Sr.,Larry	00040187	0 ##### F	15	10
Roberts,Shawn	00096305	0 2/6/2017 F	12	6
AREVALO,ALBA	00052270	0 ##### F	9	7
Jennings,Trevor	00090599	0 ##### F	5	10
Hollman,Lonell	00078099	0 9/9/2013 F	11	10
Nelson Jr.,Harold L.	00032026	1 ##### F	15	10
Wilson,Bobby Thomas	00065009	0 ##### F	10	8
		V	9	0
Bellamy,Keon	00060928	0 ##### F	10	10

Day,Rodney	00090428	0 3/7/2016 F	10	10
Cunningham,Tammy M	00063855	0 ##### F	11	4
Drayton,Larry	00016801	0 ##### F	10	10
		V	10	0
Myrick,Ebony	00115505	0 ##### F	9	5
Hatton,Timothy Daniel	00085924	0 ##### F	15	0
		V	13	0
Watkins Jr.,David T	00072010	0 4/8/2013 F	11	0
Rucker,Gary B	00040291	0 ##### F	9	10
Craig,Robin L.	00101790	0 2/5/2018 F	12	5
Mills,James M	00035548	0 3/7/2020 F	6	9
		V	10	0
Turner,Wayne E	00040147	0 ##### F	9	10
Epps,Kenneth E	00040288	0 3/7/1994 F	15	10
Hubbard,Reginald	00040296	0 ##### F	15	10
Jackson,David A.	00101311	0 ##### F	10	5
Carter,Darlene M	00040303	0 ##### F	15	10
Blair,Ricardo M	00119997	0 ##### F	10	10
Goodman,Donte	00099294	0 ##### F	10	10
Warren,Olivia M	00005413	0 7/1/2012 F	14	4
		V	10	0
Johnson,Brandon H	00015052	0 ##### F	13	5
Norris,Alicia Yvette	00080029	0 ##### F	12	3
Santos,Jose Vladimir	00079353	0 ##### F	10	10
		V	10	0
Craven,John S	00040163	0 ##### F	7	10
		V	12	0
Dixon,Derrick	00070008	0 ##### F	9	10
Solomon,Gloria V	00040125	0 ##### F	11	10
Miller,Butch D.	00101981	0 ##### F	10	10
Wanigasundara,Don	00095116	0 ##### F	13	9
Wray,Kenneth	00080027	0 ##### F	10	5
		V	7	0
Andrews,Albert	00040287	0 ##### F	15	10
Covington,Vander	00072459	0 6/3/2013 F	10	10
Crews,Joseph L	00071901	0 ##### F	5	5
Jackson,Charles William	00070823	0 ##### F	10	10
		V	10	0
Nelson,Benjamin	00027222	1 ##### F	12	10
Barksdale,Rufus S	00040254	0 ##### F	12	0
Lewis,Alonzo B	00040273	0 ##### F	10	10
Simmons,Vincent J	00040255	0 ##### F	15	10
Perrier,Vincent	00040361	0 ##### F	15	10
Scott,Kosmo D.	00107335	0 2/4/2019 F	9	5
Thompson,Andre A	00037503	0 ##### F	10	0
Barksdale,Robert	00034049	1 2/1/1996 F	15	8
Washington,Calvin W	00040283	0 5/9/1992 F	12	10

Height,Vincent M	00040360	0 ##### F	15	10
		V	15	0
Banks,Domonique	00086814	0 ##### F	14	0
Brady,Jeffery	00040269	0 ##### F	3	0
May,Preston	00040239	0 ##### F	10	10
Jackson Jr.,Jody	00079307	0 ##### F	10	10
Gale,Darryl M	00040259	0 2/8/1990 F	8	10
Jenkins,Neal	00078625	0 ##### F	5	5
Willis,Anthony	00030166	0 3/7/2016 F	9	5
Williams,Bruce L	00067104	0 ##### F	5	5
Battle,Lonell	00078245	0 ##### F	5	5
Settles,Larry L	00098354	0 ##### F	5	5
Cole,Samuel A	00055342	0 ##### F	10	8
Lucas,Vondell	00040212	0 ##### F	15	10
Wright,Savitra	00035744	0 ##### F	13	0
Mayo,Robin	00064764	0 ##### F	12	0
Barnes,Willie	00040335	0 4/5/2001 F	10	7
Brooking,Thomas	00040333	0 3/9/2001 F	12	10
Johnson,Elzia	00040338	0 ##### F	8	7
Barahona,Claudia	00084489	0 1/5/2015 F	12	5
Marin,Hugo F	00007687	0 ##### F	10	0
Judd Jr.,Rufus M	00015767	1 ##### F	15	10
		V	12	0
Booker,Nathaniel	00109667	0 8/5/2019 F	9	10
Gassama,Alhaji D	00063878	0 ##### F	14	0
		V	11	0
Winslow,Shawn Mcelroy Michael	00034898	0 3/5/2007 F	15	0
Burnett,Michael T	00040236	0 5/2/1988 F	12	10
		V	15	0
Cruz,Kessia	00090949	0 5/2/2016 F	12	10
Pointer,Donnell	00040278	0 8/6/1991 F	10	10
		V	5	0
		V	10	0
Griffin,Ralph E	00099245	0 ##### F	8	5
Haley,Ricardo S	00038287	0 ##### F	8	6
Williams,Antonio Martez	00071430	0 ##### F	8	5
Pointer,Charles	00040230	0 ##### F	10	0
Marsh,William D	00040265	0 ##### F	10	10
Miller,Leroy B	00044362	0 ##### F	10	0
Gasaway III,Howard A	00017627	0 ##### F	12	6
Ridley,Marsha A	00070724	0 ##### F	10	10
		V	10	0
Jones,Tawanna A	00040279	0 9/3/1991 F	5	10
Shepherd,Kianna	00042983	0 ##### F	13	5
Akinsemoyin,Lanre	00038433	0 ##### F	14	10
		V	9	0
Napier,Steven L.	00107338	0 2/4/2019 F	9	8

PARKER JR,GEORGE W	00051134	0 ##### F	9	5
Scott,Angela R	00004121	0 ##### F	14	2
Adebisi,Adewale	00099298	0 ##### F	10	10
		V	13	10
Collins,Kirsten B	00065360	0 ##### F	11	2
Robinson,LaTonya	00065154	0 ##### F	13	7
Williams,Antonio	00090598	0 ##### F	5	5
Pearson,Edward	00040356	0 ##### F	8	7
Wallace,Vaughn A.	00102207	0 ##### F	15	0
Killian,Brian	00040359	0 ##### F	14	0
Delarosa,Bienvenido	00040363	0 ##### F	15	10
Dean,Emogene J	00040138	0 ##### F	15	10
		V	12	0
Brown,Richard S	00064958	0 ##### F	5	5
Farmer,Dwayne L	00084040	0 ##### F	5	5
Campbell,Ronald F	00040368	0 ##### F	14	0
Belton,Donald	00085630	0 ##### F	5	5
Walcott,Aubrey	00090429	0 3/7/2016 F	10	10
Nugent,Wade L	00014823	0 ##### F	5	5
Tolson,Jamelle Royster	00113348	0 ##### F	13	0
Pierre,Marvine L	00116728	0 ##### F	14	2
Stewart,Robbie	00073035	0 ##### F	14	10
Graham,Kevin L	00028924	0 ##### F	6	6
		V	6	0
Goode,Joseph D	00080383	0 4/7/2014 F	6	10
Diaz,Jorge Luis	00114170	0 ##### F	6	5
Brown,Joseph A	00058178	0 ##### F	11	0
Onigbanjo,Abideen Oladeji	00090186	0 2/8/2016 F	14	7
Turner,Theodore D	00055370	0 ##### F	15	10
Dunlap Sr.,Jerry	00025642	0 ##### F	10	10
Keys,Charles	00055369	0 ##### F	15	10
Simms,Richard A	00055365	0 ##### F	15	10
Jeter Jr.,Perry Ozell	00040300	0 ##### F	12	10
Turner,Victoria C	00022640	0 ##### F	9	6
Araujo,Karen	00090739	0 4/4/2016 F	13	7
		V	12	0
Myles,Maurice E	00018333	0 ##### F	8	10
Lewis,George C	00088874	0 ##### F	16	0
Marshall,James	00010949	0 ##### F	14	10
Ranjbar,Obaidullah	00119161	0 ##### F	13	3
Wheeler,Alia	00072631	0 ##### F	4	8
Johnson,Ashley	00088846	0 ##### F	7	10
Peterson,Shareeza	00022576	0 ##### F	9	9
Jones,Wanda LaShaye	00035525	0 ##### F	14	0
PROCTOR,TONIA L	00053053	0 7/1/1993 F	14	0
Rogers,Mattie Patricia	00058328	0 ##### F	12	5
Melendez,Jose V	00001335	0 4/9/1989 F	10	3

Cocuzza,Christopher R	00115595	0 ##### F	13	2
Coreas,Edgar E.	00029549	0 ##### F	10	9
Huggins,Frank A.	00099934	0 ##### F	8	9
Williams,Timothy M	00059703	0 ##### F	8	9
		V	6	0
Graham,Robert	00090430	0 3/7/2016 F	10	10
		V	10	0
		V	10	0
Lattimore,Robin M	00021916	0 ##### F	10	10
		V	10	0
		V	10	0
		V	10	0
Bonner,Yolanda	00079264	0 ##### F	12	6
Smith,Damon L	00065196	0 ##### F	12	7
LYONGA GHOGOMU,PETER	00115396	0 ##### F	13	3
White,Jared K.	00107336	0 2/4/2019 F	13	3
Al Alami,Allam H	00001799	0 4/5/1999 F	16	0
Phillips,Shinada M	00082217	0 ##### F	12	8
Gore,Wayne R	00100286	0 ##### F	13	4
		V	11	0
Jones,Carolyn	00081650	0 ##### F	13	10
Willis,Ashley	00112340	0 1/6/2020 F	9	5
Hartman,Brooke A	00109499	0 8/5/2019 F	13	3
Saunders,Robert W	00058602	0 ##### F	13	0
Milam,Roe	00064842	0 4/7/2011 F	13	8
Walsh,Kathleen Ann	00064880	0 ##### F	13	10
Scott,Tavon	00063896	0 ##### F	6	8
Dozier,Shamir A	00113347	0 ##### F	12	2
Brown,Tenika C	00084329	0 ##### F	14	3
Holmes,Justin T.	00069680	0 ##### F	11	0
Adams,Alfred J	00063859	0 ##### F	12	0
Jackson,Shannon	00086320	0 ##### F	9	9
Jackson,Jody	00064523	0 ##### F	11	0
Brown,Valerie E	00017733	0 4/3/2017 F	7	10
Jones,Kimberly	00115633	0 ##### F	13	5
Sharp,Kala	00090059	0 ##### F	13	4
Mitchell,Katrina	00019554	1 ##### F	14	0
Hunter,Derrick M	00000769	0 ##### F	7	9
		V	7	0
Powell,Ivan	00068949	0 ##### F	7	7
		V	9	5
Daniels,Brandon	00089664	0 ##### F	14	0
Lewis,Saul E	00070810	0 ##### F	5	5
Montgomery,Eric M	00071433	0 ##### F	5	5
Floca,Charles	00072019	0 4/8/2013 F	16	0
Meadors,Danielle	00090822	0 ##### F	16	0
Johnson,Donnie L	00038395	0 ##### F	14	6

Tatum,Paula R	00002950	0 ##### F	14	10
Williams,Ian Jean guy	00001840	0 ##### F	16	0
		V	14	0
Sanders Montgomery,Antoinette	00097560	0 ##### F	12	5
Gibson,Glen G	00054278	0 ##### F	12	9
Cobb,Yvette A	00053211	0 ##### F	12	7
Snowden,Lionel	00040304	0 7/1/1997 F	11	7
Nwabunwanne,Emeka	00112887	0 ##### F	14	5
Ertem,Ugur	00040348	0 ##### F	14	8
		V	14	0
Braithwaite,Eupert A	00040337	0 ##### F	14	6
Nnoli,Emmanuel C	00040352	0 ##### F	14	8
Baird,Kerric	00108194	0 ##### F	15	0
Green,Donna Gail	00040080	0 ##### F	13	6
		V	15	0
Aganga Williams,Gbolahan E	00038446	0 ##### F	16	0
Jenkins,Eileen E	00040281	0 ##### F	13	7
Antoine,Dave E	00040350	0 ##### F	13	7
Akyereko,Beth-Sherri T	00040001	0 ##### F	1	0
Link,Sean A	00005392	0 ##### F	12	10
		V	12	0
Brown,Vicki R.	00037098	0 ##### F	11	10
		V	9	0
Lofty,Garry E	00040097	0 ##### F	13	0
		V	6	0
		V	6	0
Clark,Byron Jay	00114169	0 ##### F	6	5
Smith,Darnell	00079923	0 ##### F	6	6
		V	6	0
		V	6	0
Boyd,Michael C	00037591	0 2/5/2018 F	6	6
		V	6	0
Simms,Daniel	00115336	0 ##### F	6	5
		V	6	0
Horne,Elliot	00114166	0 ##### F	6	5
Gray,Jim	00095115	0 ##### F	6	6
		V	6	0
Miller,Robert T.	00103864	0 7/9/2018 F	6	6
Lassiter,Jason Ryan	00115224	0 ##### F	6	5
		V	6	0
Belton,Brian K	00026623	0 ##### F	6	5
Lara,Herbert D	00114171	0 ##### F	6	5
		V	6	0
		V	6	0
Lucas Sr.,Robert K.	00060873	0 ##### F	6	6
Anderson,DeLois	00093832	0 ##### F	9	1
Blackwell,Satova	00091138	0 ##### F	13	10

Tolson,Tama V	00040208	0 ##### F	11	9
White,Carey Linnette	00040345	0 8/1/2002 F	8	6
White,Cassandra B	00044096	0 3/2/2009 F	14	0
Edwards,Ronald K	00040130	0 ##### F	13	6
		V	9	0
Smith,Justin A	00081461	0 7/1/2014 F	12	6
Bates,Melvin	00090817	0 ##### F	9	5
Payton,Regina	00028221	0 ##### F	13	8
Bellamy,Sandy F.	00072014	0 4/8/2013 F	14	10
Banner,Timothy OBrian	00084630	0 ##### F	13	9
Carter,Jameelah	00019455	0 ##### F	11	6
Canady,Troy L	00040344	0 8/1/2002 F	11	8
Cuffey,Katrina	00087546	0 ##### F	12	7
Thomas,Kevin D	00087532	0 ##### F	5	8
Aiken,Nicole N	00083608	0 ##### F	12	6
Wing,Angela C	00004701	0 ##### F	12	6
Taylor,Shwarn T	00009082	0 ##### F	12	6
Beru,Dawit	00108230	0 ##### F	13	7
Gladden,Janelle Z.	00099547	0 ##### F	11	10
Petry,Samuel Colin George	00080273	0 ##### F	14	1
Poteat,Stephanie H.	00031210	0 ##### F	8	8
Manning,Quanique	00068226	0 ##### F	12	5
Njonjo,Eric	00115395	0 ##### F	14	0
Dickerson,Pamela F.	00038789	0 3/4/2019 F	14	0
Hernandez Maduro, Frank	00069338	0 ##### F	12	10
Hargrove,Agyei Osei	00038933	0 ##### F	15	0
Holmes,Renee	00112705	0 2/3/2020 F	13	7
Hardie,Darrell K	00100122	0 ##### F	14	7
McKenzie,Jahdal N.	00039263	0 ##### F	14	3
Bolino,Jenna	00120806	0 ##### F	14	3
Woodall,Sonya J.	00113051	0 3/2/2020 F	14	4
		V	12	0
		V	11	0
		V	13	0
Stokes,John A	00003163	0 ##### F	15	0
Williams,Anthony	00113448	0 ##### F	11	5
Bascoe,Winsome	00113447	0 ##### F	11	10
Audette,Kristen	00116310	0 2/1/2021 F	12	2
Edwards,Celsie C	00107834	0 ##### F	5	4
		V	9	0
		V	9	0
		V	11	0
		V	12	0
		V	12	0
Tabot,Suzi	00121016	0 ##### F	13	4
		V	13	0
Stanekzai,Ahmad Mustafa	00112751	0 2/3/2020 F	14	0

V	12	0
V	12	0
V	12	0
V	12	0
V	13	0
V	13	0
V	13	0

Salary	Fringe	Type Position	Barg	Union	Budgeted Position	Appr Year
106612.8	29744.97	Continuing	CH11	MSS	Y	22
101311.9	28266.03	Continuing	CH11	MSS	Y	22
157080	43825.32	Continuing	CH11	MSS	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
56096	15650.78	Continuing	1_2	BED	Y	22
123360	34417.44	Continuing	C1	BEG	Y	10
109528	30558.31	Continuing	CH11	XAA	Y	22
127188	35485.45	Continuing	C1	BEG	Y	10
82465	23007.74	Continuing	CH11	XAA	Y	22
105730	29498.67	Continuing	CH11	XAA	Y	22
183600	51224.4	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	1_2	ABD	Y	22
56099	15651.62	Continuing	1_2	JAB	Y	22
53889	15035.03	Continuing	CH11	MSS	Y	22
131495.8	36687.33	Continuing	CH11	MSS	Y	22
80981.47	22593.83	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
55598.4	15511.95	Continuing	1_2	BHA	Y	22
61526	17165.75	Continuing	CH11	XAA	Y	22
105730	29498.67	Continuing	CH11	XAA	Y	22
87991	24549.49	Continuing	CH11	MSS	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
117877.3	32887.77	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
92324	25758.4	Continuing	CH11	XAA	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
126508	35295.73	Continuing	C1	BEG	Y	10
58635.2	16359.22	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	1_2	ABD	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
71406.4	19922.39	Continuing	C2	ADB	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
57444	16026.88	Continuing	1_2	JAB	Y	22
56099	15651.62	Continuing	1_2	JAB	Y	22
72834	20320.69	Continuing	CH11	XAA	Y	22
59051.2	16475.28	Continuing	1_2	BED	Y	22

76867	21445.89	Continuing	CH11	XAA	Y	22
65397	18245.76	Continuing	CH11	XAA	Y	22
48407	13505.55	Continuing	CH11	XAA	Y	22
120211	33538.87	Continuing	CH11	CFO	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
50719	14150.6	Continuing	1_2	JAB	Y	22
61479	17152.64	Continuing	1_2	JAB	Y	22
77584	21645.94	Continuing	C2	ADB	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
64001.6	17856.45	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
138342	38597.42	Continuing	C1	BEG	Y	10
138342	38597.42	Continuing	C1	BEG	Y	10
148418.3	41408.69	Continuing	CH11	XAA	Y	22
50719	14150.6	Continuing	1_2	JAB	Y	22
64563.2	18013.13	Continuing	C2	ADB	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
67062	18710.3	Continuing	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
87281	24351.4	Term	CH11	XAA	Y	22
98176	27391.1	Continuing	C1	BEG	Y	10
73465.6	20496.9	Continuing	1_2	BED	Y	22
87692.8	24466.29	Continuing	CH11	MSS	Y	22
95793	26726.25	Continuing	CH11	CFO	Y	22
69867.2	19492.95	Continuing	1_2	BHA	Y	22
70054.4	19545.18	Continuing	1_2	BHA	Y	22
70054.4	19545.18	Continuing	1_2	BHA	Y	22
59417	16577.34	Term	CH11	XAA	Y	22
84873	23679.57	Continuing	CH11	XAA	Y	22
46107	12863.85	Continuing	CH11	XAA	Y	22
60134	16777.39	Continuing	1_2	JAB	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
57444	16026.88	Continuing	1_2	JAB	Y	22
178841.8	49896.86	Continuing	CH11	XAA	Y	22
86028.8	24002.04	Continuing	CH11	MSS	Y	22
86257.6	24065.87	Continuing	CH11	MSS	Y	22
146517.9	40878.51	Continuing	CH11	MSS	Y	22
84873	23679.57	Continuing	CH11	XAA	Y	22
51043.2	14241.05	Term	1_2	BHA	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
57116.8	15935.59	Continuing	1_2	BHA	Y	22
142060	39634.74	Continuing	C1	BEG	Y	10
109528	30558.31	Continuing	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
73465.6	20496.9	Continuing	1_2	ABD	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22

77584	21645.94	Continuing	1_2	BED	Y	22
51043.2	14241.05	Continuing	1_2	BHA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
75524.8	21071.42	Continuing	1_2	ABD	Y	22
156048	43537.4	Continuing	CH11	XAA	Y	10
58635.2	16359.22	Continuing	1_2	BHA	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
57678.4	16092.27	Continuing	1_2	BHA	Y	22
70054.4	19545.18	Continuing	1_2	BED	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
51043.2	14241.05	Term	1_2	BHA	Y	22
66292	18495.47	Continuing	CH11	CFO	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
86008	23996.23	Continuing	CH11	MSS	Y	22
44969.6	12546.52	Continuing	1_2	BHA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
109998.8	30689.65	Continuing	CH11	MSS	Y	22
126508	35295.73	Continuing	C1	BEG	Y	10
59425.6	16579.74	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
150960	42117.84	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	1_2	BED	Y	22
73777.6	20583.95	Continuing	1_2	BED	Y	22
94506	26367.17	Continuing	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
56180.8	15674.44	Continuing	1_2	BHA	Y	22
80766.4	22533.83	Continuing	1_2	BED	Y	22
58739.2	16388.24	Continuing	1_2	ABD	Y	22
122662	34222.7	Continuing	CH11	XAA	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
50719	14150.6	Continuing	1_2	JAB	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
58789	16402.13	Continuing	1_2	JAB	Y	22
77584	21645.94	Continuing	C2	ADB	Y	22
60403	16852.44	Continuing	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
62824	17527.9	Continuing	1_2	JAB	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
62483.2	17432.81	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
56347.2	15720.87	Continuing	7300	AKA	Y	22
70054.4	19545.18	Continuing	C2	ADB	Y	22
48656	13575.02	Continuing	1_2	BED	Y	22
51043.2	14241.05	Term	1_2	BHA	Y	22

73465.6	20496.9	Continuing	C2	ADB	Y	22
48656	13575.02	Term	1_2	BED	Y	22
54080	15088.32	Term	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
49524.8	13817.42	Term	1_2	BHA	Y	22
54038	15076.6	Continuing	1_2	JAB	Y	22
137879.2	38468.3	Continuing	CH11	MSS	Y	22
92098	25695.34	Continuing	CH11	XAA	Y	22
60130	16776.27	Continuing	1_2	JAB	Y	22
94506	26367.17	Continuing	CH11	XAA	Y	22
44969.6	12546.52	Continuing	1_2	BHA	Y	22
63176	17626.1	Continuing	1_2	JAB	Y	22
80246.4	22388.75	Continuing	CH11	MSS	Y	22
130906	36522.77	Continuing	C1	BEG	Y	10
60134	16777.39	Continuing	1_2	JAB	Y	22
84873	23679.57	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
67062	18710.3	Continuing	CH11	XAA	Y	22
57851	16140.43	Continuing	1_2	JAB	Y	22
84873	23679.57	Continuing	CH11	XAA	Y	22
138656.8	38685.25	Continuing	CH11	MSS	Y	22
70054.4	19545.18	Continuing	C2	ADB	Y	22
65397	18245.76	Continuing	CH11	XAA	Y	22
145778	40672.06	Continuing	C1	BEG	Y	22
73620	20539.98	Continuing	CH11	XAA	Y	22
71406.4	19922.39	Continuing	1_2	BED	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
77584	21645.94	Continuing	C2	BMA	Y	22
77584	21645.94	Continuing	1_2	BHA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
82465	23007.74	Continuing	CH11	XAA	Y	22
57366.4	16005.23	Continuing	C2	ADB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
56096	15650.78	Continuing	1_2	BED	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
92098	25695.34	Continuing	CH11	XAA	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
60134	16777.39	Continuing	1_2	JAB	Y	22
44969.6	12546.52	Continuing	1_2	BHA	Y	22
145778	40672.06	Continuing	C1	BEG	Y	10
56096	15650.78	Continuing	1_2	BED	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22

64699	18051.02	Continuing	1_2	JAB	Y	22
116034	32373.49	Continuing	C1	BEG	Y	22
77584	21645.94	Continuing	1_2	BED	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
162060.7	45214.92	Continuing	CH11	MSS	Y	22
85009.6	23717.68	Continuing	1_2	BED	Y	22
144775.8	40392.46	Continuing	CH11	MSS	Y	22
183600	51224.4	Continuing	CH11	MSS	Y	22
96914	27039.01	Continuing	CH11	XAA	Y	22
150686.2	42041.46	Continuing	CH11	MSS	Y	22
56099	15651.62	Continuing	1_2	JAB	Y	22
123470	34448.13	Continuing	C1	BEG	Y	10
99323	27711.12	Continuing	CH11	XAA	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
62824	17527.9	Continuing	1_2	JAB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
59051.2	16475.28	Continuing	C2	ADB	Y	22
120819	33708.5	Continuing	CH11	XAA	Y	22
59155.2	16504.3	Continuing	C2	ADB	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
103477.2	28870.14	Continuing	CH11	MSS	Y	22
73596	20533.28	Continuing	1_2	BED	Y	22
62824	17527.9	Continuing	1_2	JAB	Y	22
61653	17201.19	Continuing	1_2	JAB	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
100926	28158.35	Continuing	CH11	XAA	Y	22
173834.5	48499.83	Continuing	CH11	MSS	Y	22
154000.6	42966.17	Continuing	CH11	MSS	Y	22
146519	40878.8	Continuing	CH11	MSS	Y	22
58635.2	16359.22	Continuing	1_2	BHA	Y	22
51874	14472.85	Continuing	CH11	XAA	Y	22
101312.9	28266.3	Continuing	CH11	MSS	Y	22
64667.2	18042.15	Continuing	C2	ADB	Y	22
101085	28202.72	Continuing	C1	BEG	Y	22
146519	40878.8	Continuing	CH11	MSS	Y	22
96914	27039.01	Continuing	CH11	XAA	Y	22
52561.6	14664.69	Continuing	1_2	BHA	Y	22
68867	19213.89	Continuing	CH11	CFO	Y	22
62920	17554.68	Continuing	1_2	BHA	Y	22
103793	28958.25	Continuing	CH11	XAA	Y	22
70054.4	19545.18	Continuing	1_2	BHA	Y	22
106660	29758.14	Continuing	CH11	XAA	Y	22
57444	16026.88	Continuing	1_2	JAB	Y	22
57444	16026.88	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22

57444	16026.88	Continuing	1_2	JAB	Y	22
60926	16998.35	Continuing	CH11	XAA	Y	22
136208	38002.03	Continuing	CH11	XAA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
84873	23679.57	Term	CH11	XAA	Y	22
67062	18710.3	Continuing	CH11	XAA	Y	22
65397	18245.76	Continuing	CH11	XAA	Y	22
95652	26686.91	Continuing	CH11	MSS	Y	22
69958	19518.28	Continuing	CH11	XAA	Y	22
70054.4	19545.18	Continuing	7300	AKA	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
57678.4	16092.27	Continuing	1_2	BHA	Y	22
57116.8	15935.59	Continuing	1_2	BHA	Y	22
57116.8	15935.59	Continuing	1_2	BHA	Y	22
55598.4	15511.95	Continuing	1_2	BHA	Y	22
52561.6	14664.69	Continuing	639	AKB	Y	22
67062	18710.3	Continuing	CH11	XAA	Y	22
57116.8	15935.59	Continuing	1_2	BHA	Y	22
59425.6	16579.74	Continuing	1_2	BHA	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
60819.2	16968.56	Continuing	1_2	BHA	Y	22
57116.8	15935.59	Continuing	1_2	BHA	Y	22
47507.2	13254.51	Term	1_2	BHA	Y	22
62483.2	17432.81	Continuing	1_2	BHA	Y	22
121111.1	33790.01	Continuing	CH11	MSS	Y	22
57183	15954.06	Continuing	CH11	CFO	Y	22
62483.2	17432.81	Continuing	1_2	BHA	Y	22
55598.4	15511.95	Continuing	1_2	BHA	Y	22
62483.2	17432.81	Continuing	1_2	BHA	Y	22
54080	15088.32	Continuing	1_2	BHA	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
51043.2	14241.05	Term	1_2	BHA	Y	22
64563.2	18013.13	Continuing	639	AKB	Y	22
64563.2	18013.13	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	1_2	BHA	Y	22
51043.2	14241.05	Term	639	AKB	Y	22
57678.4	16092.27	Term	1_2	BHA	Y	22
54080	15088.32	Continuing	1_2	BHA	Y	22
54080	15088.32	Continuing	1_2	BHA	Y	22
188700	52647.3	Continuing	CH11	XAA	Y	22
66414.4	18529.62	Continuing	1_2	BHA	Y	22
96914	27039.01	Continuing	CH11	XAA	Y	22
95651.52	26686.77	Continuing	CH11	MSS	Y	22
114782	32024.18	Continuing	CH11	MSS	Y	22
50605	14118.8	Continuing	CH11	XAA	Y	22
61172.8	17067.21	Continuing	C2	ADB	Y	22
71406.4	19922.39	Continuing	639	AKB	Y	22

109016	30415.46	Continuing	CH11	CFO	Y	22
109528	30558.31	Continuing	CH11	XAA	Y	22
132821	37057.06	Continuing	CH11	XAA	Y	22
57444	16026.88	Continuing	1_2	JAB	Y	22
54233	15131.01	Continuing	1_2	JAB	Y	22
61479	17152.64	Continuing	1_2	JAB	Y	22
104766	29229.71	Continuing	CH11	XAA	Y	22
67062	18710.3	Continuing	CH11	XAA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
57851	16140.43	Continuing	1_2	JAB	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
128619.5	35884.85	Continuing	CH11	MSS	Y	22
188746	52660.13	Continuing	CH11	CFO	Y	22
222488.7	62074.35	Continuing	CH11	XXX	Y	22
100926	28158.35	Continuing	CH11	XAA	Y	22
101082	28201.88	Continuing	CH11	CFO	Y	22
197450	55088.55	Continuing	CH11	CFO	Y	22
197450	55088.55	Continuing	CH11	CFO	Y	22
171123	47743.32	Continuing	CH11	CFO	Y	22
145778	40672.06	Continuing	CH11	CFO	Y	22
95192	26558.57	Continuing	CH11	XAA	Y	22
61653	17201.19	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
62824	17527.9	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
67745	18900.86	Continuing	1_2	JAB	Y	22
60403	16852.44	Continuing	CH11	XAA	Y	22
199932	55781.03	Continuing	CH11	XAA	Y	22
89457	24958.5	Continuing	CH11	XAA	Y	22
90503	25250.34	Continuing	CH11	CFO	Y	22
53896	15036.98	Continuing	CH11	CFO	Y	22
149285.8	41650.74	Continuing	CH11	XAA	Y	22
116389.5	32472.67	Continuing	CH11	XAA	Y	22
70054.4	19545.18	Continuing	C2	ADB	Y	22
162584	45360.94	Continuing	CH11	XAA	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
85009.6	23717.68	Continuing	1_2	BED	Y	22
113916	31782.56	Continuing	C1	BEG	Y	22
116034	32373.49	Continuing	C1	BEG	Y	10
126508	35295.73	Continuing	C1	BEG	Y	10
153000	42687	Continuing	CH11	MSS	Y	22
108003	30132.83	Continuing	CH11	MSS	Y	22
76867	21445.89	Continuing	CH11	XAA	Y	22
71789	20029.13	Continuing	CH11	XAA	Y	22

73620	20539.98	Continuing	CH11	XAA	Y	22
69958	19518.28	Continuing	CH11	XAA	Y	22
73620	20539.98	Continuing	CH11	XAA	Y	22
194206.3	54183.57	Continuing	CH11	XAA	Y	22
130906	36522.77	Term	CH11	CFO	Y	22
105730	29498.67	Continuing	CH11	XAA	Y	22
148411.7	41406.86	Continuing	CH11	XAA	Y	22
57074	15923.65	Term	CH11	XAA	Y	22
89457	24958.5	Continuing	CH11	XAA	Y	22
96914	27039.01	Continuing	CH11	XAA	Y	22
116034	32373.49	Continuing	C1	BEG	Y	10
137700	38418.3	Continuing	CH11	XAA	Y	22
50698	14144.74	Continuing	7300	AKA	Y	22
73777.6	20583.95	Continuing	7300	AKA	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
48006.4	13393.79	Continuing	639	AKB	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
59051.2	16475.28	Continuing	7300	AKA	Y	22
56180.8	15674.44	Continuing	639	AKB	Y	22
85009.6	23717.68	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
77584	21645.94	Term	7300	AKA	Y	22
71011.2	19812.12	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
69347.2	19347.87	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
55931.2	15604.8	Term	1_2	BHA	Y	22
62483.2	17432.81	Continuing	7300	AKA	Y	22
97052.8	27077.73	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	7300	AKA	Y	22
56180.8	15674.44	Continuing	7300	AKA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
44.3	12.3597	Continuing	CH11	MSS	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
85009.6	23717.68	Continuing	639	AKB	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
50698	14144.74	Continuing	7300	AKA	Y	22
128601.8	35879.89	Continuing	CH11	MSS	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22

73777.6	20583.95	Continuing	639	AKB	Y	22
67912	18947.45	Continuing	639	AKB	Y	22
74851	20883.43	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
69347.2	19347.87	Continuing	7300	AKA	Y	22
82763.2	23090.93	Continuing	1_2	BED	Y	22
64792	18076.97	Continuing	639	AKB	Y	22
45.19	12.60801	Continuing	CH11	MSS	Y	22
95651.52	26686.77	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
71406.4	19922.39	Continuing	639	AKB	Y	22
68515.2	19115.74	Continuing	CH11	XAA	Y	22
68328	19063.51	Continuing	7300	AKG	Y	22
91665.6	25574.7	Continuing	CH11	XAA	Y	22
92144	25708.18	Continuing	CH11	MSS	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
59051.2	16475.28	Continuing	7300	AKA	Y	22
92324	25758.4	Term	CH11	XAA	Y	22
56180.8	15674.44	Continuing	7300	AKA	Y	22
73465.6	20496.9	Continuing	7300	AKA	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
87256	24344.42	Continuing	CH11	MSS	Y	22
56180.8	15674.44	Continuing	7300	AKG	Y	22
89457	24958.5	Continuing	CH11	XAA	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
93995.2	26224.66	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
47.59	13.27761	Continuing	CH11	MSS	Y	22
49524.8	13817.42	Term	639	AKB	Y	22
96304	26868.82	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
67912	18947.45	Continuing	7300	AKA	Y	22
58635.2	16359.22	Continuing	639	AKB	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
73465.6	20496.9	Continuing	639	AKB	Y	22
0	0	Continuing	639	AKB	Y	22
77584	21645.94	Term	7300	AKA	Y	22

77584	21645.94	Continuing	7300	AKA	Y	22
68801	19195.48	Continuing	CH11	XAA	Y	22
85009.6	23717.68	Continuing	1_2	BED	Y	22
61526	17165.75	Continuing	CH11	XAA	Y	22
58739	16388.18	Term	CH11	XAA	Y	22
147001	41013.28	Continuing	CH11	MSS	Y	22
114782	32024.18	Continuing	CH11	XAA	Y	22
96304	26868.82	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
60819.2	16968.56	Continuing	C2	ADB	Y	22
59051.2	16475.28	Continuing	7300	AKA	Y	22
73777.6	20583.95	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
73777.6	20583.95	Continuing	1_2	BED	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
77584	21645.94	Term	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
115889	32333.03	Continuing	CH11	XAA	Y	22
59051.2	16475.28	Continuing	639	AKB	Y	22
100925.9	28158.34	Continuing	CH11	XAA	Y	22
82465	23007.74	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
59051.2	16475.28	Continuing	7300	AKA	Y	22
66414.4	18529.62	Continuing	639	AKB	Y	22
84756	23646.92	Continuing	CH11	MSS	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
81432	22719.53	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
112395	31358.21	Continuing	CH11	XAA	Y	22
67288	18773.35	Continuing	639	AKB	Y	22
50698	14144.74	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
59051.2	16475.28	Continuing	7300	AKA	Y	22
92934.4	25928.7	Continuing	639	AKB	Y	22
98987.2	27617.43	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
64466	17986.01	Continuing	1_2	BED	Y	22
93995.2	26224.66	Continuing	CH11	MSS	Y	22
79352	22139.21	Continuing	7300	AKA	Y	22
85009.6	23717.68	Continuing	639	AKB	Y	22

91665.6	25574.7	Continuing	7300	AKA	Y	22
146519	40878.8	Continuing	CH11	MSS	Y	22
121111	33789.97	Continuing	CH11	MSS	Y	22
68348.8	19069.32	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
77584	21645.94	Term	7300	AKA	Y	22
70054.4	19545.18	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
64001.6	17856.45	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
73465.6	20496.9	Continuing	C2	ADB	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
98660.72	27526.34	Continuing	CH11	MSS	Y	22
97052.8	27077.73	Continuing	CH11	MSS	Y	22
71406.4	19922.39	Continuing	7300	AKA	Y	22
92934.4	25928.7	Continuing	639	AKB	Y	22
64563.2	18013.13	Continuing	7300	AKA	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
85363.2	23816.33	Continuing	CH11	MSS	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
64792	18076.97	Continuing	639	AKB	Y	22
73777.6	20583.95	Continuing	639	AKB	Y	22
111902.4	31220.78	Continuing	CH11	XAA	Y	22
62751	17507.53	Continuing	CH11	XAA	Y	22
145656	40638.02	Continuing	CH11	MSS	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
146519	40878.8	Continuing	CH11	MSS	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
85009.6	23717.68	Continuing	1_2	BED	Y	22
35128	9800.712	Continuing	CH11	XAA	Y	22
61526	17165.75	Continuing	CH11	MSS	Y	22
60902.4	16991.77	Continuing	639	AKB	Y	22
62732.8	17502.45	Continuing	639	AKB	Y	22
60902.4	16991.77	Continuing	639	AKB	Y	22
92144	25708.18	Continuing	CH11	MSS	Y	22
77584	21645.94	Continuing	639	AKB	Y	22
82139.2	22916.84	Continuing	CH11	MSS	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
53889	15035.03	Continuing	CH11	MSS	Y	22
58635.2	16359.22	Continuing	639	AKB	Y	22
100926	28158.35	Continuing	CH11	XAA	Y	22
136208	38002.03	Continuing	CH11	XAA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
63733	17781.51	Continuing	CH11	XAA	Y	22

64001.6	17856.45	Continuing	639	AKB	Y	22
109117	30443.64	Continuing	CH11	XAA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
64767.96	18070.26	Continuing	CH11	XAA	Y	22
106660	29758.14	Continuing	CH11	XAA	Y	22
25521.6	7120.526	Continuing	639	AKB	Y	22
64563.2	18013.13	Continuing	7300	AKA	Y	22
160741.8	44846.96	Continuing	CH11	MSS	Y	22
123583.6	34479.82	Continuing	CH11	MSS	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
123603.1	34485.26	Continuing	CH11	MSS	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
38282.4	10680.79	Continuing	639	AKB	Y	22
102000	28458	Continuing	CH11	MSS	Y	22
119752	33410.81	Continuing	C1	BEG	Y	10
149496	41709.38	Continuing	C1	BEG	Y	10
57444	16026.88	Term	1_2	JAB	Y	22
50719	14150.6	Continuing	1_2	JAB	Y	22
62824	17527.9	Continuing	1_2	JAB	Y	22
56099	15651.62	Continuing	1_2	JAB	Y	22
78972.39	22033.3	Continuing	CH11	MSS	Y	22
126049	35167.67	Continuing	CH11	XAA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
77584	21645.94	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
91665.6	25574.7	Continuing	7300	AKA	Y	22
85009.6	23717.68	Continuing	7300	AKA	Y	22
60403	16852.44	Continuing	CH11	XAA	Y	22
106660	29758.14	Continuing	CH11	XAA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
70054.4	19545.18	Continuing	C2	ADB	Y	22
189680.1	52920.75	Continuing	CH11	MSS	Y	22
136208	38002.03	Continuing	CH11	XAA	Y	22
95192	26558.57	Continuing	CH11	XAA	Y	22
40192	11213.57	Continuing	CH11	XAA	Y	22
56595	15790.01	Continuing	CH11	XAA	Y	22
65397	18245.76	Continuing	CH11	XAA	Y	22
149826.1	41801.47	Continuing	CH11	MSS	Y	22
117699.5	32838.16	Continuing	CH11	XAA	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
63169.6	17624.32	Continuing	C2	ADB	Y	22

103470	28868.13	Continuing	C33	BQA	Y	22
75524.8	21071.42	Continuing	C2	ADB	Y	22
68224	19034.5	Continuing	C2	ADB	Y	22
68224	19034.5	Continuing	C2	ADB	Y	22
47507.2	13254.51	Continuing	1_2	ABD	Y	22
77584	21645.94	Continuing	1_2	AKA	Y	22
59051.2	16475.28	Continuing	C2	ADB	Y	22
59051.2	16475.28	Continuing	C2	ADB	Y	22
77584	21645.94	Continuing	C2	ADB	Y	22
59051.2	16475.28	Continuing	1_2	ABD	Y	22
59051.2	16475.28	Continuing	1_2	BED	Y	22
59051.2	16475.28	Continuing	1_2	BED	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
92098	25695.34	Continuing	CH11	XAA	Y	22
95192	26558.57	Continuing	CH11	XAA	Y	22
95192	26558.57	Continuing	CH11	XAA	Y	22
189662	52915.69	Continuing	CH11	MSS	Y	22
94506.06	26367.19	Continuing	CH11	XAA	Y	22
98059	27358.46	Continuing	CH11	XAA	Y	22
82222.4	22940.05	Continuing	CH11	MSS	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
58739	16388.18	Continuing	CH11	XAA	Y	22
95192	26558.57	Continuing	CH11	XAA	Y	22
97771.09	27278.13	Continuing	CH11	MSS	Y	22
109528	30558.31	Continuing	CH11	XAA	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22
53120	14820.48	Continuing	1_2	BED	Y	22
80057	22335.9	Term	CH11	XAA	Y	22
112503	31388.34	Continuing	CH11	XAA	Y	22
73112	20398.25	Continuing	CH11	MSS	Y	22
95097.6	26532.23	Continuing	CH11	MSS	Y	22
65397	18245.76	Continuing	CH11	XAA	Y	22
87921.6	24530.13	Continuing	CH11	MSS	Y	22
56595	15790.01	Continuing	CH11	XAA	Y	22
113481	31661.2	Continuing	C33	BQA	Y	22
98059	27358.46	Continuing	CH11	XAA	Y	22
132600	36995.4	Continuing	CH11	MSS	Y	22
66222	18475.94	Continuing	1_2	JAB	Y	22
54038	15076.6	Continuing	1_2	JAB	Y	22
63176	17626.1	Continuing	1_2	JAB	Y	22
58739	16388.18	Continuing	CH11	XAA	Y	22
137970.1	38493.64	Continuing	CH11	MSS	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
51043.2	14241.05	Continuing	639	AKB	Y	22
154020	42971.58	Continuing	CH11	MSS	Y	22
179794.2	50162.58	Continuing	CH11	MSS	Y	22
122662	34222.7	Continuing	CH11	XAA	Y	22

136208	38002.03	Continuing	CH11	XAA	Y	22
189679.2	52920.5	Continuing	CH11	MSS	Y	22
105730	29498.67	Continuing	CH11	XAA	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
96914	27039.01	Continuing	CH11	XAA	Y	22
92098	25695.34	Continuing	CH11	XAA	Y	22
74851	20883.43	Continuing	CH11	XAA	Y	22
130906	36522.77	Continuing	C1	BEG	Y	10
142060	39634.74	Continuing	C1	BEG	Y	08
116034	32373.49	Continuing	C1	BEG	Y	08
134624	37560.1	Continuing	C1	BEG	Y	08
142060	39634.74	Continuing	C1	BEG	Y	10
162060.7	45214.92	Continuing	CH11	MSS	Y	10
113916	31782.56	Continuing	C1	BEG	Y	22
146519	40878.8	Continuing	CH11	MSS	Y	22
171000	47709	Continuing	CH11	MSS	Y	22
117064	32660.86	Continuing	C1	BEG	Y	10
117064	32660.86	Continuing	C1	BEG	Y	10
181214.2	50558.77	Continuing	CH11	XAA	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
80900	22571.1	Continuing	CH11	XAA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
101728.1	28382.13	Continuing	CH11	MSS	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
57444	16026.88	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
57444	16026.88	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
57444	16026.88	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
57444	16026.88	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
56099	15651.62	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
50719	14150.6	Term	1_2	JAB	Y	22
57444	16026.88	Term	1_2	JAB	Y	22
52080	14530.32	Term	CH11	XAA	Y	22
115262	32158.1	Continuing	CH11	XAA	Y	22

78884	22008.64	Continuing	CH11	XAA	Y	22
54891	15314.59	Continuing	CH11	XAA	Y	22
126641.4	35332.96	Continuing	CH11	MSS	Y	22
103793	28958.25	Continuing	CH11	XAA	Y	10
52080	14530.32	Continuing	CH11	XAA	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
67246.4	18761.75	Continuing	CH11	XAA	Y	22
109528	30558.31	Continuing	CH11	XAA	Y	22
149496	41709.38	Continuing	C1	BEG	Y	22
112395	31358.21	Continuing	CH11	XAA	Y	22
72834	20320.69	Continuing	CH11	XAA	Y	22
76867	21445.89	Continuing	CH11	XAA	Y	22
92098	25695.34	Continuing	CH11	XAA	Y	22
55598.4	15511.95	Continuing	639	AKB	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
89690	25023.51	Continuing	CH11	XAA	Y	22
106660	29758.14	Continuing	CH11	XAA	Y	22
80900	22571.1	Continuing	CH11	XAA	Y	22
118319	33011	Continuing	C33	BQA	Y	22
57908	16156.33	Continuing	CH11	XAA	Y	22
87281	24351.4	Continuing	CH11	XAA	Y	22
128010	35714.79	Continuing	CH11	MSS	Y	22
144002.6	40176.72	Continuing	CH11	MSS	Y	22
99323	27711.12	Continuing	CH11	XAA	Y	22
150960	42117.84	Continuing	CH11	MSS	Y	22
117064	32660.86	Continuing	C1	BEG	Y	22
138342	38597.42	Continuing	C1	BEG	Y	10
123470	34448.13	Continuing	C1	BEG	Y	08
123470	34448.13	Continuing	C1	BEG	Y	10
127188	35485.45	Continuing	C1	BEG	Y	08
77649	21664.07	Continuing	CH11	XAA	Y	22
62751	17507.53	Continuing	CH11	XAA	Y	22
89457	24958.5	Continuing	CH11	XAA	Y	22
170937.9	47691.67	Continuing	CH11	MSS	N	22
70818	19758.22	Continuing	CH11	XAA	Y	22
80900	22571.1	Continuing	CH11	XAA	Y	22
80057	22335.9	Term	CH11	XAA	Y	22
49524.8	13817.42	Term	1_2	BHA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
52080	14530.32	Continuing	CH11	XAA	Y	22
62751	17507.53	Continuing	CH11	XAA	Y	22
77649	21664.07	Continuing	CH11	XAA	Y	22
85209	23773.31	Continuing	1_2	BIC	Y	22
98059	27358.46	Continuing	CH11	XAA	Y	22
89457	24958.5	Continuing	CH11	XAA	Y	22
128500	35851.5	Continuing	CH11	MSS	Y	22

77649	21664.07 Continuing	CH11	XAA	Y	22
77649	21664.07 Term	CH11	XAA	Y	22
77649	21664.07 Term	CH11	XAA	Y	22
77649	21664.07 Term	CH11	XAA	Y	22
89457	24958.5 Term	CH11	XAA	Y	22
89457	24958.5 Term	CH11	XAA	Y	22
89457	24958.5 Term	CH11	XAA	Y	22

Combo Cd	Agency	Index	PCA	Proj Nbr	Proj Phase	Grant Nbr	Grant Phase
132240	AM0	A3009	30009				
132244	AM0	A3116	30016				
132245	AM0	A4011	40001				
132243	AM0	A3115	30015				
132241	AM0	A3010	A3010				
116352	AM0	A9273	A9273	PL905C	03		
132243	AM0	A3115	30015				
116352	AM0	A9273	A9273	PL905C	03		
132240	AM0	A3009	30009				
132237	AM0	A2001	20001				
132237	AM0	A2001	20001				
132242	AM0	A3114	30014				
132245	AM0	A4011	40001				
132241	AM0	A3010	A3010				
132234	AM0	A1090	10012				
132245	AM0	A4011	40001				
132244	AM0	A3116	30016				
132245	AM0	A4011	40001				
132243	AM0	A3115	30015				
132240	AM0	A3009	30009				
132226	AM0	50001	50001				
132241	AM0	A3010	A3010				
132245	AM0	A4011	40001				
132245	AM0	A4011	40001				
132241	AM0	A3010	A3010				
132229	AM0	A1010	10000				
132243	AM0	A3115	30015				
132245	AM0	A4011	40001				
132227	AM0	60001	60001				
116352	AM0	A9273	A9273	PL905C	03		
132241	AM0	A3010	A3010				
132244	AM0	A3116	30016				
132245	AM0	A4011	40001				
132244	AM0	A3116	30016				
132244	AM0	A3116	30016				
132243	AM0	A3115	30015				
132245	AM0	A4011	40001				
132245	AM0	A4011	40001				
132245	AM0	A4011	40001				
132241	AM0	A3010	A3010				
132242	AM0	A3114	30014				

132240 AM0	A3009	30009		
132245 AM0	A4011	40001		
132227 AM0	60001	60001		
132231 AM0	A1051	A1051		
132227 AM0	60001	60001		
132245 AM0	A4011	40001		
132245 AM0	A4011	40001		
132241 AM0	A3010	A3010		
132235 AM0	A1095	10014		
132241 AM0	A3010	A3010		
132244 AM0	A3116	30016		
116352 AM0	A9273	A9273	PL905C	03
116352 AM0	A9273	A9273	PL905C	03
132232 AM0	A1060	10008		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
132241 AM0	A3010	A3010		
132243 AM0	A3115	30015		
132240 AM0	A3009	30009		
132241 AM0	A3010	A3010		
132244 AM0	A3116	30016		
116352 AM0	A9273	A9273	PL905C	03
132240 AM0	A3009	30009		
132243 AM0	A3115	30015		
132231 AM0	A1051	A1051		
132241 AM0	A3010	A3010		
132244 AM0	A3116	30016		
132241 AM0	A3010	A3010		
132245 AM0	A4011	40001		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
132245 AM0	A4011	40001		
132234 AM0	A1090	10012		
132240 AM0	A3009	30009		
132241 AM0	A3010	A3010		
132242 AM0	A3114	30014		
132245 AM0	A4011	40001		
132241 AM0	A3010	A3010		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
116352 AM0	A9273	A9273	PL905C	03
132240 AM0	A3009	30009		
132243 AM0	A3115	30015		
132241 AM0	A3010	A3010		
132242 AM0	A3114	30014		

132244 AM0	A3116	30016		
132244 AM0	A3116	30016		
132244 AM0	A3116	30016		
132240 AM0	A3009	30009		
132241 AM0	A3010	A3010		
116352 AM0	A9273	A9273	PL905C	03
132241 AM0	A3010	A3010		
132245 AM0	A4011	40001		
132244 AM0	A3116	30016		
132240 AM0	A3009	30009		
132243 AM0	A3115	30015		
132241 AM0	A3010	A3010		
132231 AM0	A1051	A1051		
132227 AM0	60001	60001		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
132241 AM0	A3010	A3010		
132244 AM0	A3116	30016		
116352 AM0	A9273	A9273	PL905C	03
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132242 AM0	A3114	30014		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
132244 AM0	A3116	30016		
132243 AM0	A3115	30015		
132243 AM0	A3115	30015		
132242 AM0	A3114	30014		
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132250 AM0	M1460	2005A		
132242 AM0	A3114	30014		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
132245 AM0	A4011	40001		
132241 AM0	A3010	A3010		
132242 AM0	A3114	30014		
132243 AM0	A3115	30015		
132245 AM0	A4011	40001		
132244 AM0	A3116	30016		
132244 AM0	A3116	30016		
132241 AM0	A3010	A3010		
132244 AM0	A3116	30016		
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132242 AM0	A3114	30014		
132240 AM0	A3009	30009		

132240 AM0	A3009	30009		
132241 AM0	A3010	A3010		
132240 AM0	A3009	30009		
132240 AM0	A3009	30009		
132242 AM0	A3114	30014		
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132245 AM0	A4011	40001		
132226 AM0	50001	50001		
132240 AM0	A3009	30009		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
132244 AM0	A3116	30016		
132245 AM0	A4011	40001		
132242 AM0	A3114	30014		
116352 AM0	A9273	A9273	PL905C	03
132245 AM0	A4011	40001		
132241 AM0	A3010	A3010		
132240 AM0	A3009	30009		
132245 AM0	A4011	40001		
132245 AM0	A4011	40001		
132234 AM0	A1090	10012		
132242 AM0	A3114	30014		
132244 AM0	A3116	30016		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
132245 AM0	A4011	40001		
132244 AM0	A3116	30016		
132240 AM0	A3009	30009		
132242 AM0	A3114	30014		
132244 AM0	A3116	30016		
132243 AM0	A3115	30015		
132244 AM0	A3116	30016		
132241 AM0	A3010	A3010		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
132240 AM0	A3009	30009		
132243 AM0	A3115	30015		
132243 AM0	A3115	30015		
132245 AM0	A4011	40001		
132240 AM0	A3009	30009		
116352 AM0	A9273	A9273	PL905C	03
132244 AM0	A3116	30016		
132245 AM0	A4011	40001		
132242 AM0	A3114	30014		

132245 AM0	A4011	40001		
132226 AM0	50001	50001		
132241 AM0	A3010	A3010		
132245 AM0	A4011	40001		
132245 AM0	A4011	40001		
132226 AM0	50001	50001		
132241 AM0	A3010	A3010		
132243 AM0	A3115	30015		
132226 AM0	50001	50001		
132226 AM0	50001	50001		
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Fund Code	Prgm Code	Activity	Deptid	Department	Location C	Location Name
0100	3009	3009	AM14200	(Building M	LOCDC000	One Judiciary Square
0100	3016	3016	AM14200	(Building M	LOCDC000	Reeves Center
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	3015	3015	AM14100	(Safety and	LOCDC000	Reeves Center
0100	3010	3010	AM14000	(Facility Op	LOCDC000	One Judiciary Square
0300	2003	2003	AM13000	(Capital Co	LOCDC000	Reeves Center
0100	3015	3015	AM14000	(Facility Op	LOCDC000	Reeves Center
0300	2003	2003	AM13000	(Capital Co	LOCDC000	Reeves Center
0100	3009	3009	AM14000	(Facility Op	LOCDC000	One Judiciary Square
0100	2001	2001	AM11000	(Portfolio D	LOCDC000	Reeves Center
0100	2001	2001	AM11000	(Portfolio D	LOCDC000	Reeves Center
0100	3014	3014	AM14300	(Maintenar	LOCDC001	OPM Warehouse
0100	4001	4001	AM17300	(Patrol and	LOCDC000	1900 Mass. Ave SE Building #8
0100	3010	3010	AM14000	(Facility Op	LOCDC000	3149 16th Street NW
0100	1090	1090	AM10000	(Office of D	LOCDC000	One Judiciary Square
0100	4001	4001	AM17100	(Training, Ir	LOCDC000	1900 Mass. Ave SE Building #8
0100	3016	3016	AM14300	(Maintenar	LOCDC001	OPM Warehouse
0100	4001	4001	AM17200	(Strategic S	LOCDC000	1900 Mass. Ave SE Building #8
0100	3015	3015	AM14300	(Maintenar	LOCDC004	Kramer Annex
0100	3009	3009	AM14300	(Maintenar	LOCDC000	Reeves Center
0100	5001	5001	AM16000	(Energy Ma	LOCDC000	Reeves Center
0100	3010	3010	AM14300	(Maintenar	LOCDC000	3149 16th Street NW
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	3010	3010	AM14300	(Maintenar	LOCDC000	RFK Stadium
0100	1010	1010	AM10200	(Human Re	LOCDC000	Reeves Center
0100	3015	3015	AM14000	(Facility Op	LOCDC064	Penn Center/Transportation
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	6001	6001	AM12000	(Contractin	LOCDC000	Reeves Center
0300	2003	2003	AM13000	(Capital Co	LOCDC000	Reeves Center
0100	3010	3010	AM14000	(Facility Op	LOCDC000	3149 16th Street NW
0100	3016	3016	AM14300	(Maintenar	LOCDC000	300 Indiana Ave, NW
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	3016	3016	AM14300	(Maintenar	LOCDC001	OPM Warehouse
0100	3016	3016	AM14200	(Building M	LOCDC000	John A. Wilson Building
0100	3015	3015	AM15000	(Facilities M	LOCDC000	Reeves Center
0100	4001	4001	AM17000	(Protective	LOCDC000	1900 Mass. Ave SE Building #8
0100	4001	4001	AM17300	(Patrol and	LOCDC000	1900 Mass. Ave SE Building #8
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0100	3010	3010	AM14300	(Maintenar	LOCDC000	300 Indiana Ave, NW
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0100	1051 1051	AT072005(Govt Direc LOCDC000 One Judiciary Square
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	3010 3010	AM14300(Maintenar LOCDC000 RFK Stadium
0100	1095 1095	AM16000(Energy Ma LOCDC000 Reeves Center
0100	3010 3010	AM14300(Maintenar LOCDC000 3149 16th Street NW
0100	3016 3016	AM14300(Maintenar LOCDC001 OPM Warehouse
0300	2003 2003	AM13000(Capital Co LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Co LOCDC000 Reeves Center
0100	1060 1060	AM10000(Office of D LOCDC000 One Judiciary Square
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	3009 3009	AM14300(Maintenar LOCDC000 1900 Mass. Ave SE Building #8
0100	3010 3010	AM14000(Facility Op LOCDC001 1515 Half Street SE
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0100	3010 3010	AM14000(Facility Op LOCDC000 3149 16th Street NW
0100	3016 3016	AM15000(Facilities M LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Co LOCDC000 Reeves Center
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0100	3016 3016	AM14000(Facility Op LOCDC000 One Judiciary Square
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0100	3014 3014	AM14000(Facility Op LOCDC000 Reeves Center
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0100	3014 3014	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW

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0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3009 3009	AM14300(Maintenar LOCDC001 OPM Warehouse
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0100	3014 3014	AM14300(Maintenar LOCDC001 OPM Warehouse
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0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
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0100	3014 3014	AM14000(Facillty Op LOCDC0A5 Adams Place
0100	3015 3015	AM14000(Facillty Op LOCDC004 Kramer Annex
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
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0100	3016 3016	AM14000(Facillty Op LOCDC000 3149 16th Street NW
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0100	3016 3016	AM14300(Maintenar LOCDC004 Kramer Annex
0100	3014 3014	AM14000(Facillty Op LOCDC000 One Judiciary Square
0100	3009 3009	AM14000(Facillty Op LOCDC000 3149 16th Street NW

0100	3009 3009	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3009 3009	AM14000(Facillty Op LOCDC000 Reeves Center
0100	3009 3009	AM14000(Facillty Op LOCDC000 3149 16th Street NW
0100	3014 3014	AM14200(Building M LOCDC000 300 Indiana Ave, NW
0100	3009 3009	AM14300(Maintenar LOCDC001 OPM Warehouse
0100	3016 3016	AM14000(Facillty Op LOCDC000 3149 16th Street NW
0100	3009 3009	AM14000(Facillty Op LOCDC000 3149 16th Street NW
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0100	3009 3009	AM14200(Building M LOCDC000 Reeves Center
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0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	3014 3014	AM14300(Maintenar LOCDC004 Kramer Annex
0300	2003 2003	AM13000(Capital Co LOCDC000 Reeves Center
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0100	3010 3010	AM14200(Building M LOCDC000 300 Indiana Ave, NW
0100	3009 3009	AM14300(Maintenar LOCDC001 OPM Warehouse
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
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0100	3016 3016	AM14300(Maintenar LOCDC000 3325 V St NE
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0100	3016 3016	AM14300(Maintenar LOCDC000 1900 Mass. Ave SE Building #8
0100	3009 3009	AM14300(Maintenar LOCDC000 1900 Mass. Ave SE Building #8
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0100	3015 3015	AM14000(Facillty Op LOCDC000 3149 16th Street NW
0100	3016 3016	AM14200(Building M LOCDC004 Kramer Annex
0100	3010 3010	AM15000(Facilities M LOCDC000 300 Indiana Ave, NW
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3009 3009	AM14000(Facillty Op LOCDC001 OPM Warehouse
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0100	3015 3015	AM14000(Facillty Op LOCDC000 3149 16th Street NW
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0100	4001 4001	AM17200(Strategic S LOCDC000 1900 Mass. Ave SE Building #8
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0100	5001 5001	AM13000(Capital Co LOCDC000 Reeves Center
0100	3016 3016	AM14000(Facillty Op LOCDC000 Reeves Center
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0300	2003 2003	AM13000(Capital Co LOCDC000 Reeves Center
0100	5001 5001	AM13000(Capital Co LOCDC000 Reeves Center
0100	4001 4001	AM17100(Training, Ir LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3016 3016	AM14300(Maintenar LOCDC001 OPM Warehouse
0100	3016 3016	AM14200(Building M LOCDC000 Reeves Center
0100	3010 3010	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW
0100	3016 3016	AM14200(Building M LOCDC000 300 Indiana Ave, NW
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0100	3009 3009	AM14000(Facillty Op LOCDC000 Reeves Center
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0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3014 3014	AM14200(Building M LOCDC000 1900 Mass. Ave SE Building #8
0100	3016 3016	AM14300(Maintenar LOCDC000 3149 16th Street NW
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0100	5001 5001	AM13000(Capital Co LOCDC000 Reeves Center
0100	6001 6001	AM14200(Building M LOCDC000 Reeves Center
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0100	3009 3009	AM14300(Maintenar LOCDC000 3149 16th Street NW
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0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17300(Patrol and LOCDC000 John A. Wilson Building
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8

0100	4001 4001	AM17300(Patrol and LOCDC000 Reeves Center
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	2001 2001	AM11300(Realty Ma LOCDC000 Reeves Center
0100	4001 4001	AM17000(Protective LOCDC000 64 New York Ave. NE
0100	4001 4001	AM16000(Energy Ma LOCDC000 Reeves Center
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3009 3009	AM14300(Maintenar LOCDC000 3149 16th Street NW
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0100	3010 3010	AM14300(Maintenar LOCDC000 3149 16th Street NW
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0100	3014 3014	AM14300(Maintenar LOCDC001 1515 Half Street SE
0100	3010 3010	AM14300(Maintenar LOCDC000 Reeves Center
0100	3016 3016	AM14000(Facillty Op LOCDC0A5 Adams Place
0100	3010 3010	AM14300(Maintenar LOCDC000 Reeves Center
0100	3010 3010	AM14300(Maintenar LOCDC000 3149 16th Street NW
0100	3015 3015	AM14300(Maintenar LOCDC000 3149 16th Street NW
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0100	3016 3016	AM14000(Facillty Op LOCDC001 1325 S Street NW
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0100	3015 3015	AM14200(Building M LOCDC000 Reeves Center
0100	3014 3014	AM14300(Maintenar LOCDC000 Reeves Center
0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	4001 4001	AM17000 Protective LOCDC000 Reeves Center
0100	4001 4001	AM17000 Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM10000 Office of D LOCDC000 Reeves Center
0100	4001 4001	AM17000 Protective LOCDC000 Reeves Center
0100	4001 4001	AM17000 Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000 Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	2001 2001	AM11300 Realty Ma LOCDC000 Reeves Center
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0100	5001 5001	AM13000 Capital Co LOCDC000 Reeves Center
0100	1051 1051	AT072005 Govt Direc LOCDC000 One Judiciary Square
0100	1051 1051	AT072005 Govt Direc LOCDC000 RFK Stadium
0100	1051 1051	AT072005 Govt Direc LOCDC000 RFK Stadium
0100	1051 1051	AT072005 Govt Direc LOCDC000 John A. Wilson Building
0100	1051 1051	AT072005 Govt Direc LOCDC000 John A. Wilson Building
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0100	4001 4001	AM17000 Protective LOCDC000 1900 Mass. Ave SE Building #8
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0100	3015 3015	AM14000(Facillty Op LOCDC004 Kramer Annex
0100	1090 1090	AM10000(Office of D LOCDC000 Reeves Center
0100	3015 3015	AM14000(Facillty Op LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Cor LOCDC000 Reeves Center
0100	2001 2001	AM11000(Portfolio D LOCDC000 Reeves Center
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0100	3010 3010	AM14200(Building M LOCDC004 Kramer Annex
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0100	3010 3010	AM14000(Facillty Op LOCDC000 Reeves Center
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
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0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3010 3010	AM14200(Building M LOCDC004 Kramer Annex
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0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3016 3016	AM14300(Maintenar LOCDC001 OPM Warehouse
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0100	3014 3014	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3009 3009	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3014 3014	AM14200(Building M LOCDC004 Kramer Annex
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0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3016 3016	AM14200(Building M LOCDC004 Kramer Annex
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0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex

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0100	3009 3009	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3016 3016	AM14000(Facillty Op LOCDC000 Reeves Center
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
0100	3014 3014	AM14000(Facillty Op LOCDC064 Penn Center/Transportation
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
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0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
0100	3010 3010	AM14200(Building M LOCDC004 Kramer Annex
0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
0100	3010 3010	AM14300(Maintenar LOCDC0A5 Adams Place
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0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3015 3015	AM14200(Building M LOCDC004 Kramer Annex
0100	3009 3009	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3016 3016	AM10000(Office of D LOCDC000 Reeves Center
0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
0100	3010 3010	AM14200(Building M LOCDC004 Kramer Annex
0100	3010 3010	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3014 3014	AM14200(Building M LOCDC000 Reeves Center
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0100	3010 3010	AM14000(Facility Op LOCDC000 Reeves Center
0100	3016 3016	AM14300(Maintenar LOCDC064 Penn Center/Transportation
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0100	3015 3015	AM14100(Safety and LOCDC000 Reeves Center
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0100	3016 3016	AM14200(Building M LOCDC004 Kramer Annex
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0100	3014 3014	AM14000(Facillty Op LOCDC000 Reeves Center
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0100	3010 3010	AM14200(Building M LOCDC004 Kramer Annex
0100	3016 3016	AM14200(Building M LOCDC064 Penn Center/Transportation
0100	3015 3015	AM14000(Facillty Op LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Coi LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Coi LOCDC000 Reeves Center
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17300(Patrol and LOCDC000 Reeves Center
0100	4001 4001	AM17300(Patrol and LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17300(Patrol and LOCDC002 1900 Mass. Ave SE Building #9
0100	4001 4001	AM17000(Protective LOCDC000 Reeves Center
0100	3009 3009	AM14100(Safety and LOCDC000 Reeves Center
0100	3009 3009	AM14200(Building M LOCDC004 Kramer Annex
0100	3015 3015	AM14200(Building M LOCDC004 Kramer Annex
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0100	3015 3015	AM14200(Building M LOCDC004 Kramer Annex
0100	3009 3009	AM14000(Facillty Op LOCDC004 Kramer Annex
0100	3016 3016	AM14000(Facillty Op LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	3009 3009	AM14300(Maintenar LOCDC001 OPM Warehouse
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM14200(Building M LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	1090 1090	AM10000(Office of D LOCDC000 Reeves Center
0100	1090 1090	AM10400(Resource / LOCDC000 Reeves Center
0100	2101 2101	AM11300(Realty Mai LOCDC000 Reeves Center
0100	2101 2101	AM11300(Realty Mai LOCDC000 Reeves Center
0100	3016 3016	AM14300(Maintenar LOCDC000 RFK Stadium

0100	1060 1060	AM14300(Maintenar LOCDC001 OPM Warehouse
0100	3016 3016	AM14300(Maintenar LOCDC000 RFK Stadium
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0100	3010 3010	AM14300(Maintenar LOCDC000 RFK Stadium
0100	3009 3009	AM14300(Maintenar LOCDC000 RFK Stadium
0100	3009 3009	AM14300(Maintenar LOCDC004 Kramer Annex
1440	3005 3005	AM14300(Maintenar LOCDC000 RFK Stadium
1440	3005 3005	AM14300(Maintenar LOCDC000 RFK Stadium
0100	3016 3016	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW
0100	3015 3015	AM14000(Facillty Op LOCDC000 Reeves Center
1440	3005 3005	AM14300(Maintenar LOCDC001 OPM Warehouse
1440	3005 3005	AM14300(Maintenar LOCDC000 RFK Stadium
0100	3009 3009	AM14200(Building M LOCDC000 RFK Stadium
0100	3009 3009	AM14000(Facillty Op LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	4001 4001	AM17200(Strategic S LOCDC000 1900 Mass. Ave SE Building #8
0100	5001 5001	AM13000(Capital Coi LOCDC000 3149 16th Street NW
0100	5001 5001	AM10300(Communic LOCDC000 Reeves Center
0100	3015 3015	AM10300(Communic LOCDC000 Reeves Center
0100	3009 3009	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW
0100	3010 3010	AM14000(Facillty Op LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	1195 1195	AM16000(Energy Ma LOCDC000 Reeves Center
0100	3015 3015	AM14200(Building M LOCDC000 Reeves Center
0100	1195 1195	AM14100(Safety and LOCDC000 Reeves Center
0100	1195 1195	AM14100(Safety and LOCDC000 Reeves Center
0100	3014 3014	AM14000(Facillty Op LOCDC000 One Judiciary Square
0100	3010 3010	AM16000(Energy Ma LOCDC000 Reeves Center
0100	1010 1010	AM10200(Human Re LOCDC000 Reeves Center
0100	3009 3009	AM14300(Maintenar LOCDC004 Kramer Annex
0100	3015 3015	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW
0100	1040 1040	AM10100(Informatio LOCDC000 Reeves Center
0100	3009 3009	AM14300(Maintenar LOCDC000 300 Indiana Ave, NW
0100	3014 3014	AM10000(Office of D LOCDC000 Reeves Center
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0100	1010 1010	AM10000(Office of D LOCDC000 Reeves Center
0100	4001 4001	AM17000(Protective LOCDC002 1900 Mass. Ave SE Building #9
0100	4001 4001	AM17000(Protective LOCDC002 1900 Mass. Ave SE Building #9
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	4001 4001	AM17000(Protective LOCDC000 1900 Mass. Ave SE Building #8
0100	3016 3016	AM10000(Office of D LOCDC000 Reeves Center
0100	3016 3016	AM14000(Facillty Op LOCDC000 3149 16th Street NW
0100	3016 3016	AM14000(Facillty Op LOCDC000 3149 16th Street NW
0100	1090 1090	AM16000(Energy Ma LOCDC000 Reeves Center
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0100	1090 1090	AM10400(Resource / LOCDC000 Reeves Center
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0100	5001 5001	AM13000(Capital Cor LOCDC001 1250 U St. N.W.
0300	2003 2003	AM14100(Safety and LOCDC000 Reeves Center
0100	3016 3016	AM14000(Facility Op LOCDC000 Reeves Center
0100	6001 6001	AM14200(Building M LOCDC000 Reeves Center
0100	3014 3014	AM14300(Maintenar LOCDC000 Reeves Center
0100	2001 2001	AM11300(Realty Ma LOCDC000 Reeves Center
0100	5001 5001	AM13000(Capital Cor LOCDC000 One Judiciary Square
0100	1090 1090	AM10000(Office of D LOCDC000 One Judiciary Square
0100	3009 3009	AM15000(Facilities M LOCDC000 RFK Stadium
0100	3010 3010	AM14000(Facility Op LOCDC000 Reeves Center
1460	2006 2006	AM11300(Realty Ma LOCDC000 Reeves Center
1460	2006 2006	AM11300(Realty Ma LOCDC000 Reeves Center
1460	2006 2006	AM11300(Realty Ma LOCDC000 Reeves Center
0100	1095 1095	AM16000(Energy Ma LOCDC000 Reeves Center
0100	1095 1095	AM16000(Energy Ma LOCDC000 Reeves Center
0100	2001 2001	AM11000(Portfolio D LOCDC000 One Judiciary Square
0100	1090 1090	AM10000(Office of D LOCDC000 Reeves Center
0100	1090 1090	AM10000(Office of D LOCDC000 One Judiciary Square
0100	3016 3016	AM14200(Building M LOCDC000 One Judiciary Square
0100	1040 1040	AM10100(Informatio LOCDC000 Reeves Center
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0100	5001 5001	AM13000(Capital Cor LOCDC000 Reeves Center
0100	5001 5001	AM13000(Capital Cor LOCDC000 Reeves Center
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0300	2003 2003	AM13000(Capital Cor LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Cor LOCDC000 Reeves Center
0300	2003 2003	AM13000(Capital Cor LOCDC000 One Judiciary Square
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	6001 6001	AM12000(Contractin LOCDC000 Reeves Center
0100	1090 1090	AM10000(Office of D LOCDC000 One Judiciary Square
0100	2001 2001	AM11300(Realty Ma LOCDC000 Reeves Center
0100	2001 2001	AM11300(Realty Ma LOCDC000 Reeves Center
0700	7007 7007	AM14100(Safety and LOCDC000 Reeves Center
0100	3008 3008	AM14000(Facility Op LOCDC000 One Judiciary Square
0100	7007 7007	AM16000(Energy Ma LOCDC000 One Judiciary Square
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0100	1060 1060	AM10000(Office of D LOCDC000 One Judiciary Square
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8157	1090 1090	AM10000(Office of D LOCDC000 One Judiciary Square
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FY22 Vehicle Listing

TAG #		Division Assigned	UNIT
DC 0446	2001 - Ford F250 Truck	Facilities Management	Carpenters
DC 0482	2001 - Ford Utility Truck	Facilities Management	Plumbers
DC 0483	2001 - Ford Utility Truck	Facilities Management	Plumbers
DC 0910	2002 - International 4700	Facilities Management	FMT
DC 0916	2002 - Chevrolet Bucket Truck	Facilities Management	Maintenance
DC 10052	2004 - Chevrolet Silverado 1500	Facilities Management	Grounds
DC 10122	2008 - Ford F250 Truck	Facilities Management	Grounds
DC 10124	2008 - Ford F250 Truck	Facilities Management	Operations
DC 10125	2008 - Ford F250 Truck	Facilities Management	Grounds
DC 10322	2008 - Chevrolet Express Van	Facilities Management	Warehouse
DC 10323	2007 - Dodge Dakota Truck	Facilities Management	Operations
DC 10324	2009 - Chevrolet Stakebody Truck	Facilities Management	Grounds
DC 10325	2007 - Ford E150 Cargo Van	Facilities Management	Plumbers
DC 10326	2008 - Ford F250 Truck	Facilities Management	Operations
DC 10327	2008 - Ford F250 Truck	Facilities Management	Painters
DC 10330	2008 - Ford F250 Truck	Facilities Management	Grounds
DC 10331	2008 - Ford F250 Truck	Facilities Management	Mechanics
DC 10589	2014 - Toyota Corolla	Protective Services	PSD Admin
DC 10590	2014 - Toyota Corolla	Protective Services	PSD Admin
DC 10624	2014 - Chevrolet 15 Passenger Van	Protective Services	PSD Admin
DC 10837	2001 - Ford E350 Cargo Van	Facilities Management	Mechanics
DC 11290	2016 - Chevrolet Silverado 4WD Crew	Facilities Management	Grounds
DC 11291	2016 - Dodge Ram Crew Cab Pickup	Facilities Management	Grounds
DC 11292	2016 - Chevrolet Silverado 4WD Crew	Facilities Management	Carpenters
DC 11293	2016 - Chevrolet Silverado 2500	Facilities Management	Carpenters
DC 11294	2016 - Chevrolet Silverado 3500	Facilities Management	Carpenters
DC 11295	2016 - Dodge Ram Crew Cab Pickup	Facilities Management	Grounds
DC 11449	2016 - Ford Taurus	Protective Services	Patrol
DC 11450	2016 - Ford Taurus	Protective Services	Patrol
DC 11451	2016 - Ford Taurus	Protective Services	Patrol
DC 11452	2016 - Ford Taurus	Protective Services	Patrol
DC 11453	2016 - Ford Taurus	Protective Services	Patrol
DC 11455	2016 - Ford Taurus	Protective Services	Patrol
DC 11456	2016 - Ford Taurus	Protective Services	Patrol
DC 11959	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Carpenters
DC 11960	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Grounds
DC 11961	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 11964	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 11965	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 11979	2018 - Toyota Sienna AWD 7 Pass.	Office of the Director	Logistics
DC 11980	2018 - Toyota Sienna AWD 7 Pass.	Office of the Director	Logistics
DC 11981	2018 - Toyota Sienna AWD 7 Pass.	Office of the Director	Directors Offic
DC 11987	2018 - Ford 15 Passenger Van	Office of the Director	Logistics

DC 11998	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Grounds
DC 12004	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Contract Servi
DC 12005	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Contract Servi
DC 12006	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Health & Safel
DC 12008	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Health & Safel
DC 12009	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Grounds
DC 12010	2018 - Toyota Sienna AWD 7 Pass.	Facilities Management	Contract Servi
DC 12011	2018 - Toyota Sienna AWD 7 Pass.	Office of the Director	Communicatic
DC 12012	2018 - Toyota Sienna AWD 7 Pass.	Office of the Director	IT
DC 1211	2002 - Ford E350 Cargo Van	Facilities Management	Carpenters
DC 1214	2002 - Ford E350 Cargo Van	Facilities Management	Mechanics
DC 1215	2002 - Ford E350 Cargo Van	Facilities Management	Operations
DC 1218	2002 - Ford E350 Cargo Van	Facilities Management	Mechanics
DC 12247	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12248	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 12249	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Operations
DC 12250	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 12369	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12370	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Housekeeping
DC 12371	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Housekeeping
DC 12376	2018 - Toyota Corolla	Office of the Director	Logistics
DC 12377	2018 - Toyota Corolla	Office of the Director	Logistics
DC 12381	2018 - Toyota Corolla	Office of the Director	Logistics
DC 12384	2018 - Toyota Corolla	Capital Construction	Construction
DC 12385	2018 - Toyota Corolla	Contract & Procurement	C & P
DC 12398	2018 - Toyota Corolla	Capital Construction	Construction
DC 12399	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12400	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12401	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Housekeeping
DC 12402	2018 - Toyota Corolla	Office of the Director	Logistics
DC 12403	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12405	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Operations
DC 12407	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Operations
DC 12408	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Operations
DC 12409	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Electricians
DC 12410	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Grounds
DC 12414	2018 - Toyota Corolla	Portfolio Management	Portfolio
DC 12417	2018 - Toyota Corolla	Facilities Management	Area 1
DC 12419	2018 - Toyota Corolla	Office of the Director	Logistics
DC 12421	2018 - Toyota Corolla	Capital Construction	Construction
DC 12422	2018 - Toyota Corolla	Facilities Management	Health & Safel
DC 12423	2018 - Toyota Corolla	Office of the Director	Chief Operatir
DC 12452	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Painters
DC 12454	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 12455	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT
DC 12456	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	Electricians
DC 12457	2018 - Chevrolet Express 2500 Cargo Van	Facilities Management	FMT

DC 12474	2018 - Ford Transit T-250 Cargo	Facilities Management	Electricians
DC 12476	2018 - Ford Transit T-250 Cargo	Facilities Management	Plumbers
DC 12477	2018 - Ford Transit T-250 Cargo	Facilities Management	FMT
DC 12478	2018 - Ford Transit T-250 Cargo	Facilities Management	Operations
DC 12479	2018 - Ford Transit T-250 Cargo	Facilities Management	Electricians
DC 12480	2018 - Ford Transit T-250 Cargo	Facilities Management	Electricians
DC 12488	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12490	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12538	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12539	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12541	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12542	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12544	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12547	2018 - Toyota Tacoma	Facilities Management	FMT
DC 12548	2018 - Toyota Tacoma	Facilities Management	Area 2
DC 12549	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12550	2018 - Toyota Tacoma	Facilities Management	Grounds
DC 12551	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12554	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12555	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	FMT
DC 12577	2013 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 12578	2013 - Ford E350 Cargo Van	Facilities Management	Electricians
DC 12579	2013 - Ford E350 Cargo Van	Facilities Management	Carpenters
DC 12580	2013 - Ford E350 Cargo Van	Facilities Management	Locksmith
DC 12581	2013 - Ford E350 Cargo Van	Facilities Management	Carpenters
DC 12582	2013 - Ford E350 Cargo Van	Facilities Management	Painters
DC 12583	2013 - Ford E350 Cargo Van	Facilities Management	FMT
DC 12584	2013 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 12585	2013 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 12588	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12589	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Operations
DC 12590	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	FMT
DC 12595	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12597	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	FMT
DC 12598	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Office of the Director	Directors Office
DC 12600	2018 - Dodge 4x4 Ram 1500 Crew/6 ft.	Facilities Management	Grounds
DC 12628	2018 - Toyota Tacoma	Facilities Management	Electricians
DC 12631	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12633	2018 - Toyota Tacoma	Facilities Management	Operations
DC 12856	2008 - Ford F250 Truck	Facilities Management	Mechanics
DC 13166	2018 - Ford F150 w/Lift Gate	Facilities Management	Grounds
DC 13236	2019 - Chevrolet Colorado	Office of the Director	Chief Operatir
DC 1337	2002 - Ford Taurus	Facilities Management	Area 4
DC 13729	2019 - Dodge Ram 5500 4x4	Facilities Management	FMT
DC 2340	2003 - International Stakebody Truck	Facilities Management	Grounds
DC 4923	2003 - International Stakebody Truck	Facilities Management	Grounds
DC 5534	2008 - Chevrolet Impala Sedan	Protective Services	Patrol

DC 5910	2006 - Ford E350 Cargo Van	Facilities Management	Grounds
DC 6517	2008 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6519	2008 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6679	2009 - Dodge Ram 1500	Facilities Management	Painters
DC 6681	2009 - Dodge Ram 1500	Facilities Management	Grounds
DC 6908	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6910	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6911	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6914	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6915	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6916	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
DC 6942	2011 - UD 3300	Facilities Management	Grounds
DC 7075	2008 - Dodge Caravan	Facilities Management	Mail Room
DC 7900	2010 - Ford Explorer	Facilities Management	Facilities Adm
DC 7932	2010 - Dodge Caravan SE	Facilities Management	Mail Room
DC 8433	2012 - Chevrolet Silverado 1500	Facilities Management	Grounds
DC 8836	2014 - Dodge Caravan	Protective Services	PSD Admin
DC 8896	2017 - Ford Taurus	Protective Services	PSD Admin
DC 9524	2012 - Chevrolet Colorado	Facilities Management	Contract Servi
DC 9525	2012 - Dodge Ram 1500	Facilities Management	Area 2
DC 9526	2012 - Dodge Ram 1500	Facilities Management	Carpenters
DC 9527	2012 - Dodge Ram 2500	Facilities Management	FMT
DC 9528	2012 - Dodge Ram 2500	Facilities Management	Mechanics
DC 9529	2013 - Chevrolet Silverado 2500	Facilities Management	Bldg. Manager
DC 9530	2013 - Chevrolet Silverado 2500	Facilities Management	Maintenance
DC 9531	2013 - Chevrolet Silverado 1500	Facilities Management	Grounds
DC 9532	2013 - Chevrolet Silverado 1500	Facilities Management	Housekeeping
DC 9534	2012 - Chevrolet Colorado	Facilities Management	Operations
DC 9535	2012 - Chevrolet Colorado	Facilities Management	Operations
DC 9536	2012 - Chevrolet Express 1500	Facilities Management	Grounds
DC 9537	2013 - Chevrolet Express Cargo 2500	Facilities Management	Electricians
DC 9538	2013 - Chevrolet Express Cargo 2500	Facilities Management	Electricians
DC 9539	2013 - Chevrolet Express Cargo 2500	Facilities Management	Housekeeping
DC 9540	2013 - Chevrolet Express 2500	Facilities Management	Carpenters
DC 9541	2013 - Chevrolet Express 2500	Facilities Management	Locksmith
DC 9542	2013 - Chevrolet Express 2500	Facilities Management	Locksmith
DC 9544	2012 - Chevrolet Colorado	Facilities Management	Operations
DC 9546	2013 - Chevrolet Volt (Hybrid)	Office of the Director	Logistics
DC 9547	2012 - Honda Civic Sedan	Facilities Management	Bldg. Manager
DC 9548	2012 - Honda Civic Sedan	Facilities Management	Bldg. Manager
DC 9549	2012 - Chevrolet Colorado	Facilities Management	Operations
DC 9593	2007 - Ford E350 Cargo Van	Facilities Management	Carpenters
DC 9594	2007 - Ford E350 Cargo Van	Facilities Management	Painters
DC 9595	2007 - Dodge Dakota Truck	Facilities Management	Grounds
DC 9596	2007 - Dodge Dakota Truck	Facilities Management	Electricians
DC 9597	2007 - Dodge Dakota Truck	Facilities Management	Operations
DC 9598	2007 - Dodge Dakota Truck	Facilities Management	Operations

DC 9599	2007 - Ford E350 Cargo Van	Facilities Management	Operations
DC 9600	2007 - Dodge Dakota Truck	Facilities Management	Operations
DC 9601	2007 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 9603	2007 - Ford E350 Cargo Van	Facilities Management	Operations
DC 9604	2007 - Ford E350 Cargo Van	Facilities Management	Electricians
DC 9605	2007 - Ford E350 Cargo Van	Facilities Management	Locksmith
DC 9606	2007 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 9607	2007 - Ford E350 Cargo Van	Facilities Management	Plumbers
DC 9608	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9609	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9622	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9642	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9643	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9644	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9646	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9647	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9648	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9649	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9650	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9654	2007 - Ford Ranger Truck	Facilities Management	Operations
DC 9775	2011 - Chevrolet Impala Sedan	Protective Services	Patrol
MD 2CK8797	2021 - Ford F250	Facilities Management	Grounds
MD 2EM4829	2021 - Ford F250	Facilities Management	Grounds
MD 3EJ6358	2019 - Ford F-750	Facilities Management	Grounds
MD 3ET50806	2022 - F-750 SUPERDUTY	Facilities Management	Grounds
MD 3ET5807	2022 - F-750 SUPERDUTY	Facilities Management	Grounds
MD 4ET1998	2021 - F-250	Facilities Management	Grounds
MD 4EV7495	2021 - F-250	Facilities Management	Grounds
MD 5ER0074	2022 -F-750 SUPERDUTY	Facilities Management	Grounds
MD 6DW7161	2020 - F-750-BD	Facilities Management	Grounds
MD 6DW7162	2020 - F-750-BD	Facilities Management	Grounds
MD 6DX9079	2019 - RAM 2500	Facilities Management	Grounds
MD 6DX9088	2019 - RAM 2500	Facilities Management	Grounds
MD 7DB6598	2017 - F-750-BD	Facilities Management	Grounds
MD 7EV7883	2022 - Ford F250	Facilities Management	Grounds
MD 7EV7887	2022 - Ford F250	Facilities Management	Grounds
MD 7EV7893	2022 - Ford F250	Facilities Management	Grounds
MD 7EV7897	2022 - Ford F250	Facilities Management	Grounds
MD 8EE6603	2019 - Ford F-750	Facilities Management	Grounds
MD 9CP8296	2016 - F-250	Facilities Management	Grounds

Supervisor	Ownership Status
Charles Artis	Owned
Thomas Brookings	Owned
Thomas Brookings	Owned
Charles Artis	Owned
Charles Artis	Owned
Tyrone Tolliver	Owned
Tyrone Tolliver	Owned
Carnal Bradley	Owned
Tyrone Tolliver	Owned
Burnis Ward /Tom Sines /Carlos Peel	Owned
Carnal Bradley	Owned
Tyrone Tolliver	Owned
Thomas Brookings	Owned
Justin Holmes	Owned
Charles Pointer	Owned
Tyrone Tolliver	Owned
Andre Thompson	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Gregory Minor	Owned
Kenneth Washington	Owned
Ronald Campbell	Owned
Carl Butler	Owned
Charles Taylor	Owned
Charles Taylor	Owned
Kenneth Washington	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Charles Artis	Leased
Kenneth Washington	Leased
Michael Claggett	Leased
Charles Artis	Leased
Michael Claggett	Leased
Lionel Snowden	Leased
Lionel Snowden	Leased
Iris Jackson	Leased
Lionel Snowden	Leased

Jamelle Tolson	Leased
Lashelle Jenkins	Leased
Lashelle Jenkins	Leased
Unassigned	Leased
Unassigned	Leased
Jamelle Tolson	Leased
Lashelle Jenkins	Leased
John Stokes	Leased
Paula Tatum	Leased
Charles Taylor	Owned
Gregory Minor	Owned
Malcolm Gantt	Owned
Gregory Minor	Owned
Alhaji Gassama	Leased
Charles Pointer	Leased
Carnal Bradley	Leased
Gregory Minor	Leased
Tyrone Tolliver	Leased
Kenneth Washington	Leased
Kenneth Washington	Leased
Lionel Snowden	Leased
Lionel Snowden	Leased
Lionel Snowden	Leased
Tiffany Moore	Leased
George Lewis	Leased
Tiffany Moore	Leased
Robin Mayo	Leased
Robin Mayo	Leased
Kenneth Washington	Leased
Lionel Snowden	Leased
Malcolm Gantt	Leased
Justin Holmes	Leased
Robin Mayo	Leased
Alhaji Gassama	Leased
Charles Artis	Leased
Tyrone Tolliver	Leased
Tiwana Hicks	Leased
Ronald Standifer	Leased
Lionel Snowden	Leased
Tiffany Moore	Leased
Unassigned	Leased
Danielle Meadors	Leased
Charles Pointer	Leased
Charles Artis	Leased
Thomas Brooking	Leased
Charles Artis	Leased
Charles Artis	Leased

Charles Artis	Leased
Thomas Brookings	Leased
Charles Artis	Leased
Carnal Bradley	Leased
Charles Artis	Leased
Charles Artis	Leased
Malcolm Gantt	Leased
Reginald Harlan	Leased
Malcolm Gantt	Leased
Tyrone Tolliver	Leased
Robin Mayo	Leased
Malcolm Gantt	Leased
Tyrone Tolliver	Leased
Charles Artis	Leased
Reginald Greene	Leased
Reginald Harlan	Leased
Tyrone Tolliver	Leased
Robin Mayo	Leased
Kenneth Washington	Leased
Charles Artis	Leased
Carnal Bradley	Owned
Charles Artis	Owned
Charles Taylor	Owned
Melvin Bates	Owned
Charles Taylor	Owned
Charles Pointer	Owned
Thomas Brookings	Owned
Thomas Brookings	Owned
Thomas Brookings	Owned
Malcolm Gantt	Leased
Robin Mayo	Leased
Charles Artis	Leased
Tyrone Tolliver	Leased
Greg Minor	Leased
Keith Anderson	Leased
Kenneth Washington	Leased
Greg Minor	Leased
Alhaji Gassama	Leased
Robin Mayo	Leased
Gregory Minor	Owned
Tyrone Tolliver	Leased
Danielle Meadors	Owned
Enid Swann	Owned
Charles Artis	Owned
Tyrone Tolliver	Owned
Kenneth Washington	Owned
Captain Joseph Brown	Owned

Kenneth Washington	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Charles Pointer	Owned
Kenneth Washington	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Cameron Washington	Loan
Reginald Greene	Owned
Donny Gonzales	Owned
Reginald Greene	Owned
Tyrone Tolliver	Owned
Captain Joseph Brown	Owned
Captain Joseph Brown	Owned
Lashelle Jenkins	Owned
Reginald Greene	Owned
Charles Artis	Owned
Charles Artis	Owned
Gregory Minor	Owned
Arleen Williams	Owned
Tyrone Tolliver	Owned
Kenneth Washington	Owned
Kenneth Washington	Owned
Rufus Barksdale	Owned
Justin Holmes	Owned
Kenneth Washington	Owned
Charles Artis	Owned
Charles Artis	Owned
Kenneth Washington	Owned
Charles Taylor	Owned
Melvin Bates	Owned
Melvin Bates	Owned
Malcolm Gantt	Owned
Lionel Snowden	Owned
Jean Francis Varre	Owned
Leyland Grant	Owned
Justin Holmes	Owned
Charles Taylor	Owned
Charles Pointer	Owned
Kenneth Washington	Owned
Charles Artis	Owned
Robin Mayo	Owned
Robin Mayo	Owned

[illegible]

PHONE NUMBER	FIRST NAME	LAST NAME	SERVICE TYPE
2026795653	paul	abrahams	Cellular
2029979017	najib	abrahimkhai	Cellular
2023595955	alfred	adams	Cellular
2024399109	adewale	adebisi	Cellular
2023452861	nicole	aiken	Cellular
2022531345	stephen	akyereko	Cellular
2022889145	beth-sherri	akyereko	Cellular
2024412027	allam	al-alam	Cellular
2025681196	tabitha	alexander	Cellular
2023742644	sultan	ali	Cellular
2025285515	reginald	allen	Cellular
2025946900	Edwina	Allen	Cellular
2023864372	herson	amaya	Cellular
2024371211	michael	anderson	Cellular
2024383887	eric	anderson	Cellular
2024398271	david	anderson	Cellular
2024464188	Keith	Anderson	Cellular
2026588145	Keith	Anderson	Tablet with wireless service
		anderson-	
2026797329	delois	mccain	Cellular
2028233031	Monica	Andrews	Cellular
2402162323	albert	andrews	Cellular
2023450767	dave	antoine	Cellular
2023847744	karen	araujo	Cellular
2025289728	alba	arevalo	Cellular
2026408067	charles	artis	Tablet with wireless service
2024399060	charles	artis	Cellular
2025576849	joseph	artis	Cellular
2026795872	kristen	audette	Cellular
2023693278	Franklin	Austin	Cellular
2024076832	franklin	austin	Cellular
2025576943	yasser	awad	Cellular
2026171976	victoria	b johnson	Cellular
2027440529	lawrence	bachman	Cellular
2023596639	mohamed	bader	Cellular
2022365359	satish	bagai	Cellular
2023591139	archie	bailey	Cellular
2026799523	kerric	baird	Cellular
2023594748	devonne	ballinger	Cellular
2023656721	domonique	banks	Cellular
2025576146	timothy	banner	Cellular
2024311195	claudia	barahona	Cellular
2023081950	claudia	barahona	Cellular
2029247904	Claudia	Barahona	Cellular
2023555585	ian	barber	Cellular
2028095871	John	Barbusin	Cellular

2023451537	rufus	barksdale	Cellular
2025386602	robert	barksdale	Cellular
2027169397	anthony	barnes	Cellular
2029931638	norvella	barnes	Cellular
2402162356	willie	barnes	Cellular
2023594749	Winsome	Bascoe	Cellular
2029414484	reginald	bateman	Cellular
2027130590	melvin	bates	Cellular
2027356888	Lonell	Battle	Cellular
2024218623	haywood	beale	Cellular
2023451525	donald	belton	Cellular
2029931626	donald	belton	Cellular
2027315306	antonio	bennett	Cellular
2024464235	dawit	beru	Cellular
2026043203	dawit	beru	Tablet with wireless service
2029247879	Dawit	Beru	Cellular
2024418958	tracy	birkett	Cellular
2024099762	satova	blackwell	Cellular
2024387081	larry	blake	Cellular
2025578486	Lindy	Blakney	Cellular
2026669692	jenna	bolino	Cellular
2024976050	yolanda	bonner	Cellular
2024946973	Nathaniel	Booker	Cellular
2024383598	garey	bostick	Cellular
2402162305	emogene	bowman-dean	Cellular
2023227214	angela	bradley	Cellular
2024387437	carnal	bradley	Cellular
2023599383	jeffery	brady	Cellular
2023596935	eupert	braithwaite	Cellular
2023161018	walter	brandon	Cellular
2028021521	Jamila	Bratton-Nwamkpa	Cellular
2022074436	thomas	brooking	Cellular
2025792621	valerie	brown	Cellular
2025100149	charles	brown	Cellular
2028704847	joseph	brown	Cellular
2028236508	Valerie	Brown	Cellular
2023295441	earl	brown	Cellular
2022585006	timothy	brown	Cellular
2023691195	benjamin	brown	Cellular
2027258500	melvin	brown	Cellular
2027696913	richard	brown	Cellular
2029931645	warren	brown	Cellular
2029414474	tenika	brown@dc.gov	Cellular
2025785808	conan	bruce	Cellular

2024227230	renee	bryant	Cellular
2024227730	renee	bryant	Cellular
2024375837	gregory	bryant	Cellular
2027174240	Ryan	Buckner	Cellular
2022716866	alphonzo	buckner	Cellular
2024377945	michael	burnett	Cellular
2027169846	keia	burns	Cellular
2022851721	bernice	bush	Cellular
2023603746	brian	butler	Cellular
2022538522	kayla	butler	Cellular
2023457311	carl	butler	Cellular
2025787845	anita	butts	Tablet with wireless service
2023552638	roland	bynum	Cellular
2025389846	richard	byrd	Cellular
2022532080	Stephen	Campbell	Cellular
2023590765	ronald	campbell	Cellular
2024972133	tony	campbell	Cellular
2024898436	larry	capias	Cellular
2023693228	david	carlos	Cellular
2024385227	darlene	carter	Cellular
2024397853	jameelah	carter	Cellular
2022074383	solomon	chandler	Cellular
2023416892	Ramalakshmi	Chilamkurthy	Cellular
2023593362	michelle	chin	Cellular
2026894275	yvette	cobb	Cellular
2025289778	bobbie	cockrell2	Cellular
2023596396	christopher	cocuzza	Cellular
2023596410	samuel	cole	Cellular
2023692260	alan	coleman	Cellular
2027136842	Kirsten	Collins	Cellular
2023294112	victoria	cooke	Cellular
2023452404	robert	cooper	Cellular
2023594904	edgar	coreas	Cellular
2024385406	vander	covington	Cellular
2024371917	alicia	cowans	Cellular
2022860407	robin	craig	Cellular
2029931641	rinaldo	craig	Cellular
2022074947	john	craven	Cellular
2402162347	joseph	crews	Cellular
2024383891	joseph	crews	Cellular
2023698246	jen	croft	Cellular
2022074997	douglas	crosby	Cellular
2025964291	kessia	cruz	Cellular
2029031354	Katrina	Cuffey	Cellular
2026899115	alex	cumbay	Cellular
2024397845	nikeya	cunningham	Cellular
2027256935	tammy	cunningham	Cellular

2029931630	jirmaine	cunningham	Cellular
2029930625	alvin	cureton	Cellular
2023590703	kimberly	currie	Cellular
2023208342	brandon	daniels	Cellular
2024375151	vidya	dass	Cellular
2402162320	wesley	davis	Cellular
2026043202	rodney	day	Cellular
2025964827	michelle	dee	Cellular
2023693201	bienvenido	delarosa	Cellular
2024972493	Leticia	Delgado	Cellular
2028362092	Anthony	DeLorenzo	Cellular
2024374522	daniel	demissie	Cellular
2025732577	Pamela	Dickerson	Cellular
2029931642	sylvia	dillahunt	Cellular
2023596201	markel	dinkins	Cellular
2023692483	derrick	dixon	Cellular
2023594358	kevin	douglas	Cellular
2022074367	paul	dowell	Cellular
2026441266	shamir	dozier	Cellular
2023597427	larry	drayton	Cellular
2026799106	Eric	Dreher	Air-Card/ MiFi
2024383339	eric	dreher	Cellular
2022587681	cynthia	dumas	Cellular
2024971886	jerry	dunlap	Cellular
2028054121	stacy	earp	Cellular
2023596959	Sandra	Eason	Cellular
2029979946	celsie	edwards	Cellular
2024375771	tc	edwards	Cellular
2024398094	ronald	edwards	Cellular
2022586337	henry	eggleston	Cellular
2023758263	Dominiqua	Eldridge	Cellular
2024386535	ricardo	eley	Cellular
2023693220	kenneth	epps	Cellular
2024971094	ugur	ertem	Cellular
2402162328	michael	evans2	Cellular
2023459890	dwayne	farmer	Cellular
2402162302	tamara	ferguson mance	Cellular
2023301927	Lisa	Finley	Cellular
2023452032	phillip	fleming	Cellular
2029931644	walter	fletcher	Cellular
2025571860	matt	floca	Cellular
2023592353	alphonso	fluelling	Cellular
2023846424	tamarah	fosso	Cellular
2026047202	marian	foster	Cellular
2023911267	lawrence	foster	Cellular
2024947506	kyle	french	Cellular

2026796051	ebony	fuller	Cellular
2026573618	Yohance	Fuller	Tablet with wireless service
2026699264	yohance	fuller	Cellular
2023846717	yohance	fuller	Air-Card/ MiFi
2022074365	darryl	gale	Cellular
2402162360	malcolm	gantt	Cellular
2023742974	darnell	garmany	Cellular
2023160539	howard	gasaway	Cellular
2023294886	Howard	Gasaway	Tablet with wireless service
2026799806	Alhaji	Gassama	Air-Card/ MiFi
2024099863	alhaji	gassama	Cellular
2024387930	Alhaji	Gassama	Cellular
2402162333	ben	gavie	Cellular
2026795011	leila	gheitu	Cellular
2023456538	peter	ghogomu	Cellular
2024375937	richard	gibson	Cellular
2022364165	glen	gibson	Cellular
2022587387	Keith	Giles	Cellular
2027040270	Janelle	Gladden	Cellular
2023805924	gregory	godwin	Cellular
2027474495	gilberto	gomez	Cellular
2024300170	Donny	Gonzalez	Tablet with wireless service
2026175609	donny	gonzalez	Cellular
2026319893	donte	goodman	Cellular
2029930365	aaron	gordon	Cellular
2027174228	wayne	gore	Cellular
2027696297	michael	goss	Cellular
2026799750	robert	graham	Cellular
2023594624	jeffrey	graham	Cellular
2024091369	walter	granados	Cellular
2024399121	leyland	grant	Cellular
2025284172	michael	grant	Cellular
2025100151	Kim	Gray	Cellular
2024392583	donna	green	Cellular
2024385402	kevin	green	Cellular
2022531746	reginald	greene	Cellular
2025778385	andre	greene	Cellular
2024371165	reginald	greene	Cellular
2024371772	reginald	greene	Cellular
2024971765	michael	greenlee	Cellular
2026794898	ralph	griffin	Cellular
2027186549	ricardo	haley	Cellular
2026809657	Morgan	Hall	Cellular
2024383893	derrick	hall	Cellular
2024989850	Ebti	Hana	Cellular
2026577167	michael	hancock ii	Cellular
2022107517	darrell	hardie	Cellular

2023603728	agyei	hargrove	Cellular
2024223647	reginald	harlan	Cellular
2025703769	eric	harris	Tablet with wireless service
2024380992	ron	harris	Cellular
2024383011	johnnyrhette	harris	Cellular
2024385405	kirk	harris	Cellular
2029247878	Eric	Harris	Cellular
2028217394	eric	harris	Cellular
2025784494	donna	harris4	Cellular
2023864508	anthony	harrison	Cellular
2024373933	patricia	harrison	Cellular
2402162340	james	hart2	Cellular
2027013158	Brooke	Hartman	Cellular
2025792623	tanya	hatchel-thomas	Cellular
2025289730	tim	hatton	Cellular
2022819618	daphne	hawkins	Cellular
2024398273	john	hawkins	Cellular
2024378042	william	haye	Cellular
2024376095	anthony	hazell	Cellular
2025809361	osei	headley	Cellular
2023457051	vincent	height	Cellular
2027486171	sharon	henderson	Cellular
2027109430	alison	herbert	Cellular
2028704851	tiwana	hicks	Tablet with wireless service
2023593741	tiwana	hicks	Cellular
2022583816	lon-ell	hollman	Cellular
2024375286	justin	holmes	Cellular
2023026372	renee	holmes	Cellular
2022649783	kasmin	holt	Cellular
2026894509	milton	holt	Cellular
2024231694	laurent	hong	Cellular
2023595659	donald	horn	Cellular
2402162339	reginald	hubbard	Cellular
2023692849	andrea	hubbard	Cellular
2024381370	danny	hudson	Cellular
2027140877	antoinette	hudson-beckham	Cellular
2023596067	frank	huggins	Cellular
2023301893	kimberly	hughes	Cellular
2025791573	Sandra	Hunter	Tablet with wireless service
2024374596	sandra	hunter	Cellular
2023912771	michael	hutchinson	Cellular
2026894123	christopher	iglesias	Cellular
2022537014	solomon	ikotun	Cellular
2026793284	Ikeogu	Imo	Cellular
2028216915	ikeogu	imo	Tablet with wireless service

2402162337	derrick	isbell	Cellular
2022365765	diana	jackson	Cellular
2023596159	jody	jackson	Cellular
2025701812	Shannon	Jackson	Tablet with wireless service
2022586186	phillip	jackson	Cellular
2023309647	charles	jackson	Cellular
2023693159	shannon	jackson	Cellular
2024971884	david	jackson	Cellular
2028021408	iris	jackson	Cellular
2026669693	jody	jackson jr	Cellular
2028215825	darryl	jacobs	Cellular
2025947344	mohamed	jalloh	Cellular
2027311605	bobby	james	Cellular
2024863566	louis	jarvis	Cellular
2022536098	nathan	jeffay	Cellular
2029931640	richard	jefferson	Cellular
2028236510	rashad	jenkins	Cellular
2023459312	eileen	jenkins	Cellular
2025792624	ruth	jenkins	Cellular
2029247897	Rashad	Jenkins	Tablet with wireless service
2023294230	lashelle	jenkins	Cellular
2024128588	neal	jenkins	Cellular
2026036217	trevor	jennings	Cellular
2024464132	antonio	jeter	Cellular
2029931627	gladys	jeter	Cellular
2023292161	jerome	jimason	Cellular
2025971413	Jerome	Jimason	Tablet with wireless service
2023593332	venola	johnson	Cellular
2024466979	donnie	johnson	Cellular
2023842525	Brandon	Johnson	Cellular
2026588316	ashley	johnson	Cellular
2024385397	essney	johnson	Cellular
2022587548	david	johnson	Cellular
2023459654	elzia	johnson	Cellular
2024456159	eric	johnson	Cellular
2024386538	jafar	johnston	Cellular
2025289717	wanda	jones	Cellular
2028708665	carolyn	jones	Cellular
2023596694	tawanna	jones	Cellular
2024372500	darrell	jones	Cellular
2024388685	tekiah	jones	Cellular
2025604582	kimberly	jones	Cellular
2029931632	katrina	jones	Cellular
2025275107	katherine	jough	Cellular
2024374784	rufus	judd	Cellular
2022715864	charles	keys	Cellular
2029414482	marina	khodiaveh	Cellular

2023595625	brian	killian	Cellular
2024456405	Brian	Killian	Air-Card/ MiFi
2022586840	robert	king	Cellular
2026417878	david	kintu	Cellular
2029044583	derrick	kirby	Cellular
2026669691	robert	kirby	Cellular
2024397854	morena	lancaster	Cellular
2029931636	maurice	lane	Cellular
2029931639	regina	lane	Cellular
2024384663	robin	lattimore	Cellular
2024940856	ronnell	lattimore	Cellular
2024199623	ltony	law	Cellular
2024397250	karamoko	lawrence	Cellular
2027696376	chiquita	lee	Cellular
2023301875	craig	leo	Cellular
2024309967	george	lewis	Cellular
2024387649	saul	lewis	Cellular
2402162353	alonzo	lewis	Cellular
2024388695	joe	lewis may	Cellular
2028219522	doretha	lindsey	Cellular
2023596425	sean	link	Cellular
2024973129	melvin	little	Cellular
2023158513	garry	lofty	Cellular
2023592278	vondell	lucas	Cellular
2023593068	daneen	lynn	Cellular
2026797545	sean	maccarthy	Cellular
2023603772	frank	maduro	Cellular
2025971409	Frank	Maduro	Tablet with wireless service
2024947512	bilal	malikzai	Cellular
2023164230	Quanique	Manning	Cellular
2028346417	massimo	marchiori	Cellular
2026894031	barry	margeson	Cellular
2402162299	hugo	marin	Cellular
2024385119	william	marsh	Cellular
2025283874	James	Marshall	Cellular
2024918632	bennie	martin	Cellular
2028391397	Miquel	Matos	Cellular
2023693203	jeffrey	matthews	Cellular
2025386604	frankie	mattocks	Cellular
2028704850	Carissa	May	Cellular
2023595447	preston	may	Cellular
2024398268	robin	mayo	Cellular
2026794230	Edwin	McClendon	Cellular
2025778507	johnetta	mccrae	Cellular
2402162355	george	mccray	Cellular
2022074129	orson	mcdougall	Cellular
2025702232	Jahdal	McKenzie	Cellular

2023595460	rashaad	mckey	Cellular
2024091376	charlie	mckie	Cellular
2029931629	jamal	mckinney	Cellular
2029931631	jonathan	mckinney	Cellular
2023217622	lawrence	mcknight	Cellular
2029931637	michael	mcneil	Cellular
2027474212	christine	mcpayten	Cellular
2024374435	danielle	meadors	Cellular
2024099588	jose	melendez	Cellular
2024386860	merline	melvin	Cellular
2023693239	anthony	metts	Cellular
2026796712	dearrin	mickles	Cellular
2023453385	roe	milam	Cellular
2402162317	Henry	Miller	Cellular
2024387155	butch	milller	Cellular
2023592245	leroy	milller	Cellular
2022074517	james	mills	Cellular
2024974512	larry	mims sr.	Cellular
2023593868	antoine	minor	Cellular
2026809396	gregory	minor	Cellular
2026041736	katrina	mittchell	Cellular
2029931619	bradley	mittchell	Cellular
2023845210	khitab	momini	Cellular
2024972176	eric	montgomery	Cellular
2027010618	antoinette	montgomery	Cellular
2024385401	tiffany	moore	Cellular
2026699346	ashley	moore	Cellular
2024412432	Lottie	Morris	Cellular
2024371781	edward	morris	Cellular
2022717361	tyrone	morton	Cellular
2024375539	joseph	mosley	Cellular
2026791604	daelos	mozon	Cellular
2027696791	cassidy	mullen	Cellular
2023554436	maurice	myles	Cellular
2024508589	ebony	myrick	Cellular
2025607737	paul	myszka	Cellular
2028090536	omer	nawazy	Cellular
2023592216	harold	nelson	Cellular
2023451564	benjamin	nelson	Cellular
2026790019	eric	njonjo	Cellular
2023450593	emmanuel	nnoli	Cellular
2022814668	Jawid	Noorzai	Cellular
2024139138	alicia	norris	Cellular
2024397844	wade	nugent	Cellular
2025790975	emeka	nwabunwanne	Cellular
2023592279	victor	oliphant	Cellular

2028455219	Abideen	Onigbanjo	Cellular
2023167169	quinn	osborne	Cellular
2023594281	perry	ozell jeter jr.	Cellular
2025270545	shawnice	palmer	Cellular
2023594937	george	parker	Cellular
2024383895	rose	parra	Cellular
2024464166	craig	payne	Cellular
2024234333	leroy	payton	Cellular
2029247891	Regina	Payton	Tablet with wireless service
2022810433	regina	payton	Cellular
2024387220	robert	payton	Cellular
2402162301	edward	pearson	Cellular
2022476638	carlo	peelee	Cellular
2023227710	sylvester	perrier	Cellular
2402162338	vincent	perrier	Cellular
2025776805	veronica	perry	Cellular
2027634012	shareeza	peterson	Cellular
2023848803	dashante	peterson	Cellular
2027356686	Colin	Petry	Cellular
2025604860	Shinada	Phillips	Cellular
2025574452	marvine	pierre	Cellular
2024099695	jose	pino	Cellular
2025201097	alfred	pitts	Cellular
2024383102	donnell	pointer	Cellular
2024390154	charles	pointer	Cellular
2027380490	charles	pointer	Air-Card/ MiFi
2026795861	stephanie	poteat	Cellular
2024090805	ronald	powell	Cellular
2024222031	ricardo	powell	Cellular
2023597350	willis	powell	Cellular
2023842238	christopher	prince	Cellular
2029974438	tonia	proctor	Cellular
2023591929	corry	proctor	Cellular
2023596436	james	proctor	Cellular
2027138843	pierre	queen	Cellular
2023901751	Silverio	Ramirez	Cellular
2023309750	carl	reed	Cellular
2029974732	theodore	rhem	Cellular
2025578175	trip	rice	Tablet with wireless service
2029247887	Trip	Rice	Cellular
2023594680	marsha	ridley	Cellular
2026588163	susan	riley	Cellular
2023594423	shawn	roberts	Cellular
2029931635	lewis	roberts	Cellular
2024093836	latonya	robinson	Cellular
2029974986	elena	rocha	Cellular
2026416354	clarence	rockett	Cellular

2023738386	keisgner	rodriguez	Cellular
2028216516	mattie	rogers	Tablet with wireless service
2027443282	mattie	rogers	Cellular
2029247896	mattie	rogers	Cellular
2022537244	rodney	rollins	Cellular
2025496143	garry	rosemond	Cellular
2023596207	john	roy	Cellular
2022586328	maurice	rucker	Cellular
2023591873	gary	rucker	Cellular
2023162238	ray	ruth	Cellular
2022771306	anthony	rutherford	Cellular
2029931628	horacio	sails	Cellular
2022716991	Brenda	Sansbury	Cellular
2022714435	jose	santos	Cellular
2023590702	robert	saunders	Cellular
2028416269	hares	sayed	Cellular
2024314648	Matthew	Scalf	Cellular
2024093598	angela	scott	Cellular
2024971985	kosmo	scott	Cellular
2023309670	Faith	Scott-Dunson	Cellular
2024378111	faith	scott-dunson	Tablet with wireless service
2023290757	Faith	Scott-Dunson	Tablet with wireless service
2023065785	robert	seabrooks	Cellular
2029931634	larry	settles	Cellular
2028706794	martez	shade	Cellular
2023592058	kala	sharp	Cellular
2402162313	sheila	shaw	Cellular
2024099864	ali	sheikhbahaei	Cellular
2023607207	kianna	shepherd	Cellular
2029930959	andrika	shepperson	Cellular
2029931615	anthony	sherman	Cellular
2402162304	vincent	simmons	Cellular
2023593591	richard	simms	Cellular
2027448299	antonio	simms	Cellular
2022586598	tonie	simpson	Cellular
2022865770	Dionte	Sims	Cellular
2023598821	wayne	sims	Cellular
2024399054	thomas	sines	Cellular
2024655530	amar	singh	Cellular
2023590404	damon	smith	Cellular
2025946947	justin	smith	Cellular
2023592494	george	smith	Cellular
2022074905	larry	smith	Cellular
2025683152	yasmeen	smith	Cellular
2024971892	willie	smith	Cellular
2025035512	Kwelli	Sneed	Cellular
2026742813	lionel	snowden	Tablet with wireless service

2024381913	lionel	snowden	Cellular
2023299152	Lionel	Snowden	Tablet with wireless service
2023596180	gloria	solomon	Cellular
2029931633	kelly	spriggs	Cellular
2024090768	gregory	stancil	Cellular
2024389097	ronald	standifer	Cellular
2026442554	ahmad	stanekzai	Cellular
2024383192	stephon	starke	Cellular
2022534149	james	stealey	Cellular
2023590718	charles	stebbins	Cellular
2024090225	quintin	stewart	Cellular
2027356857	robbie	stewart	Cellular
2024384717	gary	stewart	Cellular
2028530178	allen	stith	Cellular
2027144896	John	Stokes	Cellular
2024374393	arthur	street	Cellular
2023595440	henry	strong	Cellular
2025798159	marcus	strong	Cellular
2028218060	rhonda	sturdavant-harris	Cellular
2029931643	taiyon	suggs	Cellular
2022585786	alvin	summers	Cellular
2024388287	enid	swann	Cellular
2024376931	christopher	sykes	Cellular
2023595442	janice	szymanski	Cellular
2023595203	james	t. jackson	Cellular
2023846888	Paula	Tatum	Air-Card/ MiFi
2027449142	Paula	Tatum	Air-Card/ MiFi
2027017281	paula	tatum	Cellular
2023451548	charles	taylor	Cellular
2024386098	robin	teasley	Cellular
2022640832	DGS	Telecom	Cellular
2023081839	DGS	Telecom	Cellular
2023083715	DGS	Telecom	Cellular
2023656643	DGS	Telecom	Cellular
2024090314	DGS	Telecom	Cellular
2028219523	DGS	Telecom	Cellular
2029974983	dgs	telecom	Cellular
2024387250	DGS	Telecom	Cellular
2029247892	DGS	Telecom	Tablet with wireless service
2402162342	ronald	thaxton	Cellular
2024374533	alonzo	thomas	Cellular
2026571828	kenneth	thomas	Cellular
2024382570	kevin	thomas	Cellular
2024944639	ivan	thomas	Cellular
2024385410	james	thompson	Cellular
2023450968	andre	thompson	Cellular

2023597670	derrick	thompson	Cellular
2029931617	anthony	thompson	Cellular
2023451572	benjamin	thornton	Cellular
2024231334	darnell	thorpe	Cellular
2024099697	tammy	tillman	Cellular
2024399061	randolph	tobin	Cellular
2024976236	tyrone	tolliver	Cellular
2024387206	james	tolson	Cellular
2024389690	tama	tolson	Cellular
2024973196	jamelle	tolson	Cellular
2402162335	yolanda	toon	Cellular
2023450590	nhat-nguyen	trinh	Cellular
2024387064	walter	tucker	Cellular
2023451520	theodore	turner	Cellular
2023595448	wayne	turner	Cellular
2028414474	alyssa	turner	Cellular
2023291759	don	udesha	Cellular
2029978553	corliss	v. adams	Cellular
2026749476	william	valentine	Cellular
2024418932	jean-francis	varre	Cellular
2028051457	adariea	vaughn	Cellular
2024388289	christopher	vincent	Cellular
2025684158	aubrey	walcott	Cellular
2023453886	valencia	walker	Cellular
2023654508	vaughn	wallace	Cellular
2024313189	Vaughn	Wallace	Tablet with wireless service
2023138220	kristen	walp	Cellular
2023594924	Kathleen	Walsh	Cellular
2023603748	Charleen	Ward	Cellular
2029247895	Charleen	Ward	Cellular
2024259262	burnis	ward	Cellular
2025289824	john	warner	Cellular
2025703128	Olivia	Warren	Cellular
2024974335	thomas	washington	Cellular
2022074736	calvin	washington	Cellular
2024655727	britney	washington	Cellular
2025792924	carole	washington	Cellular
2023164118	tyrone	washington	Cellular
2023454875	chaunice	washington	Cellular
2024099694	cameron	washington	Cellular
2024382380	timothy	washington	Cellular
2024398191	kenneth	washington	Cellular
2023864459	david	watkins	Cellular
2024387469	ricardo	welch	Cellular
2024132922	terrance	west	Cellular
2028219517	devante	white	Cellular
2024974247	jared	white	Cellular

2023068314	cassandra	white	Cellular
2023656797	Cassandra	White	Tablet with wireless service
2024466185	carey	white	Cellular
2026797347	willie	whitehead	Cellular
2023738651	tyrone	whitfield	Cellular
2024092358	Michael	Wilhelm	Cellular
2023911849	phillip	williams	Cellular
2022864992	Ian	Williams	Cellular
2022957047	Gbolahan	Williams	Cellular
2023296302	Arleen	Williams	Tablet with wireless service
2027696891	Anthony	Williams	Cellular
2028217791	benny	williams	Cellular
2029055012	arleen	williams	Cellular
2023227224	timothy	williams	Cellular
2024397843	gregory	williams	Cellular
2024971508	arthur	williams	Cellular
2027014383	jermaine	williams	Cellular
2029931618	antonio	williams	Cellular
2029931625	bruce	williams	Cellular
2029247874	Jacob	Willis	Tablet with wireless service
2023798951	ashley	willis	Cellular
2026798118	anthony	willis	Cellular
2023597284	bobby	wilson	Cellular
2022074084	timothy	wimple	Cellular
2024941946	shawn	winslow	Cellular
2023094615	henry	wong	Cellular
2024199307	james	wood	Cellular
2024312184	James	Wood	Tablet with wireless service
2024376518	sonya	woodall	Cellular
2024097368	daniel	woodard	Cellular
2024976224	kenneth	wray	Cellular
2023206086	brittney	wright	Cellular
2023457587	heath	wright	Cellular
2023590533	savitra	wright	Cellular
2028704839	chris	wight	Cellular

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Human Resources
Office of the Director - IT Division
Facilities Division
Capital Construction

Vehicle Accidents FY21 and FY22, to Date

FY	Date Of	TAG NO	Type	EMPLOYEE	Division
22	1/28/2022	DC 6915	Incident	Herbert David Lara	PSD
22	1/15/2022	DC 12577	Accident	Gary B. Rucker	Plumbing
22	1/11/2022	DC 6908	Incident	Joseph A. Brown	PSD
22	1/5/2022	MD 4ET1998	Accident	Michael F Greenlee	Grounds
22	12/14/2021	DC 12579	Accident	Ray Ruth	Carpenter
22	12/7/2021	DC 10325	Accident	Nathaniel Booker	Plumbing
22	12/1/2021	DC 0482	Accident	Timothy L. Brown	Plumbing
22	12/1/2021	DC 12401	Incident	Ricardo Antoine Powell	Grounds
22	11/29/2021	DC 10125	Incident	David A. Johnson	Grounds
22	11/23/2021	DC 11960	Incident	George William Parker	Carpenter
22	11/9/2021		Incident	Larry Drayton	Painters
22	11/2/2021	DC 12541	Accident	Christopher Sykes	Operations
22	11/1/2021	DC 12403	Accident	Alfred Pitts	Operations
22	10/27/2021	DC 8836	Accident	Jermaine Francois Williams	IT
22	10/19/2021	DC 11294	Accident	Corry Thomas Proctor	Grounds
22	10/10/2021	DC 9532	Accident	Joseph Crews	Grounds
22	10/9/2021	DC 6681	Incident	Jonathan Eugene Mckinney	Maintence
21	9/16/2021	DC 1218	Incident	Ronnell Lattimore	Maintence
21	8/31/2021	DC 10324	Accident	Douglas S. Crosby	Grounds
21	8/31/2021	DC 0483	Accident	Timothy L. Brown	Plumbing
21	8/30/2021	DC 13166	Incident	Theodore Rhem	Facilities
21	8/19/2021	DC 11295	Incident	Kevin Osborne Douglas	Grounds
21	7/28/2021	DC 9622	Accident	Bienvenido Delarosa	Operations
21	7/18/2021	DC 12401	Theft-Incident	Lonell Battle	Grounds

21	6/26/2021	DC 12544	Incident	Horacio Kermit Sails	Grounds
21	6/25/2021	DC 12580	Incident	Chaunice L. Washington	Locksmiths
21	6/23/2021	DC 10326	Incident	Wayne T Sims	Operations
21	6/10/2021	DC 12583	Incident	Timothy L. Brown	Plumbers
21	6/1/2021	DC 12554	Accident	Eric Montgomery	Grounds
21	5/25/2021	DC 11960	Accident	Horacio Kermit Sails	Maintence
21	4/5/2021	DC 10330	Accident	Tabitha Alexander	Grounds
21	3/29/2021	MD 8EE6603	Incident	Ricardo Welch	Grounds
21	3/26/2021	DC 9539	Accident	Thomas Washington	Plumbers
21	3/23/2021	DC 12248	Incident	Roland Bynum	Painters
21	3/16/2021	DC 10331	Accident	Eric Johnson	Plumbing
21	3/14/2021	DC 11456	Accident	Ronald Powell	PSD
21	3/12/2021	MD 3EJ6358	Incident	Tyrone Vincent Tolliver	Grounds
21	3/10/2021	DC 6915	Accident	Michael Vest	PSD
21	3/10/2021	DC 11288	Incident	Timothy A Washington	Grounds
21	3/9/2021	DC 11290	Incident	Gregory Tyrone Stancil	Grounds
21	2/23/2021	DC 12600	Incident	Gregory Tyrone Stancil	Grounds
21	2/19/2021	DC 4923	Incident	Darnell Garmany	Grounds
21	2/12/2021	DC 9527	Accident	Timothy M. Williams	Mechanic
21	2/9/2021	DC 11295	Accident	Theodore Rhem	Grounds
21	2/9/2021	DC 10052	Incident	Joseph Crews	Housekeeping
21	2/2/2021	DC 12479	Accident	Tony D Campbell	Facilities
21	1/28/2021	DC 12457	Incident	Henry Eggleston	Mechanic
21	1/27/2021	DC 9531	Incident	Jeffery Brady	Grounds
21	1/21/2021	DC 9595	Incident	Donald Belton	Maintence
21	1/21/2021	DC 13595	Accident	Sylvester Perrier	Mechanic

21	1/19/2021	DC 9622	Incident	Bienvenido Delarosa	Operations
21	1/7/2021	DC 12631	Incident	Alhaji Gassama	Operations
21	12/24/2020	DC 11295	Incident	Tyrone Vincent Tolliver	Grounds
21	12/11/2020	DC 12384	Incident	Lionel Snowden	Logistics
21	12/9/2020	DC 8433	Incident	Jeffery Brady	Grounds
21	12/9/2020	DC 6277	Incident	Lionel Snowden	Logistics
21	12/8/2020	DC 9539	Accident	Charlie Mckie	Facilities
21	12/2/2020	DC 12542	Incident	Alfred Pitts	Operations
21	12/2/2020	DC 11037	Accident	Burnis Ward	Facilities
21	12/1/2020	DC 12417	Accident	Merline Melvin	Bldg. Mgmt
21	11/27/2020	DC 12538	Accident	Lawrence McKnight	Operations
21	11/19/2020	DC 8344	Incident	Daniel Vincent Woodard	Grounds
21	11/17/2020	DC 13166	Incident	Theodore Rhem	Grounds
21	11/5/2020	DC 11292	Accident	Dwayne Farmer	Grounds
21	11/3/2020	DC 11456	Accident	Andre Greene	PSD
21	11/2/2020	DC 11293	Accident	Larry L. Smith	Grounds
21	10/30/2020	DC 9549	Vandalism	Lionel Snowden	Logistics
21	10/30/2020	DC 10323	Vandalism	Lionel Snowden	Logistics
21	10/22/2020	DC 12011	Incident	Antonio J Bennett	Logistics
21	10/21/2020	DC 10324	Incident	Tyrone Vincent Tolliver	Grounds
21	10/20/2020	DC 9548	Incident	Leyland Grant	Bldg. Mgmt
21	10/19/2020	DC 8433	Incident	Daniel Vincent Woodard	Grounds
21	10/16/2020	DC 9598	Injury-DGS	Reginald Hubbard	Operations
21	10/16/2020	DC 9598	Accident	Reginald Hubbard	Operations
21	10/16/2020	DC 9598	Accident	Reginald Hubbard	Operations

21	10/9/2020	DC 12456	Accident	Elzia Johnson	Electrician
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Manager	ACCIDENT/INCIDENT ADDRESS
Joseph Brown	
Thomas Brookings	H St. NW & North Capitol
Joseph A. Brown	64 New York Ave. NE
Cameron Washington	1100 Alabama St. SE
Charles Taylor	20th and Hamlin St
Carnal Bradley	1333 14th St
Carnal Bradley	11th St.
Cameron Washington	2200 Adams Place NE
Carl Butler	Emery Recreation Center
Charles Taylor	428 Oakwood Street SE
Charles Pointer	
Rufus Barksdale	University Pl NW
Ahaji Gassama	1309 S Street NW
Paula Tatum	Mass and 2nd St
Cameron Washington	295 North & US 50 w
Cameron Washington	3901 Suitland Rd
Cameron Washington	Lamond Rec Center - 20 Tuckerman ST NE
Ronald Campbell	4601 Texas Ave SE
Carl Butler	1400 H St.
Carnal Bradley	6D Police Station Parking Lot
Carl Butler	3200 Block of Brandywine St. N.W.
Cameron Washington	830 Ridge Rd SE
Rufus Barksdale	13th and Florida NW
Cameron Washington	830 Ridge Rd SE

Cameron Washington	3201 Fort Lincoln Dr NE
Melvin Bates	2200 ADAMS PLACE PARKING LOT
Rufus Barksdale	No address given
Carnal Bradley	Unk.
Cameron Washington	Jelleff Recreation Ctr /3265 S St NW
Cameron Washington	1353 Hamilton St NW
Cameron Washington	Upshur St.
Cameron Washington	2200 Adams Place NE
Carnal Bradley	1100 Half St SE
Charles Pointer	Not reported
Charles Artis	1609 Eastern Dr
Joseph Brown	400 Block of 13 1/2 st.
Carl Butler	2200 Adams Place NE
Joseph Brown	2000 INDEPENDENCE AVE SE, WASHINGTON
Ricardo Welch	Harbor Garage
Cameron Washington	2200 Adams Place NE
Cameron Washington	Ely Pl & Anacostia Rd SE
Carl Butler	West Virginia Ave
Charles Artis	1212 4TH ST SE
Carl Butler	1355 New York Ave NE
Cameron Washington	801 7th St. Sw. Washington DC
Danny Hudson	Upshur St.
Andre Thompson	
Cameron Washington	1327 Van Buren st
Cameron Washington	1400 14th St. NW
Andre Thompson	Ontario Rd NW & Florida Ave NW

Rufus Barksdale	1353 Cedar Ct NW
Donny Gonzalez	2400 East Capitol St SE
Cameron Washington	2200 Adam Place
Faith Scott-Dunson	1250 U St.
Cameron Washington	4300 Arkansas Ave NW
Faith Scott-Dunson	Harbor Garage
Charles Artis	4943 A St. SE
Ahaji Gassama	RFK - 2400 East Capitol St., NE
Charles Artis	3525 V St. NE
Ronald Eugene Standife	Pennsylvania Ave & 8th Street SE
Malcom Gantt	700 Irving St NW
Carl Butler	2200 Adam Place
Carl Butler	2200 Adams Place NE
Cameron Washington	2505 Champlain St NW
Joseph Brown	1832 Fenwick St NE
Carl Butler	4th & L St SE
Faith Scott-Dunson	RFK - 2400 East Capitol St., NE
Faith Scott-Dunson	RFK - 2400 East Capitol St., NE
Faith Scott-Dunson	Reeve's Center Parking Garage
Carl Butler	2200 Adams Place NE
Ieyland Grant	1900 Massachusetts Ave SE, Building #17
Carl Butler	4650 Benning Rd SE, Washington, DC 2001
Robin Mayo	West Virginia Ave
Robin Mayo	West Virginia Ave
Robin Mayo	West Virginia Ave

Danny Hudson	3701 16th Street NW, Washington DC 200
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DESCRIPTION
Vehicle slid into awning pole and cracked the housing of the side mirror
Citizen struck this government vehicle in the rear.
DC 6908 was found to have a its windshield cracked. It is unknown how the damage occurred.
Snow plow slid into a parked vehicle while being operated in a parking lot.
The passenger side mirror came in contact with another vehicle which broke the mirror and the passenger side window.
While stopped at a traffic light, DC 10325 made contact with the vehicle in front while attempting to proceed through the intersection.
DC 0482 received damage to the driver side mirror when a Uber/Lyft driver attempted to pull over to pick up a passenger.
Upon checking DC 12401 after receiving the keys from a co-worker, Mr. Powell noticed that the back window was broken on the vehicle.
DC 10125 made contact with a dumpster enclosure while backing into a parking space damaging the passenger side mirror.
Vehicle was discovered to have the front driver-side door lock broken. The vehicle was then entered into resulting in stolen property.
Mr. Drayton proceeded to move forward through a traffic signal once he had a green light. The vehicle in front of him hesitated, resulting in the two vehicles making contact.
down a one way street.
While driving in reserve, DC 12403 made contact with another vehicle in a DGS parking lot.
Moving from the right lane to the left lane to make way for an ambulance. The driver of DC 8836 made contact with a vehicle the stopped in the middle of the road.
Driver of a Honda Civic ran into the back of DC 11294 while attempting to avoid an accident on I-295
While DC 9532 made a right turn the 3000 block of 14th Street NW, he struck someone operating a moped.
The back window on DC 6681 was shattered from kids throwing rocks at the vehicle while it was unattended at Lamond Rec Center.
There was a break in attempt on DC 1218 while parked at Plummer Elementary School for 15 minutes.
While attempting to change lanes, the driver of DC 10324 struck the vehicle next to them.
While exiting the parking space, the driver turned right too soon and hit the parked car next to them.
A rock hit the rear window of DC 13166 while using lawn equipment on a job site.
While attempting to park, the front left tire popped.
DC 9622 was hit from behind while stopped, waiting on a traffic light.
A vehicle side-swiped DC 12401 while pulling out of a parking spot.

DC 12544 sided swiped a wall while leaving Theodore Hagans Pool.
A cracked windshield was discovered on DC 12580 in the parking lot at 2200 Adams Place.
While doing an inspection around the vehicle, the operator noticed that the door would not shut properly.
Driver side mirror fell off after going over a speed bump.
DC 12554 came in contact with a parked Honda Civic while reversing in the parking lot. Driver states that they did not see any visible damages to the Honda.
DC 11960 hit a parked car while traveling on Hamilton St.
A driver drifted out of their lane making contact with DC 10330 and damaging the driver-side mirror.
MD 8EE6603 has a discharge mechanism broken, damage is located near the front bumper on the driver-side.
DC 9539 was stuck, receiving minor damage to a fender when he tried to move around a driver attempting to park.
The back window of DC 12248 was damaged when the driver made contact with a pillar in the parking garage.
A DGS employee's vehicle was first in a line of three vehicles when the vehicle behind him was pushed into the rear of the government vehicle.
A DGS employee while parking, made contact with a parked vehicle.
A DGS employee discovered damages on truck #6358 to the front bumper.
DGS employee made contact with a concrete barrier while driving in rev
The trailer screw was bent while loading a folk lift on to it.
DGS employee reported to supervisor that they discovered a broken tail light lens on DC 11290
The driver side mirror was hit by a passing vehicle while the driver of the government vehicle was at a stop sign.
DGS employee made contact with the front end of the loader at DPW due to snow and ice present on the road.
The drive or DC 9527 backed into the claimants vehicle while parked.
A DGS employee was notified by a security officer that they hit a parked Honda CRV while driving in the parking lot.
A DGS employee was getting salt from Harbor Garage. DC 10052's left headlight was struck by a folk lift while loading the salt on to the vehicle.
A DGS employee returned to his vehicle after completing an assignment and discovered that the driver-side mirror appeared to have been sideswiped by another vehicle.
1350 Upshur St NW
A DGS employee tried to close the door to DC 9531, and noticed it would not lock. He was able to secure the door by tying it closed.
A passing cyclist clipped the driver-side door. No damage to the truck.
DGS employee driving a loaner vehicle was traveling on a narrow two way street with cars parked on both sides. An on-coming vehicle turn on to Ontario Rd causing the driver of DC 13595 to pull over, making contact with the front bumper of a parked Honda Civic.

DGS employee failed to put DC 9622 into park before exiting. DC 9622 drifted into a pole, causing damage to the rear bumper.
Boxes loaded into DC 12631 slide and broke the back window of the vehicle once the vehicle was in motion.
A DGS employee walked into the driver's side mirror, causing the mirror to pop out.
Upon doing a visual inspection A DGS employee noticed that the wiper blade was damaged.
While exiting DC 8433, a contractor pulled the passenger door handle and it broke.
This is a Tractor Trailer that has sustained damage throughout its 13 years of service.
A DGS employee attempted to drive around a large truck in the middle of the street. While moving around the truck, they made contact with another vehicle, damaging their hub cap.
A DGS employee reported that the rear view mirror was knock off while loading filters. Also the door handle on the passenger side does not open the door.
DGS employee driving a loaner vehicle, side-swiped a 2020 Ford Focus.
While stopped at a traffic light on 8th St., DC 12417 was hit by a car turning on to 8th St.
A DGS employee stated, while driving through an intersection he was hit by a driver making a right turn in the lane to the left of him.
A DGS employee discovered a handle missing from the passenger side door of DC 8433
A DGS employee discovered a crack in the driver side window upon entering the vehicle.
A DGS employee collided with another vehicle. The other vehicle involved fled the scene of the accident.
A DGS employee struck the driver-side door of a parked vehicle while driving southbound on Fenwick Street.
A DGS employee reversed in to another vehicle while attempting to park.
A DGS employee reported that RFK security discovered a broken window.
A DGS employee reported that RFK security discovered a broken window.
A DGS employee discovered that the rear sliding door in DC 12011 was not fully closed in the parking garage.
A DGS Employee discovered that the passenger side headlight was popped out and scuff marks on the vehicle.
A DGS Employee discovered a shattered window on DC 9548. He believe the rear passenger window's damage was due to personnel cutting grass at the location.
A DGS Employee discovered damages to the tail light upon returning to his vehicle.
Workmen Compensation claim was denied.
A DGS Employee collided with a vehicle that made a turn directly in front of him.
A DGS employee collided with a driver that failed to yield the Right of Way.

A DGS Employee attempted to pass a vehicle at the same time that vehicle also changed lanes, causing a collision.

FY 21/FY 22 DGS Workers Compensation Total Loss Report

Workers' Compensation	Payment Type	Case totals	Total Loss
Payments by Fiscal Year	Medical/ Wage loss	Number # of cases	Grand Total
FY 2021	\$ 223,869.21	27	\$ 223,869.21
FY 2022	\$ 53,454.11	4	\$ 53,454.11

Claim Number	Coverage	Type Of Claim
WC-21-004523	Workers Compensation	Wage Loss and Medical Compensation
WC-21-004021	Workers Compensation	Medical Compensation Only
WC-21-003501	Workers Compensation	Wage Loss and Medical Compensation
WC-21-002466	Workers Compensation	Wage Loss and Medical Compensation
WC-21-001980	Workers Compensation	Medical Compensation Only
WC-21-001833	Workers Compensation	Medical Compensation Only
WC-21-001834	Workers Compensation	Wage Loss and Medical Compensation
WC-21-001769	Workers Compensation	Wage Loss and Medical Compensation
WC-21-001566	Workers Compensation	Wage Loss and Medical Compensation
WC-21-001437	Workers Compensation	Medical Compensation Only
WC-21-001456	Workers Compensation	Wage Loss and Medical Compensation
WC-21-001254	Workers Compensation	Wage Loss and Medical Compensation
WC-21-000641	Workers Compensation	Medical Compensation Only
WC-21-000468	Workers Compensation	Wage Loss and Medical Compensation
WC-21-000380	Workers Compensation	Medical Compensation Only
WC-21-000352	Workers Compensation	Wage Loss and Medical Compensation
WC-21-000222	Workers Compensation	Medical Compensation Only
WC-20-005910	Workers Compensation	Wage Loss and Medical Compensation
WC-20-005537	Workers Compensation	Medical Compensation Only
WC-20-005410	Workers Compensation	Medical Compensation Only
WC-20-003874	Workers Compensation	Medical Compensation Only
WC-20-003869	Workers Compensation	Medical Compensation Only
WC-20-003871	Workers Compensation	Medical Compensation Only
WC-20-003800	Workers Compensation	Wage Loss and Medical Compensation
WC-20-003841	Workers Compensation	Wage Loss and Medical Compensation
WC-20-003712	Workers Compensation	Wage Loss and Medical Compensation
WC-20-003675	Workers Compensation	Medical Compensation Only

Occupation	Claims Examiner	Multiple C	Location Folder (Default)	Agency
Supv Special Police Officer	Michelle Parsons	False	Department of General	Protective
Maintenance Worker (Ground	Donna Price	False	Department of General	Maintenan
Special Police Officer	Donna Price	False	Department of General	Protective
Maintenance Mechanic	Erik Wallace	False	Department of General	Maintenan
Maintenance Worker (Custod	Teyonna Langford	False	Department of General	Facillty Op
Maintenance Worker (Ground	Jasmine Harvey	False	Department of General	Maintenan
Special Police Officer	Alexis Pouges	False	Department of General	Protective
Boiler Plant Operator	Alexis Pouges	False	Department of General	Building M
Maintenance Worker (Ground	Sharon Mallory	False	Department of General	Facillty Op
PIPEFITTER	Teyonna Langford	False	Department of General	Maintenan
Lead Special Police Officer	Michelle Parsons	False	Department of General	Protective
Special Police Officer	Carl Young	False	Department of General	Strategic S
ELECTRICIAN,LEADER	Teyonna Langford	False	Department of General	Maintenan
Special Police Officer	Erik Wallace	False	Department of General	Protective
Maintenance Worker (Ground	Alexis Pouges	False	Department of General	Facillty Op
MAINTENANCE WORKER	Carl Young	False	Department of General	Maintenan
ELECTRICIAN	Teyonna Langford	False	Department of General	Maintenan
Maintenance Worker	Erik Wallace	False	Department of General	Maintenan
MAINTENANCE WORKER	Phyllis Reaves	False	Department of General	Maintenan
Special Police Officer	Phyllis Reaves	False	Department of General	Protective
Maintenance Worker (Ground	Shanee Pouges	False	Department of General	Maintenan
Carpenter	Alexis Pouges	False	Department of General	Maintenan
PLUMBER	Carl Young	False	Department of General	Maintenan
BOILER PLANT OPERATOR	Shanee Pouges	False	Department of General	Building M
MASON	Shanee Pouges	False	Department of General	Maintenan
Lead Special Police Officer	Carl Young	False	Department of General	Protective
Special Police Officer	Phyllis Reaves	False	Department of General	Patrol and

Sub Status	Has an ac	Status	Loss Date	Last Close Dat	Accident Street 1
Accepted	True	Open	9/29/2021		1875 Connecticut Ave., N
Accepted		Open	8/31/2021		
Accepted		Open	8/3/2021		2700 MARTIN LUTHER K
Accepted	True	Open	6/8/2021		5th and W St NE
Terminated		Open	5/10/2021		
Terminated		Closed	4/30/2021	8/4/2021	2200 Adams Place NE
Report Only		Closed	4/30/2021	9/9/2021	2001 22ND STREET SE
Initiated		Closed	4/26/2021	5/4/2021	3101 13TH STREET NW
Terminated	False	Closed	4/13/2021	10/20/2021	23 Adams Place NE
Terminated		Closed	4/2/2021	12/14/2021	
Medical Active / Inde	False	Open	3/27/2021		401 E STREET SW
Terminated	False	Closed	3/19/2021	1/11/2022	2001 22ND STREET SE
Terminated		Closed	2/12/2021	5/14/2021	
Terminated	False	Closed	2/5/2021	7/22/2021	1901 D STREET SE
Initiated		Closed	1/29/2021	5/14/2021	
Terminated	False	Closed	1/27/2021	8/5/2021	1325 S Street NW
Terminated		Closed	1/7/2021	5/18/2021	1325 S Street NW
Terminated	False	Closed	11/21/2020	12/28/2021	
Terminated		Closed	11/19/2020	5/21/2021	2435 ALABAMA AVENUE
Terminated		Closed	11/12/2020	3/2/2021	1900 MASSACHUSETTS
Report Only		Closed	10/26/2020	11/3/2020	
Report Only		Closed	10/21/2020	1/12/2021	3600 ALABAMA AVENUE
Accepted		Open	10/20/2020		2400 New York Avenue, N
Report Only		Closed	10/16/2020	11/23/2020	West Virginia Ave and Fin
Initiated		Closed	10/16/2020	11/27/2020	
Accepted	True	Open	10/7/2020		1910 Massachusetts Ave
Terminated		Closed	10/2/2020	3/29/2021	

Loss Description	Loss Time
While assisting with putting a DC Government printer in the government	12:21 PM
IW was pulling weeds from the ground, Hit right knee against brick wall n	11:00 AM
Officer Freeman reports that his right shoulder and lower back were sore	
IW was climbing back into the truck and hand lost grip to the handle and	12:30 AM
IW was attacked at a recreation center, by an individual. Individual knock	10:00 AM
IW was getting out the truck and slipped on the foot step falling on his ba	2:20 PM
R1 reports while assisting a citizen with lifting a motorcycle off the ground	10:30 AM
IW was up on the roof to change filters, he tripped over a metal and fell o	11:00 AM
IW was coming from truck then walking in at the parking lot, leg went dov	9:00 AM
IW was walking down a flight of stairs and missed a step. IW hurt his LEF	8:30 AM
On the incident date and time Officer Givens had raised the flags, (which	7:00 AM
When attempting to open the Booth at Post 10, which is broken and hard	2:35 AM
Picking up tool bag from IW's personal truck to work truck. IW felt he stra	12:00 PM
1901 D St SE Washington, DC	9:15 PM
IW and Co-worker was putting up a gate. There heading to the backside	11:45 AM
Sawzall blade got snugged on bolt and cut thumb on right hand.	9:30 AM
Left side of body (hip, elbow, arm), lower back	10:00 AM
Mr. Whitfield said he was lifting a metal trash can base. That's when he f	9:40 AM
Opening of wall to gain access to damaged pipe, hammer drill dropped, c	11:03 AM
Officer Freeman attempted to make a stop of a suspect. While trying to s	3:10 PM
IW was weed eating near a bee hive. A bee stung IW on the back of his r	9:00 AM
may have sprang shoulder while attempting to close a window	7:00 PM
Attempting to assess the location for a water leak in the ceiling, the leg o	8:25 AM
IW was on his way back to the yard to return the truck. As he was coming	12:40 PM
IW was laying bricks. IW was using a hammer to prepare the area he ne	11:20 AM
Injured right wrist	1:40 AM
Employee became ill while on duty.	

Cause	Body Part	Nature	Total Paid
Fall, Slip, or Trip - Different Level	Ankle	Sprain or Tear	\$9,241.49
Striking Against or Stepping On - Stationary Object	Knee	Contusion	\$4,177.63
Strain or Injury By - Holding or Carrying	Back	Strain or Tear	\$1,201.63
Fall, Slip, or Trip - Different Level	Lower Back Area	Strain or Tear	\$18,465.87
Struck or Injured By - Fellow Worker, Patient, or Other	Body Systems and	Contusion	\$872.41
Fall, Slip, or Trip - Different Level	Multiple Body Part	Strain or Tear	\$979.58
Strain or Injury By - Lifting	Arm	Strain or Tear	\$1,658.78
Fall, Slip, or Trip - On Stairs	Multiple Body Part	Laceration	\$0.00
Fall, Slip, or Trip - Into Openings	Leg	Strain or Tear	\$11,776.24
Fall, Slip, or Trip - On Stairs	Ankle	Sprain or Tear	\$1,291.66
Fall, Slip, or Trip - Different Level	Knee	Laceration	\$28,853.85
Struck or Injured By - Object Being Lifted or Handled	Hip	Contusion	\$42,609.74
Strain or Injury By - Lifting	Lower Back Area	Strain or Tear	\$1,595.51
Strain or Injury By - Holding or Carrying	Chest - includes rib	Contusion	\$3,820.92
Fall, Slip, or Trip - On Same Level	Ankle	Strain or Tear	\$0.00
Cut, Puncture, or Scrape - Object Being Handled	Thumb	Laceration	\$6,417.55
Fall, Slip, or Trip - Ladder or Scaffolding	Multiple Body Part	Contusion	\$3,348.53
Strain or Injury By - Lifting	Lower Back Area	Strain or Tear	\$22,217.54
Striking Against or Stepping On - Stationary Object	Elbow	Strain or Tear	\$153.13
Strain or Injury By - Pushing or Pulling	Shoulder(s)	Strain or Tear	\$1,390.63
Struck or Injured By - Animal or Insect	Neck	Insect/Animal Bite	\$225.53
Strain or Injury By - Pushing or Pulling	Shoulder(s)	Strain or Tear	\$0.00
Fall, Slip, or Trip - Ladder or Scaffolding	Multiple Body Part	Strain or Tear	\$5,578.07
Motor Vehicle - Collision or Sideswipe with Another Vehicle	Multiple Body Part	Contusion	\$0.00
Strain or Injury By - Holding or Carrying	Wrist	Strain or Tear	\$334.90
Strain or Injury By - Pushing or Pulling	Wrist	Strain or Tear	\$58,879.64
Absorption, Ingestion, or Inhalation NOC	Lungs	Respiratory Disorder	\$1,019.98

Total Reserve
\$34,000.00
\$13,585.00
\$3,000.00
\$65,418.26
\$3,000.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$37,801.12
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$62,654.34
\$0.00
\$0.00
\$126,107.08
\$0.00

Claim Nur	Coverage	Type Of Claim	Occupation
WC-22-00	Workers Compensation	Wage Loss and Medical C	Boiler Plant Operator
WC-21-00	Workers Compensation	Wage Loss and Medical C	MAINTENANCE MECHANIC
WC-21-00	Workers Compensation	Medical Compensation On	GEN MAINTENANCE REPAIR
WC-21-00	Workers Compensation	Wage Loss and Medical C	Supv Special Police Officer

Claims Examiner	Multiple C	Location Folder (Default Location)	Agency	Sub Status	Has an ac
Shanee Pouges	False	Department of General Services	Building M	Report Only	
Jasmine Harvey	False	Department of General Services	Maintenan	Report Only	
Phyllis Reaves	False	Department of General Services	Maintenan	Report Only	
Nataira Robinson	False	Department of General Services	Protective	Accepted	True

Status	Loss Date	Last Close Date	Accident #	Loss Description
Closed	1/5/2022	1/10/2022	401 Missis	IW fell on the r
Closed	11/22/2021	12/13/2021		IW was cutting
Closed	10/31/2021	1/24/2022		IW was cutting
Open	10/22/2021		1905 E Str	While restrainir

Cause	Body Part	Nature	Total Paid
Fall, Slip, or Trip - On Same Level	Multiple Body Parts	Contusion	\$0.00
Cut, Puncture, or Scrape - Object Being Handled	Finger(s)	Laceration	\$117.59
Struck or Injured By - Falling or Flying Object	Eye(s)	Contusion	\$226.40
Struck or Injured By - Fellow Worker, Patient, or Other Person	Knee	Contusion	\$8,688.39

Total Reserve	Total Incurred
\$0.00	\$0.00
\$0.00	\$117.59
\$0.00	\$226.40
\$53,110.12	\$53,110.12

Posn Nbr	Title	Name	Emplid
00045877	BUDGET DIR	Wong, Henry	00021307
00045878	Controller	Brown-Hatchett, Valerie M	00000520
00047339	Dep. Dir. for Facilities Mgmt.	Gonzalez, Donny	00028336
00051441	Associate Director for Contrac	Lewis, George C	00088874
00076920	Chief Information Officer	Williams, Ian Jean guy	00001840
00071843	Project Management Officer	Al Alami, Allam H	00001799
00045640	AGENCY FISCAL OFFICER	Hudson-Beckham, Antoinette C	00030068
00044090	General Counsel	Beltran, Xavier	00011689
00004190	Associate Director for Portfoli	Hicks, Tiwana Z	00014984
00028000	Deputy Director for Capital Co	Moore, Tiffany	00111826
00078180	Deputy General Counsel	Akyereko, Beth-Sherri T	00040001
00076753	Deputy Chief of Operations	Meadors, Danielle	00090822
00016133	Chief Administrative Officer	Stuart, Mary Michelle Dee	00060522
00033059	Project Management Officer	Mullen, Cassidy C.	00079270
00045879	FINANCIAL SYSTEMS ANALYST	Hatchel-Thomas, Tanya	00040343
00078170	Project Management Officer	Aganga Williams, Gbolahan E	00038446
00097503	Associate Director of External	Stokes, John A	00003163
00027994	Senior Project Manager	Jalloh, Mohamed W.	00108761
00077947	Senior Project Manager	Baird, Kerrie	00108194
00048544	Facilities Operations Manager	Wallace, Vaughn A.	00102207
00000876	Deputy Associate Director for	Prince, Christopher Bradley	00112885
00017999	Senior Project Manager	Sayed, Hares M	00015157
00075362	Associate Director for Sustain	Floca, Charles	00072019
00033181	Senior Project Manager	HUTCHINSON, MICHAEL	00116435
00046800	Chief Special Projects Officer	Holt, Kasmin C.E.	00040431
00019914	Senior Project Manager	Headley, Osei	00114524
00091924	Senior Project Manager	Hargrove, Agyei Osei	00038933
00028011	Assistant Facility Services Ma	Turner, Alyssa K	00000687
00067595	RESOURCE ALLOCATION ANAL OFR	Jones, Wanda LaShaye	00035525
00051027	Project Manager	Stewart, Robbie	00073035
00046715	SUPERVISORY ATTORNEY ADVISOR	Jough, Katherine	00088427
00013474	Supervisory Attorney Advisor	Walp, Kristen Pamela	00060046
00047845	SUPERVISORY TRIAL ATTORNEY	Adams, Corliss V	00037253
00048359	Associate Director for Support	Hatton, Timothy Daniel	00085924
00016238	Maintenance Services Manager	Jenkins, LaShelle	00090610
00026093	Project Manager	Washington, Carole	00071820
00027850	Project Manager	Bagai, Satish K	00043673
00045882	FINANCIAL MANAGER	Kintu, David B	00011688
00048474	Human Capital Administrator	Winslow, Shawn Mcelroy Michael	00034898
00027997	Supervisory Program Analyst	Smith, Yasmeen H	00093833
00088121	Supvy Contract Specialist	Dickerson, Pamela F.	00038789
00016654	Project Manager	Miller, Henry	00086813
00077893	Project Manager	Ertem, Ugur	00040348
00077902	Project Manager	Nnoli, Emmanuel C	00040352
00013043	Project Manager	Ikotun, Solomon	00038707

00013272	Project Manager	Osborne,Quinn	00086810
00091927	Project Manager	Hardie,Darrell K	00100122
00024170	Senior Project Manager	Szymanski,Janice M.	00098207
00048122	Supervisory Realty Specialist	Jenkins III,William Rashad	00111583
00041481	Realty Program Specialist	Ward,Charleen M.	00029258
00051442	Contract Specialist	Marshall,James	00010949
00076914	IT Specialist	Tatum,Paula R	00002950
00077900	Project Manager	Braithwaite,Eupert A	00040337
00044710	Resource Allocation Analyst	Seabrooks Jr.,Robert G	00039049
00004737	Associate Director of Legislat	Scalf,Matthew D.	00068274
00024581	Project Manager	Khodiaveh,Marina	00119153
00047403	ACCOUNTING OFFICER	Haile,Mulugheta H	00058120
00077892	Project Manager	Nwabunwanne,Emeka	00112887
00045573	Supervisory Management Analyst	Bryant,Renee Covington	00090812
00048268	Supervisory Management Analyst	Jimason,Jerome L	00063879
00105314	Supervisory Contract Specialis	Stanekzai,Ahmad Mustafa	00112751
00088120	Supvy Contract Specialist	Njonjo,Eric	00115395
00003326	Project Manager	Sheikhbahaei,Ali	00101340
00092061	Project Manager	Woodall,Sonya J.	00113051
00082822	Mgmt and Program Analysis Offi	White,Cassandra B	00044096
00009269	Project Manager	Cooper,Robert	00071762
00019777	Project Manager	Noorzai,Jawid	00113446
00046795	Project Manager	Gomez,Gilberto	00027804
00051083	Special Assistant	Onigbanjo,Abideen Oladeji	00090186
00028020	Project Manager	THACKER,MARGARET U	00118120
00092058	Project Manager	McKenzie,Jahdal N.	00039263
00092059	Project Manager	Bolino,Jenna	00120806
00002197	Project Manager	Ali,Sultan Hassen	00008130
00020753	Realty Program Specialist	Margeson,Kenneth L	00027981
00076913	IT Specialist (Data Management	Johnson,Donnie L	00038395
00043229	Deputy Associate Director for	Croft,Jennifer	00080563
00048428	Supvy Contract Specialist	Banks,Domonique	00086814
00012488	SENIOR BUDGET ANALYST	Bratton-Nwamkpa,Jamila	00113313
00051025	Project Manager	Pierre,Marvine L	00116728
00087448	ATTORNEY ADVISOR	Petry,Samuel Colin George	00080273
00008398	Supvy Physical Security Spec	Coleman,Alan G.	00102239
00069914	Supervisory Realty Specialist	PROCTOR,TONIA L	00053053
00078171	Project Manager	Jenkins,Eileen E	00040281
00078172	Project Manager	Antoine,Dave E	00040350
00046769	Supervisory Contract Complianc	Abrahams,Paul	00081648
00048382	Certified Business Enterprise	Warren,Olivia M	00005413
00000881	Risk Management Coordinator	Byrd,Richard B	00071267
00045301	Green Building Coordinator	Riley,Susan E	00027767
00046785	Program Analyst	Cumbay,Eskander G	00071269
00073287	ENVIRONMENTAL PROTECTION SPECI	Walsh,Kathleen Ann	00064880
00082818	Information Technology Special	Blackwell,Satova	00091138
00046791	Project Manager	DeLorenzo,Anthony W	00100537

00073577	Attorney Advisor	Jones, Kimberly	00115633
00073349	Human Resources Specialist (Em	Brown, Tenika C	00084329
00085635	Executive Assistant	Banner, Timothy OBrian	00084630
00044708	Training Specialist	Johnson, Venola L	00013013
00073286	ENVIRONMENTAL PROTECTION SPECI	Milam, Roe	00064842
00083483	Realty Specialist	Payton, Regina	00028221
00048524	Special Assistant	Scott, Angela R	00004121
00044438	BUDGET ANALYST	McCray, Alton R	00097207
00046911	Administrative Services Superv	Dumas, Cynthia A.	00065544
00041467	Realty Specialist	Hall, Morgan	00117453
00051344	Contract Specialist	Araujo, Karen	00090739
00087364	Realty Specialist	Beru, Dawit	00108230
00039306	Executive Assistant	Currie, Kimberly R	00063852
00083112	Management Analyst	Edwards, Ronald K	00040130
00028044	Supvy. Management Analyst	Scott-Dunson, Faith Denise	00006124
00070184	Attorney Advisor	Cocuzza, Christopher R	00115595
00082643	BOILER PLANT OPERATOR SUPERVIS	Lofty, Garry E	00040097
00035102	CONSTRUCTION ANALYST	Allen-Giles, Edwina R	00083897
00045658	Accounts Payable Supervisor	Lee, Chiquita	00028718
00032843	Management Analyst	Fuller, Ebony	00071169
00045656	Management Analyst	Palmer, Shawnice Q	00037579
00048502	Contract Specialist	Shepherd, Kianna	00042983
00048385	Program Analyst	Johnson, Brandon H	00015052

Hire Date	Vac Stat	Grade	Step	Salary	Fringe	Overtime	Fund Code
9/15/1997	F	16	10	197450	55088.55	N/A	0100
12/22/2008	F	16	9	197450	55088.55	N/A	0100
4/6/2015	F	11	0	194206.34	54183.56886	N/A	0100
10/5/2015	F	16	0	189680.12	52920.75348	N/A	0100
4/27/2020	F	16	0	189679.2	52920.4968	N/A	0100
4/5/1999	F	16	0	189661.96	52915.68684	N/A	0100
7/10/2005	F	16	6	188746	52660.134	N/A	0100
5/6/2013	F	2	0	188700	52647.3	N/A	0100
1/3/2011	F	16	0	183600	51224.4	N/A	0100
11/12/2019	F	16	0	183600	51224.4	N/A	0100
9/15/2008	F	1	0	181214.22	50558.76738	N/A	0100
4/18/2016	F	16	0	179794.18	50162.57622	N/A	0100
3/1/2010	F	16	0	178841.79	49896.85941	N/A	0100
12/16/2013	F	16	0	173834.52	48499.83108	N/A	0100
8/1/2002	F	15	9	171123	47743.317	N/A	0100
3/31/2008	F	16	0	171000	47709	N/A	0100
12/29/2003	F	15	0	170937.87	47691.66573	N/A	0100
8/5/2019	F	15	0	162060.66	45214.92414	N/A	0100
5/13/2019	F	15	0	162060.66	45214.92414	N/A	0300
3/12/2018	F	15	0	160741.8	44846.9622	N/A	0100
2/18/2020	F	15	0	157080	43825.32	N/A	0100
8/31/1998	F	15	0	156048.02	43537.39758	N/A	0300
4/8/2013	F	16	0	154020	42971.58	N/A	0100
2/16/2021	F	15	0	154000.62	42966.17298	N/A	0100
1/20/2015	F	15	0	153000	42687	N/A	0100
8/17/2020	F	15	0	150960	42117.84	N/A	0100
5/27/2008	F	15	0	150960	42117.84	N/A	0100
7/17/2000	F	15	0	150686.24	42041.46096	N/A	0100
5/29/2007	F	14	0	149826.07	41801.47353	N/A	0100
7/15/2013	F	14	10	149496	41709.384	N/A	0300
8/24/2015	F	1	0	149285.79	41650.73541	N/A	0100
8/21/2017	F	1	0	148418.26	41408.69454	N/A	0100
11/13/2007	F	1	0	148411.68	41406.85872	N/A	0100
5/29/2018	F	15	0	147001	41013.279	N/A	0100
3/21/2016	F	15	0	146517.94	40878.50526	N/A	0100
7/8/2019	F	14	9	145778	40672.062	N/A	0100
1/5/2009	F	14	9	145778	40672.062	N/A	0300
2/22/2005	F	14	9	145778	40672.062	N/A	0100
3/5/2007	F	15	0	145656	40638.024	N/A	0100
10/17/2016	F	14	0	144775.83	40392.45657	N/A	0100
3/4/2019	F	14	0	144002.59	40176.72261	N/A	0100
7/13/2015	F	14	8	142060	39634.74	N/A	0300
1/15/2003	F	14	8	142060	39634.74	N/A	0300
8/13/2004	F	14	8	142060	39634.74	N/A	0300
4/28/2008	F	14	7	138342	38597.418	N/A	0300

7/13/2015	F	14	7	138342	38597.418	N/A	0300
10/2/2017	F	14	7	138342	38597.418	N/A	0300
7/10/2017	F	15	0	137879.21	38468.29959	N/A	0100
10/28/2019	F	14	0	137700	38418.3	N/A	0100
5/12/2008	F	14	10	136208	38002.032	N/A	0100
11/7/2011	F	14	10	136208	38002.032	N/A	0100
11/28/2016	F	14	10	136208	38002.032	N/A	0100
6/11/2001	F	14	6	134624	37560.096	N/A	0300
5/27/2008	F	14	9	132821	37057.059	N/A	0100
9/19/2016	F	15	0	131495.82	36687.33378	N/A	0100
9/13/2021	F	14	5	130906	36522.774	N/A	0300
8/31/2009	F	14	5	130906	36522.774	N/A	0100
2/18/2020	F	14	5	130906	36522.774	N/A	0300
4/18/2016	F	14	0	128619.52	35884.84608	N/A	0100
4/4/2016	F	14	0	128601.77	35879.89383	N/A	0100
2/3/2020	F	14	0	128500	35851.5	N/A	0100
9/28/2020	F	14	0	128010	35714.79	N/A	0100
11/12/2019	F	14	4	127188	35485.452	N/A	0300
3/2/2020	F	14	4	127188	35485.452	N/A	0300
3/2/2009	F	14	0	126641.43	35332.95897	N/A	0100
3/11/2013	F	13	10	126508	35295.732	N/A	0300
4/27/2020	F	13	10	126508	35295.732	N/A	0300
4/23/1990	F	13	10	126508	35295.732	N/A	0300
2/8/2016	F	14	7	126049	35167.671	N/A	0100
8/2/2021	F	14	3	123470	34448.13	N/A	0300
11/27/2017	F	14	3	123470	34448.13	N/A	0300
1/18/2022	F	14	3	123470	34448.13	N/A	0300
8/28/2000	F	13	9	123360	34417.44	N/A	0300
8/18/2008	F	14	6	122662	34222.698	N/A	1460
3/24/2008	F	14	6	122662	34222.698	N/A	0100
10/6/2014	F	14	0	121111.13	33790.00527	N/A	0100
7/13/2015	F	14	0	121111	33789.969	N/A	0100
3/30/2020	F	13	8	120211	33538.869	N/A	0100
3/29/2021	F	14	2	119752	33410.808	N/A	0300
3/24/2014	F	14	1	118319	33011.001	N/A	0100
3/19/2018	F	13	0	117877.32	32887.77228	N/A	0100
7/1/1993	F	14	0	117699.5	32838.1605	N/A	0100
2/21/1992	F	13	7	117064	32660.856	N/A	0300
4/19/2004	F	13	7	117064	32660.856	N/A	0300
7/14/2014	F	13	0	116389.51	32472.67329	N/A	0100
7/1/2012	F	14	4	115889	32333.031	N/A	0100
1/14/2013	F	13	10	115262	32158.098	N/A	0100
7/22/1991	F	13	10	115262	32158.098	N/A	0100
1/14/2013	F	13	10	115262	32158.098	N/A	0100
4/17/2011	F	13	10	115262	32158.098	N/A	0100
5/31/2016	F	13	10	115262	32158.098	N/A	0100
10/30/2017	F	13	6	113916	31782.564	N/A	0100

10/26/2020	F	13	5	113481	31661.199	N/A	0100
12/16/2014	F	14	3	112503	31388.337	N/A	0100
1/21/2015	F	13	9	112395	31358.205	N/A	0100
7/22/2019	F	13	8	109528	30558.312	N/A	0100
4/7/2011	F	13	8	109528	30558.312	N/A	0100
1/10/2005	F	13	8	109528	30558.312	N/A	0100
7/14/2003	F	14	2	109117	30443.643	N/A	0100
10/28/2019	F	12	10	109016	30415.464	N/A	0100
8/1/2011	F	13	0	108002.96	30132.82584	N/A	0100
6/21/2021	F	13	7	106660	29758.14	N/A	0100
4/4/2016	F	13	7	106660	29758.14	N/A	0100
5/13/2019	F	13	7	106660	29758.14	N/A	0100
10/25/2010	F	13	6	103793	28958.247	N/A	0100
3/29/1977	F	13	6	103793	28958.247	N/A	0300
4/14/2007	F	13	0	103477.22	28870.14438	N/A	0100
10/13/2020	F	13	2	103470	28868.13	N/A	0100
8/11/2014	F	13	0	101728.05	28382.12595	N/A	0100
11/3/2014	F	12	7	101085	28202.715	N/A	0100
4/3/2005	F	12	7	101082	28201.878	N/A	0100
12/31/2012	F	13	5	100926	28158.354	N/A	0100
12/24/2007	F	13	5	100926	28158.354	N/A	0100
9/14/2020	F	13	5	100926	28158.354	N/A	0100
3/20/2017	F	13	5	100925.94	28158.33726	N/A	0100

Prgm Code	Activity
1051	1051
1051	1051
3010	3010
6001	6001
1040	1040
5001	5001
1051	1051
1060	1060
2001	2001
5001	5001
1060	1060
1090	1090
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5010	5010
1051	1051
1090	1090
1090	1090
5001	5001
2003	2003
3016	3016
4001	4001
2003	2003
1090	1090
3010	3010
1090	1090
3015	3015
5001	5001
3016	3016
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2003	2003
1060	1060
1060	1060
1060	1060
1090	1090
3014	3014
3016	3016
2003	2003
1051	1051
1010	1010
3015	3015
6001	6001
2003	2003
2003	2003
2003	2003
2003	2003

2003	2003
2003	2003
5001	5001
2001	2001
2001	2001
6001	6001
1040	1040
2003	2003
4001	4001
1090	1090
2003	2003
1051	1051
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2001	2001
3015	3015
6001	6001
6001	6001
2003	2003
2003	2003
5001	5001
2003	2003
2003	2003
2003	2003
3009	3009
2003	2003
2003	2003
2003	2003
2003	2003
2006	2006
1040	1040
3010	3010
6001	6001
1051	1051
2003	2003
1090	1090
4001	4001
2101	2101
2003	2003
2003	2003
4001	4001
3016	3016
3015	3015
1095	1095
1090	1090
1195	1195
1040	1040
5010	5010

1080	1080
1010	1010
1090	1090
1010	1010
1195	1195
2001	2001
3014	3014
1051	1051
4001	4001
2001	2001
6001	6001
2001	2001
3016	3016
2003	2003
1090	1090
1060	1060
3016	3016
2001	2001
1051	1051
4001	4001
5001	5001
6001	6001
3016	3016

FY21 TOP 25 OVERTIME EARN

Name	Position Number	Position Title	Program
Tolson,Jamelle Royster	00048833	Facilities Operations Manager	3016
Washington,Cameron E	00028041	Facilities Operations Manager	3010
Pointer,Charles	00048488	Maintenance Mechanic Superviso	3015
Carter,Darlene M	00048375	BOILER PLANT OPERATOR I	3009
Barksdale,Rufus S	00048412	Boiler Plant Operator Supervis	3009
Graham,Robert	00070190	Boiler Plant Operator	3010
Johnson,Essney	00048331	Boiler Plant Operator	3014
Drayton,Larry	00048355	Maintenance Mechanic Leader	3010
Sims,Wayne T	00048218	BOILER PLANT OPERATOR II	3014
Haye,William A	00024263	BUILDING MGMT SPEC	3010
Pointer,Donnell	00048480	Painter Leader	3010
Roberts,Shawn	00048338	BUILDING MGMT SPEC	3016
Bonner,Yolanda	00070197	BUILDING MGMT SPEC	3014
Jacobs,Darryl	00010128	Management Analyst	3016
Herbert,Alison	00020330	Executive Assistant	3009
Marsh,William D	00048490	Painter	3010
Barber,Ian K.	0033942	Program Support Assistant	3014
Minor Sr.,Antoine	00048281	Boiler Plant Operator	3015
Thompson,Andre A	00048419	Maintenance Mechanic Superviso	3114
Goss,Michael	00028043	BUILDING MGMT SPEC	3009
Gantt,Malcolm	00048332	Boiler Plant Operator Supervis	3009
Powell,Ivan	00075146	Lead Special Police Officer	4001
Mitchell,Katrina	00075143	Human Resources Manager	4001
Nelson Jr.,Harold L.	00048342	BOILER PLANT OPERATOR I	3114
Link,Sean A	00082054	Facilities Operations Speciali	3010

TERS

Activity	Comp Rate	Fringe	Overtime Gross
3016	\$ 102,000.00	\$ 28,458.00	\$ 129,698.08
3010	\$ 120,819.00	\$ 33,708.50	\$ 129,131.00
3015	\$ 92,144.00	\$ 25,708.18	\$ 104,060.70
3009	\$ 91,665.60	\$ 25,574.70	\$ 92,647.86
3009	\$ 98,987.20	\$ 27,617.43	\$ 91,826.88
3010	\$ 77,584.00	\$ 21,645.94	\$ 85,378.56
3014	\$ 77,584.00	\$ 21,645.94	\$ 77,429.94
3010	\$ 85,009.60	\$ 23,717.68	\$ 76,556.34
3014	\$ 81,432.00	\$ 22,719.53	\$ 73,529.78
3010	\$ 92,098.00	\$ 25,695.34	\$ 69,932.89
3010	\$ 85,009.60	\$ 23,717.68	\$ 69,819.98
3016	\$ 89,690.00	\$ 25,023.51	\$ 67,708.49
3014	\$ 89,690.00	\$ 25,023.51	\$ 65,135.20
3016	\$ 92,324.00	\$ 25,758.40	\$ 64,666.77
3009	\$ 94,506.00	\$ 26,367.17	\$ 61,156.37
3010	\$ 77,584.00	\$ 21,645.94	\$ 59,273.19
3014	\$ 51,874.00	\$ 14,472.85	\$ 54,336.05
3015	\$ 69,347.20	\$ 19,347.87	\$ 53,801.76
30014	\$ 93,995.20	\$ 26,224.66	\$ 53,558.70
3009	\$ 99,323.00	\$ 27,711.12	\$ 52,692.05
3009	\$ 98,987.20	\$ 27,617.43	\$ 52,002.57
4001	\$ 63,176.00	\$ 17,626.10	\$ 51,286.68
4001	\$ 132,600.00	\$ 36,995.40	\$ 47,320.00
30014	\$ 91,603.20	\$ 25,557.29	\$ 45,948.19
3010	\$ 99,323.00	\$ 27,711.12	\$ 45,351.05

DGS FY22 TOP 25 OVERTIME EARNER

Sub-Agency	Name	Position Number	Position Title	Program
AM	Washington,Cameron E	00028041	Facilities Operations Manager	3010
AM	Tolson,Jamelle Royster	00048833	Facilities Operations Manager	3016
AM	Graham,Robert	00070190	Boiler Plant Operator	3010
AM	Carter,Darlene M	00048375	BOILER PLANT OPERATOR I	3009
AM	Pointer,Charles	00048488	Maintenance Mechanic Superviso	3115
AM	Thomas,Kenneth	0005090	Plumber	3009
AM	Myrick,Ebony	00048358	Program Support Specialist	3114
AM	Barksdale,Rufus S	00048412	Boiler Plant Operator Supervis	3009
AM	Drayton,Larry	00048355	Maintenance Mechanic Leader	3010
AM	Sims,Wayne T	00048218	BOILER PLANT OPERATOR II	3014
AM	Thompson,Andre A	00048419	Maintenance Mechanic Superviso	3114
AM	Pointer,Donnell	00048480	Painter Leader	3009
AM	Mance,Tamara Ferguson	00048219	BOILER PLANT OPERATOR II	3009
AM	Davis,Wesley K	00048311	ELECTRICIAN,LEADER	3009
AM	Tobin,Randolph	00026120	Carpentry Leader	3009
AM	Mitchell,Katrina	00075143	Human Resources Manager	4001
AM	Solomon,Gloria V	00048395	BOILER PLANT OPERATOR II	3116
AM	Bonner,Yolanda	00070197	BUILDING MGMT SPEC	3014
AM	Gantt,Malcolm	00048332	Boiler Plant Operator Supervis	3009
AM	Marsh,William D	00048490	Painter	3010
AM	Matos,Miguel A	00012821	Maintenance Mechanic	3010
AM	Washington,Calvin W	00048422	PIPEFITTER/STEAMFITTER	3010
AM	Herbert,Alison	00020330	Executive Assistant	3009
AM	Nelson,Benjamin	00048411	PIPEFITTER, LEADER	3116
AM	Nelson Jr.,Harold L.	00048342	BOILER PLANT OPERATOR I	3114

ERS

Activity	Comp Rate	Fringe	Sum Est Gross
3010	\$ 120,819.00	\$ 33,708.50	\$ 46,875.45
3016	\$ 102,000.00	\$ 28,458.00	\$ 41,682.69
3010	\$ 77,584.00	\$ 21,645.94	\$ 34,521.15
3009	\$ 91,665.60	\$ 25,574.70	\$ 34,176.29
30015	\$ 92,144.00	\$ 25,708.18	\$ 30,367.65
30009	\$ 73,777.60	\$ 20,583.95	\$ 28,092.24
30014	\$ 58,739.00	\$ 16,388.18	\$ 27,833.50
3009	\$ 98,987.20	\$ 27,617.43	\$ 27,786.03
3010	\$ 85,009.60	\$ 23,717.68	\$ 27,648.56
3014	\$ 81,432.00	\$ 22,719.53	\$ 27,542.03
30014	\$ 93,995.20	\$ 26,224.66	\$ 27,310.95
30009	\$ 85,009.60	\$ 23,717.68	\$ 27,219.42
30009	\$ 81,432.00	\$ 22,719.53	\$ 27,072.23
30009	\$ 85,009.60	\$ 23,717.68	\$ 25,318.97
30009	\$ 71,406.40	\$ 19,922.39	\$ 25,129.56
4001	\$ 132,600.00	\$ 36,995.40	\$ 24,671.25
30016	\$ 81,432.00	\$ 22,719.53	\$ 23,783.63
3014	\$ 89,690.00	\$ 25,023.51	\$ 22,674.05
3009	\$ 98,987.20	\$ 27,617.43	\$ 22,396.80
3010	\$ 77,584.00	\$ 21,645.94	\$ 22,212.15
3010	\$ 77,584.00	\$ 21,645.94	\$ 22,044.30
3010	\$ 85,009.60	\$ 23,717.68	\$ 21,579.36
3009	\$ 94,506.00	\$ 26,367.17	\$ 21,025.31
30016	\$ 92,934.40	\$ 25,928.70	\$ 20,843.22
30014	\$ 91,665.60	\$ 25,574.70	\$ 20,690.87

FY 21 Special Pay			
FY 21: Special Pay	Type of Pay	Amount	Reason
Killian,Brian	Salary Adjustment	\$ 7,926.38	Pay for Performance
Gonzalez,Donny	Salary Adjustment	\$ 12,455.97	Pay for Performance
Gray,Kimberly M	Salary Adjustment	\$ 8,711.05	Pay for Performance
Jimason,Jerome L	Salary Adjustment	\$ 8,248.24	Pay for Performance
Scott-Dunson,Faith Denice	Salary Adjustment	\$ 6,636.80	Pay for Performance
Meadors,Danielle*	Salary Adjustment	\$ 16,024.40	Pay for Performance
Stuart,Mary Michelle Dee*	Salary Adjustment	\$ 15,939.50	Pay for Performance
Banks,Domonique	Salary Adjustment	\$ 5,622.00	Quality Step Increase
Barahona,Claudia	Salary Adjustment	\$ 2,361.00	Quality Step Increase
Currie,Kimberly R	Salary Adjustment	\$ 5,622.00	Quality Step Increase
Jones,Carolyn	Salary Adjustment	\$ 2,811.00	Quality Step Increase
Sheikhbahaei,Ali	Salary Adjustment	\$ 3,592.00	Quality Step Increase
Grand Total:		\$95,950.34	

FY 21 Separation Pay			
FY 21: Special Pay	Type of Pay	Amount	Reason
Alphonso Fluelling	Separation Pay	\$23,308.10	Severance
James Henry	Separation Pay	\$28,717.70	Severance
Jared Lang	Separation Pay	\$6,269.24	Severance
Karl Stewart	Separation Pay	\$25,782.56	Severance
Franklin Austin	Separation Pay	\$30,430.40	Severance
Grand Total:		\$114,508.00	



FY 21 Special Pay			
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Killian,Brian	Salary Adjustment	\$ 7,926.38	Pay for Performance
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Franklin Austin	Separation Pay	\$30,430.40	Severance
Grand Total:		\$114,508.00	

Bargaining Agreement
Working Conditions Collective Bargaining Agreement between the District of Columbia Government Department of General Services and Teamsters Locals 639 and 730 Covering Wage Grade Employees
Master Agreement between the American Federation of State, County, and Municipal Employees, District Council 20, AFL-CIO and the Government of the District of Columbia
Collective Bargaining Agreement between District of Columbia Government Department of General Services and Fraternal Order of Police/Protective Services Division Labor Committee
Master Agreement between the American Federation of Government Employees Locals 383, 2737, 2741, 3406, 3444, and 3871 and the Government of the District of Columbia
Collective Bargaining Agreement between the District of Columbia Government and American Federation of Government Employees AFL-CIO Local 631
Labor Agreement between the Metropolitan Police Department and the National Association of Government Employees (NAGE) Local R3-05
Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2

Collective Bargaining Working Conditions 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

Compensation Agreement between the District of Columbia Government and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO

Bargaining Unit	Agreement Duration	Status of Agreement
Teamsters 639 (AKB) Teamsters 730 (AKA/AKG)	Effective April 1, 2013 – September 30, 2017	Active
AFSCME 2091 (ABD/ADB)	Effective through September 30, 2010	Active Currently bargaining working conditions related to revisions to CH2/CH4 and CH12/CH14/CH16/CH20
FOP-PSD (JAB)	Effective FY2017-FY2020	Active
AFGE 2741 (BHA) AFGE 3444 (BMA)	Effective through September 30, 1995	Active Currently bargaining working conditions related to revisions to CH2/CH4 and CH12/CH14/CH16/CH20
AFGE 631 (BED/BEG)	Effective through September 30, 2013	Active Currently bargaining working conditions agreement related revisions to CH2/CH4 and CH12/CH14/CH16/CH20
NAGE R3-05 (FAA)	Effective March 8, 2007 through September 30, 2010	Active
All Bargaining Units listed above	Effective October 1, 2017 through September 30, 2021	Active

AFGE 1403 (BQA)	Effective October 1, 2017 through September 30, 2020	Active Currently bargaining working conditions agreement related revisions to CH2/CH4 and CH12/CH14/CH16/CH20
AFGE 1403 (BQA)	Effective October 1, 2017 through September 30, 2020	Active Currently bargaining working conditions agreement related revisions to CH2/CH4 and CH12/CH14/CH16/CH20

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE DISTRICT OF COLUMBIA
GOVERNMENT**

AND

**AMERICAN FEDERATION OF GOVERNMENT
EMPLOYEES,
AFL-CIO LOCAL 631**



Effective through September 30, 2013

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ARTICLE 1

EXCLUSIVE RECOGNITION AND BARGAINING UNIT

This Contract duly approved, constitutes a Collective Bargaining Agreement ("CBA") between the American Federation of Government Employees (AFGE), Local 631, hereinafter referred to as "the Union" and the District of Columbia Government, hereinafter referred to as "the Employer," as applicable under the D.C. Comprehensive Merit Personnel Act.

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, D.C. Code Section 1-617.01 states, the District of Columbia Government finds and declares that an effective collective bargaining process is in the general public interest and will improve the morale of public employees and the quality of service to the public.

AFGE Local 631 has been certified and /or recognized as the exclusive representative for employees in the bargaining unit.

Accordingly, AFGE Local 631 and the District enter into this Agreement, which shall have as its purpose:

1. Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;
2. Improvement of morale of employees in the service of the District of Columbia Government;
3. Enhancement of the quality of public service to the citizens of the District of Columbia;
4. Creation of a government that works better and to establish an equitable and orderly procedure for the resolution of differences;
5. Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation and protection of the rights and interests of the employee, the Union and the District of Columbia Government; and
6. Promotion of the efficient operations of the District of Columbia Government.

The Preamble is intended to provide the background information and purpose of the CBA. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 2

NO STRIKE NO LOCKOUT

During the term of this Agreement the bargaining unit employees shall not strike and the Employer shall not lock out employees. The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage.

ARTICLE 3

UNION SECURITY AND UNION DUES DEDUCTIONS

Section A:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

Section B:

1. The Employer agrees to deduct Union dues from each employee's bi-weekly pay upon authorization of the D.C. Form 277. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section C of this Article.

2. When Management takes an employee out of the certified bargaining unit permanently, Management shall notify the Union within two pay periods.

Section C:

Because the Union is responsible for representing the interests of all unit employees without discrimination and without regard to Union membership (except as provided in Section E below), the Employer agrees to deduct a service fee from each non-union member's bi-weekly pay without written authorization. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents per deduction per pay period. Upon a showing by the Local Union that sixty percent (60%) of the eligible employees for which it has certification are Union members, the Employer shall begin withholding, no later than the second pay period after this Agreement becomes effective and showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with the procedures established by the Employer and this article. Employees who entered the bargaining unit where a service fee is in effect, shall have the service fee or Union dues

withheld within two (2) pay periods of his/her date of entry on duty or form 277 authorization.

Section D:

The service fee applicable to non-union members shall be equal to the bi-weekly union membership dues that are attributable to representation.

Section E:

Where a service fee is not in effect, the Union may require that any employee who does not pay dues or service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievances or adverse action proceedings in accordance with the provisions of the CMPA.

Section F:

The Employer shall be indemnified or otherwise held harmless for any good faith errors or omissions in carrying out the provisions of this Article.

Section G:

1. Payment of dues or service fees shall not be a condition of employment.
2. The Union retains the sole responsibility to develop and maintain procedural safeguards required by existing applicable law with regard to the administration for the payment of service fees. The Union shall be solely responsible for notifying employees that they have certain constitutional rights under Hudson v. Chicago Teachers Union Local No. 1, 743 F.2d 1187, 1191, 117 LRRM 2314 (7th Cir. 1984), and related cases.

ARTICLE 4

**RELATIONSHIP OF THIS AGREEMENT TO DEPARTMENT
POLICIES AND PRACTICES**

Section A: Employer Obligation

In exercising authority to establish regulations relating to Department policies in matters affecting working conditions of employees covered by this Agreement, the Employer shall have due regard for the obligations set forth in this Agreement.

Section B: Authority of this Agreement

Where any Employer regulation or policy, in effect and/or developed after the effective date of this Agreement conflicts with this Agreement and/or any supplemental agreement, this Agreement shall prevail and/or govern.

Section C: Understanding of Agreement

It is understood that this Agreement contains the full understanding of the parties as to all existing matters subject to collective bargaining during the life of this Agreement. However, nothing herein shall preclude the parties, upon mutual agreement, to negotiate on matters arising after entering into this Agreement.

Section D: Bargaining

No Employer regulation or policy that is a negotiable issue is to be adopted or changed without first bargaining with the Union.

ARTICLE 5

MANAGEMENT RIGHTS

Management rights are provided in D.C. Official Code Section 1-617.08(a) as amended.

Management rights are not subject to negotiations. In accordance with D.C. law, the Employer shall bargain with the Unions over the impact and effect of its exercise of Management rights. In addition, the employer shall bargain over subjects that have otherwise been deemed negotiable under D.C. law.

ARTICLE 6

EMPLOYEE RIGHTS

Section A:

Management and the Union recognize the Comprehensive Merit Personnel Act, as codified at D.C. Official Code Section 1-617.06(a), provides that all employees shall have the right:

1. To organize a labor organization free from interference, restraint, or coercion;

2. To form, join or assist any labor organization or to refrain from such activity;
3. To bargain collectively through representatives of their own choosing as provided in this subchapter; and
4. To refrain from any or all such activities under paragraphs (1) and (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 Section 1-617.11.

Section B:

It is understood that employees in the bargaining unit shall have full protection of all articles in this agreement as long as they remain in the unit.

Section C:

Each employee shall have the right to bring matters of personal concern to the attention of the appropriate officials in accordance with applicable laws, regulations and procedures.

Section D:

Employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.

Section E:

Instructions and guidance shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.

Section F:

Management shall not retaliate against any employee for the exercise of rights guaranteed pursuant to this Agreement or any applicable laws, rules or regulations.

Section G:

The Employer agrees to inform all new or rehired unit employees of the Union's exclusive recognition and to have him/her introduced to the union representative when assigned to a duty post. The shop steward and/or union official shall be given the opportunity to meet the new employee and provide him/her with union information.

ARTICLE 7

STATUS OF EMPLOYEE REPRESENTATIVES

Section A: Employee Representatives

The Agency shall not impose restraint, interference, coercion, or discrimination against employees and/or their representatives in the exercise of their right to organize, to designate representative(s) of their own choosing for the purpose of collective bargaining, to prosecute grievances, and to appeal adverse and corrective actions, and to participate in Union-Employer cooperation.

Section B: Access by AFGE National Representatives and Staff

The Agency agrees that accredited National Representatives and staff of AFGE shall have free access to the premises of the Employer, during working hours, to conduct Union business. Advance notification will be given and prior approval must be received from the appropriate supervisor of the facility to be visited.

ARTICLE 8

OFFICIAL TIME FOR UNION OFFICERS AND STEWARDS

Section A: General

Reasonable Official time is authorized for Union officers and Stewards to carry out contractual responsibilities which occur during their regularly scheduled tour of duty, as prescribed by this Article. Such responsibilities may include:

1. Receipt of employee complaints, investigation, preparation and presentation of grievances and safety issues;
2. Labor-Management and safety committee meetings;
3. Representation of an employee at an arbitration, before the PERB, OEA, OHR (Office of Human Rights) and any other applicable jurisdictional body;
4. Attending meetings with the Agency, the Mayor of D.C., the D.C. City Council, Congress, or any other official body;
5. Posting Union notices on designated Union bulletin boards;

6. Attending negotiation meetings, if they have been designated a member of the Union's negotiation team, or are acting as an authorized alternate for an absent team member; and

7. Consulting with the Agency or its representatives, other Local Union representatives, or employees, concerning the enforcement of any provisions of this Agreement.

During working hours Union Officials and Stewards shall not use official time to conduct internal union business, such as Union general membership meetings, solicitation of membership, etc.

The Union shall notify the Agency of the name(s) of all union officials and Stewards. Official time shall be authorized for these officials and Stewards.

Section B: List of Union Officers and Stewards

The Union shall supply the Agency in writing, annually, a complete list of all authorized Union officers and Stewards together with the designation of the group of employees each Union officer and/or Steward is authorized to represent which shall be posted on appropriate bulletin boards. It shall be the duty of the Union to notify the Agency of any changes of Union officer(s) and Stewards.

Section C: Shift Workers

Employees who normally work shift work or weekends shall have their hours changed to the day shift on days they are required to perform Union activities related to representation as described in this Article.

The Union also shall be consulted prior to any permanent change in shift assignment of Union Officers and Stewards, prior to implementation.

Section D: Leave of Absence

Employees elected or appointed to a district, council, union national or international office that requires them to be away from their job, may upon request, be allowed to take a leave of absence for up to one (1) year. This leave may be extended on a case by case basis. No more than two (2) employees may be on leave of absence at any point in time, under this provision.

Section E: Shift Change for Union Officials

The Union will be consulted prior to any permanent change in shift assignments of union officers and stewards. The Union will also be consulted prior to the organization of new shifts that will affect the members of the units. The Union will have the right to select a union official and/or Steward for each newly organized shift. In the event a union officer

and/or Steward is reassigned, he/she will be given reasonable time to complete all pending matters in which he/she is involved. Nothing in this Article shall prevent the Union from bargaining over any changes that affect the terms and conditions of employment for bargaining unit employees.

Section F: Procedures for Performance of Union Duties for Union Officials

Union officials shall notify their immediate supervisors when they desire to leave work assignments to properly and expeditiously carry out their duties in connection with this Agreement. Such Union officials shall notify their immediate supervisor when they return. When contacting an employee, the Union Official shall first report to and notify the supervisor of the need to see the employee. Notification by Union officials to meet with an employee and/or an employee to meet with the Union official shall not require prior explanation to the immediate supervisor of the problems involved, other than to identify the area to be visited.

Union officers shall record official time used on the Official Time Report attached in Appendix B. The Official Time Report will be submitted weekly to the immediate supervisor of the Union officer.

The Agency agrees that there shall be no unlawful restraint, interference, coercion, or discrimination against a Union Official for the performance of duties relating to the administration and enforcement of this Agreement.

Union Officials who are required to wear their uniforms while on duty shall not be required to wear their uniforms when they are on official time at official meeting(s), arbitrations(s), and/or administrative proceedings.

Section G: Procedures for Performance of Union Duties for Stewards

Stewards shall obtain permission from their supervisors when they desire to leave work assignments to properly and expeditiously carry out their duties in connection with the Collective Bargaining Agreement. When contacting an employee, the Steward will first report to and obtain permission to see the employee from his/her supervisor, and such permission will be requested from the supervisor of the area to be visited. Requests by Stewards to meet with an employee and/or an employee to meet with Stewards will not require prior explanation to the supervisor of the problem involved other than to identify the area to be visited. Stewards thus engaged will report back to their supervisors upon completion of such duties and return to their jobs. They will suffer no loss of pay or other benefits as a result thereof.

Union stewards shall record official time used on the Official Time Report attached in Appendix B. The Official Time Report will be submitted weekly to the immediate supervisor of the Union steward.

The Agency agrees that there shall be no unlawful restraint, interference, coercion, or discrimination against a Steward for the performance of duties relating to the administration and enforcement of this Agreement.

Stewards who are required to wear their uniforms while on duty shall not be required to wear their uniforms when they are on official time at official meetings, arbitrations, and/or administrative proceedings.

The Employer agrees that permission for stewards to leave their work assignments to participate in representational matters shall not be unreasonably denied.

If a request is denied, the union officer and/or steward shall be released as soon as possible thereafter, but normally no later than the next workday.

Section H: Work Areas Where a Shop Steward is not Available

The Agency agrees a union officer and/or steward will be permitted to go to another steward's work area, when a steward is not available, in a work area different from the union officer or steward's work area. However, the union recognizes that workload and scheduling considerations will not always allow for immediate release of employees from their assignments.

If a request is denied, the union officer and/or steward shall be released as soon as possible thereafter, but normally no later than the next workday.

Section I: Administrative Leave to Attend a Union Function or Convention

The Agency recognizes that the Union may designate employee members, selected or appointed to a Union Office or delegate to a Union function, i.e., a convention or conference, and agrees that, upon request, two (2) persons from each Agency shall be granted 20 hours each of administrative leave per year 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 in no case less than five (5) working days prior to the day administrative leave is to begin.

Section J: Administrative Leave for Union Representatives Training

Each Agency shall grant 20 hours each of administrative leave per year for up to four (4) Union representatives, to attend training which is designed to advise representatives on matters which are related to representing employees, the collective bargaining agreement, and District rules and regulations. Such requests will be submitted as far in advance as possible, but in no case less than five (5) working days prior to the day administrative leave is to begin. The hours of paid administrative leave may be increased at the sole discretion of Management/Agency.

Section K: Recognition of Union Officers and Representatives

The Employer/Agency agrees to recognize Union officers and representatives designated by the Union who are not employees of the Employer/Agency.

ARTICLE 9

REPRESENTATION DURING INVESTIGATIONS AND MEETINGS

Section A: Investigations

An Employee may request the presence of a Union representative during an interview of the employee that is conducted by the Employer as part of an investigation or during any meeting that the employee reasonably believes may result in disciplinary action against the employee. A Union representative shall be given the opportunity to be present following such a request. Once the employee informs the supervisor that he/she wants union representation, the supervisor shall stop the meeting and allow the employee an opportunity to obtain union representation. This meeting shall be postponed for a period no later than the end of the employee's next workday.

Section B: Meetings

The Employer shall provide the Union with reasonable prior notice of, and an opportunity to attend, formal meetings, (which do not include regular meetings to give staff routine work directions) held with Union employees to discuss personnel policies, practices or working conditions. At any such meeting, the Union shall be provided an opportunity to be present. The Union may ask questions for clarification purposes. All parties shall conduct such meetings with appropriate professional courtesy and decorum.

ARTICLE 10

EMPLOYEE LISTS

Section A: Quarterly List

The Agency agrees to notify the Union of new employees in the bargaining unit listed by organizational unit on a quarterly basis. This list shall be provided sooner, if requested by the Union. This list shall provide the name of each employee, the CBU code, the agency or department and work location, job title and grade.

Section B: Annual List

A list in alphabetical order of all bargaining unit employees in each Department or Agency covered by the Agreement shall be provided to the Union on an annual basis. This list shall be provided sooner, if requested by the Union. All lists provided under this

Article shall contain the name of each employee, the CBU code, the department or agency, the work location, job title and grade and the date of hire.

ARTICLE 11

BULLETIN BOARDS

The Agency agrees to provide a reasonable amount of space on existing or new bulletin boards and in areas commonly used by employees in the unit. The Union shall use this space for the purpose of advising members of meetings and any other legitimate Union information. In the event the Union requires more bulletin board space than can be furnished by Management, the Union may provide its own bulletin boards for its exclusive use in such work areas.

ARTICLE 12

USE OF OWN CAR

Employees will not be required to use their personal vehicles in the performance of their duties, unless such use was a condition of employment, at the time of hiring.

ARTICLE 13

COPIES OF REGULATIONS

The Employer agrees to furnish one copy of the District Personnel Manual ("DPM") including any revisions and amendments. The DPM shall be provided to the Union within 60 days of the effective date of this Agreement.

ARTICLE 14

DISTRIBUTION OF BENEFITS BROCHURES

When furnished by the union, the Employer agrees to distribute the Benefits Brochure(s) to all new Employees covered by this Agreement upon their entrance on duty. The Employer will furnish the Benefits Brochure(s) when requested by an employee.

ARTICLE 15

EMPLOYEE ASSISTANCE PROGRAM

Section A: Employee Assistance Program

The Employee Assistance Program ("EAP") is designed to provide confidential and professional assessment, counseling, and referral services for employees who are experiencing personal problems that impair or have the potential to impair their work performance. The program shall offer services for alcohol and drug abuse, emotional/stress related problems, family/marital difficulties, financial problems, and other social-behavioral problems. The parties acknowledge that the early identification, documentation, and referral of an employee for help can result in improved job performance and employee morale. Participation in the EAP shall not be used to harass an employee, or to treat an employee in a disparate manner. An employee's participation in the EAP is not mandatory.

This Article shall be implemented in full compliance with Americans with Disabilities Act.

Section B: Eligible Participants

All Employees and their eligible dependents shall be allowed to participate in the EAP.

Section C: Types of EAP Referrals

1. **Self-Referral.** This type of referral occurs at the employee's own initiative when the employee recognizes the need for assistance and consults with the EAP before or when job performance and/or attendance becomes a problem. The employee may make a self-referral without the Employer's knowledge or consent. The employee's EAP records or record of participation shall not be independently released to the Employer. In cases where an employee is seeking some accommodation from the Employer, such as a change in work schedule, advance sick leave, etc., to complete an EAP program, the Employer may request confirmation of the employee's request from the EAP provider, with the employee's consent.

2. **Employer Referral.** This type of referral shall be initiated by a supervisor or manager who recognizes that there are poor performance problems and refers the employee to the EAP. Not all attendance or performance problems should be referred to the EAP. A referral should only be made in cases where poor job performance and/or attendance continue after the employee has been counseled, in writing, about his/her performance by the supervisor. During counseling, the employee shall be informed of the expectations for improvement and shall be given a reasonable time to improve, after referral to EAP. The

employee's record of compliance and participation in the EAP shall be released to the Employer with the employee's written consent.

Section D: Disciplinary Actions and EAP

As a part of its consideration of a proposed disciplinary action, the Agency may consider whether referral to EAP shall assist the employee to improve work performance and/or attendance.

However, a referral to the EAP is not a prerequisite to the Agency addressing performance and/or attendance problem nor is the Agency restricted from taking appropriate disciplinary actions in accordance with the discipline article of this Agreement. Implementation of a proposed disciplinary action may be held in abeyance if an employee accepts the Employer's referral to the EAP and complies with the EAP and/or adheres to the requirements of an EAP approved plan. The employee may be given a reasonable amount of time to improve job performance and/or attendance. If the employee demonstrates satisfactory improvement in job performance and/or attendance, for ninety days, after the completion of an EAP approved plan, the matter held in abeyance shall be rescinded. If the employee's attendance or work performance continues to be unsatisfactory within the 90 days, the Agency may proceed with implementation of any proposed discipline. All employees who receive a positive test result, for a controlled substance or alcohol, may be referred by the Employer to EAP. With respect to the EAP programs or services attended by employees, pursuant to Section D, no employee shall be required to sign consent form(s) authorizing the release of information to any supervisor or to the Department, except for information regarding an employee's attendance, completion, or compliance with the program.

Section E: Use of Leave

1. **Self-Referrals.** Employee(s) may use any accrued annual leave, sick leave, earned compensatory time off, leave without pay and may request advance sick leave, to consult with or participate in an approved EAP program. Should the employee choose to inform his/her immediate supervisor or his/her designee of the initial appointment with the EAP, the supervisor or his/her designee may grant administrative leave for an initial appointment with EAP.
2. **Employer Referral.** All employees, including those referred to EAP in accordance with drug and alcohol testing article may be granted administrative leave for the initial assessment. For subsequent appointments, employees may use any accrued annual leave, sick leave, earned compensatory time off, leave without pay or advance sick leave, as appropriate. Except for employees referred to the EAP in accordance with Article 43 , Drug and Alcohol Testing for CDL drivers, employee(s) participation in the EAP after being referred by a supervisor is voluntary.

Section F: Union Representation

The union shall be provided an opportunity to counsel employees regarding performance and attendance problems at the request of the employee or the employee's supervisor. The Agency agrees to inform employees of their right to have union representation during any meeting where the EAP is being discussed with the employee or during any other meeting(s) where discipline may be proposed as a result thereof. When an employee requests union representation, a meeting shall not be delayed more than 24 hours, excluding Saturdays, Sundays, holidays and the employee's day off.

Section G: Confidentiality

Inquiries by employees or referrals to the EAP shall be kept in strict confidence by supervisors, managers, and employees. The parties agree that breaches of the confidentiality of an employee's participation in the EAP may be cause for discipline. All records pertaining to an employee's participation in the EAP shall be kept in confidential files separate from the employee's official personnel files.

Section H: Training and Education Awareness Program

Union representatives shall be notified of any EAP training for supervisors and managers and be given an opportunity to attend the training. The Employer shall also conduct an employee EAP education and awareness program, once per year.

ARTICLE 16

DISTRIBUTION OF THE AGREEMENT

Within ninety (90) days of the execution of this Agreement, the parties shall equally share the cost for printing of 500 copies of this Agreement to be distributed 350 copies to the Union and 150 copies to the District Government.

ARTICLE 17

LABOR MANAGEMENT MEETINGS

Section A: Monthly Labor Management Meetings

For the purpose of establishing open communications, Management at the division levels shall meet with the Union president or his/her designee on a monthly basis. Both parties shall furnish the other with an itemized agenda setting forth the topics of discussion five (5) days prior to the meeting. When preparing the agenda called for in this section, Management and Union will provide space on the agenda for appropriate issues which may arise after the agenda is submitted. If the parties mutually agree that other meetings

are necessary, such meetings shall be scheduled to discuss the specific issue(s). The failure of either party to provide an agenda shall not prevent the parties from meeting.

Section B: Purpose of Labor Management Meetings

1. Meeting attendees shall be composed of a minimum of three (3) members representing the Union and minimum of three (3) members representing the Agency.
2. The attendees at the meetings shall exchange views and consider and make recommendations to the Agency about policies and practices related to working conditions, terms of employment and the implementation of this Agreement. The meeting attendees shall also discuss matters of common interest to either parties, or matters which both parties believes will contribute to the improvement of relations between them.
3. It is understood that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings, nor shall the meeting be for any purpose which will modify, add to or detract from the provisions of this Agreement.
4. Other meetings may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C: Quarterly Labor Management Meeting

The Director or Agency head or his/her designee shall meet with the Union President or his/her designee, as a group and Union representatives as a group, on a quarterly basis. The parties may send an agenda setting forth the topics to be discussed. This agenda may be sent through email. If the Union or the Director decides to send an agenda, it should be submitted five (5) days prior to the meeting. The failure to submit an agenda shall not prevent the meeting from being held. The subject of these meetings shall be consistent with Section B of this Article.

Section D: Additional Representatives

Each party may have other officials who are not employees of the Agency at these meetings. However, such representatives shall not exceed two (2), unless otherwise mutually agreed upon.

ARTICLE 18

USE OF DISTRICT GOVERNMENT FACILITIES

Section A: Union Space

Each Agency shall provide suitable space for the Union for the transaction of Union business. Such suitable space will be located as close as practicable to the bargaining unit employees' work areas and enable employees to consult with the Union in a confidential manner. The Union agrees to exercise reasonable care in using such space, and shall leave it in a clean and orderly condition.

Section B: Use of Facilities

Each Agency shall approve the use of government facilities for Union meetings subject to the following conditions:

1. The use of government facilities that would be made available would not interfere with the regular functioning of government activities.
2. The use of government facilities for this purpose would not involve any additional expense to the Employer other than the normal expenses which are incurred through items such as heating and lighting.
3. Supervisors and other management officials are instructed not to attend such meetings unless they have been invited to attend by the Union.
4. When use of the facility is scheduled after 3:30 p.m., the Union shall request this use two (2) days in advance.

ARTICLE 19

DISCRIMINATION

Section A: General

The Employer agrees that it shall not 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. Neither party to this Agreement shall discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income and place of residence or business as these terms are defined by the D.C. Human Rights Act. All personnel actions and employment practices shall be based on fair and equitable treatment.

Section B: Coordination to Resolve EEO Problems

1. The Employer agrees to vigorously continue the implementation of its Equal Employment Opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.
2. The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.
3. Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of each vacancy announcement shall be supplied to the Local President.

Section C: Discrimination Charges

Allegations of discrimination based on union affiliation or Union activity shall be subject to the grievance and arbitration process. All other claims of discrimination shall be filed with the appropriate administrative agency having jurisdiction over the matter and/or the agency's EEO officer.

ARTICLE 20

LEAVE

Section A: General

The leave year shall be on a calendar year basis. Leave shall be administered in accordance with this Article and the Family Medical Leave Act.

Section B: Union Counseling

Management shall keep the Union informed of employees suspected of abusing sick leave, or employees with excessive unscheduled emergency or annual leave use and of employees continually late for duty. The Union shall be notified, in writing, of the names of employees placed on leave restriction.

Section C: Call In/Emergency Leave

Call In: On each scheduled workday, as soon as the employee is aware that he/she will not be able to report to work as scheduled and will be absent or tardy, the employee is required to telephone his/her immediate supervisor or the

supervisor's designee not more than one (1) hour after the employee's scheduled start time or as soon as possible in emergency or unforeseen situations.

The employee may call the Employer to notify the employee's supervisor of a request for leave or notice of late arrival.

In instances where an employee must leave prior to his/her scheduled departure time, the employee shall contact his/her immediate supervisor or the next level manager for the purpose of requesting leave.

Emergency Leave Request: It is the responsibility of the employee to notify his/her supervisor of the need for emergency leave prior to his/her tour of duty when possible. In an unforeseen emergency, a family member may contact the employee's supervisor; however, the employee must make direct contact with his/her supervisor or the next higher level manager as soon as practical but no later than the employee's next work day. Approval of such leave shall be requested from the supervisor or the supervisor's designee.

Section D: Annual Leave

1. The following provisions govern the accrual of annual leave:
 - a. Annual Leave shall accrue from the first full pay period of employment.
 - b. Annual Leave may be accumulated up to maximum allowable of thirty (30) days (240 hours), unless the employee had a greater amount of allowable leave at the beginning of the leave year. Unused leave that is in excess of two-hundred forty (240) hours must be scheduled and used by the end of the leave year or it will be lost.
 - c. Employees shall receive a lump sum leave payment for all accrued Annual Leave not used at the time of retirement, resignation, or other separation from the Employer, and shall be paid consistent with the hourly rate at the time of separation.
 - d. An employee's request for immediate or emergency Annual Leave shall be granted or denied immediately by the employee's immediate supervisor or the supervisor's designee. In considering the request the immediate supervisor or the supervisor's designee must take into consideration the emergency circumstances presented by the employee and operational needs.
2. Annual Leave shall be requested in advance by employees from their immediate supervisors or their supervisors' designees. Management agrees to provide each employee in the unit an opportunity to use all of the Annual Leave

earned. Denial of use of Annual Leave shall be based upon factors which are reasonable, equitable, and do not discriminate against any employee or groups of employees. To contribute to overall work efficiency and to enable approval of leave convenient to employees, employee(s) are required to schedule Annual Leave in advance.

a. Unavoidable tardiness from duty of less than one hour for a bona fide reason may be excused without charge to annual leave, sick leave, or leave without pay at the discretion of the supervisor.

b. Approval of an employee's request to take annual leave will be granted when he/she has made the request at least twenty-four (24) hours in advance. The supervisor will notify the employee of the disposition of his request as soon as possible. If the leave request is denied the supervisor shall provide a written explanation of the reason for the denial. The supervisor will not cancel or reschedule leave previously approved except for emergency reasons. The reasons for such actions will be explained to the employee in writing. (Failure to secure proper approval for leave in advance, except in bona fide emergencies may result in a charge of the absence to absence without leave "AWOL").

c. **Vacation Leave Request:** Employees, except for essential employees in Facilities Management of the Office of Property Management, wishing to schedule vacation leave in advance for periods of one week or more, may do so in accordance with the following procedures:

(1) The Leave Request shall be made at least seven (7) days in advance, and the supervisor shall provide an answer to the employee no later than two (2) days after receipt of the leave request from the employee. The Employer recognizes that unforeseen circumstances may prevent the employee from complying with these timelines. Consideration shall be given to such circumstances. If the request is disapproved, the immediate supervisor or the supervisor's designee shall return to the employee the Leave Request Form which shall have the reasons for disapproval indicated. Requests for Annual Leave shall not be unreasonably denied. The employee shall have an opportunity to reschedule a leave request that has been denied.

(2) Essential employees in Facilities Management of the Office of Property Management shall submit vacation leave requests in January of each year. The Agency shall inform the employee(s) of the approval of vacation leave requests by March 1 of each year.

After vacation leave is approved, no changes shall be made unless mutually agreeable, or at the employee's request. Employees shall be encouraged to schedule vacations throughout the year.

d. **Leave Approval:** Every effort shall be made to grant employees leave during the time requested. If operations would suffer by scheduling all requests during a given period of time, a schedule shall be worked out with all conflicts to be resolved by the application of seniority.

The grant of time off, or leave for the Thanksgiving, Christmas and New Year's or other holidays shall be on a rotating basis, so that all employees may have an equal opportunity for leave at these times.

Section E: Sick Leave

1. The following provisions govern sick leave:

a. The accrual of sick leave shall be carried over from year to year and shall be accumulated in an unlimited amount.

2. Requests for Sick Leave

a. **Leave for Sickness:** Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Sick leave may also be used by employees to care for sick family members including individual(s) related by blood or marriage (including domestic partners). Such family members shall include the employee's spouse, parent, and child. Employees shall request sick leave as soon as possible on the first day of the sickness.

b. **Doctor's Appointment:** Sick Leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, chiropractors, and for the purpose of securing diagnostic examinations, treatments and X-rays. The leave request shall be made at least twenty-four (24) hours in advance, except in case of emergencies.

c. **Doctor's Certificate:** Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave for themselves unless such sick leave exceeds three (3) workdays of continuous duration. When an employee takes three (3) or more workdays of sick leave to care for an eligible family member, a doctor's certificate to substantiate such sick leave usage shall be required. When an employee returns to duty from sick leave exceeding three (3) workdays, he/she shall provide the Employer with a doctor's certificate.

d. **Leave Restriction:** In cases where Management has given written notice to an employee that there is good reason to believe that the employee has abused the sick leave privilege, the employee must, upon request, furnish a doctor's certificate for each absence from work which is claimed as sick leave. The Agency's request to furnish a doctor's certificate for each absence shall be reviewed every ninety (90) calendar days. At no time shall an employee be required to furnish a doctor's certificate for longer than twelve (12) months after the initial Letter of leave restriction.

3. **Advance Sick Leave:** Sick leave shall be advanced under the following conditions:

- a. It must be supported by a doctor's certificate.
- b. All available accumulated annual and sick leave to the employee's credit must be exhausted.
- c. In the case of employee(s) serving in a temporary appointment or under Probationary or trial periods, sick leave shall not be advanced in an amount exceeding that which it is reasonably assured will be subsequently earned, during such period.
- d. The amount of advance sick leave to an employee's account shall not exceed thirty (30) days (240 hours) at any time. Where it is known that the employee is to be retired, or where it is anticipated that he/she is to be separated, the total advanced may not exceed an amount that can be liquidated by subsequent accrual, prior to the separation.
- e. If the employment of an employee who has been advanced sick leave under this Article is terminated, voluntarily or involuntarily, the Employer shall be entitled to deduct from the employee's final paycheck the value of any remaining unaccrued sick leave that was used by the employee, to the extent permissible under applicable law.

Section F: Court Leave

The period of jury duty service does not include time when the employee is excused or discharged by the court for an indefinite period subject to call by the court. An employee is required to return to the Employer any compensation received for jury duty while on court leave.

Employees excused from work to attend Court for periods of less than one (1) full day shall not be expected to return to work unless they could be expected to work at least two (2) hours of their regular work shift, upon arrival at work.

Section G: Blood Donation

Administrative leave, not to exceed four (4) hours on any one occasion, shall be granted to employees covered by this Agreement for the purpose of donating blood at the Red Cross Blood Bank.

Section H: Leave of Absences

1. Employees may be granted periods of leave of absence, up to one (1) year, to include annual leave or leave without pay, as appropriate.
2. Management recognizes that the Union may designate employee members, elected or appointed, to a National or District Union office and agree that, upon his/her request, the employee shall be granted a leave of absence (annual leave or leave without pay), for the time required to be away from the job. Such requests shall be submitted as far in advance as possible to the Employer or his/her designee, and in no case, less than five (5) days prior to the day leave is to begin.

Section I: Parental Leave

1. Parental Leave shall be granted following the birth or adoption of a child or placement of a foster child in accordance with the D.C. and Federal FMLA.
2. Parental leave before and after birth or adoption of a child or placement of a foster child shall be granted at the request of the employee. This leave is chargeable to sick leave or any combination of sick, annual or leave without pay. The employee is obligated to advise his/her supervisor in advance of the anticipated leave. The period of absence which the employee requests shall be determined by the employee and/or their physician.

Section J: Other Paid Leave

1. **Voting Leave:** Where the polls are not opened for at least two (2) hours, either before or after an employee's regularly scheduled hours of work, the employee may, upon request, be granted an amount of excused time which shall permit the employee to report to work two (2) hours after the polls open, or leave work two (2) hours before the polls close, whichever requires the lesser amount of time off. Leave for voting purposes shall be allowed in accordance with personnel rules and regulations.
2. **Examinations:** Employees shall be excused without charge to leave for the purpose of taking employment medical examinations required by the Employer; examinations for induction or enlistment in the active Armed Forces; and examinations of employees who operate Employer owned vehicles.

Section K: Education Leave

After the completion of one (1) year of service with the Employer, an employee, upon request, may be granted a leave of absence without pay for educational purposes, provided that successful completion of the course shall contribute to the work of the Employer. The period of the leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee upon return from educational leave has acquired the qualifications of and for a higher grade position, he/she shall not lose any of his/her rights in being evaluated for the higher grade position.

ARTICLE 21

HEALTH AND SAFETY

Section A: General

The Agency shall provide employees with reasonably safe and healthful working conditions. It shall ensure the implementation and enforcement of all applicable District and Federal laws, rules and regulations regarding health and safety.

Section B: Training and First Aid

The Agency shall ensure that safety training, related to employee jobs, is offered at no expense to the employee. The Agency shall provide first aid kits for each shop or work section. The names, work telephone numbers and work locations of all employees trained in CPR techniques and first aid shall be provided to the Union and posted on Agency bulletin boards. The agency and the employees will cooperate in ensuring all first aid kits are maintained.

Section C: Facilities

The Agency shall maintain clean and sanitary locker room, restrooms and lunch room facilities for all employees on a regular basis. Employees shall be responsible for leaving such facilities in an orderly condition.

Section D: Safe Working Conditions

An employee shall not be required to work in dangerous conditions unless or until such conditions have been removed, remedied, rendered safe or adequate protection for the condition is provided. When an employee identifies what she/he believes to be an unsafe or unhealthful working condition, the employee shall immediately notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate action. If there is a disagreement with management about whether the condition is dangerous, the Agency agrees to notify the Union and the department/agency safety

officer or person. During this period, the supervisor may require the employee(s) to perform their duties in another work area or to perform duties of equal or lesser complexity or difficulty outside the affected area. The Agency agrees that an employee shall not be required to operate equipment that he/she is not qualified to operate. The Agency agrees it is responsible to provide safe equipment and safe working conditions including work areas.

No employee shall be required to work alone in dangerous working conditions.

Section E: Protective Clothing

The Agency agrees to furnish all appropriate protective clothing and equipment, including proper eye protection, necessary for the performance of assigned work. The Union may, at its discretion, recommend new protective clothing and equipment and modifications to existing equipment to be implemented by the Agency. If the request is denied the Agency shall provide the Union with a reason for the denial within ten (10) working days of receipt of the Union's request.

Employees issued safety and protective equipment are required to wear or utilize such equipment, as needed.

Section F: Vehicles

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Agency agrees to ensure regular inspection and maintain vehicles in good operational condition.

Section G: Accidents

If an accident occurs, the primary consideration shall be the welfare of injured personnel.

When the Agency becomes aware that an accident has occurred involving a bargaining unit employee, which results in a loss of duty time, the Agency agrees to notify the Union President. The Union President shall be provided, within five (5) workdays of the accident, a copy of the accident and/or incident report(s), or any other report(s), identifying the employee name, date and location of the accident, a brief description of the accident; whether the employee was injured; if the injury resulted in a disabling injury' and whether the employee has lost work day(s). This information shall be mailed or hand-delivered to the Union President and/or his/her designee.

Section H: Safety Committee

The Union and Management, in each department/agency or office, shall establish a Safety Committee with equal members from the Union and Management. There shall be no more than four (4) members from each side. The Union and Management shall exchange a list of the members on the safety committees for each department/agency. One member

from the Union and one member from Management shall serve as Co-chairs of the Safety Committee.

This safety committee shall meet on a monthly basis or more frequently if desired by the Union or Management. Individuals from the Office of Risk Management may attend these meeting. The Union Safety Committee representative(s) may request a copy of on-the-job injuries and/or accident reports from the agency for bargaining unit employees. Any such meetings shall be held during working hours and union participants shall be on official time. Any matters not resolved during these meetings shall be forwarded in writing to the Agency Director.

In addition, the safety committee shall conduct safety surveys, consider training needs and make health and safety recommendations to the department/agency, consult with and advise department/agency heads and safety personnel regarding safety matters in the workplace and make recommendations to the Office of Risk Management to improve services provided by their office.

Section I: List of Chemicals and Other Toxins

The Agency shall post for employees to review a list of all hazardous chemicals, as defined by OSHA, being used in the work area and the manufacturer's materials safety data sheet concerning chemicals and other toxins used by the Agency. Upon request, the Union shall be provided with copies of this information. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section J: Employee Information and Notification

The Agency is responsible for providing injured employees with information regarding proper accident reporting forms and for helping employees properly complete accident reporting and compensation forms.

Section K: Union Notice of Death

The Agency shall promptly notify the Union in the event on an on-the-job death.

ARTICLE 22

TRAINING

Section A: Agency Training

Management and the Union agree that the training development of employees within the bargaining unit is a matter of primary concern to both parties. The Agency agrees to provide a training program that provides training for and development of all employees.

The Agency shall develop and maintain a training program that provides for training related to employees' positions, upward mobility and cross-training for career changes.

Section B:

1. The Agency shall distribute to all bargaining unit employees, on a semi-annual basis, a list of training programs and educational opportunities.
2. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities including educational opportunities outside of the Agency with their supervisors and/or other Agency officials.
3. Requests for training and educational opportunities shall be processed and responded to promptly.
4. A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.

Section C:

The parties recognize the importance of career development, training and upward mobility. The Labor-Management Committee established in this Agreement shall, on a periodic basis perform the following functions:

- a. Review existing policies and practices, with respect to training and career development and recommend changes in existing programs;
- b. Recommend the adoption of new programs, policies and practices;
- c. Review and offer comments on programs proposed by the Agency.

The Labor-Management Committee may, if it deems necessary, establish a subcommittee to deal with these issues.

Section D: Administrative leave for Employee Training

In accordance with Agency leave requirements, the Employer shall grant administrative leave for education and training if the training or education is related to the employee's position(s) and/or upward mobility for a position within the District government.

ARTICLE 23

WHISTLE BLOWER PROTECTION

Employees shall not be subject to reprisal for lawful disclosures of information subject to and in accordance with the Federal Whistleblower Protection Act of 1989 and the D.C. Whistleblower Reinforcement Act of 1998, D.C. Law Section 12-160 (Title II).

ARTICLE 24

MERIT STAFF

Section A: General

All positions within the bargaining unit, excluding career ladder position promotions, shall be filled in accordance with merit staffing as described in law, the District Personnel Manual (DPM) and this article.

Section B: Posting Vacancies

The Agency agrees that all vacancies shall be posted, for a period of at least ten (10) days prior to the expiration date of the job vacancy announcement on official bulletin boards convenient to all work areas and other areas where bargaining unit employees are located. These vacancies shall be placed on the bulletin boards no later than two days after the vacancy is advertised or announced. In addition, the Agency shall post notices in other areas where the Agency may reasonable expect to obtain applications.

All job vacancy announcements shall provide a synopsis of duties to be performed, qualifications required and any special knowledge, skills or abilities that will be given consideration. The Union President shall receive copies of all vacancy announcements. These announcements shall be e-mailed or mailed through U.S. regular mail to the Union president at addresses provided by the Local president.

Section C: Qualified Applicants

After the rating and ranking of applicants, pursuant to the DPM, a list of best qualified applicants shall be submitted to the selecting official. Any selection shall be made from among the list of best-qualified applicants or as required by law.

Section D: Selection Process

If one applicant/candidate is interviewed then all qualified applicants/candidates shall be interviewed. An internal applicant is a District Government employee and an external applicant is an individual who is not employed with the District Government.

Section E: Selection Notice

All bargaining unit applicants shall be notified in writing of their selection or non-selection for a vacancy.

Section F: New Employee Orientation

The Union shall be informed and invited to all orientations of new employees who are covered by this Agreement. The Union shall be allowed to provide the employee with Union material and information. The Union will be given advance notice of orientations scheduled for new employees.

Section G: Employees Affected by a RIF or Involuntary Demotions

When an employee has been downgraded through no fault of his/her own or affected by a reduction in force, he/she shall be given priority consideration regarding selection for any position vacancy which he/she formerly occupied and/or any position for which the employee meets the minimum qualifications or can perform the position with minimum training.

ARTICLE 25

RELEASE OF INFORMATION

The Employer shall make available to the Union, upon the Union's request, any information relevant to negotiations, or necessary for proper enforcement of the terms of this Agreement. The Agency will be given a reasonable amount of time to respond to a request for information.

ARTICLE 26

JOB DESCRIPTIONS

Section A: Changes to Job Description

Each employee within the bargaining unit shall be given a copy of their job description. The Union shall be provided with a copy of each job description upon request. The Union will be given the opportunity to review and comment on all new and/or changed job descriptions.

Section B: Position Review

An employee may request a review of his/her position classification or a desk audit. Classification reviews and desk audits shall be conducted in accordance with the District Personnel Manual ("DPM").

Such a request for a review shall be made in writing to the immediate supervisor who will meet with the employee and/or his/her representative, to discuss and attempt to resolve the matter. If the matter is not satisfactorily settled at this level the employee may

request a review through the appropriate servicing personnel authority, in the D.C. Office of Human Resources.

ARTICLE 27

DETAILS AND TEMPORARY PROMOTIONS

Section A: Details

1. Details or temporary promotions shall be made in accordance with the appropriate provisions of the District Personnel Manual and may be used to meet the temporary employment needs of Management's work programs, on the job training and emergencies occasioned by abnormal workload or unanticipated absence.
2. Consistent with D.C. Personnel Regulations, when an employee is detailed to a higher graded position for more than one hundred and twenty (120) days, he/she shall receive the higher rate of pay as acting pay, effective the pay period which begins on or after the ninety-first (91st) day. The employee on detail shall at all times be considered the incumbent of his/her regular position.
3. For details in excess of thirty (30) days, the detail shall be documented, a copy given to the employee and a copy made a part of the employee's official personnel file.
4. Details to meet temporary needs of Management's work programs will be made on a rotation basis among qualified employees.
5. For details in excess of ninety (90) days, the employee's performance in the position to which he/she has been detailed shall be evaluated (including a rating) by the detail supervisor; the detail evaluation shall be included in the employee's official personnel file.
6. Details shall not be made as a means of retaliation or punishment.

Section B: Temporary Promotions

1. A career employee may be given a temporary promotion to meet a temporary need. Upon termination of the temporary promotion, the employee shall return to the same or to a comparable position from which the employee was temporarily promoted.
2. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.

3. A temporary promotion exceeding 120 days shall be made in accordance with merit promotion procedures.

ARTICLE 28

OPERATION OF DISTRICT OF COLUMBIA VEHICLES

Section A: Purpose

The Agency and the Union agree employees operating District of Columbia motor vehicles shall comply with all laws, rules, regulations and the policies of the District of Columbia during the operation of Government owned vehicles.

Section B: Parking Spaces and Parking Citations

The parties agree that employee(s) assigned to operate government owned vehicle(s) in areas where parking space(s) are at a premium and/or at location(s) where parking space(s) are difficult to find, shall be given a valid District of Columbia government parking permit, where available.

1. Parking of government vehicles are governed by the April 9, 2007 Memorandum on "Adjudication of Parking Tickets Incurred During Government Service" (Memorandum) issued by Lucinda Babers, Interim Director, Department of Motor Vehicles. The Memorandum is attached as Appendix A to this Agreement.
2. Where employees are in compliance with the Memorandum and receive tickets, the Agency will pay or adjudicate such tickets. Employees are required to cooperate with such processing or adjudication.

ARTICLE 29

REDUCTION IN FORCE

Section A: Authority

Any reduction in force during the term of this Agreement shall be conducted in accordance with District of Columbia statutory provisions, Chapter 24 of the DPM, and this Article.

Section B: Consultation

The Agency agrees to consult with the Union in advance once a decision is made to conduct a reduction-in-force. The Agency further agrees to minimize the effect of the reduction-in-force on employees and to consult with the Union toward that end.

Section C: Bargaining over the Impact and Effect

The Agency agrees to bargain with the Union over lessening the impact and effect of a reduction-in-force. Bargaining shall commence after a decision has been made to conduct a reduction-in-force and upon request by the Union. The Union shall be given a written notice of the agency's decision to conduct a reduction-in-force. This notice shall be sent within five (5) days of the Agency's decision to conduct a reduction-in-force.

Section D: Information Request

In the event of a reduction-in-force, the Agency shall upon request, provide information needed by the Union to engage in effective impact and effect bargaining. The Agency shall provide the information within seven (7) workdays of receipt of the Union's request for information. The Union will be advised of any information that is not available during the seven (7) workday response period and will be advised as to approximately when it would be available.

ARTICLE 30

CONTRACTING OUT

Section A: Union Notification

When there will be an adverse impact to bargaining unit employees, the Agency shall notify and consult with the Union sixty (60) calendar days prior to final action on such contract, except in emergencies, in which case notice will be given as soon as practicable. The Union shall have full opportunity to make its recommendations known to the Agency who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Agency 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 Union shall be provided the following information:

1. The financial savings to be realized by the Employer in accordance with D.C. Official Code § 2-301.05b – Privatization Contracts and Procedures Requirements;
2. The impact and effect of the action on union employees, including job loss;

3. The actual and potential skills of the employees presently doing the work;
4. The equipment, facilities and/or machinery needed for the work;
5. The likelihood that the work will have to be done on a long-term or recurrent basis; and/or
6. Such other factors as may be deemed applicable by the Agency or by the Union, per their request, as a result of a need for clarification related to the notification to contract out.

Section B: Employee Impact

The Employer agrees to place employees who have been displaced by such action in other available vacant positions, within the Department, for which they are qualified and able to perform, in accordance with the applicable District Personnel Regulations.

ARTICLE 31

TOOLS

Section A: Issuance of Tools

Management shall provide, at no cost to employees, all tools needed to perform the work.

Section B: Care of Tools

The Employer shall maintain its power and special tools in a safe working condition. Employees will be responsible for proper care and safe operation of power and special tools. Tools issued will remain the property of the District of Columbia government. Employees terminated, retired or resigning shall be required to return such tools prior to leaving the job.

ARTICLE 32

ENVIRONMENTAL PAY DIFFERENTIAL

The Union may submit to the Agency a list of positions which it believes to be eligible for environmental pay differential. The Agency shall submit this list to the D.C. Office of Human Resources for approval or disapproval of the differential, within three working days of receipt from the Union. The Office of Human Resources will process the

submission. The Union and the Agency will be notified in writing of the decision. The decision shall state the reason(s) why the request for differential was approved or denied.

ARTICLE 33

WORK ON HOLIDAYS

Section A: Holidays

The holidays are as follows:

1. New Year's Day, January 1st of each year;
2. Dr. Martin Luther King, Jr's Birthday, the 3rd Monday in January of each year;
3. President's Day, the 3rd Monday in February of each year;
4. Emancipation Day, April 16th of each year;
5. Memorial Day, the last Monday in May of each year;
6. Independence Day, July 4th of each year;
7. Labor Day, the 1st Monday in September of each year;
8. Columbus Day, the 2nd Monday in October of each year;
9. Veteran's Day, November 11th of each year;
10. Thanksgiving Day, the 4th Thursday in November of each year; and
11. Christmas Day, December 25th of each year.
12. Inauguration Day, January 20th, every four (4) years;

Any other day designated to be a legal holiday by the Congress or the Mayor or the U.S. President.

Section B: Work on Holidays

Except for environmental emergency operations, or continuous shift operations, any necessary work performed on a holiday shall be performed by volunteers. In the event the number of volunteers is not sufficient the work assignment will be based on seniority

within the work unit or office. Management reserves the right to require employees to do necessary work on holidays.

ARTICLE 34

HOURS OF WORK

Section A: Workday

The hours of work shall be consecutive except as interrupted by a lunch period.

Section B: Workweek

The Agency agrees to establish a workweek for employees, in accordance with D.C. Code Section 1-612.01.

Section C: Continuous Operations and Shifts

Work schedules for employees assigned to shifts, showing the employee's workdays and hours shall be posted on appropriate bulletin boards. The Union shall be provided an opportunity to review and comment, prior to the implementation of new shifts that would affect the members of the units.

Section D: Changes in Work Schedules

Except in emergencies, circumstances which would disrupt agency operations or where such changes in regular work sites and/or work schedules are part of the normal operation of the job, Management shall provide employees seven (7) workdays advance notice of any changes to their work site or work schedule.

Section E: Shift Schedule Preference

If the Agency introduces new shift schedules or revises existing shift schedules, employees in each affected job classification shall be permitted to request in writing their preference for the new shift assignment. If more than a sufficient number of employees seek a specific shift, the Agency shall make the assignment according to seniority. If less than a sufficient number of employees seek a specific shift, the Agency shall make the assignment in reverse seniority order, (i.e., the junior employee fills the least desirable shift). The Agency agrees to respond to employees requesting shift preference within one day of the request. Hardship cases shall be considered on a case by case basis.

Section F: Flexible/Alternative Work Schedule or Change in Tour of Duty

1. Normal work hours may be adjusted to allow for flexible/alternative work schedules requested by employees, with appropriate adjustments in affected leave

and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where it increases employee morale and productivity. The Union shall be given advance notice of all changes to work schedules, prior to the change.

2. A flexible/alternative work schedule shall provide that overtime compensation will not begin until the regularly scheduled workday or tour of duty has been completed. Other premiums shall be based on the regular scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave shall continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules, and shall be charged on an hour-by-hour basis.

Section G: Breaks for Clean-Up

Management shall provide a fifteen (15) minute time period for employees to clean up prior to lunch and at the end of the workday.

Section H: Time if Detailed Elsewhere

Employees detailed out of their section for periods of one day or less shall be allowed a reasonable amount of time to return to their own section before quitting time to put away equipment and personal property.

Section I: Rest Periods

The Agency shall provide two (2) fifteen (15) minute breaks on each shift, regularly scheduled workday, and/or tour of duty. At a minimum, one for each four (4) hour period worked. The same principle shall apply for overtime worked beyond the regular shift, regularly scheduled workday, and/or tour of duty, except that the employee must work one (1) hour or more to qualify for a fifteen (15) minute overtime rest period and for every four (4) hours, or major portion thereof worked. Following the first four (4) hours of overtime work, the employee shall be given a thirty (30) minute lunch period. If the employee works the better part of eight hours of overtime, the employee shall be allowed two (2) fifteen (15) minute breaks.

ARTICLE 35

SNOW EMERGENCY OPERATIONS

Section A:

When a snow or other emergency situation exists, Management will notify in advance those employees who are required to work. Generally, Management will divide the employees into two groups, Group 1 and Group 2. Groups will alternate their assigned

tours throughout the snow season. Employees will work during their normal tour of duty and the appropriate group will be required to remain during a snow emergency situation. Should the emergency continue, the other group will report at the designated time and continue to work through their normal tour of duty. This rotation shall continue until the emergency is over.

Management reserves the right to establish different groupings during situations requiring extended emergency operations. Management agrees to give employees appropriate notice in any such situations.

Section B:

Bulletin boards or telephone communications will be utilized to notify those employees in any group required to work the next snow or other emergency. Reasonable efforts will be made to equalize overtime. When an emergency arises employees are required to report to his/her emergency operation group. A unit employee seeking to be excused must make his/her request with the appropriate supervisor.

Section C:

Management will maintain a current listing of employees in the groups. The list of employees in each group will be reviewed with the Chief Steward for the Bureau and posted prior to November 15 each year.

Section D:

Management shall not be required to work all employees in any one group during any emergency overtime period. Only those employees in a particular group needed during a snow storm will be requested to work.

Section E:

During extended emergency operations, rest periods, shelters and an opportunity to eat will be provided.

Section F: Lunch Periods and Rest Breaks:

1. Except in emergencies specifically declared as such by a responsible official of the Department, employees will be provided ample opportunity for lunch periods during their regular tour of duty, which will not be used as a basis for pay. When an emergency has been declared the following paragraphs shall apply:

- a. An employee's method of compensation shall be consistent with District rules and regulations when a responsible official of the

Department designates a specific time period for eating and all work ceases to allow employees to eat.

b. When a responsible official determines that no period will be set aside for eating and employees are allowed to eat during working lapses, without interfering with normal work process, the employees will receive pay for the time required to eat.

c. Employees will be relieved for rest breaks as often as necessary and reasonable during emergency operations.

Section G:

By agreeing to renew Article 35 without change, the Parties reserve their respective positions regarding the validity and interpretation of the 'Memorandum of Agreement between the District of Columbia and the Labor Organizations Representing Compensation Units 1 and 2, District of Columbia Snow Removal Programs,' dated December 5, 2007 and November 27, 2007, signed by Natasha Campbell and George T. Johnson.

ARTICLE 36

INCLEMENT WEATHER CONDITIONS

Section A: General

This Article does not apply to snow emergency operations.

Section B: Early Dismissal

When the early dismissal of employees is authorized the Agency agrees to dismiss all affected non-essential employees.

Section C: Extreme Temperatures

In the event of excessive temperatures that cannot be immediately corrected or equipment failure, that precludes the performance of work or present unsafe/unhealthy working conditions, the Agency agrees that affected employees working inside buildings shall be dismissed or relocated for that workday. Except for emergency situations, the Employer agrees to relieve, as necessary, employees working outside during extreme heat or cold conditions by curtailing, rescheduling tours of duty, or suspending such operations or reassigning employees to other duties, inside or outside, or dismissing employees on paid administrative leave, at the Employer's option.

Section D: Facilities During Emergency Operations

The Agency agrees to provide or make accessible during prolonged emergency operations, restrooms and other facilities, as necessary, including toilet, heat, first aid kit and drinking water. Employees shall be afforded an opportunity to eat at prescribed intervals during such emergencies, and shall be entitled to rest periods as set forth in Article 34, Hours of Work.

Section E: Work Assignments

During inclement weather, the Agency agrees to reassign employees who are unable to perform their regular duties because of weather conditions to other duties as needed or provide a full day's tour of duty.

Section F: Reporting to Work

During inclement weather where the Agency has declared an emergency, employees shall be given a reasonable amount of time to report for duty without charge to leave; this reasonable time shall not exceed two hours after the assigned start time of the employee. Those employees required to remain on their post until relieved shall be compensated at the appropriate overtime rate and/or compensatory leave, at the overtime rate for the time it takes his/her relief to report for duty. It shall remain the employee's choice if the employee is paid overtime or receives compensatory time.

Section G: Leave Usage

Employees shall be allowed to use leave during inclement weather in accordance with Article 20 - Leave.

ARTICLE 37

ADMINISTRATIVE CLOSINGS

Section A: Definition of an Emergency

Emergency is generally construed to mean those periods when the health and welfare of the residents/visitors of Washington, D.C. are placed in jeopardy.

City-wide emergencies shall be declared by the Mayor of the District of Columbia. Those emergencies affecting the Agency's operations shall be declared by the Agency, with immediate notice to the Union president.

Section B: Definition of Administrative Closing

An Administrative Closing is defined as any closing of the District Government operations at the direction of the Mayor or the Department or Agency Head. These situations may arise for a number of reasons, including, but not limited to weather, power failures, interruption of public transportation, equipment failures, fires or acts of terrorism.

Section C: List of Essential\ Emergency Positions

The Agency agrees to provide the Union, annually, with a list of all bargaining unit positions identified as essential/emergency and the encumbered employee's name, grade and job title and the duration of the essential/emergency status. Each employee, whose position has been identified as essential/emergency, shall be notified annually of the essential/emergency status.

The Agency shall provide the Union with written notice of any changes in the designation of essential/emergency positions and employees. The Union shall have the opportunity to comment on the designation of positions as essential/emergency. The Agency shall meet with and consider the Union's comments.

The Agency shall publish an official listing of essential/emergency positions and, where applicable, shall include a statement of "essential" on all future vacancy announcements.

Section D: Non-Essential Employees

During an administrative closing, all non-essential employees who are covered by this Agreement shall be granted administrative leave upon the closing of the District Government or a Division, Unit, Office, or Agency covered by this Agreement.

ARTICLE 38

GRIEVANCE AND ARBITRATION PROCEDURES

Section A: Scope

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances and to enable the parties to resolve grievances at the lowest possible administrative level.

Section B: Presentation of Grievances

A grievance is a complaint by employee(s) and/or the Union that there has been:

1. Violation, misapplication or misinterpretation of this Agreement and/or the Compensation Agreement;
2. Violation, misapplication, and/or misinterpretation of any laws, rules, regulations, and policies affecting the terms and conditions of employment.

Section C: Categories of Grievances

1. **Individual** - A grievance of an individual or personal nature. In the case of an individual grievant proceeding without Union representation, the Union must be given an opportunity to be present and to offer its views at any meeting held to adjust the grievance. The Agency shall be responsible for notifying the Union of any such meeting.
2. **Group** - A grievance involving a number of employees in the bargaining unit. A group grievance may be filed at whatever step a resolution is possible.
3. **Class** - A grievance involving all the employees in the bargaining unit of a Department and/or Agency. A class grievance must be signed by the Union President or his/her designee and may be filed directly at Step 3 or Step 4 of this procedure. Grievances so filed shall be processed only if the issue raised is common to all employees in a specific agency and/or within the bargaining unit.

Section D: General

1. If the Agency declares a grievance procedurally non-grievable/arbitrable, it must make such declaration in writing in response to the Step 3 grievance or, if the initial step is after Step 3, in the response at the initial step. All questions of procedural Grievability/Arbitrability not raised in response to the Step 3 grievance or, if the initial step is after Step 3, in the response at the initial step, shall be deemed waived. Questions of procedural grievability/arbitrability are for the arbitrator to decide and shall be decided by the same arbitrator selected to hear the merits of the grievance. Questions of substantive arbitrability/grievability will be pursued in accordance with applicable law.
2. If the Agency does not respond within the time limits specified in each step, the employee or the Union may invoke the next step, treating the lack of response as a denial of the grievance.
3. All time limits shall be strictly observed unless the parties mutually agree in writing to extend the time limits. Days shall mean calendar days, unless stated otherwise.
4. The presentation and discussion of grievances shall be conducted at a time and place that shall afford a fair and reasonable opportunity for both parties and their witnesses to attend. During arbitration, no witness shall be heard if the

arbitrator determines his/her testimony is not relevant. When discussions and hearings are required under this procedure and are held during the work hours of the Department or Agency, participants and witnesses shall be considered in a pay status for this purpose. The Agency shall make witnesses available for testifying at arbitration(s). The Agency may stagger the release of employees to accommodate operational demands. Witness lists shall be exchanged seven (7) workdays before the initial hearing date.

5. The Agency shall provide current and accurate information and documentation to all requests for information related to the preparation and presentation of a grievance.

6. Upon receipt, the Agency shall provide written notice to the Union of all grievances filed by employee(s), who are processing grievance(s) without Union representation.

7 Only the Union can invoke arbitration for any grievance filed pursuant to this Agreement.

Section E: Procedural Steps

Step 1. The aggrieved employee (with or without his/her Union representative) and/or the Union shall orally or in writing present and discuss the grievance with the employee's immediate supervisor, within fifteen (15) workdays of the occurrence or the event giving rise to the grievance becoming known to the employee or the Union. The immediate supervisor shall make a decision on the grievance and orally communicate the decision to the employee or to the Union within ten (10) workdays from the date of the presentation of the grievance.

Step 2. If the grievance remains unresolved, the employee, with or without his/her Union representative, or the Union shall submit a written grievance to the next level manager within ten (10) work days of the date of the Step 1 response or, if a response is not received by the due date, within ten (10) work days of the response due date. This specific Step 2 grievance shall be the sole and exclusive basis for all subsequent steps. The grievance at this step shall contain:

1. A statement of the specific provision(s) of the Agreement alleged to be violated;
2. The date(s) on which the alleged violation(s) occurred;
3. The manner in which the alleged violation(s) occurred;
4. The specific remedy or adjustment sought; and
5. Signature of the employee or Union representative, as applicable.

Should the grievance not contain the required information, the grievant and/or the Union shall be so notified in writing and granted the opportunity to resubmit the grievance within five (5) work days of receipt of such notice.

A response to the Step 2 grievance shall be made by the manager within seven (7) workdays of the date of receipt of the Step 2 grievance.

Step 3. If the grievance remains unresolved, the employee and/or Union shall submit a Step 3 grievance to the Agency Administrator or his/her designee, within ten (10) work days following the Step 2 response or, if a response is not received by the due date for Step 2, within ten (10) work days of the Step 2 response due date. The Administrator, or his/her designee, within the administration shall respond in writing within ten (10) workdays of receipt of the Step 3 grievance.

Step 4 If the grievance remains unresolved, the employee and/or Union, shall submit a Step 4 grievance to the Agency Director within ten (10) work days, following the receipt of the Administrator's or his/her designee's response or the response due date for Step 3. The Department Director or Agency Head shall respond, in writing, within ten (10) workdays of receipt of the Step 4 grievance.

Step 5. If the grievance remains unresolved the Union within fifteen (15) workdays from receipt of the Step 4 response or the Step 4 response due date, shall advise the Agency Director, with a copy to the Director, Office of Labor Relations and Collective Bargaining, or his/her designee, in writing whether the Union intends to request arbitration on the grievance. Should the Union request arbitration, such request shall include a settlement, setting forth grounds for the grievance consistent with Step 2.

Section F: Selection of Arbitrator

1. Selection of an Arbitrator - Within ten (10) work days of the written notice to arbitrate, the Union shall request the Federal Mediation and Conciliation Service ("FMCS") to refer a panel of seven (7) impartial arbitrators. A copy of the FMCS panel request shall be sent to the Director, Office of Labor Relations and Collective Bargaining. Within fifteen (15) days of receipt of the FMCS panel, the parties shall select one of the names on the list as mutually agreeable, or if there is no mutually agreeable arbitrator, each party alternately strikes a name from the FMCS panel until one remains. A coin shall be tossed to determine who shall strike first. If none of the submitted arbitrators are acceptable, one (1) new panel may be sought before the selection process begins.

2. FMCS shall be empowered to make a direct designation of an arbitrator to hear the case if either party refuses to participate in the selection of an arbitrator.

Section G: Conducting Arbitration

1. The arbitrator shall hear and decide only one (1) grievance in each case, unless the parties mutually agree to consolidation of grievance(s).
2. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.
3. The hearing shall not be open to the public. The hearing shall be open to the parties and witnesses relevant to the grievance including Management representatives, the aggrieved employee(s), Union Officials and representatives of the aggrieved employee(s), including Union attorneys and national representatives. The Union and Management may have observers attend the arbitration hearing. In the case of a class grievance involving employees from more than one unit, division, or office, the Union representatives for all affected units shall be allowed to attend the arbitration hearings.
4. Witnesses shall be sequestered upon request of either party.
5. Either party may have the arbitration proceedings recorded stenographically or otherwise. The cost of the transcript will be borne by the party requesting the stenographic recording, unless the parties mutually agree to equally share the cost. If a party, who has not requested a stenographic recording, subsequently requests a copy of the transcript, the party shall be charged the copy cost for the transcript and will pay for one-half of the cost of the arbitrator's copy of the transcript.
6. Hearings shall be held in the Office of Labor Relations and Collective Bargaining, or at the District building that contains the Grievant's work site, or at another mutually agreeable location. If the Parties disagree as to whether the hearing should be held in the Office of Labor Relations and Collective Bargaining, or at the District building that contains the Grievant's work site, that matter will be decided by the arbitrator.

Section H: Arbitrator's Award

1. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasoning and conclusion, within thirty (30) calendar days after the conclusion of the hearing, or within thirty (30) calendar days after the arbitrator receives the parties' briefs, if any, whichever is later.
2. The arbitrator shall not have the power to add to, subtract from or modify the provisions of this Agreement through the award. The arbitrator shall conform his/her award to the issues presented in the grievance.

3. The award cannot provide relief retroactively to a time before the date of the occurrence of the event upon which the grievance is based.
4. The arbitrator's award shall be binding upon both parties. A timely appeal may be filed by either party, with the D.C. Public Employee Relations Board.
5. A statement of the arbitrator's fee and expenses shall accompany the award. The fee and expenses of the arbitrator shall be shared equally unless the arbitrator allocates responsibility otherwise in the Award.

ARTICLE 39

DISCIPLINE

Section A: General

Discipline shall be administered in a fair, equitable, consistent, objective and nondiscriminatory manner. Disciplinary action shall not be taken in a manner that is retaliatory or constitutes harassment. Employees shall not be subject to restraints, interference, coercion or reprisals in the disciplinary process.

Discipline shall be imposed on employees for cause and shall be progressive in nature.

Section B: Types of Disciplinary Actions

For the purposes of this Article, discipline shall include the following:

1. Corrective Actions: written reprimands or suspensions of less than ten (10) days.
2. Adverse Actions: removal, suspension for ten (10) days or more, or a reduction in position, grade or pay.

An employee may appeal a corrective action or adverse action through the grievance process. Adverse actions may be appealed through the grievance process or the employee may elect to file an appeal at the Office of Employee Appeals ("OEA"). For an adverse action, the submission of a written grievance or the filing of a petition with the Office of Employee Appeals, whichever event is earlier shall be considered an election by the employee. The choice of one avenue of relief forfeits access to the other.

Section C: Progressive Discipline

1. Discipline shall be corrective rather than punitive in nature, and shall reflect the severity of the infraction, consistent with the principles of progressive

discipline. It is also acknowledged that immediate adverse action up to discharge is sometimes appropriate.

2. In selecting the appropriate penalty to be imposed in a corrective or adverse action, the Agency shall consider relevant factors, including any mitigating or aggravating circumstances. The results of such consideration shall be in writing and placed in the corrective or adverse action file. An employee's prior disciplinary record may be considered. However, the following time limits on prior disciplinary actions shall apply when determining the appropriate discipline:

a. A reprimand and/or a suspension of less than ten (10) days shall be considered a prior offense and may be cited only within two (2) years of the effective date of the reprimand, and only if it was not withdrawn earlier by the deciding official issuing the action by a court, or by other competent authority.

b. An adverse action shall be considered a prior offense and may be cited only within three (3) years from the effective date of the action, and only if not withdrawn earlier by the deciding official issuing the action, by a court, or by other competent authority.

3. Consideration may be given to correcting the problem through the use of the Employee Assistance Program ("EAP"). For purposes of disciplinary actions and penalties, days are defined as calendar days, unless otherwise stated herein.

Section D: Time Frame for Proposing Disciplinary Action

After discovery of the incident, an investigation shall be conducted in a timely manner, and discipline shall be imposed upon the conclusion of any investigation.

Section E: Grievance Process

Employees may grieve disciplinary actions through the negotiated grievance procedure set forth in Article 38 Grievance and Arbitration Procedure, of this Agreement at the step of the next higher level manager than the deciding official, within fifteen (15) workdays of the receipt of the final decision. If the deciding official is the Director of the Agency, the grievance shall be filed at Step 4 of Article 38.

Section F: Probationary Employees

This Article shall govern disciplinary actions imposed on probationary employees. However, the removal of an employee during his/her probationary period is neither grievable nor appealable, and shall be done in accordance with the DPM.

Section G: Privacy

If a supervisor has reason to discipline an employee, it shall be done in private and in a manner that shall not embarrass the employee before other employees or the public.

Section H: Notice of Proposed Disciplinary Action

1. An employee for whom adverse action is proposed shall be entitled to at least 15 calendar days advance written notice of a proposed adverse action, or ten (10) calendar days if corrective action is proposed. The notice shall identify the cause and the reason(s) for the proposed action.
2. A notice of proposed corrective or adverse action shall contain the following information:
 - a. The violation or infraction allegedly committed by the employee and where the employee/union can obtain the supporting documentation;
 - b. The Agency shall give specific description of the incident(s), including the date(s) of the occurrence that resulted in the Agency proposing disciplinary action;
 - c. The name and telephone number of the hearing officer and/or disinterested designee;
 - d. A statement that the employee is represented by AFGE Local 631 and should seek assistance from the Union.

A response to the proposed disciplinary action is due ten (10) workdays after the employee receives the notice of proposed discipline.

Section I: Union Notification and Support Documentation

Recognizing that the Union is the exclusive representative of the employees covered by this Agreement, the Agency shall notify the Union of proposed disciplinary actions. A written notice shall be provided to the Union President identifying the name of the employee, the date the employee received the proposed action and the proposed penalty. This notice to the Union shall be mailed to the Union President at the time the document(s) is issued to the employee. The parties may mutually agree, in writing, to other methods of delivery of the notice to the Union.

The materials upon which the proposed discipline is based shall be made available to the employee and his/her authorized representative for review. The employee and his/her authorized representative shall be provided with copies upon request.

Any information that cannot be disclosed to the employee and/or his/her representative at the time the proposal is issued shall not be used as support for the proposed action and final decision.

Section J: Active Duty Status

Except for employees on paid administrative leave, an employee shall remain in an active duty status, during the proposed notice period.

Section K: Deciding Official

The person proposing a disciplinary action shall not be the deciding official, except in those circumstances where the Department Director is the proposing official.

1. The deciding official may either sustain the penalty, reduce it or dismiss the action, but shall not increase the penalty. In cases of termination, the deciding official may remand the hearing officer's recommendation to the hearing officer with instruction for further consideration.
2. If the proposed action is sustained in whole or in part, the written decision shall identify the reason for the decision and shall describe whether the proposed penalty has been sustained or reduced, and inform the employee of his/her right to appeal or grieve regarding the decision, and the right to be represented. The final decision shall also specify the effective date of the action.

Section L: Final Decision

A Notice of Final Decision, dated and signed by the deciding official, shall be delivered to the employee on or before the date that the action is to be effective. If the employee is not in a duty status at that time, the notice shall be sent to the employee's last known address by certified or registered mail before the effective date.

If a final decision is grieved through the negotiated grievance procedure, a written grievance shall be filed within fifteen (15) workdays of the receipt of the final decision, as provided for in Section E of this Article.

ARTICLE 40

UNIFORMS

Section A: Issuance of Uniforms

Government issued property such as uniforms, badges and equipment should be used only for its intended purposes while employees are on official government business. Employee(s) issued uniforms are required to wear such uniforms while on duty. Female employees covered by this Agreement who normally receive uniforms shall be issued

industry standard work clothing designed for women. The Department of Public Works (DPW) agrees to pay for laundering/clean uniforms on a weekly basis.

The Agency agrees to furnish the bargaining unit employees, in positions designated under Section F of this Article, the uniform items listed below. Office and mailroom personnel shall be issued smocks and thin rubber gloves.

OPM (December every other year)	DPW (June annually)
5 pairs of pants	5 pairs of pants
5 short sleeve shirts	5 short sleeve shirts
5 long sleeve shirts	5 long sleeve shirts
1 pair of coveralls	1 pair of coveralls
1 pair Refrigerator coveralls	1 pair of Refrigerator coveralls
2 pairs of work shoes/boots (Steel or fiberglass toe protection, if required)	1 pair of work shoes/boots
1 jacket	1 jacket
1 long coat (Frigid weather coat)	2 pair Heavy Duty Gloves (no limit - as needed) Goggles (no limit- as needed)
1 summer cap	1 summer cap
1 winter hat	1 winter hat
1 pair of hip boots (If required)	2 packages of T-Shirts (3 to a pack)
Gloves and Goggles (No limits-as needed)	
1 set of Industrial rain gear (hat, jacket, pants and boots)	1 long coat
3 Smocks and thin rubber gloves for office and mail room personnel	2 sweaters(zip up front) 1 Set of Industrial rain gear (hat, jacket, pants, and boots)

OPM means the Office of Property Management.

Management agrees to replace the above items as set forth in this Article. Employees shall be measured each year at a time that allows the Agency to assure timely delivery of uniforms.

Section B: Employee Responsibility

Employee(s) terminating employment will be required to return identification badges, cell phones, electronic equipment, uniforms and other government property in their possession, prior to receiving their final check. If an employee fails to return the above items, the District may deduct up to a maximum of two hundred fifty dollars (\$250.00), or if the value of the item(s) is greater than \$250.00, one-half the net amount of the final pay check(s) due, based upon the depreciated value of the item(s). Employees will be allowed to explain extenuating circumstances prior to monies being deducted from their final pay check. Employee seeking to provide such an explanation shall submit a written statement to the Department Director. Any deduction made from final pay under this

provision shall not waive the right of the employee to challenge the validity of the deduction or the right of the District to seek the return and/or additional reimbursement for items not returned by the employee.

Section C: Measurements and Corrections

Management shall work to ensure that accurate measurement of employees and correct sizes of uniforms are received by employees. Corrections needed on uniforms shall be completed promptly, after notice of the incorrect fit by the employee. Employee(s) shall provide notice of an incorrect fit, within 7 working days of receiving the new or replacement uniform. Corrections needed on uniforms shall be completed within thirty (30) days after notice of incorrect fit by the employee.

Section D: Recommendation for Additional Uniforms

The Union may submit in writing, to the Management of each department or agency, recommendations regarding uniforms. Management agrees to meet with a representative of the Union to discuss the recommendations made by the Union.

In addition to the items in Section A, Management may issue other uniform items deemed necessary. Labor-Management meetings may be utilized to assist in determining additional uniform needs in particular departments or agencies.

Section E: Cooperation

It is the desire of Management to provide uniforms on a timely basis, consistent with the Collective Bargaining Agreement. To this end, the parties agree to cooperate in the administration of this Article.

Section F: Definition of Trade Positions

For purposes of this Article, the following positions are designated to receive uniforms under this Article. Other positions may be designated, after consultation by the parties to this Agreement: All mechanics, plumbers carpenters, painters, boiler plant worker, maintenance worker, pipe fitter, welder, maintenance mechanic, vehicle operator, engineering equipment operator, mason, laborer, electrician, equipment repairer, Tools and Parts attendants, equipment specialists, locksmith, truck driver, roofer, HVAC and all helpers.

ARTICLE 41

IMPROVED BENEFITS

Any employee covered by this Agreement shall automatically receive any benefits of any future legislation, ordinance or order which improves on non-compensation benefits

ARTICLE 42

ADMINISTRATION OF OVERTIME

Section A: Equal Distribution of Overtime

Overtime work shall be equally distributed among employees and appropriate specific arrangements for the implementation of this concept may be a topic at Union-Management Cooperation Meetings or Labor Management meetings. Specific employees' qualifications and emergency circumstances may be considered when decisions are made on which employee shall be called for overtime work.

Section B: Rotating Overtime

Management will solicit volunteers when overtime work is required. In the event a sufficient number of volunteers who are qualified to perform the job functions are not available, overtime work will be rotated based on seniority in the office or unit until each employee has been offered overtime. Instances of hardship shall be presented to the supervisor and shall be considered on a case by case basis.

Section C: Failure to Report for Overtime Work

An employee who fails to report for previously scheduled overtime shall be taken out of the overtime rotation cycle or overtime scheduling. The employee shall be placed back into the rotation after 30 days. This section does not preclude management's exercise of its rights to impose disciplinary action.

ARTICLE 43

DRUG AND ALCOHOL TESTING

Employees who hold a CDL license, as required by their positions, shall be tested for drug and alcohol in accordance with the U.S. Department of Transportation regulations. CDL employees who test positive for drug and/or alcohol use while on duty in accordance with U.S. Department of Transportation regulations, shall be disciplined in accordance with Article 39 of this Agreement and the chart of appropriate penalties listed below. This penalty chart does not apply to post-accident testing or testing because of damage to person or property.

Alcohol Use While on Duty	1 st offense	2 nd offense	3 rd offense
After a positive test result showing the following: · Drunkenness on duty in violation of the DOT regulations	Reprimand to Suspension for up to	Suspension for 20-30 days	Removal

· Alcohol use while on duty in violation of the DOT regulations	15 days		
Use of Illegal Drugs: Unauthorized Use or Abuse of Prescription Drugs; or Positive Drug Test Result			
After a positive test result showing the following: · Illegal drug use while on duty in violation of DOT regulations · Unauthorized use or abuse of prescription drugs in violation of DOT regulations	Suspension for 15 to 30 days	Removal	N/A

ARTICLE 44

ICE MACHINES AND OTHER EQUIPMENT

The Employer agrees to furnish and maintain water coolers and/or ice machines, and cups wherever and whenever necessary. The Employer agrees to service and keep all water coolers and/or ice machines and drinking water fountains in proper working condition.

ARTICLE 45

NEW TECHNOLOGY AND EQUIPMENT

Section A:

Whenever the Agency proposes to acquire or implement any mechanical device or technological change or system based upon new technology or new procedures that may adversely impact on employees in the bargaining unit, the Agency shall notify the Union in writing at least 60 days prior to implementation. Once bargaining is requested, the parties shall bargain as permissible by law.

Section B:

The Agency shall provide appropriate training for affected employees to acquire the skill and knowledge necessary for the new equipment or procedure. The training shall be held during working hours or during non-work hours, which will be paid at the overtime rate. The Employers shall bear the expense of the training.

ARTICLE 46
WORK RULES

Employees shall be advised of verbal and written work rules which they are required to follow.

ARTICLE 47
REORGANIZATION

Section A:

The Employer agrees to provide the Union with thirty (30) days notice of its intent to reorganize. The Union shall be allowed to bargain to the extent permissible by law, prior to implementation.

Section B:

The Union, upon written request, shall receive documents related to the reorganization that is relevant and necessary to the Union's performance of its role as exclusive collective bargaining representative.

ARTICLE 48
SUCCESSORSHIP

This Agreement shall be binding upon the parties hereto. In the event of a change in the Agency, this Agreement shall be binding on the Agency's successor.

ARTICLE 49
SAVINGS CLAUSE

In the event any article, section or portion of this Agreement is rendered or declared invalid by any existing or subsequently enacted legislation, or by decree of a court or higher authority of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specified in the legislation or decision, and shall not invalidate the remaining portions hereof, and they shall remain in full force and effect. Upon issuance of such decision, the Employer and the Union agree to enter into negotiation for a substitute for the invalidated article, section or portion thereof.

ARTICLE 50

DURATION AND FINALITY OF AGREEMENT

Section A: Duration of Agreement

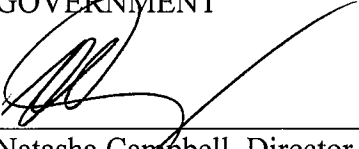
This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Code, 2001 Ed.). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2013. Should either party desire to renegotiate, renew, or extend or modify this Contract, notice will be given in writing on or before March 31 of the year preceding the September termination date. This Agreement shall remain in full force and effect during the period of negotiations and until a new contract takes effect.

Section B: Finality

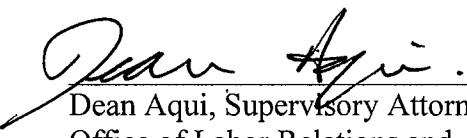
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

IN WITNESS THEREOF, the parties hereto have entered into this Agreement on this 6th day of October, 2009.

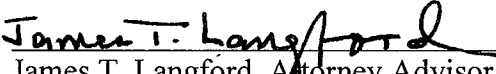
FOR THE DISTRICT OF COLUMBIA
GOVERNMENT



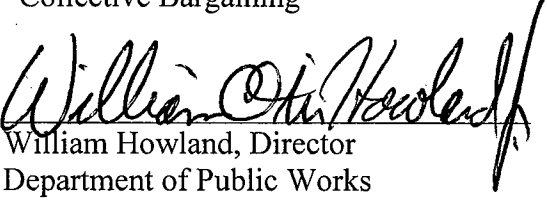
Natasha Campbell, Director
Office of Labor Relations and
Collective Bargaining



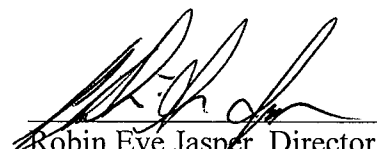
Dean Aqui, Supervisory Attorney Advisor
Office of Labor Relations and
Collective Bargaining



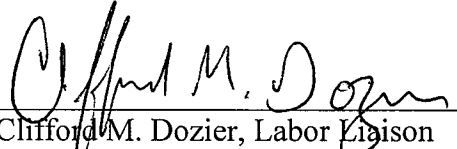
James T. Langford, Attorney Advisor
Office of Labor Relations and
Collective Bargaining



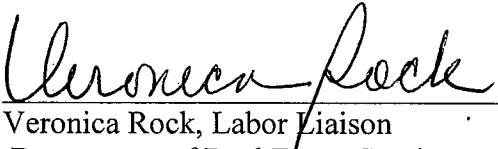
William Howland, Director
Department of Public Works



Robin Eve Jasper, Director
Department of Real Estate Services

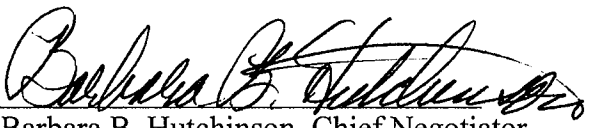


Clifford M. Dozier, Labor Liaison
Department of Public Works




Veronica Rock, Labor Liaison
Department of Real Estate Services

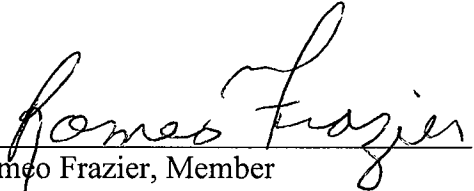
FOR THE UNION, AMERICAN
FEDERATION OF GOVERNMENT
EMPLOYEES, LOCAL 631



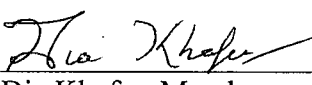
Barbara B. Hutchinson, Chief Negotiator
AFGE, Local 631




Barbara J. Milton, President
AFGE, Local 631



Romeo Frazier, Member
Negotiating Team, AFGE, Local 631



Dia Khafra, Member
Negotiating Team, AFGE Local 631



Arthur Jones, Member
Negotiating Team, AFGE, Local 631

APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees, Local 631, dated October 6, 2009, has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (D.C. Code, Section 1-617.15 (2001 ed.)) and is hereby approved this 13th day of May, 2010.


Adrian M. Fenty
Mayor

Article 4

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MOTOR VEHICLES

★ ★ ★



J. T. Langford

5.15.09

T. A.

MEMORANDUM

TO: Persons Issued Tickets While Operating Government Vehicles

FROM: *Lucinda M. Babers*
Lucinda Babers
Interim Director

DATE: April 9, 2007

SUBJECT: Adjudication of Parking Tickets Incurred During Government Service

The Department of Motor Vehicles revised its guidelines for adjudicating tickets issued to government and public service vehicles on March 20, 1994. Working with police agencies and other officials, the Department created exceptions to liability for some cars and trucks operated by government employees during the course of official government business. There are, however, still misunderstandings on the part of some employees about the range and scope of exceptions permitted for government and public service vehicles.

There are no exceptions for citations that are issued for blocking traffic or for other activities that impact upon public safety.

There also appears to be a misunderstanding about the proper use of the "Authorized Parking Permit" issued by the Department of Motor Vehicles.

- **The "Authorized Parking Permit" does not convert a private vehicle into an official government vehicle.**
- **Vehicles with private license plates cannot park free at meters, even if they do display an "Authorized Parking Permit", and such vehicles may not occupy parking spaces that are reserved for "Government Vehicles Only".**

The following "Guidelines for Exceptions" may be useful in helping government employees avoid tickets and other enforcement action:

1. Government Employees - District and Federal vehicles may be excused from parking infractions incurred during the course of urgent government business if there was no other legal space available, provided the parking violation did not block traffic or cause a safety problem.

Ex. 34

BBN 5/15/09

The defense of being a government employee on urgent business will not excuse the following violations:

- violation of no parking/standing anytime regulations
- rush hour violations
- blocking a crosswalk
- parking in a fire lane/fire hydrant
- loading zone violation
- parking in a bus stop or bus zone
- violation of school zone regulations
- parking on a sidewalk
- blocking a driveway or alley

S. T. Layton

2. Law Enforcement Vehicles – Law enforcement vehicles carry with them the presumption that their business is urgent. It is recognized that from time to time law enforcement duties require personnel to violate exceptions to established rules. In these cases hearing examiners weigh a respondent's violation against the duties the agent performs and makes a decision in consideration of the public interest.
3. Utility Vehicles – Utility vehicles are treated as though they were government vehicles. The actual work vehicle is treated in much the same manner as a law enforcement vehicle. For example, an electric repair truck may have to park in a bus zone because that is where the manhole to be re-wired is. A supervisor's car will, however, be held to the provisions of paragraph one. Government ticket writers will look for work cones to denote activity, and if work cones are not displayed, a citation can be issued.
4. Procedures for Adjudication – Each agency should designate one or two persons to review tickets issued to vehicles operated by their employees. Drivers may be held responsible for tickets that do not fall within government adjudication guidelines.

- Tickets that are disapproved by a Department's certifying official may be presented for a hearing by the individual driver, or else they should be paid. When citations are adjudicated by a hearing examiner and a respondent is found liable, the citation is expected to be paid.
- If a reviewing official believes that a ticket issued to a government vehicle falls within government adjudication guidelines described above, the completed file should be directed to the Government Fleet Specialist at Adjudication Services, 301 C Street, NW, Washington, D.C. 20001. An accompanying letter should be sent describing the nature of the driver's business, why that business was urgent, and what the driver did to seek out available legal parking space.
- It is important that a full explanation of the circumstances surrounding a ticket is presented when one is seeking an exception to liability. Vehicle operators who are denied processing under your Department's screening procedures may walk in for an in-person hearing at 301 C Street, NW on any business day between the hours of 8:30 a.m. to 4:00 p.m.

SBH 5/15/09

- The signature of your Department's certifying official should be on file at Adjudication Services. The person authorized to seek an exception for vehicles on a Department's registry should be known to our officials, as we can not process requests submitted by individual employees.

J. T. Langford

Agency, Division, Branch	Date - Week Ending:
Employee Name	Union Title
	Union

This form shall be administered in accordance with the Collective Bargaining Agreement, including representational functions of official time (Activity as identified in Article 8. [See Activity List on Reverse Side]. The union representative completes this form and the immediate supervisor will initial the last column. This form is not a time sheet and shall only be used to record the use of official time. Send original to the Office of Labor Relations and Collective Bargaining, with a copy to the supervisor and a copy to the union representative.

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity):

1	Investigation, receipt, preparation and presentation of grievances and safety issues
2	Labor-Management and safety committee meetings
3	Representation in arbitration, PERB, OEA, OHR and other applicable jurisdictional body
4	Attending meetings with Agency, Mayor, City Council, Congress or other official body
5	Posting Union notices on designated Union bulletin boards
6	Attending negotiation meetings as designated member of team or acting as alternate for absent member
7	Consulting with Agency or its representatives, other Union representatives, or employees, concerning enforcement of Agreement
8	To attend training or other activities to further the interests of improving the Labor-Management relationship
9	Travel to any of the activities listed above

COMPENSATION AGREEMENT

BETWEEN

THE DISTRICT OF COLUMBIA

AND

THE OFFICE OF THE ATTORNEY GENERAL

AND

THE AMERICAN FEDERATION OF GOVERNMENT

EMPLOYEES, LOCAL 1403,

AFL-CIO

EFFECTIVE OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020

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PREAMBLE

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the District of Columbia 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 2018	FY 2019	FY 2020
% Increase	1.8%	1.8%	1.8%

SECTION A -- FY 2018:

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2017.

SECTION B -- FY 2019:

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2018.

SECTION C -- FY 2020:

The A-35 salary schedule for all bargaining unit employees will be increased by one and eight-tenths percent (1.8%) effective the first day of the first full pay period commencing on or after October 1, 2019.

The Union has agreed to forego any adjustments coming from the District's Classification and Compensation initiative for the term of this Agreement.

ARTICLE 2A BONUSES

SECTION A – FY 2018:

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2017, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2017, 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, 2017, and in no event later than March 31, 2018. If Employer has not conducted a performance review for an employee by December 31, 2017, the employee shall be entitled to the bonus amount for FY 2018, established by the rating in the most recent annual performance evaluation, if any.

SECTION B -- FY 2019:

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2018, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2018, 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, 2018, and in no event later than March 31, 2019. If Employer has not conducted a performance review for an employee by December 31, 2018, the employee shall be entitled to the bonus amount for FY 2019, established by the rating in the most recent annual performance evaluation, if any.

SECTION C -- FY 2020:

Each employee who receives an “Excellent” or substantially similar rating for the evaluation period ending August 31, 2019, shall receive a one and a half percent (1.5%) bonus. Each employee who receives an “Outstanding” or substantially similar rating for the evaluation period ending August 31, 2019, 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, 2019, and in no event later than March 31, 2020. If Employer has not conducted a performance review for an employee by December 31, 2019, the employee shall be entitled to the bonus amount for FY 2020, established by the rating in the most recent annual performance evaluation, if any.

ARTICLE 2B SATURDAY AND HOLIDAY PAY

Effective FY 2018, 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.

ARTICLE 3 BENEFITS COMMITTEE

SECTION A – General:

The parties herein agree to establish a Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select two representatives to serve on the committee. The District of Columbia Human Resources office shall appoint at least one committee representative with authority to make benefits decisions. Within thirty (30) business days following the Council of the District of Columbia's approval of this Agreement, the Union shall contact DCHR's Associate Director of the Benefits and Retirement Administration to establish the Benefits Committee and meet to hold an initial meeting to review current benefits. Subsequently, the Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein that is prior to the formal solicitation of bids from providers for such contracts as provided for in Section C3 below.

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.

SECTION C – Responsibilities:

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit 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 D.C. Official Code, Chapter 6, Subchapter XXI.
3. DCHR will review with the Committee in advance the technical requirements in preparation for the formal solicitation of bids from providers in order for the Committee

to provide any comments and recommendations on the criteria for bids and preparation of solicitations for requests for proposals for DCHR's consideration. DCHR will highlight any changes or enhancements to existing benefit plans or programs reflected in the technical requirements. After DCHR has reviewed and considered the Union's comments and recommendations, the Committee shall meet in order for DCHR to inform the Union how or if DCHR will incorporate the Union's comments and recommendations in the final solicitation for bids.

4. Explore issues concerning the workers' compensation system that affect bargaining unit employees consistent with D.C. Official Code, Chapter 6, Subchapter XXIII (Public Sector Workers' Compensation).
5. DCHR shall notify the Committee by email after the award to providers but prior to implementation of any significant 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 bargaining unit employees.

SECTION D – Maintenance of Benefits:

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees 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

(Compensation Units 1 & 2 Agreement): 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 Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is

provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

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.

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.

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. Life insurance benefits for employees hired on or after October 1, 1987 shall be set at the following minimum level of benefits: 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.

3. 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 that is equal

in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

4. 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 that is at least equal in coverage and level of benefits 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 insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(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 that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. 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 insurance providers, provided that additional insurance providers do not reduce the current level of

benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

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 additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

SECTION E – Indemnity Benefits:

Employer shall provide access to the 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 (2014 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) Seek medical attention and/or recover from illness or injury;

(b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;

(c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;

(d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or

(e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4) (2014 Repl.).

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)(2014 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) (2014 Repl.).

3. Funeral Leave:

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 accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. 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" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. 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.

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.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.

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 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 16th 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

SECTION A:

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

SECTION B:

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

SECTION C:

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. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. 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 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 7 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:

Management shall not require an employee to use his/her personal vehicle for government purposes. 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 or Online Vehicle Expenses:

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably 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 to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

ARTICLE 8 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 9 ANNUAL LEAVE BUY-OUT

SECTION A – Payment for Annual Leave:

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 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 10 BACK PAY

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time 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 11 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 12 GRIEVANCE AND ARBITRATION PROCEDURES

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

ARTICLE 13 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 14 DURATION AND FINALITY

SECTION A -- 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, 2020, 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 B – Finality:

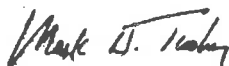
This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable compensation issues, and contains the full agreement of the parties as to all such compensation issues that were or could have been negotiated.

ARTICLE 15 INCORPORATION OF NON-COMPENSATION AGREEMENT

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017 through September 30, 2020 (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 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



**Mark H. Tuohey, III, Director
Mayor's Office of Legal Counsel**

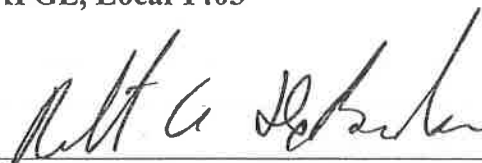


**Karl A. Racine, Attorney General
Office of the Attorney General**

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




**Steve Anderson, President
AFGE, Local 1403**




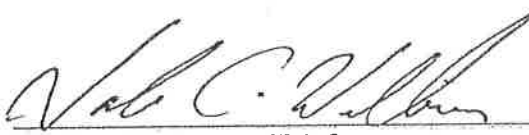
**Robert A. DeBerardinis, Vice President
AFGE, Local 1403**

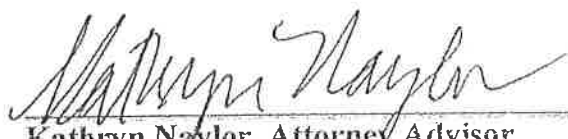
On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

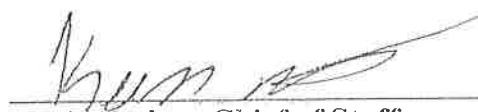
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


Lionel C. Sims Jr., Esq., Director
Office of Labor Relations & Collective
Bargaining


Ronald R. Ross, Deputy Director
Mayor's Office of Legal Counsel



Nadine Wilburn, Chief
Personnel, Labor & Employment Division
Office of the Attorney General



Kathryn Naylor, Attorney Advisor
Office of Labor Relations & Collective
Bargaining

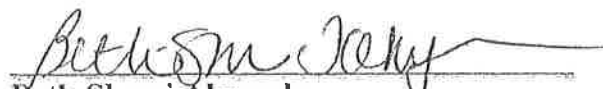

Kevin Stokes, Chief of Staff
Office of Labor Relations & Collective
Bargaining



Asha Bryant, Attorney Advisor
Office of Labor Relations & Collective
Bargaining


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


Olga L. Clegg, Vice President
AFGE, Local 1403


Anne Hollander
AFGE, Local 1403

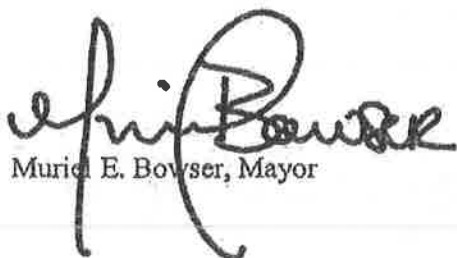

Beth-Sherri Akyereko
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Dave Rosenthal
AFGE Local 1403


Marie-Claire Brown
AFGE Local 1403

APPROVAL

This compensation collective bargaining agreement between the District of Columbia and Compensation Unit 33 represented by AFGE, Local 1403, dated 10-31-2017, has been reviewed in accordance with Section 1-617.17 of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16th day of January, ~~2017~~²⁰¹⁸.


Muriel E. Bowser, Mayor

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year:	2020	Service Code Definition:	Attorneys (includes both OAG and other agencies)
Effective Date:	October 13, 2019		
Union/Nonunion:	Union	Affected CBU/Service Code(s):	BQA A35
Pay Plan/Schedule:	LS (Legal Service)		
Peoplesoft Schedule:	LA0002		
% Increase:	1.80%		
Resolution Number:			
Date of Resolution:			

Grade	1	2	3	4	Steps 5	6	7	8	9	10	Between Steps
09 \$	58,058 \$	59,995 \$	61,932 \$	63,869 \$	65,806 \$	67,743 \$	69,680 \$	71,617 \$	73,554 \$	75,491 \$	1,937
10 \$	63,945 \$	66,076 \$	68,207 \$	70,338 \$	72,469 \$	74,600 \$	76,731 \$	78,862 \$	80,993 \$	83,124 \$	2,131
11 \$	70,242 \$	72,588 \$	74,934 \$	77,280 \$	79,626 \$	81,972 \$	84,318 \$	86,664 \$	89,010 \$	91,356 \$	2,346
12 \$	84,199 \$	87,007 \$	89,815 \$	92,623 \$	95,431 \$	98,239 \$	101,047 \$	103,855 \$	106,663 \$	109,471 \$	2,808
13 \$	100,133 \$	103,470 \$	106,807 \$	110,144 \$	113,481 \$	116,818 \$	120,155 \$	123,492 \$	126,829 \$	130,166 \$	3,337
14 \$	118,319 \$	122,265 \$	126,211 \$	130,157 \$	134,103 \$	138,049 \$	141,995 \$	145,941 \$	149,887 \$	153,833 \$	3,946
15 \$	139,189 \$	143,826 \$	148,464 \$	153,101 \$	157,739 \$	162,376 \$	167,014 \$	171,651 \$	174,147 \$	177,661 \$	Varies

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year: 2019 Service Code Definition: Attorneys (includes both OAG and other agencies)

Effective Date: October 14, 2018

Union/Nonunion: Union Affected CBU/Service Code(s): BQA A35

Pay Plan/Schedule: LS (Legal Service)
Peoplesoft Schedule: LA0002

% Increase: 1.80%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Steps	6	7	8	9	10	Between Steps
09 \$	57,034	\$ 58,936	\$ 60,838	\$ 62,740	\$ 64,642	\$ 66,544	\$ 68,446	\$ 70,348	\$ 72,250	\$ 74,152	1,902
10 \$	62,812	\$ 64,906	\$ 67,000	\$ 69,094	\$ 71,188	\$ 73,282	\$ 75,376	\$ 77,470	\$ 79,564	\$ 81,658	2,094
11 \$	69,002	\$ 71,306	\$ 73,610	\$ 75,914	\$ 78,218	\$ 80,522	\$ 82,826	\$ 85,130	\$ 87,434	\$ 89,738	2,304
12 \$	82,708	\$ 85,467	\$ 88,226	\$ 90,985	\$ 93,744	\$ 96,503	\$ 99,262	\$ 102,021	\$ 104,780	\$ 107,539	2,759
13 \$	98,362	\$ 101,640	\$ 104,918	\$ 108,196	\$ 111,474	\$ 114,752	\$ 118,030	\$ 121,308	\$ 124,586	\$ 127,864	3,278
14 \$	116,228	\$ 120,104	\$ 123,980	\$ 127,856	\$ 131,732	\$ 135,608	\$ 139,484	\$ 143,360	\$ 147,236	\$ 151,112	3,876
15 \$	136,728	\$ 141,283	\$ 145,839	\$ 150,394	\$ 154,950	\$ 159,505	\$ 164,061	\$ 168,616	\$ 173,172	\$ 177,728	Varies

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year:	2018	Service Code Definition:	Attorneys (includes both OAG and other agencies)
Effective Date:	October 1, 2017		
Union/Nonunion:	Union	Affected CBU/Service Code(s):	BQA A35
Pay Plan/Schedule:	LS (Legal Service)		
Peoplesoft Schedule:	LA0002		
% Increase:	1.80%		
Resolution Number:			
Date of Resolution:			

Grade	1	2	3	4	Steps	6	7	8	9	10	Between Steps
09 \$	56,027 \$	57,895 \$	59,763 \$	61,631 \$	63,499 \$	65,367 \$	67,235 \$	69,103 \$	70,971 \$	72,839 \$	1,868
10 \$	61,701 \$	63,758 \$	65,815 \$	67,872 \$	69,929 \$	71,986 \$	74,043 \$	76,100 \$	78,157 \$	80,214 \$	2,057
11 \$	67,783 \$	70,046 \$	72,309 \$	74,572 \$	76,835 \$	79,098 \$	81,361 \$	83,624 \$	85,887 \$	88,150 \$	2,263
12 \$	81,246 \$	83,956 \$	86,666 \$	89,376 \$	92,086 \$	94,796 \$	97,506 \$	100,216 \$	102,926 \$	105,636 \$	2,710
13 \$	96,623 \$	99,843 \$	103,063 \$	106,283 \$	109,503 \$	112,723 \$	115,943 \$	119,163 \$	122,383 \$	125,603 \$	3,220
14 \$	114,171 \$	117,979 \$	121,787 \$	125,595 \$	129,403 \$	133,211 \$	137,019 \$	140,827 \$	144,635 \$	148,443 \$	3,808
15 \$	134,310 \$	138,785 \$	143,260 \$	147,735 \$	152,210 \$	156,685 \$	161,160 \$	165,635 \$	169,043 \$	171,434 \$	Varies

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 OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020

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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"), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor ("Agency Counsel Office" collectively with OAG referred to herein as "Employer"), except employees excluded under D.C. Official Code § 1-617.09(b). 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.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

Section 1-A - Composition and Function of the OAG Labor-Management Committee:

A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.

B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, 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.

Section 1-B - Composition and Function of the MOLC Labor-Management Committee:

- A. The Union and the Mayor's Office of Legal Counsel (MOLC) shall establish a Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and MOLC representatives.
- B. The purpose of the MOLC LMC, which shall meet quarterly, 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 Mayor 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.

Section 2 – Subcommittees:

The parties may mutually agree to establish subcommittees of the LMCs 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 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, 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 representatives from the Union and Employer 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 Employer, 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 request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, 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:

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

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 regulations in the administration of leave. Annual leave must be requested reasonably 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 SCHEDULES

Section 1 – Definitions:

A. Except as provided in this Article, the professional workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

B. Professional Workweek:

Attorneys work a professional work week on a salaried basis consisting of a minimum of forty (40) hours. The normal workweek for full-time attorneys shall consist of five (5) consecutive days, at least eight (8) hours of work, Monday through Friday. Management may vary the workweek of attorneys in order to meet work load requirements or emergency situations and must provide the employees with at least a two (2) day advance notice, if possible. Attorneys are exempt from the overtime restrictions under the Fair Labor Standards Act. However, in the event an employee is asked to work more than 8 hours per day or 40 hours per week, management will attempt to give as much notice as possible and reasonably consider any request for compensatory time covered elsewhere in this agreement.

Section 2 Fair Labor Standards Act:

Attorneys are excluded from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

Section 3 Flexible/Alternative Work Schedules:

Employer shall maintain, to the extent already in effect, or establish at least the following three Alternative Work Schedules (AWS) for covered employees: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Flexiplace/Telecommuting Schedule, including Ad Hoc Telecommuting. AWS may be combined, except that a Compressed Work Schedule may only be combined with Ad Hoc Telecommuting. The existing AWS policies of all agencies are hereby incorporated by reference into this Agreement provided that they include the three AWS described in this Section. In the event that any agency does not currently have an AWS policy that includes the three AWS described in this Section, the OAG Office Order # 2015-03 shall apply until such time as the agency establishes its policy. The normal work hours shall be adjusted, consistent with a supervisor's discretion set forth in the applicable Office Order or other governing policy, rule, regulation or law to allow for AWS schedules, with appropriate adjustments in affected leave. In deciding whether to grant an employee's request to use an alternative work schedule, the employee's supervisor shall consider, but is not limited to the following factors:

- A. The demands of the requesting individual's work;
- B. The need to maintain adequate staffing to handle unanticipated matters or cover

matters that are handled by the Office, Unit, Section, or Division, even if that assignment is not assigned to the requesting employee;

- (1) The needs of the work unit, including the need to ensure sufficient staffing levels during core hours and availability of office staff or government officials;
- (2) Whether granting an AWS request results in the denial of annual or sick leave to other members of the Office, Unit, Section, or Division;
- (3) The past performance of the requesting individual;
- (4) Equitable sharing of Office functions;
 - a. Whether work assignments can be performed effectively and efficiently by an employee on the type of AWS being requested;
 - b. Whether the requested AWS places an undue burden on others covered by this Office Order within a particular Unit, Section, or Division; and
 - c. Any other factor that may affect the quality or quantity of work accomplished by the Office, Unit, Section or Division.

Such schedules maybe appropriate where:

1. It is cost effective;
2. It increases employee morale and productivity; or
3. It better serves the needs of the public.

The Union shall be given advance notice when flexible/alternative work schedules are proposed and shall be given the opportunity to consult. A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

Section 4 Flexiplace/Telecommuting:

Supervisors may permit employees to use flexiplace/telecommuting plans. Employees participating in flexiplace/telecommuting plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees should make every effort to report as soon as possible, generally within 2 hours. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

Section 5 Supervisor's Authority:

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the Director of the MOLC. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

Section 6 Impact and Effect Bargaining:

The Attorney General shall not change its existing AWS Office Order # 2015-03 without advance notice to the union and an opportunity to engage in impact and effects bargaining. Agencies shall not implement an alternate work schedule policy without advance notice to the union, an opportunity to engage in impact and effects bargaining and an opportunity to make substantive suggestions to any AWS policy before the policy's effective date.

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 (DPM Chapter 20B, Section 2050, EAP) 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 for this purpose on the same basis as any other illness with appropriate documentation of attendance.

ARTICLE 6 UNION STEWARDS/OFFICAL 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 Employer 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 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 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. 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 Employer 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 his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% 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**

Section 1:

Upon request, the Union may have access to meeting space by following established Employer 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.

Section 2:

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

Section 3:

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 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.

Section 4:

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

Section 5:

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 and/or Mayor, as appropriate, or their designees 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.

Section 6:

The contents of the notices posted on the bulletin board shall be at the discretion of the Union, except that the Attorney General and/or Mayor, as appropriate, or their designees 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.

Section 7:

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, the Mayor, 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 and 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 Official Personnel File ("OPF"), whether maintained by the Employer, DCHR or elsewhere, upon request.

Section 2 - Right to Respond:

Each Employee shall have the right to answer any material filed in his/her 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 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 3 - 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 4 - 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 5 – 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 1 -- 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 2 -- Early Dismissal:

A. Whenever the Attorney General, 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 and/or Mayor (or their designees) 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.

B. 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 3 -- 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 Rcpl.), 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 or the Office of the Attorney General, as the case may be, 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 CMPA, 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 periods 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, to convert term bargaining unit employees ("NTE employees") to permanent ("FTE") status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee 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 1st 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.

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 or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. . At the request of either the Union or Employer, the appropriate 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 any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, 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 Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy 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:

- A. To form, join and assist in labor organization or to refrain from this activity;
- B. 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
- C. 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 the Mayor's or OAG's EEO Director through the administrative complaint process, the Office of Human Rights, the Equal Employment Opportunity Commission, local or federal courts). 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 gives rise to the allegation of discrimination is made the subject of a timely filed grievance or an informal 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 party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.
- D. 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. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.
- E. 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 or the Risk Manager for the District agency, as applicable.

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 appropriate 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. 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 and/or the Mayor, or their designees.

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy 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 or the Risk Manager for the District agency, as applicable, 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, the Attorney General, or their designees.

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 31st 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 Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for personal purposes, but that such use 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 and will notify the Union, in advance, of any such orientation. The orientation shall include 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 and other District agencies that employ District legal service attorneys 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 and other District agencies that employ District legal service attorneys 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 Mayor, the Attorney General, and the Union that all employees both within the bargaining unit and outside shall be treated with fairness and dignity.

Section 2 - Employee Rights:

A. 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").

B. 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, the Attorney General, D.C. Council and 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 by the Employer 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, management 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 management policy 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 within the District legal service 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. At any time after completion of the attorney's seventh anniversary with the District legal service 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 or the District agency in which they worked prior to the sabbatical.

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 or agency director 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 Mayor or Attorney General, as applicable, 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 management 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:

A. The Promotions Ranking Committee (PRC) shall be comprised of Employer representatives (i) from each division in OAG or (ii) selected by the Mayor's Office of Legal Counsel for each subordinate agency. 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.

B. Management will provide a copy of the current list and it shall provide an updated copy as changes are made.

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 or agency head, as applicable. 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 or at a subordinate agency, 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 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.

A. 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, the Mayor, or their designees, 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 or the Mayor's Office of Legal Counsel. 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 or agency head, as applicable, within thirty (30) calendar days of receipt of the decision by the employee. The Attorney General's decision or agency head's decision, as applicable, 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 or the agency head, as applicable who shall issue a decision within fifteen (15) calendar days thereafter. If the Attorney General or agency head, as applicable, 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 and the Mayor's Office of Legal Counsel shall establish procedures for appeals under this Article to the committee and to the Attorney General and agency head, respectively.

Section 3 – General Provisions:

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 agency head, as applicable, 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:

A. 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.

B. 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 fifteen (15) 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 fifteen (15) 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 agency head, as applicable, 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 agency head, as applicable, 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 agency head, as applicable, 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 fifteen (15) 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 fifteen (15) 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 fifteen (15) 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 fifteen (15) 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 29 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 or an agency head, 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 office, 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 or agency head's decision, as applicable, shall be the final agency decision.

Section 2 -- Appeal Procedures:

After the Attorney General or agency head 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 or agency head's suspensions of ten days or more, including demotions and terminations, within ten (10) business days of the Attorney General's or agency head'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 nonbinding arbitrator 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 or the agency head'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 or agency head's final administrative decision.

Section 4 -- Standard of Review and Authority of the Arbitrator:

A. The arbitrator's jurisdiction and authority and opinion shall be confined exclusively to suspensions of ten days or more, and shall be an advisory, nonbinding 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 arbitrator 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 30 SAVINGS CLAUSE

SECTION 1:

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 2:

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 31 INCORPORATION OF COMPENSATION AGREEMENT TERMS

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2017, through September 30, 2020 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

ARTICLE 32
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, 2020, 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 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.


**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


Mark H. Tuohey, III, Director
Mayor's Office of Legal Counsel


Karl A. Ragain, Attorney General
Office of the Attorney General

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



Steve Anderson, President
AFGE, Local 1403


Robert A. DeBerardinis, Vice President
AFGE, Local 1403


On this 31st day of October, 2017 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**


Lionel C. Sims Jr., Esq., Director
Office of Labor Relations & Collective
Bargaining


Ronald R. Ross, Deputy Director
Mayor's Office of Legal Counsel


Nadine Wilburn, Chief
Personnel, Labor & Employment Division
Office of the Attorney General


Kathryn Naylor, Attorney Advisor
Office of Labor Relations & Collective
Bargaining


Kevin Stokes, Chief of Staff
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Bargaining

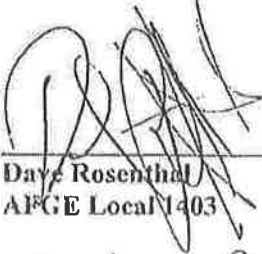

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Bargaining

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


Olga L. Clegg, Vice President
AFGE, Local 1403


Anne Hollander
AFGE, Local 1403

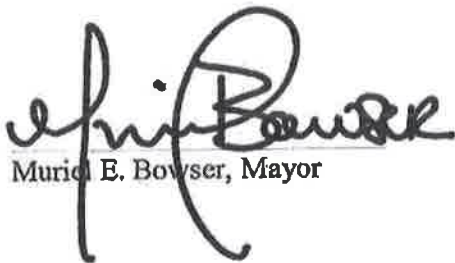

Beth-Sherri Akyereko
AFGE, Local 1403


Dave Rosenthal
AFGE Local 1403


Marie-Claire Brown
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 10-31-2017, has been reviewed in accordance with Section 1-617-15(a) of the District of Columbia Official Code (2012 Repl.) and is hereby approved on this 16th day of January, ~~2017~~ 2018



Muriel E. Bowser, Mayor

MASTER AGREEMENT

BETWEEN

THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
LOCALS 383, 2737, 2741, 3406, 3444 AND 3871

AND

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

EFFECTIVE THROUGH SEPTEMBER 30, 1995

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PREAMBLE

This Agreement is entered into between the District of Columbia (hereinafter referred to as the Employer) and the American Federation of Government Employees, District of Columbia Locals (hereinafter referred to as the Union).

The Employer and the Union recognize the need to provide efficient service to the public and to maintain and increase the quality of service. Both parties further agree to the need for establishing and maintaining a sound labor-management relationship and mutually agree to continue working toward this goal. Each side has been afforded the opportunity to put forth all its proposals and to bargain in good faith. Both parties agree this Agreement expresses the results of their negotiations. Each party declares without reservation the contents of the Agreement. Therefore, to ensure the stability of the Agreement, no new provisions shall be proposed during the term of this Agreement, unless provided for elsewhere in this Agreement or such proposal is entertained by mutual agreement of the parties.

The Preamble is intended to provide the background and purpose of the collective bargaining agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1 RECOGNITION

The District of Columbia Government (Metropolitan Police Department, Office of Planning, Office of Energy, Department of Administrative Services, Department of Recreation and Parks, and Department of Human Services), pursuant to the appropriate Employer recognition, certifications of the Public Employee Relations Board (PERB) and its predecessor, the Board of Labor Relations, hereby recognizes for the purposes of collective bargaining the following American Federation of Government Employees, District of Columbia Locals: 383, 2737, 2744, 3406, 3444 and 3871.

ARTICLE 2 GOVERNING LAWS AND REGULATIONS

SECTION 1:

In the event any D.C. Government-wide rule or regulation or Department rule, issuance or policy is in conflict with this Agreement, the terms of this Agreement shall prevail.

SECTION 2:

Except in emergency situations, the Department will consult with the Union prior to implementing any Department-wide rule, regulation or policy which is in conflict with this Agreement.

ARTICLE 3 UNION SECURITY AND DUES DEDUCTION

SECTION 1:

The terms and conditions of this Agreement shall apply to all employees in the bargaining unit without regard to Union membership. Employees covered by this Agreement have the right to join or refrain from joining the Union.

SECTION 2:

The Employer agrees to deduct Union dues from each employee's bi-weekly pay upon authorization of D.C. Form 277. Union dues withholding authorization may be canceled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of D.C. Form 277. When Union dues are canceled, the Department shall withhold a service fee in accordance with Section 3 of this Article. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

SECTION 3:

Because the Union is responsible for representing the interests of all bargaining unit employees without discrimination and without regard to Union membership, Management agrees to deduct a service fee from each non-Union member's bi-weekly pay, without written authorization. Upon the showing of the Local Union that sixty percent (60%) of the eligible employees in the bargaining unit for which it has certification, are Union members, the Department shall begin withholding, not later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by the Department and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld by the appropriate Department after the sixty percent (60%) showing is made.

SECTION 4:

The service fee applicable to non-Union members shall not exceed the amount of the Union dues. Payment of dues or service fees shall not be a condition of employment.

SECTION 5:

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance, adverse actions or appeal proceedings in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA).

SECTION 6:

The Union shall indemnify, defend and otherwise hold the Department harmless for any good faith errors, or omissions in carrying out the provisions of this Article.

SECTION 7:

When an employee is permanently separated from the bargaining unit, he/she will submit a request to have Union dues or service fee deductions canceled. Upon request, on a quarterly basis, Management will provide the Union with a list of names of bargaining unit members.

ARTICLE 4
UNION RIGHTS

SECTION 1:

- A. Officers, stewards, and all other official representatives are authorized to perform Union duties during duty hours and will suffer no loss of pay, no adversarial action, no retaliatory action or loss of any other benefits as a result thereof. Performance evaluations of an employee will be adjusted to accommodate the performance of these official duties.
- B. Officers and stewards shall not be denied the right to meet with employees or to act on behalf of employees in the bargaining unit.

SECTION 2:

- A. Presidents and their designee shall be granted reasonable official time to carry out their responsibilities as

authorized representatives of the Local. They shall not be denied official time except under conditions of unusual work necessity.

- B. Reasonable official time shall also be granted to other Local Union Officers and stewards to carry out their responsibility as authorized representatives of the Local.
- C. If Management denies official time to a Union representative, the representative will be notified, at the time of denial, when they will be released. If the release is delayed for more than twenty-four (24) hours, the Local President or designee may request that the Management Official state the denial and the reason for denial. Such statement will be provided in writing within two (2) work days.
- D. Labor-Management business shall include, but not be limited to the following:
 - 1. Preparation, investigation, and presentation of all grievances and appeals heard by the Agency, OEA, PERB, OHR, Personnel, Arbitration, etc.;
 - 2. Negotiations, consultations meetings and training involving Union representatives exclusively and/or between Union representatives and authorized Management officials concerning topics of interest to employees in the bargaining unit or subject which will enhance and improve labor-management relations;
 - 3. Representation on labor-management committees; and
 - 4. Other Union related matters such as assisting, investigating, researching regulations in conjunction with representational responsibilities.

SECTION 3:

The Union shall supply in writing, and shall maintain with the Employer on a current basis, a complete list of all authorized stewards, which shall be posted on appropriate bulletin boards.

SECTION 4:

Employee representatives are authorized to perform and discharge labor-management duties related to representing employees in the unit.

A Union representative may be required to leave his/her assigned work area to transact permissible labor-management business. When it becomes necessary for an officer or steward to transact permissible labor-management business away from the

assigned work area during work hours, the officer or steward must request and receive permission from his/her immediate supervisor. If the immediate supervisor is unavailable, permission shall be requested from the next level Management official.

Before entering a work area other than his/her own, a Union representative shall request from the appropriate supervisor of his/her desire to visit or meet and confer with an employee in that work area. If the supervisor is unable to grant the request, the representative will be advised of an appropriate time to meet with the employee.

SECTION 5:

Management agrees to recognize the officers and duly designated representatives of the Union who are not employees and shall be advised by the Union of the names of its officers and representatives.

SECTION 6:

The Union will be consulted prior to any change in shift assignments of duly appointed stewards. The Union will be consulted prior to the organization of new shifts that would affect the members of the unit. The Union will have the right to select a steward for each newly organized shift. In the event a shop steward is detailed or reassigned, he/she will be given reasonable time to complete all pending matters in which he/she is involved.

SECTION 7:

Management agrees to inform all new or rehired employees to the Union's exclusive recognition and to have them introduced to their shop steward when they are assigned to a duty post. The shop steward will be given an opportunity to meet with the new employee.

SECTION 8:

During orientation of new employees or when new employees come on board, the Union president or his/her designee shall be granted up to one (1) hour for the purpose of informing employees of the Union's exclusive recognition, union benefits, and employee rights under the negotiated agreement as well as distribution of any Union related materials.

SECTION 9:

The Employer agrees, upon request, to notify the Union of new employees in the bargaining unit listed by organization unit with title and grade.

SECTION 10:

Upon request, the Employer agrees to provide the Union with a list in alphabetical order, of all employees in the Department. The list shall contain name, job title, grade, date of employment, job status, date of NTE for temporary/term employees, when applicable, and CBU codes.

SECTION 11:

Each Local shall notify the Office of Labor Relations and Collective Bargaining (OLRCB) in advance of Union sponsored training, with the names of the Union officials and stewards who are to attend. The Employer shall grant official time, up to forty (40) hours, for stewards and officers and up to eighty (80) hour each for the local president and one (1) designee from January 1 through December 31 of each year. It is understood that these hours pertain to the positions described and not individuals.

ARTICLE 5

LABOR-MANAGEMENT RELATIONS

SECTION 1 - CONSULTATION AND COMMUNICATION:

The parties agree that consultation and communication on working conditions matters should be maintained at all levels between the Union and Management.

SECTION 2 - LABOR-MANAGEMENT RELATIONS COMMITTEE:

A. The parties agree to establish a Labor-Management Relations Committee. Unless agreed to otherwise on a Departmental Basis, this Committee will be composed of five (5) Union representatives and five (5) Management representatives. Union and Management shall independently establish methods related to appointment and tenure of Committee representatives. The Committee shall meet quarterly or on an as needed basis mutually agreed upon. The parties shall provide an agenda five (5) working days prior to the scheduled meeting. The meetings will be co-chaired by one (1) Union and one (1) Management representative.

B. The Labor-Management Relations Committee may establish subcommittees as may be necessary and agreed upon by the Committee representatives. The Labor-Management Committee may make recommendations to the Department but shall have no authority to renegotiate, amend or otherwise alter this Agreement. The parties agree that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings.

C. When either party has agreed to furnish to the other party information relevant to a topic discussed in the Labor-Management Relations Committee, the information shall be provided within fifteen (15) working days. The fifteen working day time limit may be waived upon mutual agreement.

SECTION 3 - LEVEL MEETINGS:

For the purpose of establishing open communications, upon request, Management will meet on an as needed basis to confer with or consult with the unit's Local Presidents or designated officials provided either party furnishes the other with an itemized agenda setting forth the topics of discussion five (5) working days prior to the meeting. When preparing the agenda called for in this Section, Management and Union will provide space on the agenda for appropriate issues which may arise after the agenda is submitted. If the parties mutually agree that other meetings are necessary, such meetings shall be scheduled to discuss the specific issue(s).

SECTION 4:

The Department Director may meet quarterly with Local President and the Executive Board in his/her Department provided either party furnishes the other an itemized agenda fifteen (15) working days prior to the meeting.

ARTICLE 6 EMPLOYEE RIGHTS

SECTION 1:

The Employer and the Union agree that all employees shall have the right to join, organize or affiliate with the Union or to refrain from any such activity. Except as expressly provided herein, the Comprehensive Merit Personnel Act (CMPA) or the District Personnel Manual (DPM), the freedom shall be recognized to 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 Executive Branch, the D.C. City Council or other appropriate authority.

SECTION 2:

Employees shall be free from restraint, interference, coercion, or discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and the prosecution of grievances.

SECTION 3:

The parties agree that employees and Management shall maintain mutual respect. Therefore, to the extent possible, communication pertaining to employee guidance should be made in an atmosphere that avoids public embarrassment.

SECTION 4:

It is understood that the employees in the bargaining unit shall have full protection of all Articles in this Agreement as long as they remain in the bargaining unit.

SECTION 5:

The terms of this Agreement do not preclude any bargaining unit employee from bringing matters of a personal concern to the attention of the appropriate officials of Management and/or the Union.

SECTION 6:

Employees may be granted administrative leave when requested to attend scheduled meetings with Management officials outside the Department, officials of the Executive Branch, the D.C. City Council, or other appropriate authorities.

The employee receiving such a request is responsible for immediately informing the appropriate Management official in advance of the request. The employee is also responsible for informing the official of its source, as well as submitting a written request.

SECTION 7:

Employees elected to Union office which takes them away from their employment with the Department may, at the written request of the employee and the Union at least thirty (30) working days in advance, be granted a leave of absence without pay. The leave of absence shall not exceed one (1) year. Contributions for continued benefits shall be paid by the Union.

SECTION 8:

A labor representative of the appropriate bargaining unit will be given the opportunity to be present at any examination of an employee by a Management official in connection with an investigation (1) if disciplinary action could result, and (2) the employee requests representation.

If a Union representative is not available, the employee will be given a reasonable amount of time to obtain representation.

Employees requested to reply to proposed disciplinary actions will be informed of their right to have present a Union representative or representative of their choosing if the employee so desires.

ARTICLE 7
CLASSIFICATION AND POSITION DESCRIPTION

SECTION 1 - CLASSIFICATION:

An employee may request a review of his/her classification in terms of title, series, grade or description with his/her supervisor. Such a request must be presented orally or in writing to the supervisor. If the review does not settle the matter, the employee may request a review through the D.C. Office of Personnel, using the District Personnel procedures.

Any appeal of a classification action shall be processed exclusively in accordance with the grievance procedure outlined in the District Personnel Manual.

SECTION 2 - POSITION DESCRIPTIONS:

Employees shall be furnished a copy of the description of the position to which assigned at the time of the assignment or upon request. An employee detailed or reassigned to an established position shall be given a position description at the time of assignment. An employee detailed to an unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

SECTION 3:

If the Union is representing an employee or group of employees and needs a position description to facilitate the representation, the Union may request a copy(ies) of the position description(s) from the D.C. Office of Personnel. All requests must be submitted in writing, identifying the name(s), series, and grade(s) of position(s) requested.

SECTION 4:

The Union will be given the opportunity to review and consult on substantial changes in job descriptions prior to implementation.

SECTION 5:

When changes are made to a position description, the affected employee will be informed, prior to implementation.

SECTION 6:

When the phrase "other duties as assigned" is used in a position description, the phrase shall mean the employee(s) may be

assigned to other duties related to those listed in the position description.

SECTION 7:

The principle of equal pay for equal work will be supported in accordance with the provisions of D.C. Code Section 1-612.1 and applicable D.C. Personnel regulations and instructions.

SECTION 8:

Alleged violations of equal pay for equal work law shall be handled in accordance with law and procedures of the District Personnel Manual.

ARTICLE 8
MERIT STAFFING

SECTION 1:

The parties agree that merit promotion principles should be applied as prescribed in the DPM.

SECTION 2:

All vacancies in the bargaining unit shall be filled in accordance with the D.C. Office of Personnel Merit Staffing and Employment Plan.

SECTION 3:

The Department agrees that vacancy announcements shall be posted in accordance with Personnel regulations for a period of at least ten (10) workdays prior to the expiration date throughout the Department. If such announcements are limited to Department only, they may be posted five (5) working days, consistent with District Personnel regulations. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments, when issued.

SECTION 4:

All vacancy announcements will contain appropriate information specific to the position advertised.

SECTION 5:

When there are more than ten (10) qualified applicants for a position, and qualified applicants are excluded from the certificate, the Union shall be notified, and if requested, a rating panel shall be convened.

SECTION 6:

When a rating panel is convened for positions in the bargaining unit, the Union may send one (1) representative. The panel shall meet to review the candidates' applications and rank the candidates in accordance with the District's Merit Staffing Plan. Such Union representative must meet qualifications for panel membership as required by the District Merit Staffing Plan.

SECTION 7:

The Department agrees to notify the Union at least five (5) working days prior to the convening of the rating panel. The Union agrees to furnish the name of the Union representative appointed to the panel. Such Union representative must meet all conditional qualifications for panel membership as required by the D.C. Office of Personnel's Merit Staffing Plan.

SECTION 8:

Employees wishing to be considered for the vacancy(ies) will apply in writing to the appropriate Personnel Office.

SECTION 9:

Applicants will be evaluated based on established guidelines, and a list of best qualified candidates will be referred to the selecting official. If one candidate on the best qualified list is interviewed for the position, all candidates on the list shall be interviewed.

SECTION 10:

All applicants will be notified by the D.C. Office of Personnel of the action taken on their applications.

SECTION 11:

No employee may grieve non-selection unless there has been a procedural violation of the Merit Staffing and Employment Plan, as cited in this Article. Complaints of non-selection due to discrimination are appealable to the D.C. Office of Human Rights and are not subject to the negotiated grievance procedure.

SECTION 12:

In accordance with the Merit Staffing Plan, an employee is entitled to request the following information from the Personnel Office concerning any position for which he/she has applied pursuant to specific Merit Staffing announcement:

- a. Any record of performance or supervisory evaluation not submitted by the candidate which was used in considering him or her for selection;
- b. Whether he or she was found eligible on the basis of minimum qualifications;
- c. The name of the individual selected; and
- d. His or her categorical ranking.

Such requests must meet the criteria set forth in the Merit Staffing Plan.

SECTION 13:

Prior to the hiring or transfer of employees into specially funded term positions, the D.C. Office of Personnel will adequately explain all employment and funding contingencies of the position and will document such employment and funding contingencies on the Personnel Action Form 1 and provide a copy to the employee.

ARTICLE 9 CAREER LADDER

SECTION 1:

A career ladder is a series of positions in the same line of work with increase in difficulty from the entrance level to the level established as full performance. Employees may be promoted without further competition until reaching the full performance level when competition was held at an earlier stage. Management and the Union agree that career ladder promotion will be made only when:

1. Recommended by the appropriate supervisor;
2. The Employee meets the appropriate minimum qualifications, including selective factors. For example:
 - a. Time in grade requirement,

- b. Demonstrated potential for the skill involved,
- c. Demonstrated to the satisfaction of the supervisor, the ability to perform at the next higher level.

SECTION 2:

An employee may receive successive career promotions until he/she reaches the full performance level in a career ladder after meeting the qualifications requirements for each level. At grades above the journeyman level, positions are filled under competitive promotion procedures.

SECTION 3:

An employee in a trainee position may receive a career promotion upon satisfactory completion of the training period.

SECTION 4:

An employee who is an apprentice in a recognized trade or craft may receive career promotions through the various phases of his/her apprentice program, up to and including assignment to a journeyman position.

ARTICLE 10 DETAILS AND TEMPORARY PROMOTIONS

SECTION 1 - DETAILS:

- A. A detail is the temporary official assignment of an employee to a different position for a specified time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.
- B. Details shall not be made as a means of retaliation or discipline. Nothing in this Agreement prevents the Department from detailing an employee to maintain and preserve the efficiency of the service or the health, safety or welfare of the Department.
- C. Details may be rotated among qualified employees.
- D. Details may be used for meeting temporary needs of the Department's work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by, among other things, abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.

- E. Employees will be detailed to lateral positions in accordance with the time limits provided in the DPM.
- F. Employees detailed to work in a higher graded position shall be entitled to the pay associated with that position after undertaking the duties of the higher grade for a period of ninety (90) consecutive days. Therefore, beginning on the ninety-first (91st) day, the employee is entitled to acting pay as long as he/she remains in the detail.
- G. A record of all employee details or assignments to higher-graded positions in excess of thirty (30) working days shall be documented and placed in his/her personnel file. Notification of a detail or assignment shall be given to the affected employee as soon as practicable prior to the proposed detail.
- H. Any employee covered by this Agreement shall not forfeit any benefits to which otherwise entitled under this Agreement while on detail or assignment to another activity, provided, however, such employee will be expected to conform to the rules and regulations governing such matters as hours of work in effect at the temporary duty activity.
- I. Employees on detail to a lower-graded position shall maintain the pay of his/her incumbent position.

SECTION 2 - TEMPORARY PROMOTIONS:

- A. A career employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
- B. Except in emergency circumstances, advance notice shall be given to the Union of temporary promotions of the Local Officers and Stewards. The notification shall include the position, title, grade, effective date, and location.
- C. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.
- D. A temporary promotion of more than 120 days shall be made in accordance with merit promotion procedures.

ARTICLE 11 SPECIALLY FUNDED POSITIONS

The Employer agrees, prior to the hiring or transfer of employees into specially funded positions, to adequately explain all employment and funding contingencies of the position and to

document such employment and funding contingencies on the Personnel Action Form 1 and provide a copy to the employee.

ARTICLE 12
TEMPORARY AND TERM EMPLOYEES

SECTION 1:

Subject to fund availability, Agency needs and in keeping with the Comprehensive Merit Personnel Act (CMPA) and governing regulations, term or temporary positions may be converted to permanent positions.

SECTION 2:

Employees appointed non-competitively to such term or temporary positions who have performed at a satisfactory level shall be given the opportunity to apply for permanent status under the provisions of the CMPA and governing regulations should such positions be converted to permanent.

SECTION 3:

Employees appointed competitively to such term or temporary positions who have performed at a satisfactory level may be converted to permanent status without further competition, provided that the position vacancy announcement from which the employee was selected so stated.

ARTICLE 13
REASSIGNMENTS

SECTION 1:

Requests for reassignments may be made by an employee. Employees requesting reassignment within the same organizational unit or to other organizational units shall submit a request in writing, inclusive of the supportive reasons, to their immediate supervisor. The supervisor will respond to the written request in writing within fifteen (15) days. The notification periods in Sections 2 and 3 below will not apply to reassignments made pursuant to request.

SECTION 2:

If an employee is reassigned, he/she will be given advance notice of the reassignment except in cases of shortage or emergencies. If a reassignment involves relocation to a different facility or building, seven (7) working days advance notice will be

given to the employee, unless an emergency situation necessitates the reassignment. When an employee is reassigned, a personnel action will be prepared to initiate the action.

SECTION 3:

If a reassignment or relocation of a Union representative is planned, the Union President will be given a ten (10) day advance written notice provided that the Department has been notified that the employee listed is an authorized Union representative prior to reassignment.

ARTICLE 14 PERFORMANCE EVALUATION

The present system used to evaluate performance will continue in use until such time as the performance rating plan described in Title XIV of the CMPA is established.

1. Each Department shall ensure that each employee's supervisor discusses performance with him or her, employees shall be commended for good work and counseled where improvement is necessary; this shall be done in the course of day-to-day activities as the supervisor observes the employee's performance.
2. When the annual performance appraisal is issued by the immediate supervisor, a conference shall be held. The performance appraisal rating shall make allowances for job related factors beyond the control of the employee, mutually agreed to by the employee and the supervisor, which may have caused him or her not to have achieved a specific level of performance. Performance evaluations shall not be carried out in a retaliatory manner. At such conference, the supervisor will discuss the rating with the employee and describe how the employee can receive a higher rating.
3. Supervisors shall not ask employees and an employee shall not be required to sign incomplete or blank forms. Any alterations, changes, corrections, modifications, deletions or additions shall require the initials of the employee being rated. The employee shall, upon signing, receive a copy of the appraisal and be advised in writing of his/her appeal rights.
4. If an employee disagrees with his/her rating, then the employee may exercise his/her rights under relevant provisions of the DPM.

5. Employees who are alleged to be working at an unsatisfactory level will be given an opportunity to improve performance for a period of at least ninety (90) days. The employee and supervisor will develop a work plan that will enable the employee to improve his/her deficiencies.

ARTICLE 15 TRAINING AND UPWARD MOBILITY

The Employer and the Union recognize the need for cooperation in the areas of employee training and upward mobility.

SECTION 1 - INFORMATION:

The Department will assist employees in implementing individual career development plans by publicizing training programs and current training opportunities.

SECTION 2:

When information on training is received the Department agrees to post such information on bulletin boards.

SECTION 3 - RECORDS:

A record of satisfactorily completed training courses may be filed by each employee in his/her Official Personnel File.

SECTION 4 - IN-HOUSE TRAINING:

Training which is authorized and approved by the Department under the terms of this Agreement shall be conducted during duty hours where practicable. This does not apply to reading assignments given as part of training. The Department reserves the right to schedule training sessions. Multiple training sessions will not be scheduled to accommodate all duty hours. Nothing in this Article prevents an employee from choosing to participate in a training program on his/her own time. Shift employees shall not lose any monies because of training in accordance with the District Personnel Manual, Chapters 12 and 13.

SECTION 5 - MANDATORY TRAINING:

When the Department introduces new equipment into the work site which impacts upon the position and/or duties of an employee in the bargaining unit, the Department will provide necessary training.

SECTION 6 - OPTIONAL TRAINING:

a. Bargaining unit employees will be given an opportunity to apply for and participate in appropriate training and educational programs. Requests for training and educational opportunities shall be processed timely.

b. Employees shall be notified in timely manner of their selection or non-selection for a training or educational opportunity for which they applied or were nominated. In cases where a training request or nomination has been denied, the employees may request and receive an explanation for the denial.

SECTION 7:

Subject to availability of training and educational funds, the Department may pay or help pay tuition for approved training offered outside of the Department.

SECTION 8 - LABOR REPRESENTATIVE TRAINING:

The Department agrees that administrative leave, not to include travel or per diem, may be granted to an employee representative to attend training approved by the Office of Labor Relations and Collective Bargaining (OLRCB), which is designed to advise representatives on matters of mutual concern to the Department and Union within the scope of the Comprehensive Merit Personnel Act (CMPA).

ARTICLE 16 CONTRACTING OUT/PRIVATIZATION

SECTION 1:

The parties agree that, the decision to contract but is a Management Right pursuant to applicable laws, regulations and policies.

SECTION 2:

It is agreed that issues regarding contracting out or privatization, are appropriate for Labor/Management meetings. The Department agrees to discuss such issues, as well as alternatives to contracting out or privatization (existing and future work) with the Union. The Employer agrees to consider existing resources, to consult with the Union, and further agrees to consider the views, recommendations, and suggestions offered by the Union. When requested by either party, Union proposals and Agency responses will be reduced to writing.

SECTION 3:

The Employer agrees to give the Union at least thirty (30) days advance notice, except in emergency situations, of the intent to contract out work which has not previously been contracted out.

SECTION 4:

The Employer agrees to notify the Union at least sixty (60) days in advance of any contracting out actions which may displace any bargaining unit employees. The Employer agrees to minimize displacement actions by reassigning, retraining, restricting hiring, and taking other actions necessary to retain bargaining unit employees consistent with applicable laws and regulations.

SECTION 5:

When requested, the Employer agrees to provide the Union with current information on contracts within the Agency.

ARTICLE 17
REORGANIZATION OR REALIGNMENT

SECTION 1:

Reorganization is defined as that action which results in the transfer of, consolidation of, abolition of, or authorization with respect to functions and hierarchy, between or among agencies, and which affects the structure or structures thereof; which reorganization is subject to adoption by legislative action, including consideration of the District of Columbia Council in accordance with the Government Reorganization Procedures Act of 1981, Sections 4-1-299.1 through 1-299.7, D.C. Code (1981).

SECTION 2:

Realignment is defined as a change in the internal structure or functions of the Agency which affects a substantial number of employees in the bargaining unit but which does not constitute a reorganization.

SECTION 3:

At least thirty (30) days prior to a Department's effecting a reorganization, the Department shall notify the Union in writing and shall provide the following information:

- a. A description of the purpose and nature of the changes;
- b. Organizational chart(s) existing and proposed;

- c. Mission and function statements existing and proposed;
- d. Staffing patterns existing and proposed; and,
- e. Any relevant information deemed necessary for consultation.

SECTION 4:

When a realignment occurs, the Director or his/her designee shall confer with the Union and provide the relevant information deemed necessary prior to the action.

SECTION 5:

Within ten (10) working days after written notice to the Union of the Department's intent to effect a reorganization, the Director or his/her Designee shall arrange to confer with the Union prior to the implementation of the reorganization.

ARTICLE 18 REDUCTION IN FORCE (RIF) / FURLOUGHS

SECTION 1:

The Employer agrees to explore and consider possible alternatives prior to implementing a RIF/Furlough. When RIFs/Furloughs are under consideration the Union shall be notified and when possible given thirty (30) days to offer alternatives for further consideration. The City shall notify the Union of all alternatives considered, whether they have been accepted or rejected and on what basis.

SECTION 2:

The Employer agrees to immediately notify the Union in writing of the Mayor's intent to approve the conducting of a RIF/Furlough. Such notice shall be prior to a general notice to employees and will include:

- a. The reason for the action to be taken;
- b. The approximate number of employees who may be affected initially;
- c. The types of positions anticipated to be affected initially; and
- d. The anticipated effective date.

SECTION 3:

- A. The Employer further agrees to minimize the effect on bargaining unit employees to whatever extent possible through reassignment, retraining, or restructuring recruitment and any other means to avoid separation of employees in full compliance with all laws and regulations of the District of Columbia.
- B. Priority re-employment rights will be afforded to employees separated through reduction in force, prior to filling vacant positions of the same or similar job classifications, (except when the Employer fills positions through in-service placement action) in accordance with the District Personnel Manual (DPM).

SECTION 4:

Once a RIF/Furlough is announced, employees will be granted time to update their personnel folders and provide any other information necessary for retention registers. The Employer will provide a memorandum to all employees instructing them to this and notifying them of what type of information should be provided to personnel.

SECTION 5:

Upon request, the Union shall be provided reports on positions filled by priority reemployment and any other positions filled.

SECTION 6:

The Unions shall be provided a copy of the relevant retention register. Prior to the effective date of a RIF, the Union shall at its option, meet with Management to resolve issues which may impact an bargaining unit employee. The Union in accordance with the collective bargaining agreement shall have the right to file grievances on unresolved issues.

SECTION 7:

The Employer shall implement reductions in force in accordance with Title 1, Chapter 6, Subchapter XXV of the D.C. Code (1981 ed.) and Chapter 24 of the D.C. personnel regulations.

SECTION 8:

Furlough days will not effect holiday pay or overtime pay.

SECTION 9:

The Agency and Union shall bargain on the impact of furloughs and RIF's.

SECTION 10:

Any alleged violation(s) of this Article and/or RIF procedures may be grieved in accordance with the negotiated Grievance Procedure or may be appealed to the Office of Employee Appeals (OEA).

SECTION 11:

The Employer shall implement the provisions of the Compensation Agreement for Compensation Units 1 and 2 concerning layoffs and furloughs.

ARTICLE 19

EQUAL EMPLOYMENT OPPORTUNITY

SECTION 1:

Management and the Union agree to cooperate in providing equal opportunity for all qualified persons, to prohibit discrimination because of age, sex, race, creed, color, national origin, or other criteria prohibited and, to promote the full realization of equal opportunity through positive and continuing efforts. Complaints of discrimination are not subject to the grievance procedure and must be processed in accordance with the Equal Employment Opportunity Rules governing complaints of discrimination in the District of Columbia Government, 31 DCR 56. All employees shall be provided these rules.

SECTION 2:

Through the procedures established for Union-Management cooperation each party agrees to advise the other of equal opportunity problems of which they are aware. The Employer and the Union will jointly seek solutions to such problems through personnel management procedures and programs provided in the Agreement and in the Employer's rules and regulations.

SECTION 3:

Management agrees to promote the Affirmative Action Program ensuring that:

- A. All personnel actions and employment practices are based on merit and fair and equitable treatment; and,
- B. Any complaints of, or known discriminatory personnel management policy, procedure or practice, shall be given prompt and fair consideration and corrected where found.

SECTION 4:

Upon request, the Employer shall provide the Local Presidents with a copy of the Affirmative Action Plan.

SECTION 5:

The Employer agrees that the Union may submit names of Employees for consideration for appointment as an EEO Counselor. The Union shall be promptly notified in writing of the name and telephone number of the EEO Counselor.

SECTION 6:

The name and telephone number of the EEO Counselor shall be posted on all bulletin boards.

SECTION 7:

The Employer and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employees opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcomed sexual overtures. Sexual harassment is defined in Equal Opportunity rules governing complaints of discrimination in the District of Columbia Government (31 DCR 56).

SECTION 8:

Employees alleging discrimination or sexual harassment shall contact the Department's EEO Counselor for assistance in processing such complaints. EEO complaints are not grievable under the collective bargaining agreement.

ARTICLE 20
CONSULTATION AND COUNSELING

SECTION 1:

The parties recognize that alcoholism, drug abuse and emotional illness or other personal problems may cause excessive absenteeism, disruptive behavior, or directly affect an employee's

job performance. As such, the Department shall make best efforts to assist employees experiencing these conditions by referring them to the appropriate District Government counseling or treatment program.

SECTION 2:

Prior to initiation of discipline, employees accepting a referral will be provided reasonable time to improve work performance and/or attendance, provided, however, that the employee adheres to the requirements of the service or program and the employee's work performance and/or attendance satisfactorily improves.

SECTION 3:

If the employee refuses to seek counseling and/or there is not an adequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action may be taken by the Department.

SECTION 4:

The Department may grant excused leave, in accordance with the DPM (i.e., annual leave, sick leave, advanced sick leave, or leave without pay), to an employee who accepts referral for the time he/she participates in a program. Such leave must be requested in advance.

SECTION 5:

To the extent available, the Department will post a notice describing the D.C. Government consultation or treatment program.

SECTION 6:

With respect to any programs or counseling attended by employees pursuant to this Article, the employee shall sign a release of information form to provide the Department or supervisor with information on the employee's attendance and adherence to the program or service.

SECTION 7:

Management reserves its right to take disciplinary action against employees. In appropriate cases, when an employee accepts a referral, Management will give due consideration to an employee's satisfactory attendance and/or conduct and/or improved job performance prior to initiating disciplinary action. Due consideration will be given to the recovery process. Management may also verify an employee's participation in a program or service prior to initiating disciplinary action.

ARTICLE 21
LEAVE ADMINISTRATION

SECTION 1 - APPLICATION OF LEAVE:

Any request for a leave of absence shall be submitted in writing on SF-71 by the employee to his immediate supervisor. The request shall state the type of leave requested and the length of time off the employee desires.

Any employee's request for immediate sick leave due to family sickness or death shall be answered immediately.

An advance request for a short leave of absence, not to exceed three (3) days shall be answered as soon as possible, or no later than twenty-four (24) hours after the request is submitted.

Any advance request for a leave of absence exceeding two (2) weeks shall be answered within five (5) days, except for scheduled vacations, as provided for elsewhere in this Agreement. If the request is disapproved, the supervisor shall return the SF-71 with the reasons for the disapproval indicated.

Employees shall be returned to the same grade and classification they held at the time the leave of absence was granted. However, if an employee is returning from an excused leave for educational purposes during which he/she has acquired the qualifications for a higher rated position, he/she shall not have lost any of his/her rights in being evaluated for a higher graded position.

SECTION 2 - CALL IN TIME

A. The Employer agrees that the request for leave shall not be unreasonably denied. However, the Union and employees recognize that workload and scheduling considerations will not always allow the grant of previously unscheduled leave requests. Employees are required to request leave for illness or emergencies at least one (1) hour before the start of their tour of duty and normally no later than two (2) hours after the normal reporting time.

B. All requests shall be called into the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the Ward Office/ Facility Manager's Office. The supervisor receiving the call shall convey the request to the proper supervisor.

SECTION 3 - VACATION SCHEDULES:

The Employer reserves the right to determine the number of

employees in each job category who may be on scheduled annual leave at any given time. Vacation schedules shall be based on employee requests and upon supervisory approval and shall be posted as early in the leave year as possible. Once posted, the schedule may not be changed except by mutual agreement of the parties concerned or in case of emergency. Scheduling conflicts will be resolved first by discussion with employees involved and then based on the needs of the service. When the needs of the service are met, scheduling of leave will be resolved on a first come, first served basis.

SECTION 4 - PAID LEAVE:

A. ANNUAL LEAVE: Employees shall earn annual leave from the date of hire if the appointment is for ninety (90) days or longer. Employees shall be eligible to take vacation (annual leave) as of the first day of employment if the appointment is for ninety (90) days or longer.

Requests to use annual leave shall be submitted by the employee on Standard Form-71, Application for Leave, normally in advance of the date such leave is to commence. Leave may be used for personal business in hourly amounts.

1. Accumulation: Annual leave will be earned as follows:
(Based on full-time employment in a pay status)

- a. Less than three years service - 1/2 day each pay period.
- b. More than three years service - 3/4 day each pay period.
- c. More than fifteen years service - 1 day each pay period.

2. Annual leave may be accrued, however no more than 30 days annual leave may be carried forward into the next leave year unless any of the following conditions are met:

- a. to correct an Administrative error;
- b. when annual leave was scheduled in advance but its use denied because of exigencies of the public business; or,
- c. when the annual leave was scheduled in advance but its use was precluded because of illness or injury.

If at the end of any leave year an employee has annual leave in excess of the normal permissible carry over because of one or more of the above reasons, he/she shall not forfeit the excess. All restored annual leave

must be taken within two (2) years from the date of restoration. It is understood that all decisions relating to this matter are in the authority of the Office of Financial Management, D.C. Controller.

Employees shall receive a lump sum payment for all annual leave not used upon resignation, retirement or separation.

B. SICK LEAVE:

1. Call in and reporting time for request for emergency annual or sick leave shall be specified in the Article "Call In Time" of this Agreement.

2. Advance sick leave may be granted to permanent or probationary employees up to thirty (30) days. Employees requesting such leave must submit a satisfactory medical certificate.

3. Sick leave shall be granted to employees incapacitated by illness, for appointments with physicians, dentists, diagnostic examinations, x-rays or for any other purposes set forth in DPM Chapter 12. Employees shall request sick leave in advance when appointments have been previously scheduled for medical, dental or optical treatment.

4(a) In accordance with Chapter 12B of the DPM, an employee may be required to furnish a satisfactory medical certificate to the Employer for any absence of more than three (3) days. When a physician's services are not used, the employee's signed statement and Form 71 may be accepted in lieu of the medical certificate if the Supervisor is assured sick leave privileges are not being abused.

(b) Such certificate for shorter periods can be required from employees proven to have abused sick leave privileges.

(c) An ongoing review shall be made of the employee's sick leave record. Once the employee has demonstrated an improvement in this use of sick leave, a notice rescinding the medical certification requirement shall be issued to the employee.

5. Employee shall start to earn sick leave from their date of hire, at the rate of one-half day each bi-weekly pay period, and shall accumulate sick leave as long as they are in the service of the Employer in a pay status.

6. Employees shall be credited unused sick leave by having such leave counted as time in service for retirement purposes. Sick leave for employees who terminate employment

other than by retirement shall remain to their credit for three (3) years.

C. MILITARY LEAVE:

Military leave shall be granted in accordance with Title XII of the Comprehensive Merit Personnel Act, D.C. Law 2-139.

D. COURT LEAVE:

Employees shall be granted leave of absence with pay any time they are required to report for jury duty or to appear as a witness on behalf of the District Government or the U.S. Government.

If an employee testifies in a non-official capacity on behalf of a private party, thereby having to take annual leave or leave without pay, he/she is entitled to the usual fees and expenses related to such witness service as provided by Court.

E. VOTING AND REGISTRATION:

Where the polls are not open at least three (3) hours either before or after an employee's regular hours of work, he/she may be granted an amount of excused leave which will permit him/her to report for work three (3) hours after the polls open or leave work three (3) hours before the polls close, whichever requires the lesser amount of time off.

F. FUNERAL LEAVE:

1. Funeral leave not to exceed three (3) work days shall be granted to an employee in connection with the funeral of, or memorial service for his/her immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone, without loss of pay, charge to leave or credit for time or service, and without affecting his/her performance or efficiency rating.

2. In the event of a death in the immediate family (parents, sister, brother, spouse, child, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law) of any employee, Annual Leave or LWOP will be granted.

G. OTHER (ADMINISTRATIVE LEAVE):

Duty time (administrative leave) may be granted for other purposes as provided by the DPM, or elsewhere in this Agreement.

SECTION 5 - UNPAID LEAVE:

A. Leave Without Pay (LWOP):

Leave of absence without pay for limited period may be granted for a reasonable purpose. Such leave shall be requested on SF-71 for an absence of eighty (80) hours or less and on the appropriate Department Form for an absence of more than eighty (80) hours. Reasonable purposes in each case shall be agreed upon by the employee and the Employer.

B. Union Business:

1. Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall, at the written request of the employee and the Union, be granted a leave of absence without pay. The initial leave of absence shall not exceed one (1) year. Leave of absence for Union officials may be extended for similar periods. No more than one (1) employee of the bargaining unit shall be on such leave at the same time.

2. Attendance at Union sponsored programs will be on approved annual leave or leave without pay unless Administrative leave has been approved by the Director, D.C. Office of Labor Relations and Collective Bargaining.

C. TRAINING LEAVE:

After completing one (1) year of service, an employee, upon request may be granted a leave of absence for educational purposes. The period of the leave of absence may not exceed one (1) year but it may be extended at the Employer's discretion.

D. MATERNITY/ PATERNITY LEAVE:

Maternity/ Paternity leave before child-birth and following child-birth shall be granted at the request of the employee. Extensions of this period not to exceed a total of one (1) year shall be made for medical reasons upon proper certification. Extensions for non-medical reasons shall be at the option of the Employer. (NOTE: Maternity leave may be accumulated annual leave, sick leave, or leave without pay). Sick leave shall be requested and approved in accordance with Section 3B of this Article.

E. MILITARY FURLOUGH:

An employee who enlists or is ordered to active duty in the Armed Forces can claim restoration rights within ninety (90) days of release from active duty under honorable conditions.

The Department shall restore an eligible employee as soon as possible after he/she applies, but in any case it shall restore him/her within thirty (30) days after it receives his/her application.

ARTICLE 22
USE OF PRIVATE VEHICLES

SECTION 1:

A. To the extent possible, the Department may provide vehicles for the use of employees who need transportation to perform their duties.

B. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee may use either his/her private vehicle or public transportation.

SECTION 2:

A. Employees who use their personal vehicles in the performance of their duties shall be reimbursed at the rate provided in the Compensation Units 1 and 2 Agreement, consistent with Departmental rules and regulations. The Department shall reimburse employees for the actual cost of public transportation use consistent with Departmental rules and regulations.

B. Employees who use public transportation in the performance of their official duties shall not be adversely affected in the Department's evaluation. An employee's use of public transportation will not be used as an excuse for non-performance of duties.

SECTION 3:

The Department will make available to employees information concerning the procedures for, and the Department's role in the adjudication of parking violations received during the performance of official duties.

SECTION 4:

Employees shall not be required to operate government vehicles that are not properly registered.

SECTION 5:

An employee whose vehicle is rendered inoperable during the course of official duties shall be granted reasonable time, upon notification to the supervisor, to make minor repairs or get the vehicle to a garage and return to the office.

ARTICLE 23
SAFETY

SECTION 1:

The Employer, the Union and the Employees shall work cooperatively to provide and maintain safe and healthful working conditions.

SECTION 2:

The Employer and the Union will cooperate in keeping each other informed of unhealthy and unsafe conditions in the work place.

SECTION 3:

An employee shall not be required to work in dangerous conditions until such conditions have been removed, remedied, rendered reasonably safe or adequate protection provided for the condition encountered. The Employer agrees that an employee will not be required to operate equipment that he/she is not qualified to operate, which by doing so might endanger himself/herself or other employees. The Employer shall ensure that equipment and work areas are maintained at a level to insure safe working conditions.

SECTION 4:

- A. The Employer agrees to furnish the appropriate protective clothing and equipment necessary for the performance of assigned work. The Union may, at its discretion, recommend new protective clothing and equipment modifications to existing equipment for consideration by the Employer.
- B. Safety and protective equipment that is issued or made available by the Employer shall be worn or utilized, as the case may be, by the employees.
- C. The Employer will provide proper eye protection for all employees where duty responsibilities so require.

SECTION 5:

Employees shall report to Management when first aid kits need maintenance. Management shall be responsible for replenishing first aid kits.

SECTION 6:

The Union, the employee and the Employer will make every effort to prevent accidents of any kind. Should accidents occur,

Section B above for each level consistent with Personnel regulations.

4. Grades above the Full Performance Level positions shall be filled under the Merit Staffing Procedures.

SECTION C:

A joint Labor-Management Committee shall submit its recommendation to appropriate Departmental officials for review and approval. Upon departmental approval, the proposed Apprentice Program will be submitted to the D.C. Office of Personnel for review and approval consistent with applicable DPM regulations.

SECTION D:

There will be established a formal process of communication between employees and the Chief of Printing relating to issues involving the training process in the Division. Employees may at any time submit official suggestions or examples of Formal Training Programs to the Chief of Printing. The Chief of Printing shall consider all submittals and either reject them, put them into effect, or refer them (if necessary) to other officials of the Department of Administrative Service for further consideration.

however, a primary consideration will be the welfare of the injured personnel.

SECTION 7:

When it becomes known that an accident has resulted in a work injury, the Employer agrees to notify a Union representative promptly, and provide the injured employee with the proper Workmans Compensation forms/information, including but not limited to the workers hotline within 72 hours.

SECTION 8:

Transportation shall be provided if needed, to the nearest health facilities in the event of an injury requiring emergency medical treatment beyond immediate first aid.

SECTION 9:

The Employer is committed to providing safety training. Such safety training, (e.g., CPR and other first aid techniques) shall be provided to Union and Management volunteers by the Employer within six (6) months after the effective date of this Agreement. This training will be scheduled by the Employer in conjunction with each safety committee covered by this Agreement.

SECTION 10:

The Employer will provide upon request, the manufacturer's material safety data sheet concerning chemicals used at the Employer's facilities to the Union.

SECTION 11:

The Employer agrees to maintain clean and sanitary locker and lunch rooms and other related personal facilities. Employees are responsible for leaving such facilities in an orderly condition.

SECTION 12:

No employee will be required to perform duties involving hazards without first receiving sufficient training concerning the hazards, proper work methods, and the protective measurers and equipment to be used.

SECTION 13:

In the event of excessive temperatures or equipment failure, employees shall be reassigned or released.

Excessive temperatures are listed her for informational

purposes:

85 degrees Fahrenheit - 50% humidity (minimum)
86 degrees Fahrenheit - 47% humidity
87 degrees Fahrenheit - 45% humidity
88 degrees Fahrenheit - 42% humidity
89 degrees Fahrenheit - 40% humidity
90 degrees Fahrenheit - 37% humidity.

Any temperature above 95 degrees Fahrenheit during extremely cold weather conditions, the Employer agrees that affected employees, working inside building will be dismissed or relocated when the temperature in a particular building is below 65 degrees Fahrenheit.

Employees who are required to work outside shall not be required to perform those duties during period of severe inclemency.

SECTION 14:

A safety committee of three (3) representatives from the Union and three (3) representatives from Management, one (1) of whom shall be the Agency Safety Officer, will be established in the Agency. One (1) Management and one (1) Union representative shall serve as co-chairpersons. The Committee will:

- A. Meet once a month, or at the call of either co-chairperson to review special conditions which may develop.
- B. Conduct safety surveys and make joint recommendations to the appropriate administrator, through the safety officer. Final reports from the appropriate administrator shall be provided to the Safety Committee within a reasonable period on all matters initiated by the Committee.
- C. Coordinate the development and conduct of appropriate health and safety training programs. All training must be coordinated with the Office of Administration and Management.
- D. Consult with, and render assistance to the Agency safety officer upon request.

SECTION 15:

The Employer and the Union mutually recognize the need for protection of employees from assault and intimidation and will work cooperatively to obtain appropriate protective measures in this regard.

SECTION 16:

The Employer agrees to provide to potentially exposed employees and the Union, all information available to the Employer concerning hazardous substances. A listing of all chemicals used by the Department along with their generic names shall be provided upon request to the Union. Such listing shall indicate chemical use by work area. Emergency shower/wash facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

SECTION 17:

The Employer agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Employer agrees to immediately and periodically review all present security/safety measures affecting the employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Employer agrees to revise and/or implement security measures for the protection of the employees. A continuous review of security safety measures shall be the joint responsibility of Management and the Union.

SECTION 18:

- A. The Employer shall provide full yearly physical examinations to all employees upon request of the employee, who because of the nature of their work may be exposed to biological or man made health risks.
- B. The Employer shall provide full yearly physical, hearing and optical examinations to all employees, who because of the nature of their work may suffer physical or optical damage.
- C. The examinations in A and B above shall be on official time and at no cost to the employee.

SECTION 19:

The Employer will institute measures to control the spread of occupationally acquired infectious diseases. The Employer will consider all patients and clients as potentially infected and will rigorously apply infection control precautions to minimize the risk of exposure to blood and body fluids of all clients and patients. Rubber gloves and other appropriate equipment will be provided to all employees who may be subject to exposure.

ARTICLE 24
CORRECTIVE AND ADVERSE ACTION

SECTION 1:

1. Corrective and Adverse Actions, as defined in Personnel regulations, may be imposed on employees only for cause, in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA) D.C. Law 2-139, as amended and the DPM.
2. Corrective and Adverse Actions will be appropriate to the circumstances, with due regard to the principles of progressive discipline in accordance with Chapter 16 of the DPM.
3. Employees may either grieve these actions through the negotiated grievance procedure or appeal them to the Office of Employee Appeals (OEA), but not both. Employees shall select either of these procedures in writing and once the selection is made, it cannot be changed. Adverse Action grievances shall be filed in accordance with Article 16, Section 5.

SECTION 2:

1. It is understood that correction and discipline by supervisors will be done in accordance with the circumstances so as not to subject the employee to unnecessary embarrassment, i.e., privacy.
2. An employee and the Union shall be notified in writing of any proposed disciplinary or adverse action within forty-five (45) days, no including Saturdays, Sundays, or legal holidays, after the date that the Employer knew or should have known of the act or occurrence.

In the event that the act or occurrence allegedly constituting cause for discipline is the subject of an ongoing criminal investigation, the 45-day limit imposed by the previous paragraph of this section shall be tolled until the conclusion of the criminal investigation.

The failure of the Employer to issue such notice shall preclude the discipline pursuant to the law.

Employees are also entitled to a written final decision of the proposed action within 45 calendar days of the date charges are preferred against the employee, except that in the event there is an ongoing criminal prosecution.

3. Employees requested to reply during investigative or proposal stages of a disciplinary action shall be informed of their right to have a Union representative present.

4. Employees shall not be required to write or sign incident statements in regard to possible disciplinary actions.
5. Employees shall be given a copy of the Report of Findings Determination made by the disinterested designee at the time of its issuance.
6. The removal of an employee during his/her probationary period is not grievable and shall be done in accordance with the DPM.

ARTICLE 25
HOLIDAYS

The District of Columbia Government Comprehensive Merit Personnel Act (CMPA) and the District Personnel regulations prescribe the procedures for legal public holidays for employees of the District Government.

1. As stipulated in D.C. Code, §1-613.2(a) (1987 Repl.), the following days are legal public holidays for employees of the District Government:

- a. New Year's Day, January 1;
- b. Dr. Martin Luther King, Jr.'s Birthday, the third Monday in January;
- c. President's Day, the third Monday in February;
- d. Memorial Day, the last Monday in May;
- e. Independence Day, July 4;
- f. Labor Day, the first Monday in September;
- g. Columbus Day, the second Monday in October;
- h. Veteran's Day, November 11;
- i. Thanksgiving Day, the fourth Thursday in November;
and,
- j. Christmas Day, December 25.

2. January 20th of each 4th year starting in 1981, Inauguration Day, is a legal public holiday for the purpose of pay and leave of employees scheduled to work on that day. When January 20th of any 4th year falls on Sunday, the next succeeding day selected for public observance of the Inauguration of the President is a legal public holiday.

ARTICLE 26
IMPROVED BENEFITS

Any future legislation, ordinance, or order of the D.C. Government which improves the benefits now received by employees covered by this Contract automatically will be applied to such employees.

ARTICLE 27
PERSONNEL ISSUES

SECTION 1:

The Department, through the D.C. Office of Personnel, will continue to provide counseling to employees who are of retirement age. This counseling will include information on voluntary deductions, benefits, insurance, and assisting employees in preparing all necessary retirement papers. Further, to the extent training is available, the Department, in conjunction with the DCOP, shall continue to provide training on the retirement program, and shall ensure that notices announcing the program will be posted on appropriate bulletin boards.

SECTION 2:

The Department agrees that employees shall be directed to the appropriate Office of Personnel for such questions as: retirement, death benefits and disability compensation.

ARTICLE 28
SUPPLEMENTAL NEGOTIATIONS

SECTION 1:

Each of the Local's listed in Article One (1) of this Agreement is free to negotiate supplement agreements on working conditions not covered by this Agreement.

SECTION 2:

Any such supplemental agreement may include subjects such as, transfer of facility; uniforms; transportation of clients; etc.

SECTION 3:

Any such supplemental agreement shall be incorporated by reference in this Agreement and shall be enforced by Article 36 of this Agreement.

ARTICLE 29
WORK ON HOLIDAYS

SECTION 1:

In accordance with the DPM Chapter 12, for full-time employees whose basic workweek is Monday through Friday, if a legal holiday occurs on Saturday, the Friday immediately before is a legal public holiday and if a legal holiday occurs on Sunday, the Monday immediately following is a legal public holiday.

SECTION 2:

In accordance with the DPM Chapter 12, when a holiday falls on a regular weekly nonworkday of an employee whose basic workweek is other than Monday through Friday, the workday immediately before that regular weekly nonworkday is a legal public holiday for the employee.

The DPM issuance regarding the holiday schedule for the calendar year will be posted on the employee bulletin boards.

SECTION 3:

Except for emergency operations or continuous or shift operations, any necessary work performed on a holiday may be performed by qualified volunteers. If there are insufficient qualified volunteers to perform the work, the Department reserves the right to require employees to work on holidays.

ARTICLE 30
GRIEVANCE PROCEDURE

SECTION 1 - PURPOSE:

A. The purpose of this grievance procedure is to establish an effective procedure for the fair, expeditious and orderly adjustment of grievances. Grievances may be settled informally at any step of the process. Therefore, the parties or their authorized representatives have the authority to settle a grievance at any stage of the grievance procedure.

B. Most grievances arise from misunderstandings or disputes which can be settled promptly and satisfactorily on an informal basis at the immediate supervisory level. The Employer and the Union agree that every effort will be made by Management and the aggrieved party(ies) to settle grievances at the lowest possible level. Inasmuch as dissatisfactions and disagreements arise occasionally among people in any work situation, the filing of a grievance shall not be construed as reflecting unfavorably on an

employee's good standing, his/her performance, or his/her loyalty or desirability to the organization. Reasonable time during working hours will be allowed for employees and the Union representative to discuss, prepare for and present grievances, including attendance at meetings with Employer officials.

C. All time limits may be extended by mutual consent.

SECTION 2 - SCOPE:

A grievance is any alleged violation of this Agreement or applicable provision of the Compensation Agreement, or any misapplication or misinterpretation of Personnel rules, regulations or statutes that affect terms and conditions of employment. It is agreed that EEO complaints shall not be grievable.

SECTION 3 - PRESENTATION OF GRIEVANCES:

A. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

B. Grievances not responded to by Management in a timely manner may be advanced to the next level by the Union.

C. Categories of Grievances:

1. PERSONAL - A grievance of a personal nature requires the consent of the aggrieved employee at Step 2 of this procedure even if the Grievant is represented by his/her Union. In the case of an individual Grievant proceeding without Union representation, the Union must be given an opportunity to be present and offer its views at any meeting held to adjust the grievance.

2. GROUP - A grievance involving a number of employees in the unit may be filed at whatever step resolution is possible.

3. UNION/CLASS - A grievance involving employees in the bargaining unit may be filed and signed by the Union President or designee directly at Step 3 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to bargaining unit employees. A class grievance must contain all information specified in Section 4 of the grievance procedure and the Administrator or his/her designee shall respond in writing within twenty-one (21) working days of receipt.

SECTION 4 - PROCEDURAL STEPS/PERSONAL AND GROUP GRIEVANCES:

A. STEP 1:

Grievances (except Adverse Action and Union/Class) shall first be taken up orally or in writing by the concerned employee or Union representative with the appropriate Employer representative in an attempt to settle the matter. Grievances must be presented within twenty (20) work days from the date the employee or Union became aware of the grievance. The Union representative must be present if the employee so desires. However, if an employee(s) presents a grievance directly to the Employer for adjustment consistent with the term of this Agreement, the Union shall have an observer present. The Employer representative shall communicate the decision within ten (10) working days from the presentation of the grievance. The Employer shall present a written response when the grievance is presented in writing and an oral response when the case is presented orally.

B. STEP 2:

If the matter is not satisfactorily settled at Step 1 of the presentation of grievance, the employee(s) or the Union representative may, within ten (10) working days, submit the matter in writing to the next level Employer representative. The Employer representative will meet with the Union representative and the aggrieved employee(s) within five (5) working days after receipt of the grievance. The Employer representative shall give the employee(s) and the Union her/his written response within five (5) working days after the meeting.

The grievance at this and at every further step shall contain:

1. A statement of the specific provision(s) of the Agreement alleged to be violated.
2. The date(s) on which the alleged violation occurred.
3. A brief description of how the alleged violation occurred.
4. The specific remedy or adjustment sought.
5. Authorization by the employee if Union representation is desired.

Should the grievance not contain the required information, the Grievant or Union representative shall be so notified and given fifteen (15) working days from receipt of notification to resubmit the grievance. Failure to resubmit the grievance within the fifteen (15) day period shall void the grievance.

C. STEP 3:

If the grievance is not settled at Step 2, the employee(s) or the Union may within ten (10) working days forward the grievance to the Department Head for further consideration. The Department Head will review the grievance, consult with the employee(s) and the Union, and give the employee(s) and the Union his/her written answer within ten (10) working days after receipt of the grievance.

D. STEP 4:

If the grievance is not satisfactorily settled at Step 3, the Union may refer the matter to arbitration.

SECTION 5 - ADVERSE ACTION GRIEVANCES:

A. STEP 1:

A grievance which involves an adverse action, a removal or reduction in grade based on unacceptable performance shall be presented in writing by the concerned employee and the Union representative with the Agency Head within forty-five (45) calendar days of the final notice of action. The Employer will have fifteen (15) working days in which to answer the complaint in writing.

B. STEP 2:

If the matter is not satisfactorily settled at Step 4, the Union can invoke arbitration within twenty (20) working days of receipt of the Employer's decision at the Step 4 level.

The Union may, prior to the implementation of the penalty, request that the deciding official consider delay of the implementation of the decision pending the outcome of the arbitration. The Union and Management agree that such arbitrations will be scheduled and heard within 30 days after the Agency Head's decision to delay implementation. A withdrawal of the arbitration or delay in scheduling of such arbitration by the Union will result in the immediate implementation of the penalty. If the Agency Head denies the request to consider the delay of the implementation of the penalty, then Steps 1 and 2 of this Section shall apply.

SECTION 6 - UNION/CLASS GRIEVANCES:

STEP 1: The Employer and the Local President or his/her designee will meet within five (5) working days after receipt of the grievance to discuss the grievance.

STEP 2: The Department Head shall give the Local President his/her written response within ten (10) working days after the meeting. If the grievance is not settled by this method, the Union may refer the matter to arbitration. Nothing herein will preclude

other party from attempting to settle such grievances informally at the appropriate level.

SECTION 7 - ARBITRATION:

A. SELECTION OF AN ARBITRATOR: The parties agree that a panel of arbitrators will be selected by the parties within thirty (30) working days of the signing of this Agreement to hear arbitrations. The panel will consist of seven (7) arbitrators who will be selected alternately to hear cases.

B. A committee of Union representatives and Management officials that are party to this agreement will meet quarterly to review the status of grievances, the selection of arbitrators and other issues related to this grievance procedure.

C. When mutually agreed by both parties, the following expedited arbitration procedures shall be used:

1. The arbitration will be held within thirty (30) working days of the request to arbitrate.

2. There shall be no stenographic record of the proceedings.

3. The hearing shall be conducted by the Arbitrator in whatever manner that will most expeditiously permit full presentation of the evidence and arguments of the parties. The Arbitrator shall make appropriate minutes of the proceedings. Normally, the hearing shall be completed within one (1) day. In unusual circumstances and for good cause shown, the Arbitrator may schedule an additional hearing to be held within seven (7) days.

4. There shall be no posthearing briefs.

5. Time of Award - The award shall be rendered promptly by the Arbitrator and unless otherwise agreed by the parties, no later than seven (7) days from the date of the closing of the hearing.

6. Form of Award - The award shall be in writing and shall be signed by the Arbitrator. If the Arbitrator determines that an opinion is necessary, it shall be in summary form.

D. The parties agree that arbitrations not heard under the expedited arbitration procedure will be scheduled and heard within ninety (90) days unless the parties mutually agree to extend the time limits.

SECTION 8 - GENERAL:

1. Witnesses shall be sequestered upon request of either party.
2. If either party desires a verbatim record of the proceedings, it may order such record. The party desiring the record shall make the record available to the other party and pay full costs of the transcript. Upon mutual agreement, the expenses may be shared.
3. The parties shall request that the arbitration award be in writing and set forth the Arbitrator's findings, reasoning and conclusions, within thirty (30) days after the conclusion of the hearing. Time limits may be extended by mutual agreement except in the case of expedited arbitrations.
4. The Arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award.
5. The Arbitrator's award shall be binding upon both parties. Nothing in this Section prevents either party from appealing an award pursuant to the negotiated grievance procedure, in accordance with D.C. Code §1-605.2. Either party may submit the award for reconsideration by filing an Arbitration Review Request with the Public Employee Relations Board (PERB) within the time prescribed by law and regulation. Whenever an Arbitrator's decision is appealed, the decision shall remain in effect pending the outcome of the appeal process.
6. A statement of the Arbitrator's fee and expenses shall accompany the award. The fee and expense of the Arbitrator shall be born by the losing party. In cases where it is unclear whether or not a party has lost the case, the Arbitrator will make the determination.
7. Any dispute over the application of an Arbitrator's award, the Arbitrator shall retain jurisdiction.

SECTION 9 - APPEAL AND GRIEVANCE OPTIONS:

An aggrieved employee affected by a removal or reduction in grade based on unacceptable performance, or adverse action may at his/her option raise the matter under a statutory appellate procedure or the negotiated grievance procedure, but not both.

For the purpose of this Section and employee shall be deemed to have exercised his/her option under this Section when the employee files a notice of appeal under the appellate procedure or files a grievance in writing under the negotiated grievance procedure.

SECTION 10 - QUESTIONS OR GRIEVABILITY:

In the event either party should assert a grievance non-grievable or non-arbitrable, the original grievance shall be considered amended to include this issue. Any dispute of grievability or arbitrability shall be referred to arbitration as a threshold issue(s).

ARTICLE 31
MANAGEMENT RIGHTS

The Department shall retain the sole right, authority and complete discretion to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of the District in all aspects, including but not limited to, all rights and authority held by the Employer prior to the signing of this Agreement.

Such management rights shall not be subject to the negotiated grievance procedure or arbitration, unless specifically abridged and abrogated in a separate distinctive Article of this Agreement. The Employer retains the following rights, which in accordance with applicable laws, rules and regulations which in no way are wholly inclusive:

1. To direct employees of the Department;
2. To hire, promote, transfer, assign and retain employees in positions within the agency and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. To relieve employees of duties because of lack of work or other legitimate reasons;
4. To maintain the efficiency of the District government operations entrusted to them;
5. To determine the mission of the agency, its budget, its organization, the number of employees and the number, types and grades of positions or employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and,
6. To take whatever actions may be necessary to carry out the mission of the District government in emergency situations.

ARTICLE 32
NO STRIKE OR LOCKOUT

SECTION 1:

Under the provisions of D.C. Code Section 1-618.5, it is unlawful to participate in, authorize or ratify a strike.

SECTION 2:

The term "strike," as used herein means a concerted refusal to perform duties/attend work or any unauthorized concerted work stoppage or slowdown.

SECTION 3:

The Union agrees to disarm any strikes or any unauthorized concerted work stoppage or slowdown.

SECTION 4:

No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Department in a strike situation retains the right to close down any facilities to provide for the safety of employees, property or the public.

ARTICLE 33
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher 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 negotiate a substitute Article, Section or portion thereof.

ARTICLE 34
DURATION

SECTION 1:

This agreement shall remain in full force and effect until September 30, 1995. This Agreement shall become effective upon the Mayor's approval in accordance with provisions of Section 1715 of the CMP. If disapproved because certain provisions are asserted to be contrary to applicable law, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision for the offensive provision, or the offensive provision shall be deleted.

SECTION 2:

This Agreement shall automatically be renewed for a one (1) year period thereafter, unless either party gives to the other party written notice of intention to terminate or modify the Agreement one-hundred fifty (150) days and no later than ninety (90) days prior to its anniversary date. In the event that either party requests modification of any Article or parts of any Article, or the inclusion of additional provisions, only the related Articles and/or parts of the Articles shall be affected and unrelated Articles or parts of Articles shall continue in full force and effect.

SECTION 3:

The parties acknowledge that this Agreement represents the results of negotiations during which both parties had unlimited right and opportunity to make demands and proposals with respect to any mandatory negotiable subject matter.

SECTION 4:

It is agreed that any request by either party for further negotiations due to change in legislation, rules or regulations affecting any article in this Agreement shall be for the purpose of amending, modifying or supplementing provisions agreed to and included in this Agreement. If the parties mutually agree in writing during the term of this Agreement that modifications to the Agreement are necessary, it may be modified.

Signed this _____ day of _____, 1994.

FOR THE EMPLOYER

FOR THE UNION

Debra McDowell, Director
D.C. Office of Labor Relations
and Collective Bargaining

David Schlein

David Schlein, National V.P.
American Federation of
Government Employees, AFL-CIO

Vincent Gray, Director
Department of Human Services
Services

Hugh Battle, President
AFGE Local 383

Carole Hill Lowe, Director
Department of Recreation
and Parks

Thomas M. Proctor
Thomas Proctor, President
AFGE Local 2741

Bruce Marshall, Director
Department of Administrative
Services

Sandra Addison
Sandra Addison, President
AFGE Local 3406

Chief Fred Thomas
Metropolitan Police Department

Ralph Bell
Ralph Bell, President
AFGE Local 3444

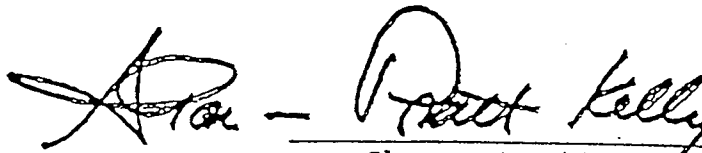
Al Dobbins, Director
Office of Planning and
and Energy

Paul Hart
Paul Hart, President
AFGE Local 3871

Claretta Carpenter
Claretta Carpenter, President
AFGE Local 2737

APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees Locals 383, 2737, 2741, 3406, 3444 and 3871 dated _____ has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (§1-618.15(a), D.C. Code, 1987 Repl.), and is hereby approved this 12th day of September, 1994.

A handwritten signature in dark ink, appearing to read 'Sharon Pratt Kelly', is written over a horizontal line.

Sharon Pratt Kelly
Mayor

COLLECTIVE BARGAINING UNIT CODE DESCRIPTIONS

CBU CODE	UNIT DESCRIPTION	UNION/ LOCAL	COMPENSATION BARGAINING UNIT	DEPARTMENT/ AGENCY
BCA	Nonprofessional employees at the Detoxification Center for Alcoholics, ADASA.	AFGE 2737	1 & 2	DHS
BCB	Professional employees at Karrick Hall - Rehabilitation Residential Center, ADASA.	AFGE 2737	1 & 13	DHS
BCC	Nonprofessional employees at Karrick Hall - Rehabilitation Residential Center, ADASA.	AFGE 2737	1 & 2	DHS
BKA	Employees of the Printing and Reproduction Division.	AFGE 3406	1 & 2	DAS
BPA	All employees of the Office of Planning and Development.	AFGE 3871	1	Office of Planning
BPB	All employees in the Office of Energy.	AFGE 3871	1	Office of Energy
BPC	All employees in the mail room of Department of Administrative Services.	AFGE 3871	1	DAS
BHA	All employees in the Department of Recreation and Parks.	AFGE 2741	1 & 2	DRP
BMA	Wage grade employees of the Property Division and Fleet Management Division.	AFGE 3444	2	MPD
BBA	DS employees of Laurel, MD, in the Institutional Care Services Administration and Forest Haven excluding guards, teachers and instructors, and nurses, CSS.	AFGE 383	1	DHS
BBB	Guards at Laurel, MD, in the Institutional Care Services Division and Forest Haven, CSS.	AFGE 383	1	DHS
BBC	Teachers and Instructors at Laurel, MD, Institutional Care Services Division and Forest Haven, CSS.	AFGE 383	1	DHS
BBD	Nonprofessional employees of the Forensic Psychiatry Division, Mental Health Administration, CMHS.	AFGE 383	1	DHS

CBU CODE	UNIT DESCRIPTION	UNION/ LOCAL	COMPENSATION BARGAINING UNIT	DEPARTMENT/ AGENCY
BBE	Nonprofessional employees of Area B (Psychiatric Division) and Emergency Mental Health Services, Mental Health Administration, CMHS.	AFGE 383	1 & 2	DHS
BBF	Nonprofessional employees of the Youth Group Homes Branch, Youth Services Administration, CSS.	AFGE 383	1 & 2	DHS
BBG	Nonprofessional employees of Area C Community Mental Health Center, CMHS.	AFGE 383	1 & 2	DHS
BBH	Employees of the Developmental Services Center, Mental Retardation/Developmental Disabilities (MRDDA), CSS.	AFGE 383	1 & 2	DHS
BBI	Nonprofessional employees in the Community Care Services Division, Youth Services Administration, CSS.	AFGE 383	1	DHS
BJ	Nonprofessional employees of the Office of Planning and Evaluation, Research and Statistics Division.	AFGE 383	1	DHS
SED	All nonprofessional, nonsupervisory employees in CMHS, DHS, excluding nonprofessional employees of the Construction, Electrical, Mechanical, Preventive Maintenance, Garage and Fabric Care Sections.	AFSCME 2095 & AFGE 383	1 & 2	DHS
BBK	Nonprofessional employees of the Alcohol Drug Abuse Services Administration, CPH.	AFGE 383	1 & 2	DHS

DEPARTMENT OF ADMINISTRATIVE SERVICES AND
THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES, LOCAL 3406
SUPPLEMENTAL AGREEMENT

ARTICLE I
BULLETIN BOARDS

SECTION A:

The Employer agrees to provide designated Bulletin Boards in appropriate work areas for the posting of material relative to the activities of the Union.

SECTION B:

Material posted must be readily identified as representing the Union. The Employer shall require the Union President to remove any posted material that fails to comply with provisions of Section C.

SECTION C:

Material must not contain any statement that could be construed to identify it as an official release of the District of Columbia Government. The contents of the material posted must be related to the activities of the Union. Material relating to partisan political matters or sectarian religious subjects may not be posted. Material must not contain derogatory or abusive statements on individuals.

ARTICLE II
EMPLOYEE COUNSELING PROGRAM

In addition to the regulations outlined in ARTICLE 20, Consultation and Counseling, of the Master Agreement, the parties agree that when troubled employees are identified, they are to be handled in a forthright manner with the agency's personnel administrative procedure. All records pertaining to the employee will be handled in the strictest of confidence.

ARTICLE III
PERSONNEL FILES

SECTION A:

An employee or his/her designated representative shall have the right to view his/her personnel file and, upon request, inspect or copy any document appearing in his/her official personnel file folder consistent with release of official information as prescribed in Title 31 of the Comprehensive Merit Personnel Act.

SECTION B:

The Employer will assist the employee or his/her representative (designated in writing) to obtain photo-copies of any such document.

SECTION C:

The right of employees pertaining to their official personnel files as stipulated in Section A and B above shall be extended to

apply to an employee's personnel file kept by the Printing Division.

ARTICLE IV
USE OF DISTRICT GOVERNMENT FACILITIES

SECTION A:

The Employer may approve requests for the use of District Government facilities for Union meetings during non-working hours. The Union agrees to exercise reasonable care in using such space and will leave it in a clean and orderly condition. When use of the facilities are to be scheduled after 4:15 p.m., the Union will request their use five (5) days in advance.

SECTION B:

The Employer agrees to provide a space for the Union stewards to meet in private with an aggrieved employee and for the maintenance of union records. This space may be used during breaks and at lunch. This space may not be used during duty hours unless with permission of the Division Chief.

ARTICLE V
OVERTIME ASSIGNMENTS

SECTION A:

The Employer agrees to assign overtime assignments on a fair and equitable basis.

SECTION B:

Each employee volunteering for overtime will be given the opportunity on a rotation basis, dependent on the skills required and those of the employee.

SECTION C:

A list of available personnel for overtime will be maintained by the supervisor and a copy provided to the Union President.

ARTICLE VI
HOURS OF WORK

SECTION A:

The basic forty (40) hour work week shall be Monday through Friday.

SECTION B:

The Employer will provide a reasonable amount of time, consistent with the nature of the work performed, for employees to clean up prior to lunch and at the end of the work day.

SECTION C:

Employees detailed out of their sections for periods of one (1) day or less will be allowed a reasonable amount of time to put away equipment and personal property.

SECTION D:

The Bureau will provide two (2) paid fifteen (15) minute rest periods on each tour of duty, one for each four (4) hour period worked, as close to the middle of each four (4) hour period as feasible. Rest periods shall in no case immediately precede, or follow, the beginning or ending of the regular work day or meal period.

ARTICLE VII
APPRENTICE CAREER DEVELOPMENT PROGRAM

SECTION A:

A joint Labor-Management Committee shall be established to develop recommendations for an Apprentice Career Development Program. This joint Labor-Management Committee shall consist of three (3) Union representatives and three (3) Management representatives. A Management and Union representative shall act as co-chairpersons.

The parties agree that the Apprentice Career Development Program should apply to a series of positions in the same line of work which increase in difficulty from entrance level to the level established as Full Performance by the Position Classification Standards of the D.C. Office of Personnel (DCOP).

SECTION B:

The Program Development Guidelines shall be as follows:

1. Employees in the Program may be promoted without further competition when competition was held at an earlier stage, until reaching the Full Performance Level.
2. The Employer and the Union agree that Apprentice Career Development Promotions will be made only when:
 - a. Recommended by the appropriate supervisor and approved by Management.
 - b. The employee meets the appropriate minimum qualification including selective factors, and has:
 1. Demonstrated potential for the skill involved.
 2. Demonstrated to the satisfaction of the supervisor, the ability to perform at the next higher level.
 3. An employee in the Apprentice Career Development Program may receive successive Career Promotions until he/she reaches the Full Performance Level after meeting the qualification requirements of

11

12

13

14

15

Section B above for each level consistent with Personnel regulations.

4. Grades above the Full Performance Level positions shall be filled under the Merit Staffing Procedures.

SECTION C:

A joint Labor-Management Committee shall submit its recommendation to appropriate Departmental officials for review and approval. Upon departmental approval, the proposed Apprenticeship Program will be submitted to the D.C. Office of Personnel for review and approval consistent with applicable DPM regulations.

SECTION D:

There will be established a formal process of communication between employees and the Chief of Printing relating to issues involving the training process in the Division. Employees may at any time submit official suggestions or examples of Formal Training Programs to the Chief of Printing. The Chief of Printing shall consider all submittals and either reject them, put them into effect, or refer them (if necessary) to other officials of the Department of Administrative Service for further consideration.

**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

EFFECTIVE October 1, 2017 through September 30, 2021

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(July 26, 2010)	

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 2018:

Effective the first day of the first full pay period beginning on or after October 1, 2017, the FY 2018 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 2019:

Effective the first day of the first full pay period beginning on or after October 1, 2018, the FY 2019 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 2%.

SECTION C: FISCAL YEAR 2020:

Effective the first day of the first full pay period beginning on or after October 1, 2019, the FY 2020 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 D: FISCAL YEAR 2021:

1. Effective the first day of the first full pay period beginning on or after October 1, 2020, the FY 2021 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 3.5%.

2. A portion of the cost of the District's proposal to increase wages for FY 18 – 3%, FY 19 – 2%, FY 20 – 3%, and FY 20 – 3.5% will be paid for from a portion of the funds set aside by the Bowser Administration for Compensation and Classification Reform. As a result, the Union will withdraw its Compensation and Classification Reform grievances in their entirety (both master and individual grievances).

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 fifty (\$50.00) per month for employees who purchase and use such passes to commute to and from work. The metro transit benefit will roll over from month to month for employees who access the benefit. Any benefit not accessed by the end of the calendar year will revert back to the District of Columbia government.

ARTICLE 3: PRE-PAID LEGAL PLAN

SECTION A:

The Employer shall make a monthly contribution of twelve dollars and fifty cents (\$12.50) in FY 2018 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of fifteen dollars (\$15.00) in FY 2019 for each bargaining unit member toward a pre-paid legal services plan. The Employer shall make a monthly contribution of seventeen dollars and fifty cents (\$17.50) in FY 20 for each bargaining unit member toward a pre-paid legal services plan. For each fiscal year, 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 2018, 2019, 2020, and 2021 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 2018 – FY 2021.

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:

Optional Plan	Additional Coverage	Premium Amount
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 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 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: an individual who is related to the employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild, or similar familial relationship; an individual for whom the employee is the legal guardian; or fiancé, fiancée, or domestic partner of the employee.

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 16th;
- (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;
- (k) Christmas Day, December 25th of each year; and
- (l) Inauguration Day, January 20th of each 4th 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 an employees assigned tour of duty 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 forty (40) hour work week. The unscheduled leave rule will not apply when an employee has worked (back-to-back shifts) 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).

2. 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 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 full calendar 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. The Employer will notify the employee of their sick leave incentive day(s) no later than March of each year. 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, 2018, 2019, 2020 and 2021.

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. An employee is on-call when a determination has been made that the work of that position requires the employee to remain accessible and available to the point where his or her time cannot be used effectively for the employee's own personal purposes.

3. 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 regularly scheduled tour of duty, 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 actually 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 shall continue and will identify temporary and term employees whose current term and or temporary appointments extend to September 30, 2021, 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, 2017, and are paid from appropriated funding to the career service prior to the end of the FY 2018 – FY 2021 Compensation Agreement.

SECTION D:

Prior to the end of the FY 2018 – FY 2021 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.

SECTION H:

District agencies will first post vacant career service positions internal to the Agency for bargaining unit term and temporary employees to apply and compete before posting the positions externally. There shall be no direct appointments.

ARTICLE 18: ADMINISTRATIVE CLOSING

SECTION A:

1. Employees designated as “Essential Employees” are those who work in critical District government operations that cannot be suspended or interrupted, even in the event of declared emergencies. “Essential Employees” must report to work as scheduled even when the government is administratively closed, during emergencies or other government closing. Once an employee has been notified by his/her employing agency that his/her position is designated as “Essential” no further notice is required as long as the employee continues to occupy the position designated “Essential”.

2. Employees designated “Emergency Employees” are those who support certain critical government operations and functions necessary for the continuity of operations, including during declared emergencies. “Emergency Employees” may be required to work when a situation or condition occurs and result in early dismissal for other employees, government closing or during other emergencies. Once an employee has been notified by his/her employing agency that his/her position is designated as “Emergency”, the designation will remain in effect until the designation is terminated in writing.

3. As applicable, employees required to work when all other District Government employees are released for administrative closings, shall be compensated in accordance with the minimum standards established by the Fair Labor Standards Act, (FLSA), 29 U.S.C. § 2011, et seq.

4. As applicable, employees required to work when all other District Government employee are released as a result of an administrative closings shall be compensated, in addition to their regular pay, one hour for each hour worked during the administrative closing.

SECTION B:

The determination as to whether the employee receives overtime or compensatory time will be at the time employee’s election which shall be made before the work is performed. When elected, employees required to work when all other District Government employees are released for administrative closing shall earn compensatory time on an hour for hour basis.

ARTICLE 19: 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 20: DURATION

This Agreement shall remain in full force and effect through September 30, 2021. On this 25th day of February 2018, and as witness the parties hereto have set their signature.


Compensation Units One and Two Collective Bargaining Agreement

On this 26th day of February, 2018, as witness the parties hereto have set their signature.

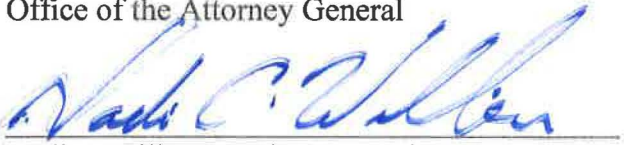
**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



Repunzelle Bullock, Interim Director
Office of Labor Relations and Collective
Bargaining



Kathryn Naylor, Supervisory Attorney Advisor
Office of Labor Relations and Collective


Eugene A. Adams, Director
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Office



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Tanya Royster, MD, Director
Department of Behavioral Health


Brendolyn McCarty-Jones, Labor Liaison
Department of Behavioral Health

FOR THE UNIONS

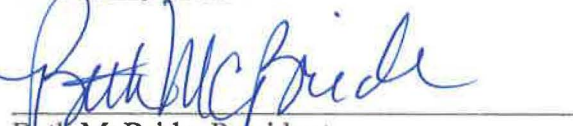

Andrew Washington, Executive Director
AFSCME, District Council 20



Eric Bunn, Sr. National Vice President
AFGE, District 14


Lee Blackmon, National Representative
NAGE, District of Columbia Regional


Steve Anderson, President
AFGE, Local 1403



Wayne L. Enoch, President
AFSCME, Local 2401


Beth McBride, President
AFGE, Local 383


Carroll Ward, President
AFGE, Local 2978




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D.C. Office of Cable Television, Film, Music and
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Barry Carey, President
AFSCME, Local 2091


Dr. Steven Johnson, Labor Liaison
D.C. Office of Cable Television, Film,
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Wanda Shelton Martin, Area Director
1199 NUHHCE



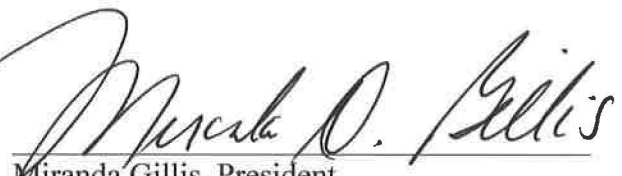
Roger A. Mitchell, Jr. MD, Chief Medical
Examiner
Office of the Chief Medical Examiner



~~Reginald Walker, President~~ Michael Coley
AFSCME, Local 1200



Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner



Miranda Gillis, President
AFGE, Local 2725

Barney Krucoff, Interim Chief Technology
Officer
Office of the Chief Technology Officer



John Rosser, Chairperson
FOP/DOCLC

Pamela Brown, Esq., General Counsel
Office of the Chief Technology Officer

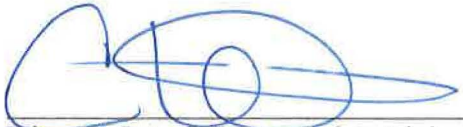
Keith Washington, President
AFSCME, Local 2092



Brenda Donald, Director
Child and Family Services Agency



Lisa Blackwell, Executive President
AFGE, Local 1000



Nina McIntosh-Jones, Labor Liaison
Child and Family Services Agency

Christal Williams

Melinda M. Bolling, Director
Department of Consumer and
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Aretha Lyles, President
AFGE, Local 3721



Gina Walton, President
AFGE, Local 1975

Don Tatum, Labor Liaison
Department of Consumer and
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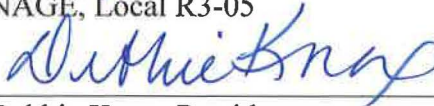
Lisa Wallace, Vice President
1199 SEIU/UHWE



George A. Schutter, Chief Procurement Officer
Office of Contracting and Procurement



Harvey Cannon, President
NAGE, Local R3-05

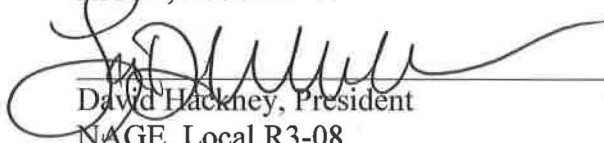


Debbie Knox, President
NAGE, Local R3-07

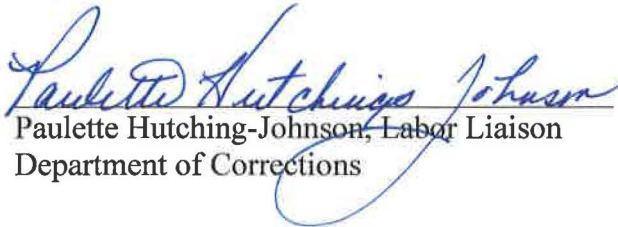
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Office of Contracting and Procurement



Quincy L. Booth, Director
Department of Corrections



David Hackney, President
NAGE, Local R3-08



Paulette Hutchings-Johnson, Labor Liaison
Department of Corrections



LaToya McDowney, President
NAGE, Local R3-09

Andrew Reese, Director
Department on Disability Services



Barbara Milton, President
AFGE, Local 631

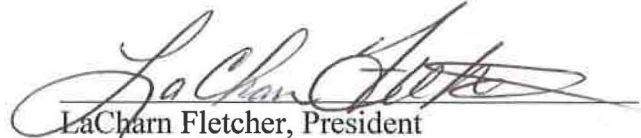


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LaCharn Fletcher, President
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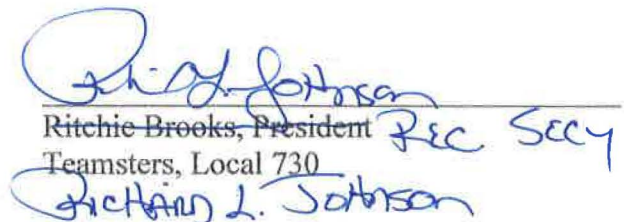
Van Freeman, Deputy Chief of Staff
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Thomas Ratliff, President
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Tommy Wells, Director
Department of Energy and the
Environment

Michael Flood, President
AFSCME, Local 2921

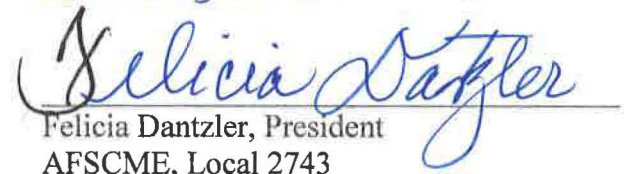
Talisha Pitt, Labor Liaison
Department of Energy and the
Environment



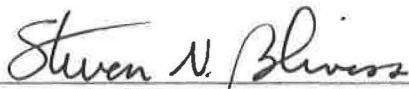
Ritchie Brooks, President
Teamsters, Local 730
Rec Secy



Gregory Dean, Chief
Fire and Emergency Medical Services
Department



Felicia Dantzler, President
AFSCME, Local 2743

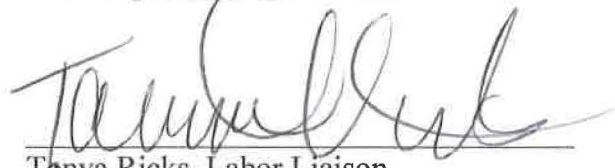


Steven N. Blivess, Esq., Labor Liaison
Fire and Emergency Medical Services
Department

Corey Upchurch, President
AFSCME, Local 1959



Ernest Chrappah, Chairman
D.C. Department of For-Hire Vehicles

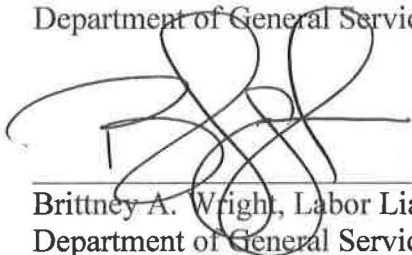


Tonya Ricks, Labor Liaison
D.C. Department of For-Hire Vehicles


Jenifer Smith, PhD, Director
Department of Forensic Sciences

Rasheed Raj, General Counsel
Department of Forensic Sciences


Greer Johnson Gillis, Director
Department of General Services



Brittney A. Wright, Labor Liaison
Department of General Services



LaQuandra S. Nesbitt, MD, MPH, Director
Department of Health




Kathleen Ognibene, Labor Liaison
Department of Health



Debra Walker, President
AFSCME, Local 709



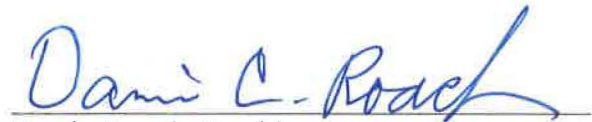
~~Andre Phillips~~, Chairperson **ANDRE Phillips**
FOP/DYRSLC



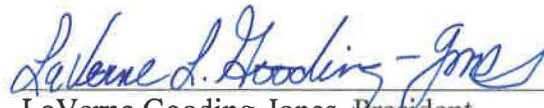
Robert Hollingsworth, President
AFSCME, Local 2776



Antoinette White-Richardson, President
AFSCME, Local 1808



Darrin Roach, President
AFSCME, Local 877




LaVerne Gooding-Jones, President
AFSCME, Local 2087

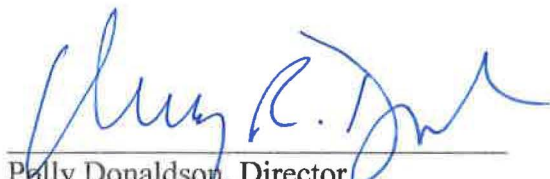
Larry Doggett, Business Manager
Public Service Employees, Local 572

Perlsha Gales, President
Alliance of Independent Workers Union

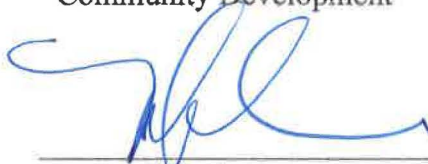
Christopher Rodriguez, Director
Homeland Security and Emergency
Management Agency


George Barksdale, President
AFGE, Local 3444

Anthony Crispino, Labor Liaison
Homeland Security and Emergency
Management Agency


Pelly Donaldson, Director
Department of Housing and
Community Development

Drew Hubbard, Labor Liaison
Department of Housing and
Community Development

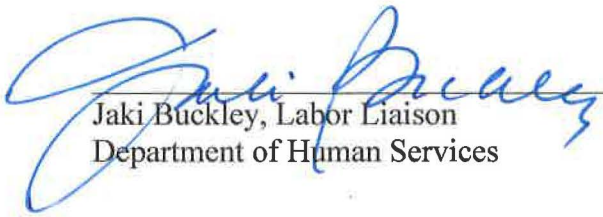


Monica Palacio, Director
D.C. Office of Human Rights



Ayanna Lee, Labor Liaison
D.C. Office of Human Rights


Laura Zeilinger, Director
Department of Human Services


Jaki Buckley, Labor Liaison
Department of Human Services

Stephen C. Taylor, Commissioner
Department of Insurance, Securities
And Banking

Katrice Purdie, Labor Liaison
Department of Insurance, Securities
And Banking

Lucinda Babers, Director
Department of Motor Vehicles

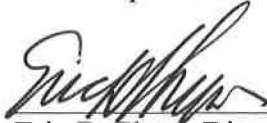
Odessa Nance, Labor Liaison
Department of Motor Vehicles

Peter Newsham, Chief
D.C. Metropolitan Police Department

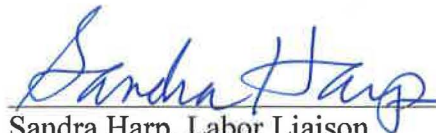
Mark Viehmeyer, Labor Liaison
D.C. Metropolitan Police Department

Keith A. Anderson, Director
D.C. Department of Parks and Recreation

Kwelli Sneed, MBA, CPM, Labor Liaison
D. C. Department of Parks and Recreation



Eric D. Shaw, Director
D.C. Office of Planning



Sandra Harp, Labor Liaison
D.C. Office of Planning

Antwan Wilson, Chancellor
D.C. Public Schools


Kaitlyn Girard, Director
Labor Management and Employee Relations
D.C. Public Schools



For Christopher Shorter, Director
Department of Public Works



Gail Heath, Labor Liaison
Department of Public Works

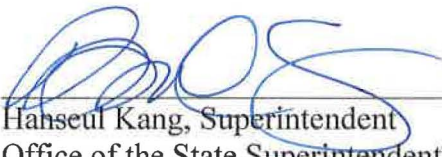


Jed Ross, Chief Risk Officer
Office of Risk Management



~~Eric Glover~~ ~~Eq.~~, Labor Liaison
Office of Risk Management

MARCO
CARLOS



Hanseul Kang, Superintendent
Office of the State Superintendent
Of Education



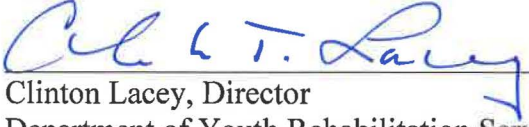
Quiyana Hall, Labor Liaison
Office of the State Superintendent
Of Education

Jeff Marootian, Director
District Department of Transportation


Nana Bailey, Labor Liaison
District Department of Transportation

Karima Holmes, Director
Office of Unified Communications


Yvonne McManus, Labor Liaison
Office of Unified Communications



Clinton Lacey, Director
Department of Youth Rehabilitation Services



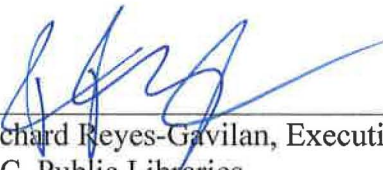
Trey Stanback, Labor Liaison
Department of Youth Rehabilitation Services



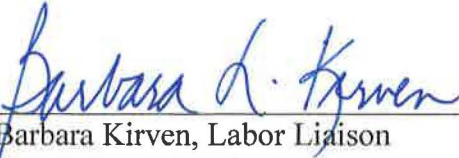
Jeffrey S. DeWitt, Chief Financial Officer
Office of the Chief Financial Officer



LaSharn Moreland, ~~Labor Liaison~~ *EXECUTIVE DIRECTOR, HUMAN RESOURCES*
Office of the Chief Financial Officer



Richard Reyes-Gavilan, Executive Director
D.C. Public Libraries




Barbara Kirven, Labor Liaison
D.C. Public Libraries

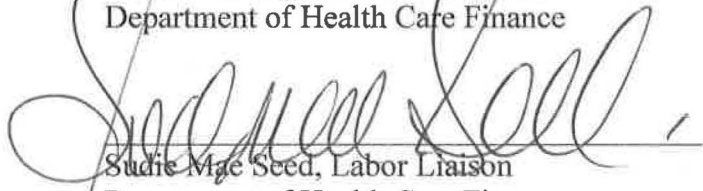
Veronica Ahern, Executive Director
D.C. Public Service Commission

Richard Beverly, General Counsel
D.C. Public Service Commission

Ronald Mason, Jr., J.D., President
University of the District of Columbia

Patricia Cornwell Johnson, Vice President
Human Resources
University of the District of Columbia


Wayne Turnage, M.P.A., Director
Department of Health Care Finance


Stodie Mae Seed, Labor Liaison
Department of Health Care Finance

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated Jan 23, 2018, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code and is hereby approved on this 24th day of February, 2018.



Muriel Bowser
Mayor

APPENDIX 1

Management's Proposal

7/26/10

INSERT DATE

Firstname Lastname

Position/Title

Department/Division

RE: On-Call Notification

Dear Mr./Ms. Lastname:

You are hereby notified that you shall be placed in an "on-call" status effective **On-Call Dates** between the hours of **Start AM/PM** and **End AM/PM**. During the aforementioned hours, you are required to be available to report for work within **a reasonable time (not to exceed two hours)**. You are expected to be available by phone for the duration of the "on-call" period. You are expected to answer when called or return a call from INSERT AGENCY management within a reasonable amount of time (not to exceed **30 minutes**).

Sincerely,

SUPERVISOR/MANAGER NAME

SUPERVISOR POSITION/TITLE



COUNCIL OF THE DISTRICT OF COLUMBIA
THE JOHN A. WILSON BUILDING
1350 PENNSYLVANIA AVENUE, N.W.
WASHINGTON, D.C. 20004

February 23, 2018

The Honorable Muriel E. Bowser
Mayor of the District of Columbia
1350 Pennsylvania Avenue, N.W., 3rd Floor
Washington, D.C. 20004

Dear Mayor Bowser:

This is to inform you of the status of a proposed resolution transmitted to the Council in accordance with D.C. Official Code § 1-617.17(j). The below proposed resolution has been deemed approved by virtue of the Council having taken no action to disapprove it.

<u>Proposed Resolution</u>	<u>Title</u>	<u>Date of Approval</u>
PR 22-738	Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2018 - FY 2021, Approval Resolution of 2018	February 23, 2018

If you have any questions please contact me at 202-724-8032.

Sincerely,

Phil Mendelson
Chairman of the Council

cc: Committee on Labor and Workforce Development



District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Professional and Scientific

Effective Date: October 1, 2017 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077
X01

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	52,570 \$	54,249 \$	55,928 \$	57,607 \$	59,286 \$	60,965 \$	62,644 \$	64,323 \$	66,002 \$	67,681 \$	1,679
10 \$	57,670 \$	59,519 \$	61,368 \$	63,217 \$	65,066 \$	66,915 \$	68,764 \$	70,613 \$	72,462 \$	74,311 \$	1,849
11 \$	63,337 \$	65,372 \$	67,407 \$	69,442 \$	71,477 \$	73,512 \$	75,547 \$	77,582 \$	79,617 \$	81,652 \$	2,035
12 \$	78,364 \$	80,797 \$	83,230 \$	85,663 \$	88,096 \$	90,529 \$	92,962 \$	95,395 \$	97,828 \$	100,261 \$	2,433
13 \$	90,288 \$	93,183 \$	96,078 \$	98,973 \$	101,868 \$	104,763 \$	107,658 \$	110,553 \$	113,448 \$	116,343 \$	2,895
14 \$	106,715 \$	110,133 \$	113,551 \$	116,969 \$	120,387 \$	123,805 \$	127,223 \$	130,641 \$	134,059 \$	137,477 \$	3,418

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Technical and Paraprofessional

Effective Date: October 1, 2017 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$ 41,615	\$ 42,849	\$ 44,083	\$ 45,317	\$ 46,551	1,234
6	\$ 39,271	\$ 40,640	\$ 42,009	\$ 43,378	\$ 44,747	\$ 46,116	\$ 47,485	\$ 48,854	\$ 50,223	\$ 51,592	1,369
7	\$ 43,518	\$ 45,030	\$ 46,542	\$ 48,054	\$ 49,566	\$ 51,078	\$ 52,590	\$ 54,102	\$ 55,614	\$ 57,126	1,512
8	\$ 47,792	\$ 49,314	\$ 50,836	\$ 52,358	\$ 53,880	\$ 55,402	\$ 56,924	\$ 58,446	\$ 59,968	\$ 61,490	1,522
9	\$ 52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$ 60,965	\$ 62,644	\$ 64,323	\$ 66,002	\$ 67,681	1,679
10	\$ 57,670	\$ 59,519	\$ 61,368	\$ 63,217	\$ 65,066	\$ 66,915	\$ 68,764	\$ 70,613	\$ 72,462	\$ 74,311	1,849
11	\$ 63,337	\$ 65,372	\$ 67,407	\$ 69,442	\$ 71,477	\$ 73,512	\$ 75,547	\$ 77,582	\$ 79,617	\$ 81,652	2,035

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 1, 2017 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

		Steps											Between Steps
Grade	1	2	3	4	5	6	7	8	9	10			
2 \$	28,676 \$	29,679 \$	30,682 \$	31,685 \$	32,688 \$	33,691 \$	34,694 \$	35,697 \$	36,700 \$	37,703 \$			1,003
3 \$	31,251 \$	32,335 \$	33,419 \$	34,503 \$	35,587 \$	36,671 \$	37,755 \$	38,839 \$	39,923 \$	41,007 \$			1,084
4 \$	32,776 \$	33,889 \$	35,002 \$	36,115 \$	37,228 \$	38,341 \$	39,454 \$	40,567 \$	41,680 \$	42,793 \$			1,113
5 \$	35,445 \$	36,679 \$	37,913 \$	39,147 \$	40,381 \$	41,615 \$	42,849 \$	44,083 \$	45,317 \$	46,551 \$			1,234
6 \$	39,271 \$	40,640 \$	42,009 \$	43,378 \$	44,747 \$	46,116 \$	47,485 \$	48,854 \$	50,223 \$	51,592 \$			1,369
7 \$	43,518 \$	45,030 \$	46,542 \$	48,054 \$	49,566 \$	51,078 \$	52,590 \$	54,102 \$	55,614 \$	57,126 \$			1,512
8 \$	47,792 \$	49,314 \$	50,836 \$	52,358 \$	53,880 \$	55,402 \$	56,924 \$	58,446 \$	59,968 \$	61,490 \$			1,522
9 \$	52,570 \$	54,249 \$	55,928 \$	57,607 \$	59,286 \$	60,965 \$	62,644 \$	64,323 \$	66,002 \$	67,681 \$			1,679

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2018 **Service Code Definition:** Corrections and Other Occupation Groups

Effective Date: October 1, 2017

Union/Nonunion: Union **Job Series:** 0006 Correctional Program Specialist
0081 Fire Protection Specialist
0101 Correctional Treatment Specialist
0390 Telecommunications Equipment Operator
1802 Cellblock Technician (Cellblock Only)
1811 Criminal Investigator
2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
X04

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
4 \$	38,024	\$ 39,080	\$ 40,136	\$ 41,192	\$ 42,248	\$ 43,304	\$ 44,360	\$ 45,416	\$ 46,472	\$ 47,528	\$ 1,056
5 \$	43,731	\$ 44,912	\$ 46,093	\$ 47,274	\$ 48,455	\$ 49,636	\$ 50,817	\$ 51,998	\$ 53,179	\$ 54,360	\$ 1,181
6 \$	46,094	\$ 47,413	\$ 48,732	\$ 50,051	\$ 51,370	\$ 52,689	\$ 54,008	\$ 55,327	\$ 56,646	\$ 57,965	\$ 1,319
7 \$	49,751	\$ 51,216	\$ 52,681	\$ 54,146	\$ 55,611	\$ 57,076	\$ 58,541	\$ 60,006	\$ 61,471	\$ 62,936	\$ 1,465
8 \$	51,851	\$ 53,477	\$ 55,103	\$ 56,729	\$ 58,355	\$ 59,981	\$ 61,607	\$ 63,233	\$ 64,859	\$ 66,485	\$ 1,626
9 \$	55,496	\$ 57,289	\$ 59,082	\$ 60,875	\$ 62,668	\$ 64,461	\$ 66,254	\$ 68,047	\$ 69,840	\$ 71,633	\$ 1,793
10 \$	61,116	\$ 63,091	\$ 65,066	\$ 67,041	\$ 69,016	\$ 70,991	\$ 72,966	\$ 74,941	\$ 76,916	\$ 78,891	\$ 1,975
11 \$	65,004	\$ 67,166	\$ 69,328	\$ 71,490	\$ 73,652	\$ 75,814	\$ 77,976	\$ 80,138	\$ 82,300	\$ 84,462	\$ 2,162
12 \$	77,891	\$ 80,488	\$ 83,085	\$ 85,682	\$ 88,279	\$ 90,876	\$ 93,473	\$ 96,070	\$ 98,667	\$ 101,264	\$ 2,597
13 \$	92,619	\$ 95,708	\$ 98,797	\$ 101,886	\$ 104,975	\$ 108,064	\$ 111,153	\$ 114,242	\$ 117,331	\$ 120,420	\$ 3,089
14 \$	109,467	\$ 113,112	\$ 116,757	\$ 120,402	\$ 124,047	\$ 127,692	\$ 131,337	\$ 134,982	\$ 138,627	\$ 142,272	\$ 3,645

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 1, 2017

Union/Nonunion: Union **Affected CBU/Service Code(s):** A22

Pay Plan/Schedule: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	51,851 \$	53,213 \$	54,575 \$	55,937 \$	57,299 \$	58,661 \$	60,023 \$	61,385 \$	62,747 \$	64,109 \$	1,362
7 \$	56,226 \$	57,740 \$	59,254 \$	60,768 \$	62,282 \$	63,796 \$	65,310 \$	66,824 \$	68,338 \$	69,852 \$	1,514
9 \$	60,966 \$	62,649 \$	64,332 \$	66,015 \$	67,698 \$	69,381 \$	71,064 \$	72,747 \$	74,430 \$	76,113 \$	1,683
11 \$	69,439 \$	71,474 \$	73,509 \$	75,544 \$	77,579 \$	79,614 \$	81,649 \$	83,684 \$	85,719 \$	87,754 \$	2,035
12 \$	78,364 \$	80,797 \$	83,230 \$	85,663 \$	88,096 \$	90,529 \$	92,962 \$	95,395 \$	97,828 \$	100,261 \$	2,433
13 \$	86,993 \$	89,691 \$	92,389 \$	95,087 \$	97,785 \$	100,483 \$	103,181 \$	105,879 \$	108,577 \$	111,275 \$	2,698

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2018	Service Code Definition:	Health Care Occupations
Effective Date:	October 1, 2017	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069		
	X06		
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

		Step										Between Steps
Grade		1	2	3	4	5	6	7	8	9	10	
5	\$	40,980	\$ 42,093	\$ 43,206	\$ 44,319	\$ 45,432	\$ 46,545	\$ 47,658	\$ 48,771	\$ 49,884	\$ 50,997	\$ 1,113
6	\$	45,422	\$ 46,655	\$ 47,888	\$ 49,121	\$ 50,354	\$ 51,587	\$ 52,820	\$ 54,053	\$ 55,286	\$ 56,519	\$ 1,233
7	\$	48,842	\$ 50,223	\$ 51,604	\$ 52,985	\$ 54,366	\$ 55,747	\$ 57,128	\$ 58,509	\$ 59,890	\$ 61,271	\$ 1,381
8	\$	53,878	\$ 55,399	\$ 56,920	\$ 58,441	\$ 59,962	\$ 61,483	\$ 63,004	\$ 64,525	\$ 66,046	\$ 67,567	\$ 1,521
9	\$	59,283	\$ 60,966	\$ 62,649	\$ 64,332	\$ 66,015	\$ 67,698	\$ 69,381	\$ 71,064	\$ 72,747	\$ 74,430	\$ 1,683
10	\$	65,076	\$ 66,920	\$ 68,764	\$ 70,608	\$ 72,452	\$ 74,296	\$ 76,140	\$ 77,984	\$ 79,828	\$ 81,672	\$ 1,844
11	\$	71,483	\$ 73,515	\$ 75,547	\$ 77,579	\$ 79,611	\$ 81,643	\$ 83,675	\$ 85,707	\$ 87,739	\$ 89,771	\$ 2,032
12	\$	85,661	\$ 88,095	\$ 90,529	\$ 92,963	\$ 95,397	\$ 97,831	\$ 100,265	\$ 102,699	\$ 105,133	\$ 107,567	\$ 2,434

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 1, 2017 **L- Leader**

Union/Nonunion: Union **Affected CBU/Service Code(s):** B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

	Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
	02	\$ 16.10	\$ 16.66	\$ 17.22	\$ 17.78	\$ 18.34	\$ 18.90	\$ 19.46	\$ 20.02	\$ 20.58	\$ 21.14	\$ 0.56
	02L	\$ 17.56	\$ 18.17	\$ 18.78	\$ 19.39	\$ 20.00	\$ 20.61	\$ 21.22	\$ 21.83	\$ 22.44	\$ 23.05	\$ 0.61
	03	\$ 17.37	\$ 17.96	\$ 18.55	\$ 19.14	\$ 19.73	\$ 20.32	\$ 20.91	\$ 21.50	\$ 22.09	\$ 22.68	\$ 0.59
	03L	\$ 18.98	\$ 19.64	\$ 20.30	\$ 20.96	\$ 21.62	\$ 22.28	\$ 22.94	\$ 23.60	\$ 24.26	\$ 24.92	\$ 0.66
	04	\$ 18.60	\$ 19.24	\$ 19.88	\$ 20.52	\$ 21.16	\$ 21.80	\$ 22.44	\$ 23.08	\$ 23.72	\$ 24.36	\$ 0.64
	04L	\$ 20.34	\$ 21.05	\$ 21.76	\$ 22.47	\$ 23.18	\$ 23.89	\$ 24.60	\$ 25.31	\$ 26.02	\$ 26.73	\$ 0.71
	05	\$ 19.85	\$ 20.53	\$ 21.21	\$ 21.89	\$ 22.57	\$ 23.25	\$ 23.93	\$ 24.61	\$ 25.29	\$ 25.97	\$ 0.68
	05L	\$ 21.62	\$ 22.38	\$ 23.14	\$ 23.90	\$ 24.66	\$ 25.42	\$ 26.18	\$ 26.94	\$ 27.70	\$ 28.46	\$ 0.76
	06	\$ 21.03	\$ 21.76	\$ 22.49	\$ 23.22	\$ 23.95	\$ 24.68	\$ 25.41	\$ 26.14	\$ 26.87	\$ 27.60	\$ 0.73
	06L	\$ 23.09	\$ 23.88	\$ 24.67	\$ 25.46	\$ 26.25	\$ 27.04	\$ 27.83	\$ 28.62	\$ 29.41	\$ 30.20	\$ 0.79
	07	\$ 22.42	\$ 23.19	\$ 23.96	\$ 24.73	\$ 25.50	\$ 26.27	\$ 27.04	\$ 27.81	\$ 28.58	\$ 29.35	\$ 0.77
	07L	\$ 24.49	\$ 25.34	\$ 26.19	\$ 27.04	\$ 27.89	\$ 28.74	\$ 29.59	\$ 30.44	\$ 31.29	\$ 32.14	\$ 0.85
	08	\$ 23.69	\$ 24.50	\$ 25.31	\$ 26.12	\$ 26.93	\$ 27.74	\$ 28.55	\$ 29.36	\$ 30.17	\$ 30.98	\$ 0.81
	08L	\$ 25.89	\$ 26.81	\$ 27.73	\$ 28.65	\$ 29.57	\$ 30.49	\$ 31.41	\$ 32.33	\$ 33.25	\$ 34.17	\$ 0.92
	09	\$ 24.85	\$ 25.71	\$ 26.57	\$ 27.43	\$ 28.29	\$ 29.15	\$ 30.01	\$ 30.87	\$ 31.73	\$ 32.59	\$ 0.86
	09L	\$ 27.26	\$ 28.20	\$ 29.14	\$ 30.08	\$ 31.02	\$ 31.96	\$ 32.90	\$ 33.84	\$ 34.78	\$ 35.72	\$ 0.94
	10	\$ 26.11	\$ 27.02	\$ 27.93	\$ 28.84	\$ 29.75	\$ 30.66	\$ 31.57	\$ 32.48	\$ 33.39	\$ 34.30	\$ 0.91
	10L	\$ 28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$ 0.99
	11	\$ 27.38	\$ 28.34	\$ 29.30	\$ 30.26	\$ 31.22	\$ 32.18	\$ 33.14	\$ 34.10	\$ 35.06	\$ 36.02	\$ 0.96
	11L	\$ 30.05	\$ 31.09	\$ 32.13	\$ 33.17	\$ 34.21	\$ 35.25	\$ 36.29	\$ 37.33	\$ 38.37	\$ 39.41	\$ 1.04
	12	\$ 28.66	\$ 29.65	\$ 30.64	\$ 31.63	\$ 32.62	\$ 33.61	\$ 34.60	\$ 35.59	\$ 36.58	\$ 37.57	\$ 0.99
	12L	\$ 31.40	\$ 32.48	\$ 33.56	\$ 34.64	\$ 35.72	\$ 36.80	\$ 37.88	\$ 38.96	\$ 40.04	\$ 41.12	\$ 1.08
	13	\$ 29.86	\$ 30.90	\$ 31.94	\$ 32.98	\$ 34.02	\$ 35.06	\$ 36.10	\$ 37.14	\$ 38.18	\$ 39.22	\$ 1.04
	13L	\$ 32.64	\$ 33.82	\$ 35.00	\$ 36.18	\$ 37.36	\$ 38.54	\$ 39.72	\$ 40.90	\$ 42.08	\$ 43.26	\$ 1.18

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2018 **Service Code Definition:** Correctional Officers & EMS

Effective Date: October 1, 2017

Union/Nonunion: Union **Affected CBU/Service Code(s):** A01. A03. A20. A21

Pay Plan/Schedule: CS **Series:** 0007 Correctional Officer
Peoplesoft Schedule: DS0070 0083 Special Police Officer
X10 0699 EMT/Paramedic

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Date of Assessment:														Steps														Between Steps	
Grade	1	2	3	4	5	6	7	8	9	10																			
5 \$	43,218 \$	44,328 \$	45,438 \$	46,548 \$	47,658 \$	48,768 \$	49,878 \$	50,988 \$	52,098 \$	53,208 \$															1,110				
6 \$	46,643 \$	47,880 \$	49,117 \$	50,354 \$	51,591 \$	52,828 \$	54,065 \$	55,302 \$	56,539 \$	57,776 \$															1,237				
7 \$	49,695 \$	51,096 \$	52,497 \$	53,898 \$	55,299 \$	56,700 \$	58,101 \$	59,502 \$	60,903 \$	62,304 \$															1,401				
8 \$	54,790 \$	56,341 \$	57,892 \$	59,443 \$	60,994 \$	62,545 \$	64,096 \$	65,647 \$	67,198 \$	68,749 \$															1,551				
9 \$	60,310 \$	62,022 \$	63,734 \$	65,446 \$	67,158 \$	68,870 \$	70,582 \$	72,294 \$	74,006 \$	75,718 \$															1,712				
10 \$	66,179 \$	68,061 \$	69,943 \$	71,825 \$	73,707 \$	75,589 \$	77,471 \$	79,353 \$	81,235 \$	83,117 \$															1,882				

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 **Service Code Definition:** Professional and Scientific

Effective Date: October 14, 2018 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077
X01

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	53,620 \$	55,333 \$	57,046 \$	58,759 \$	60,472 \$	62,185 \$	63,898 \$	65,611 \$	67,324 \$	69,037 \$	1,713
10 \$	58,823 \$	60,709 \$	62,595 \$	64,481 \$	66,367 \$	68,253 \$	70,139 \$	72,025 \$	73,911 \$	75,797 \$	1,886
11 \$	64,603 \$	66,679 \$	68,755 \$	70,831 \$	72,907 \$	74,983 \$	77,059 \$	79,135 \$	81,211 \$	83,287 \$	2,076
12 \$	79,930 \$	82,412 \$	84,894 \$	87,376 \$	89,858 \$	92,340 \$	94,822 \$	97,304 \$	99,786 \$	102,268 \$	2,482
13 \$	92,093 \$	95,046 \$	97,999 \$	100,952 \$	103,905 \$	106,858 \$	109,811 \$	112,764 \$	115,717 \$	118,670 \$	2,953
14 \$	108,847 \$	112,334 \$	115,821 \$	119,308 \$	122,795 \$	126,282 \$	129,769 \$	133,256 \$	136,743 \$	140,230 \$	3,487

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 **Service Code Definition:** Technical and Paraprofessional

Effective Date: October 14, 2018 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	36,153 \$	37,412 \$	38,671 \$	39,930 \$	41,189 \$	42,448 \$	43,707 \$	44,966 \$	46,225 \$	47,484 \$	1,259
6 \$	40,058 \$	41,454 \$	42,850 \$	44,246 \$	45,642 \$	47,038 \$	48,434 \$	49,830 \$	51,226 \$	52,622 \$	1,396
7 \$	44,389 \$	45,931 \$	47,473 \$	49,015 \$	50,557 \$	52,099 \$	53,641 \$	55,183 \$	56,725 \$	58,267 \$	1,542
8 \$	48,746 \$	50,299 \$	51,852 \$	53,405 \$	54,958 \$	56,511 \$	58,064 \$	59,617 \$	61,170 \$	62,723 \$	1,553
9 \$	53,620 \$	55,333 \$	57,046 \$	58,759 \$	60,472 \$	62,185 \$	63,898 \$	65,611 \$	67,324 \$	69,037 \$	1,713
10 \$	58,823 \$	60,709 \$	62,595 \$	64,481 \$	66,367 \$	68,253 \$	70,139 \$	72,025 \$	73,911 \$	75,797 \$	1,886
11 \$	64,603 \$	66,679 \$	68,755 \$	70,831 \$	72,907 \$	74,983 \$	77,059 \$	79,135 \$	81,211 \$	83,287 \$	2,076

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 14, 2018 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
2 \$	29,250 \$	30,273 \$	31,296 \$	32,319 \$	33,342 \$	34,365 \$	35,388 \$	36,411 \$	37,434 \$	38,457 \$	1,023
3 \$	31,875 \$	32,981 \$	34,087 \$	35,193 \$	36,299 \$	37,405 \$	38,511 \$	39,617 \$	40,723 \$	41,829 \$	1,106
4 \$	33,429 \$	34,565 \$	35,701 \$	36,837 \$	37,973 \$	39,109 \$	40,245 \$	41,381 \$	42,517 \$	43,653 \$	1,136
5 \$	36,153 \$	37,412 \$	38,671 \$	39,930 \$	41,189 \$	42,448 \$	43,707 \$	44,966 \$	46,225 \$	47,484 \$	1,259
6 \$	40,058 \$	41,454 \$	42,850 \$	44,246 \$	45,642 \$	47,038 \$	48,434 \$	49,830 \$	51,226 \$	52,622 \$	1,396
7 \$	44,389 \$	45,931 \$	47,473 \$	49,015 \$	50,557 \$	52,099 \$	53,641 \$	55,183 \$	56,725 \$	58,267 \$	1,542
8 \$	48,746 \$	50,299 \$	51,852 \$	53,405 \$	54,958 \$	56,511 \$	58,064 \$	59,617 \$	61,170 \$	62,723 \$	1,553
9 \$	53,620 \$	55,333 \$	57,046 \$	58,759 \$	60,472 \$	62,185 \$	63,898 \$	65,611 \$	67,324 \$	69,037 \$	1,713

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2019 **Service Code Definition:** Corrections and Other Occupation Groups

Effective Date: October 14, 2018

Union/Nonunion: Union **Job Series:** 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 1802 Cellblock Technician (Cellblock Only)
 1811 Criminal Investigator
 2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
 X04

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
4	\$ 38,785	\$ 39,862	\$ 40,939	\$ 42,016	\$ 43,093	\$ 44,170	\$ 45,247	\$ 46,324	\$ 47,401	\$ 48,478	\$ 1,077
5	\$ 44,604	\$ 45,809	\$ 47,014	\$ 48,219	\$ 49,424	\$ 50,629	\$ 51,834	\$ 53,039	\$ 54,244	\$ 55,449	\$ 1,205
6	\$ 47,017	\$ 48,362	\$ 49,707	\$ 51,052	\$ 52,397	\$ 53,742	\$ 55,087	\$ 56,432	\$ 57,777	\$ 59,122	\$ 1,345
7	\$ 50,747	\$ 52,241	\$ 53,735	\$ 55,229	\$ 56,723	\$ 58,217	\$ 59,711	\$ 61,205	\$ 62,699	\$ 64,193	\$ 1,494
8	\$ 52,890	\$ 54,548	\$ 56,206	\$ 57,864	\$ 59,522	\$ 61,180	\$ 62,838	\$ 64,496	\$ 66,154	\$ 67,812	\$ 1,658
9	\$ 56,609	\$ 58,437	\$ 60,265	\$ 62,093	\$ 63,921	\$ 65,749	\$ 67,577	\$ 69,405	\$ 71,233	\$ 73,061	\$ 1,828
10	\$ 62,340	\$ 64,354	\$ 66,368	\$ 68,382	\$ 70,396	\$ 72,410	\$ 74,424	\$ 76,438	\$ 78,452	\$ 80,466	\$ 2,014
11	\$ 66,305	\$ 68,510	\$ 70,715	\$ 72,920	\$ 75,125	\$ 77,330	\$ 79,535	\$ 81,740	\$ 83,945	\$ 86,150	\$ 2,205
12	\$ 79,449	\$ 82,098	\$ 84,747	\$ 87,396	\$ 90,045	\$ 92,694	\$ 95,343	\$ 97,992	\$ 100,641	\$ 103,290	\$ 2,649
13	\$ 94,471	\$ 97,622	\$ 100,773	\$ 103,924	\$ 107,075	\$ 110,226	\$ 113,377	\$ 116,528	\$ 119,679	\$ 122,830	\$ 3,151
14	\$ 111,656	\$ 115,374	\$ 119,092	\$ 122,810	\$ 126,528	\$ 130,246	\$ 133,964	\$ 137,682	\$ 141,400	\$ 145,118	\$ 3,718

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 14, 2018

Union/Nonunion: Union **Affected CBU/Service Code(s):** A22

Pay Plan/Schedule: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
5	\$ 52,889	\$ 54,278	\$ 55,667	\$ 57,056	\$ 58,445	\$ 59,834	\$ 61,223	\$ 62,612	\$ 64,001	\$ 65,390	\$	1,389
7	\$ 57,348	\$ 58,893	\$ 60,438	\$ 61,983	\$ 63,528	\$ 65,073	\$ 66,618	\$ 68,163	\$ 69,708	\$ 71,253	\$	1,545
9	\$ 62,184	\$ 63,901	\$ 65,618	\$ 67,335	\$ 69,052	\$ 70,769	\$ 72,486	\$ 74,203	\$ 75,920	\$ 77,637	\$	1,717
11	\$ 70,827	\$ 72,903	\$ 74,979	\$ 77,055	\$ 79,131	\$ 81,207	\$ 83,283	\$ 85,359	\$ 87,435	\$ 89,511	\$	2,076
12	\$ 79,930	\$ 82,412	\$ 84,894	\$ 87,376	\$ 89,858	\$ 92,340	\$ 94,822	\$ 97,304	\$ 99,786	\$ 102,268	\$	2,482
13	\$ 88,733	\$ 91,485	\$ 94,237	\$ 96,989	\$ 99,741	\$ 102,493	\$ 105,245	\$ 107,997	\$ 110,749	\$ 113,501	\$	2,752

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2019 **Service Code Definition:** Health Care Occupations

Effective Date: October 14, 2018 **Service Codes:** A15, A39

Union/Nonunion: Union **Job Series:** 0603 Physicians Assistant
0620 Licensed Practical Nurse
0625 Autopsy Assistant Mortuary
0638 Recreation Therapist
0644 Medical Technologist
0645 Medical Technician
0647 Diagnostic Radiologic Technician
0649 Medical Instrument Technician
0681 Dental Assistant
0682 Dental Hygienist
0688 Sanitarian

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0069
X06

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
5 \$	41,797 \$	42,933 \$	44,069 \$	45,205 \$	46,341 \$	47,477 \$	48,613 \$	49,749 \$	50,885 \$	52,021 \$	1,136
6 \$	46,329 \$	47,587 \$	48,845 \$	50,103 \$	51,361 \$	52,619 \$	53,877 \$	55,135 \$	56,393 \$	57,651 \$	1,258
7 \$	49,821 \$	51,229 \$	52,637 \$	54,045 \$	55,453 \$	56,861 \$	58,269 \$	59,677 \$	61,085 \$	62,493 \$	1,408
8 \$	54,957 \$	56,508 \$	58,059 \$	59,610 \$	61,161 \$	62,712 \$	64,263 \$	65,814 \$	67,365 \$	68,916 \$	1,551
9 \$	60,471 \$	62,187 \$	63,903 \$	65,619 \$	67,335 \$	69,051 \$	70,767 \$	72,483 \$	74,199 \$	75,915 \$	1,716
10 \$	66,377 \$	68,258 \$	70,139 \$	72,020 \$	73,901 \$	75,782 \$	77,663 \$	79,544 \$	81,425 \$	83,306 \$	1,881
11 \$	72,915 \$	74,987 \$	77,059 \$	79,131 \$	81,203 \$	83,275 \$	85,347 \$	87,419 \$	89,491 \$	91,563 \$	2,072
12 \$	87,373 \$	89,856 \$	92,339 \$	94,822 \$	97,305 \$	99,788 \$	102,271 \$	104,754 \$	107,237 \$	109,720 \$	2,483

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 14, 2018 L- Leader

Union/Nonunion: Union Affected CBU/Service Code(s): B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02 \$	16.43 \$	17.00 \$	17.57 \$	18.14 \$	18.71 \$	19.28 \$	19.85 \$	20.42 \$	20.99 \$	21.56 \$	0.57
02L \$	17.92 \$	18.54 \$	19.16 \$	19.78 \$	20.40 \$	21.02 \$	21.64 \$	22.26 \$	22.88 \$	23.50 \$	0.62
03 \$	17.72 \$	18.32 \$	18.92 \$	19.52 \$	20.12 \$	20.72 \$	21.32 \$	21.92 \$	22.52 \$	23.12 \$	0.60
03L \$	19.37 \$	20.04 \$	20.71 \$	21.38 \$	22.05 \$	22.72 \$	23.39 \$	24.06 \$	24.73 \$	25.40 \$	0.67
04 \$	18.98 \$	19.63 \$	20.28 \$	20.93 \$	21.58 \$	22.23 \$	22.88 \$	23.53 \$	24.18 \$	24.83 \$	0.65
04L \$	20.76 \$	21.48 \$	22.20 \$	22.92 \$	23.64 \$	24.36 \$	25.08 \$	25.80 \$	26.52 \$	27.24 \$	0.72
05 \$	20.26 \$	20.95 \$	21.64 \$	22.33 \$	23.02 \$	23.71 \$	24.40 \$	25.09 \$	25.78 \$	26.47 \$	0.69
05L \$	22.04 \$	22.82 \$	23.60 \$	24.38 \$	25.15 \$	25.93 \$	26.71 \$	27.49 \$	28.27 \$	29.05 \$	0.78
06 \$	21.43 \$	22.18 \$	22.93 \$	23.68 \$	24.43 \$	25.18 \$	25.93 \$	26.68 \$	27.43 \$	28.18 \$	0.75
06L \$	23.54 \$	24.35 \$	25.16 \$	25.97 \$	26.78 \$	27.59 \$	28.40 \$	29.21 \$	30.02 \$	30.83 \$	0.81
07 \$	22.85 \$	23.64 \$	24.43 \$	25.22 \$	26.01 \$	26.80 \$	27.59 \$	28.38 \$	29.17 \$	29.96 \$	0.79
07L \$	24.97 \$	25.84 \$	26.71 \$	27.58 \$	28.45 \$	29.32 \$	30.19 \$	31.06 \$	31.93 \$	32.80 \$	0.87
08 \$	24.15 \$	24.98 \$	25.81 \$	26.64 \$	27.47 \$	28.30 \$	29.13 \$	29.96 \$	30.79 \$	31.62 \$	0.83
08L \$	26.40 \$	27.34 \$	28.28 \$	29.22 \$	30.16 \$	31.10 \$	32.04 \$	32.98 \$	33.92 \$	34.86 \$	0.94
09 \$	25.34 \$	26.22 \$	27.10 \$	27.98 \$	28.86 \$	29.74 \$	30.62 \$	31.50 \$	32.38 \$	33.26 \$	0.88
09L \$	27.80 \$	28.76 \$	29.72 \$	30.68 \$	31.64 \$	32.60 \$	33.56 \$	34.52 \$	35.48 \$	36.44 \$	0.96
10 \$	26.63 \$	27.56 \$	28.49 \$	29.42 \$	30.35 \$	31.28 \$	32.21 \$	33.14 \$	34.07 \$	35.00 \$	0.93
10L \$	29.23 \$	30.24 \$	31.25 \$	32.26 \$	33.27 \$	34.28 \$	35.29 \$	36.30 \$	37.31 \$	38.32 \$	1.01
11 \$	27.96 \$	28.93 \$	29.90 \$	30.87 \$	31.84 \$	32.81 \$	33.78 \$	34.75 \$	35.72 \$	36.69 \$	0.97
11L \$	30.65 \$	31.71 \$	32.77 \$	33.83 \$	34.89 \$	35.95 \$	37.01 \$	38.07 \$	39.13 \$	40.19 \$	1.06
12 \$	29.23 \$	30.24 \$	31.25 \$	32.26 \$	33.27 \$	34.28 \$	35.29 \$	36.30 \$	37.31 \$	38.32 \$	1.01
12L \$	32.03 \$	33.13 \$	34.23 \$	35.33 \$	36.43 \$	37.53 \$	38.63 \$	39.73 \$	40.83 \$	41.93 \$	1.10
13 \$	30.46 \$	31.52 \$	32.58 \$	33.64 \$	34.70 \$	35.76 \$	36.82 \$	37.88 \$	38.94 \$	40.00 \$	1.06
13L \$	33.27 \$	34.48 \$	35.69 \$	36.90 \$	38.11 \$	39.32 \$	40.53 \$	41.74 \$	42.95 \$	44.16 \$	1.21

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	44,083 \$	45,215 \$	46,347 \$	47,479 \$	48,611 \$	49,743 \$	50,875 \$	52,007 \$	53,139 \$	54,271 \$	1,132
6 \$	47,575 \$	48,837 \$	50,099 \$	51,361 \$	52,623 \$	53,885 \$	55,147 \$	56,409 \$	57,671 \$	58,933 \$	1,262
7 \$	50,689 \$	52,118 \$	53,547 \$	54,976 \$	56,405 \$	57,834 \$	59,263 \$	60,692 \$	62,121 \$	63,550 \$	1,429
8 \$	55,886 \$	57,468 \$	59,050 \$	60,632 \$	62,214 \$	63,796 \$	65,378 \$	66,960 \$	68,542 \$	70,124 \$	1,582
9 \$	61,517 \$	63,263 \$	65,009 \$	66,755 \$	68,501 \$	70,247 \$	71,993 \$	73,739 \$	75,485 \$	77,231 \$	1,746
10 \$	67,505 \$	69,424 \$	71,343 \$	73,262 \$	75,181 \$	77,100 \$	79,019 \$	80,938 \$	82,857 \$	84,776 \$	1,919

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Professional and Scientific

Effective Date: October 13, 2019 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077
X01

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	55,230 \$	56,994 \$	58,758 \$	60,522 \$	62,286 \$	64,050 \$	65,814 \$	67,578 \$	69,342 \$	71,106 \$	1,764
10 \$	60,586 \$	62,529 \$	64,472 \$	66,415 \$	68,358 \$	70,301 \$	72,244 \$	74,187 \$	76,130 \$	78,073 \$	1,943
11 \$	66,542 \$	68,680 \$	70,818 \$	72,956 \$	75,094 \$	77,232 \$	79,370 \$	81,508 \$	83,646 \$	85,784 \$	2,138
12 \$	82,326 \$	84,883 \$	87,440 \$	89,997 \$	92,554 \$	95,111 \$	97,668 \$	100,225 \$	102,782 \$	105,339 \$	2,557
13 \$	94,858 \$	97,899 \$	100,940 \$	103,981 \$	107,022 \$	110,063 \$	113,104 \$	116,145 \$	119,186 \$	122,227 \$	3,041
14 \$	112,111 \$	115,703 \$	119,295 \$	122,887 \$	126,479 \$	130,071 \$	133,663 \$	137,255 \$	140,847 \$	144,439 \$	3,592

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Technical and Paraprofessional

Effective Date: October 13, 2019 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 37,237	\$ 38,534	\$ 39,831	\$ 41,128	\$ 42,425	\$ 43,722	\$ 45,019	\$ 46,316	\$ 47,613	\$ 48,910	1,297
6	\$ 41,259	\$ 42,697	\$ 44,135	\$ 45,573	\$ 47,011	\$ 48,449	\$ 49,887	\$ 51,325	\$ 52,763	\$ 54,201	1,438
7	\$ 45,718	\$ 47,307	\$ 48,896	\$ 50,485	\$ 52,074	\$ 53,663	\$ 55,252	\$ 56,841	\$ 58,430	\$ 60,019	1,589
8	\$ 50,207	\$ 51,807	\$ 53,407	\$ 55,007	\$ 56,607	\$ 58,207	\$ 59,807	\$ 61,407	\$ 63,007	\$ 64,607	1,600
9	\$ 55,230	\$ 56,994	\$ 58,758	\$ 60,522	\$ 62,286	\$ 64,050	\$ 65,814	\$ 67,578	\$ 69,342	\$ 71,106	1,764
10	\$ 60,586	\$ 62,529	\$ 64,472	\$ 66,415	\$ 68,358	\$ 70,301	\$ 72,244	\$ 74,187	\$ 76,130	\$ 78,073	1,943
11	\$ 66,542	\$ 68,680	\$ 70,818	\$ 72,956	\$ 75,094	\$ 77,232	\$ 79,370	\$ 81,508	\$ 83,646	\$ 85,784	2,138

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 13, 2019 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
2 \$	30,130 \$	31,183 \$	32,236 \$	33,289 \$	34,342 \$	35,395 \$	36,448 \$	37,501 \$	38,554 \$	39,607 \$	1,053
3 \$	32,832 \$	33,971 \$	35,110 \$	36,249 \$	37,388 \$	38,527 \$	39,666 \$	40,805 \$	41,944 \$	43,083 \$	1,139
4 \$	34,432 \$	35,602 \$	36,772 \$	37,942 \$	39,112 \$	40,282 \$	41,452 \$	42,622 \$	43,792 \$	44,962 \$	1,170
5 \$	37,237 \$	38,534 \$	39,831 \$	41,128 \$	42,425 \$	43,722 \$	45,019 \$	46,316 \$	47,613 \$	48,910 \$	1,297
6 \$	41,259 \$	42,697 \$	44,135 \$	45,573 \$	47,011 \$	48,449 \$	49,887 \$	51,325 \$	52,763 \$	54,201 \$	1,438
7 \$	45,718 \$	47,307 \$	48,896 \$	50,485 \$	52,074 \$	53,663 \$	55,252 \$	56,841 \$	58,430 \$	60,019 \$	1,589
8 \$	50,207 \$	51,807 \$	53,407 \$	55,007 \$	56,607 \$	58,207 \$	59,807 \$	61,407 \$	63,007 \$	64,607 \$	1,600
9 \$	55,230 \$	56,994 \$	58,758 \$	60,522 \$	62,286 \$	64,050 \$	65,814 \$	67,578 \$	69,342 \$	71,106 \$	1,764

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2020 **Service Code Definition:** **Corrections and Other Occupation Groups**

Effective Date: October 13, 2019

Union/Nonunion: Union **Job Series:** 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 1802 Cellblock Technician (Cellblock Only)
 1811 Criminal Investigator
 2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
 X04

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
4 \$	39,946	\$ 41,056	\$ 42,166	\$ 43,276	\$ 44,386	\$ 45,496	\$ 46,606	\$ 47,716	\$ 48,826	\$ 49,936	\$ 1,110
5 \$	45,943	\$ 47,184	\$ 48,425	\$ 49,666	\$ 50,907	\$ 52,148	\$ 53,389	\$ 54,630	\$ 55,871	\$ 57,112	\$ 1,241
6 \$	48,429	\$ 49,814	\$ 51,199	\$ 52,584	\$ 53,969	\$ 55,354	\$ 56,739	\$ 58,124	\$ 59,509	\$ 60,894	\$ 1,385
7 \$	52,269	\$ 53,808	\$ 55,347	\$ 56,886	\$ 58,425	\$ 59,964	\$ 61,503	\$ 63,042	\$ 64,581	\$ 66,120	\$ 1,539
8 \$	54,476	\$ 56,184	\$ 57,892	\$ 59,600	\$ 61,308	\$ 63,016	\$ 64,724	\$ 66,432	\$ 68,140	\$ 69,848	\$ 1,708
9 \$	58,307	\$ 60,190	\$ 62,073	\$ 63,956	\$ 65,839	\$ 67,722	\$ 69,605	\$ 71,488	\$ 73,371	\$ 75,254	\$ 1,883
10 \$	64,208	\$ 66,283	\$ 68,358	\$ 70,433	\$ 72,508	\$ 74,583	\$ 76,658	\$ 78,733	\$ 80,808	\$ 82,883	\$ 2,075
11 \$	68,295	\$ 70,566	\$ 72,837	\$ 75,108	\$ 77,379	\$ 79,650	\$ 81,921	\$ 84,192	\$ 86,463	\$ 88,734	\$ 2,271
12 \$	81,834	\$ 84,562	\$ 87,290	\$ 90,018	\$ 92,746	\$ 95,474	\$ 98,202	\$ 100,930	\$ 103,658	\$ 106,386	\$ 2,728
13 \$	97,307	\$ 100,552	\$ 103,797	\$ 107,042	\$ 110,287	\$ 113,532	\$ 116,777	\$ 120,022	\$ 123,267	\$ 126,512	\$ 3,245
14 \$	115,004	\$ 118,834	\$ 122,664	\$ 126,494	\$ 130,324	\$ 134,154	\$ 137,984	\$ 141,814	\$ 145,644	\$ 149,474	\$ 3,830

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 13, 2019

Union/Nonunion: Union **Affected CBU/Service Code(s):** A22

Pay Plan/Schedule: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	54,478 \$	55,908 \$	57,338 \$	58,768 \$	60,198 \$	61,628 \$	63,058 \$	64,488 \$	65,918 \$	67,348 \$	1,430
7 \$	59,066 \$	60,658 \$	62,250 \$	63,842 \$	65,434 \$	67,026 \$	68,618 \$	70,210 \$	71,802 \$	73,394 \$	1,592
9 \$	64,048 \$	65,817 \$	67,586 \$	69,355 \$	71,124 \$	72,893 \$	74,662 \$	76,431 \$	78,200 \$	79,969 \$	1,769
11 \$	72,953 \$	75,091 \$	77,229 \$	79,367 \$	81,505 \$	83,643 \$	85,781 \$	87,919 \$	90,057 \$	92,195 \$	2,138
12 \$	82,326 \$	84,883 \$	87,440 \$	89,997 \$	92,554 \$	95,111 \$	97,668 \$	100,225 \$	102,782 \$	105,339 \$	2,557
13 \$	91,397 \$	94,231 \$	97,065 \$	99,899 \$	102,733 \$	105,567 \$	108,401 \$	111,235 \$	114,069 \$	116,903 \$	2,834

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2020	Service Code Definition:	Health Care Occupations
Effective Date:	October 13, 2019	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069		
	X06		
% Increase:	3.0%		
Resolution Number:			
Date of Resolution:			

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
5 \$	43,051 \$	44,221 \$	45,391 \$	46,561 \$	47,731 \$	48,901 \$	50,071 \$	51,241 \$	52,411 \$	53,581 \$	1,170 \$
6 \$	47,718 \$	49,014 \$	50,310 \$	51,606 \$	52,902 \$	54,198 \$	55,494 \$	56,790 \$	58,086 \$	59,382 \$	1,296 \$
7 \$	51,313 \$	52,764 \$	54,215 \$	55,666 \$	57,117 \$	58,568 \$	60,019 \$	61,470 \$	62,921 \$	64,372 \$	1,451 \$
8 \$	56,604 \$	58,202 \$	59,800 \$	61,398 \$	62,996 \$	64,594 \$	66,192 \$	67,790 \$	69,388 \$	70,986 \$	1,598 \$
9 \$	62,287 \$	64,054 \$	65,821 \$	67,588 \$	69,355 \$	71,122 \$	72,889 \$	74,656 \$	76,423 \$	78,190 \$	1,767 \$
10 \$	68,370 \$	70,307 \$	72,244 \$	74,181 \$	76,118 \$	78,055 \$	79,992 \$	81,929 \$	83,866 \$	85,803 \$	1,937 \$
11 \$	75,103 \$	77,237 \$	79,371 \$	81,505 \$	83,639 \$	85,773 \$	87,907 \$	90,041 \$	92,175 \$	94,309 \$	2,134 \$
12 \$	89,996 \$	92,553 \$	95,110 \$	97,667 \$	100,224 \$	102,781 \$	105,338 \$	107,895 \$	110,452 \$	113,009 \$	2,557 \$

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 13, 2019 **L- Leader**

Union/Nonunion: Union **Affected CBU/Service Code(s):** B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02 \$	16.91 \$	17.50 \$	18.09 \$	18.68 \$	19.27 \$	19.86 \$	20.45 \$	21.04 \$	21.63 \$	22.22 \$	0.59
02L \$	18.45 \$	19.09 \$	19.73 \$	20.37 \$	21.01 \$	21.65 \$	22.29 \$	22.93 \$	23.57 \$	24.21 \$	0.64
03 \$	18.28 \$	18.89 \$	19.50 \$	20.11 \$	20.72 \$	21.33 \$	21.94 \$	22.55 \$	23.16 \$	23.77 \$	0.61
03L \$	19.95 \$	20.64 \$	21.33 \$	22.02 \$	22.71 \$	23.40 \$	24.09 \$	24.78 \$	25.47 \$	26.16 \$	0.69
04 \$	19.55 \$	20.22 \$	20.89 \$	21.56 \$	22.23 \$	22.90 \$	23.57 \$	24.24 \$	24.91 \$	25.58 \$	0.67
04L \$	21.39 \$	22.13 \$	22.87 \$	23.61 \$	24.35 \$	25.09 \$	25.83 \$	26.57 \$	27.31 \$	28.05 \$	0.74
05 \$	20.87 \$	21.58 \$	22.29 \$	23.00 \$	23.71 \$	24.42 \$	25.13 \$	25.84 \$	26.55 \$	27.26 \$	0.71
05L \$	22.74 \$	23.53 \$	24.32 \$	25.11 \$	25.90 \$	26.69 \$	27.48 \$	28.27 \$	29.06 \$	29.85 \$	0.79
06 \$	22.08 \$	22.85 \$	23.62 \$	24.39 \$	25.16 \$	25.93 \$	26.70 \$	27.47 \$	28.24 \$	29.01 \$	0.77
06L \$	24.26 \$	25.09 \$	25.92 \$	26.75 \$	27.58 \$	28.41 \$	29.24 \$	30.07 \$	30.90 \$	31.73 \$	0.83
07 \$	23.55 \$	24.36 \$	25.17 \$	25.98 \$	26.79 \$	27.60 \$	28.41 \$	29.22 \$	30.03 \$	30.84 \$	0.81
07L \$	25.74 \$	26.63 \$	27.52 \$	28.41 \$	29.30 \$	30.19 \$	31.08 \$	31.97 \$	32.86 \$	33.75 \$	0.89
08 \$	24.89 \$	25.74 \$	26.59 \$	27.44 \$	28.29 \$	29.14 \$	29.99 \$	30.84 \$	31.69 \$	32.54 \$	0.85
08L \$	27.22 \$	28.18 \$	29.14 \$	30.10 \$	31.06 \$	32.02 \$	32.98 \$	33.94 \$	34.90 \$	35.86 \$	0.96
09 \$	26.09 \$	27.00 \$	27.91 \$	28.82 \$	29.73 \$	30.64 \$	31.55 \$	32.46 \$	33.37 \$	34.28 \$	0.91
09L \$	28.63 \$	29.62 \$	30.61 \$	31.60 \$	32.59 \$	33.58 \$	34.57 \$	35.56 \$	36.55 \$	37.54 \$	0.99
10 \$	27.42 \$	28.38 \$	29.34 \$	30.30 \$	31.26 \$	32.22 \$	33.18 \$	34.14 \$	35.10 \$	36.06 \$	0.96
10L \$	30.11 \$	31.15 \$	32.19 \$	33.23 \$	34.27 \$	35.31 \$	36.35 \$	37.39 \$	38.43 \$	39.47 \$	1.04
11 \$	28.80 \$	29.80 \$	30.80 \$	31.80 \$	32.80 \$	33.80 \$	34.80 \$	35.80 \$	36.80 \$	37.80 \$	1.00
11L \$	31.54 \$	32.64 \$	33.74 \$	34.84 \$	35.94 \$	37.04 \$	38.14 \$	39.24 \$	40.34 \$	41.44 \$	1.10
12 \$	30.11 \$	31.15 \$	32.19 \$	33.23 \$	34.27 \$	35.31 \$	36.35 \$	37.39 \$	38.43 \$	39.47 \$	1.04
12L \$	33.00 \$	34.13 \$	35.26 \$	36.39 \$	37.52 \$	38.65 \$	39.78 \$	40.91 \$	42.04 \$	43.17 \$	1.13
13 \$	31.38 \$	32.47 \$	33.56 \$	34.65 \$	35.74 \$	36.83 \$	37.92 \$	39.01 \$	40.10 \$	41.19 \$	1.09
13L \$	34.26 \$	35.51 \$	36.76 \$	38.01 \$	39.25 \$	40.50 \$	41.75 \$	43.00 \$	44.25 \$	45.50 \$	1.25

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020 **Service Code Definition:** Correctional Officers & EMS

Effective Date: October 13, 2019

Union/Nonunion: Union **Affected CBU/Service Code(s):** A01. A03. A20. A21

Pay Plan/Schedule: CS **Series:** 0007 Correctional Officer
Peoplesoft Schedule: DS0070 0083 Special Police Officer
X10 0699 EMT/Paramedic

% Increase: 3.0%

Resolution Number:

Date of Resolution:

	Steps										Between Steps	
Grade	1	2	3	4	5	6	7	8	9	10		
5 \$	45,405 \$	46,571 \$	47,737 \$	48,903 \$	50,069 \$	51,235 \$	52,401 \$	53,567 \$	54,733 \$	55,899 \$	1,166	
6 \$	49,002 \$	50,302 \$	51,602 \$	52,902 \$	54,202 \$	55,502 \$	56,802 \$	58,102 \$	59,402 \$	60,702 \$	1,300	
7 \$	52,209 \$	53,681 \$	55,153 \$	56,625 \$	58,097 \$	59,569 \$	61,041 \$	62,513 \$	63,985 \$	65,457 \$	1,472	
8 \$	57,564 \$	59,193 \$	60,822 \$	62,451 \$	64,080 \$	65,709 \$	67,338 \$	68,967 \$	70,596 \$	72,225 \$	1,629	
9 \$	63,364 \$	65,162 \$	66,960 \$	68,758 \$	70,556 \$	72,354 \$	74,152 \$	75,950 \$	77,748 \$	79,546 \$	1,798	
10 \$	69,532 \$	71,508 \$	73,484 \$	75,460 \$	77,436 \$	79,412 \$	81,388 \$	83,364 \$	85,340 \$	87,316 \$	1,976	

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Professional and Scientific

Effective Date: October 11, 2020 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077
X01

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	57,162 \$	58,988 \$	60,814 \$	62,640 \$	64,466 \$	66,292 \$	68,118 \$	69,944 \$	71,770 \$	73,596 \$	1,826
10 \$	62,707 \$	64,718 \$	66,729 \$	68,740 \$	70,751 \$	72,762 \$	74,773 \$	76,784 \$	78,795 \$	80,806 \$	2,011
11 \$	68,870 \$	71,083 \$	73,296 \$	75,509 \$	77,722 \$	79,935 \$	82,148 \$	84,361 \$	86,574 \$	88,787 \$	2,213
12 \$	85,209 \$	87,855 \$	90,501 \$	93,147 \$	95,793 \$	98,439 \$	101,085 \$	103,731 \$	106,377 \$	109,023 \$	2,646
13 \$	98,176 \$	101,324 \$	104,472 \$	107,620 \$	110,768 \$	113,916 \$	117,064 \$	120,212 \$	123,360 \$	126,508 \$	3,148
14 \$	116,034 \$	119,752 \$	123,470 \$	127,188 \$	130,906 \$	134,624 \$	138,342 \$	142,060 \$	145,778 \$	149,496 \$	3,718

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Technical and Paraprofessional

Effective Date: October 11, 2020 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
X02

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5 \$	38,538 \$	39,881 \$	41,224 \$	42,567 \$	43,910 \$	45,253 \$	46,596 \$	47,939 \$	49,282 \$	50,625 \$	1,343
6 \$	42,704 \$	44,192 \$	45,680 \$	47,168 \$	48,656 \$	50,144 \$	51,632 \$	53,120 \$	54,608 \$	56,096 \$	1,488
7 \$	47,317 \$	48,962 \$	50,607 \$	52,252 \$	53,897 \$	55,542 \$	57,187 \$	58,832 \$	60,477 \$	62,122 \$	1,645
8 \$	51,964 \$	53,620 \$	55,276 \$	56,932 \$	58,588 \$	60,244 \$	61,900 \$	63,556 \$	65,212 \$	66,868 \$	1,656
9 \$	57,162 \$	58,988 \$	60,814 \$	62,640 \$	64,466 \$	66,292 \$	68,118 \$	69,944 \$	71,770 \$	73,596 \$	1,826
10 \$	62,707 \$	64,718 \$	66,729 \$	68,740 \$	70,751 \$	72,762 \$	74,773 \$	76,784 \$	78,795 \$	80,806 \$	2,011
11 \$	68,870 \$	71,083 \$	73,296 \$	75,509 \$	77,722 \$	79,935 \$	82,148 \$	84,361 \$	86,574 \$	88,787 \$	2,213

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 11, 2020 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
X03

% Increase: 3.5%

Resolution Number:

Date of Resolution:

		Steps										Between Steps										
Grade		1	2	3	4	5	6	7	8	9	10											
2	\$	31,184	\$	32,274	\$	33,364	\$	34,454	\$	35,544	\$	36,634	\$	37,724	\$	38,814	\$	39,904	\$	40,994	\$	1,090
3	\$	33,981	\$	35,160	\$	36,339	\$	37,518	\$	38,697	\$	39,876	\$	41,055	\$	42,234	\$	43,413	\$	44,592	\$	1,179
4	\$	35,637	\$	36,848	\$	38,059	\$	39,270	\$	40,481	\$	41,692	\$	42,903	\$	44,114	\$	45,325	\$	46,536	\$	1,211
5	\$	38,538	\$	39,881	\$	41,224	\$	42,567	\$	43,910	\$	45,253	\$	46,596	\$	47,939	\$	49,282	\$	50,625	\$	1,343
6	\$	42,704	\$	44,192	\$	45,680	\$	47,168	\$	48,656	\$	50,144	\$	51,632	\$	53,120	\$	54,608	\$	56,096	\$	1,488
7	\$	47,317	\$	48,962	\$	50,607	\$	52,252	\$	53,897	\$	55,542	\$	57,187	\$	58,832	\$	60,477	\$	62,122	\$	1,645
8	\$	51,964	\$	53,620	\$	55,276	\$	56,932	\$	58,588	\$	60,244	\$	61,900	\$	63,556	\$	65,212	\$	66,868	\$	1,656
9	\$	57,162	\$	58,988	\$	60,814	\$	62,640	\$	64,466	\$	66,292	\$	68,118	\$	69,944	\$	71,770	\$	73,596	\$	1,826

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year: 2021 **Service Code Definition:** Corrections and Other Occupation Groups

Effective Date: October 11, 2020

Union/Nonunion: Union **Job Series:** 0006 Correctional Program Specialist
 0081 Fire Protection Specialist
 0101 Correctional Treatment Specialist
 0390 Telecommunications Equipment Operator
 1802 Cellblock Technician (Cellblock Only)
 1811 Criminal Investigator
 2151 Dispatcher (OUC Only)

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0067
 X04

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
4 \$	41,344 \$	42,493 \$	43,642 \$	44,791 \$	45,940 \$	47,089 \$	48,238 \$	49,387 \$	50,536 \$	51,685 \$	1,149
5 \$	47,549 \$	48,834 \$	50,119 \$	51,404 \$	52,689 \$	53,974 \$	55,259 \$	56,544 \$	57,829 \$	59,114 \$	1,285
6 \$	50,119 \$	51,554 \$	52,989 \$	54,424 \$	55,858 \$	57,293 \$	58,728 \$	60,163 \$	61,598 \$	63,033 \$	1,435
7 \$	54,098 \$	55,691 \$	57,284 \$	58,877 \$	60,470 \$	62,063 \$	63,656 \$	65,249 \$	66,842 \$	68,435 \$	1,593
8 \$	56,382 \$	58,150 \$	59,918 \$	61,686 \$	63,454 \$	65,222 \$	66,990 \$	68,758 \$	70,526 \$	72,294 \$	1,768
9 \$	60,347 \$	62,296 \$	64,245 \$	66,194 \$	68,143 \$	70,092 \$	72,041 \$	73,990 \$	75,939 \$	77,888 \$	1,949
10 \$	66,454 \$	68,602 \$	70,750 \$	72,898 \$	75,046 \$	77,194 \$	79,342 \$	81,490 \$	83,638 \$	85,786 \$	2,148
11 \$	70,687 \$	73,037 \$	75,387 \$	77,737 \$	80,087 \$	82,437 \$	84,787 \$	87,137 \$	89,487 \$	91,837 \$	2,350
12 \$	84,700 \$	87,523 \$	90,346 \$	93,169 \$	95,992 \$	98,815 \$	101,638 \$	104,461 \$	107,284 \$	110,107 \$	2,823
13 \$	100,711 \$	104,070 \$	107,429 \$	110,788 \$	114,147 \$	117,506 \$	120,865 \$	124,224 \$	127,583 \$	130,942 \$	3,359
14 \$	119,029 \$	122,993 \$	126,957 \$	130,921 \$	134,885 \$	138,849 \$	142,813 \$	146,777 \$	150,741 \$	154,705 \$	3,964

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 11, 2020

Union/Nonunion: Union **Affected CBU/Service Code(s):** A22

Pay Plan/Schedule: CS **Series:** 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 56,385	\$ 57,865	\$ 59,345	\$ 60,825	\$ 62,305	\$ 63,785	\$ 65,265	\$ 66,745	\$ 68,225	\$ 69,705	\$ 1,480
7	\$ 61,132	\$ 62,780	\$ 64,428	\$ 66,076	\$ 67,724	\$ 69,372	\$ 71,020	\$ 72,668	\$ 74,316	\$ 75,964	\$ 1,648
9	\$ 66,289	\$ 68,120	\$ 69,951	\$ 71,782	\$ 73,613	\$ 75,444	\$ 77,275	\$ 79,106	\$ 80,937	\$ 82,768	\$ 1,831
11	\$ 75,506	\$ 77,719	\$ 79,932	\$ 82,145	\$ 84,358	\$ 86,571	\$ 88,784	\$ 90,997	\$ 93,210	\$ 95,423	\$ 2,213
12	\$ 85,209	\$ 87,855	\$ 90,501	\$ 93,147	\$ 95,793	\$ 98,439	\$ 101,085	\$ 103,731	\$ 106,377	\$ 109,023	\$ 2,646
13	\$ 94,593	\$ 97,527	\$ 100,461	\$ 103,395	\$ 106,329	\$ 109,263	\$ 112,197	\$ 115,131	\$ 118,065	\$ 120,999	\$ 2,934

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Fiscal Year:	2021	Service Code Definition:	Health Care Occupations
Effective Date:	October 11, 2020	Service Codes:	A15, A39
Union/Nonunion:	Union	Job Series:	0603 Physicians Assistant 0620 Licensed Practical Nurse 0625 Autopsy Assistant Mortuary 0638 Recreation Therapist 0644 Medical Technologist 0645 Medical Technician 0647 Diagnostic Radiologic Technician 0649 Medical Instrument Technician 0681 Dental Assistant 0682 Dental Hygienist 0688 Sanitarian
Pay Plan/Schedule:	CS		
Peoplesoft Schedule:	DS0069 X06		
% Increase:	3.5%		
Resolution Number:			
Date of Resolution:			

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
5 \$	44,558	\$ 45,769	\$ 46,980	\$ 48,191	\$ 49,402	\$ 50,613	\$ 51,824	\$ 53,035	\$ 54,246	\$ 55,457	\$ 1,211
6 \$	49,386	\$ 50,728	\$ 52,070	\$ 53,412	\$ 54,754	\$ 56,096	\$ 57,438	\$ 58,780	\$ 60,122	\$ 61,464	\$ 1,342
7 \$	53,108	\$ 54,610	\$ 56,112	\$ 57,614	\$ 59,116	\$ 60,618	\$ 62,120	\$ 63,622	\$ 65,124	\$ 66,626	\$ 1,502
8 \$	58,585	\$ 60,239	\$ 61,893	\$ 63,547	\$ 65,201	\$ 66,855	\$ 68,509	\$ 70,163	\$ 71,817	\$ 73,471	\$ 1,654
9 \$	64,470	\$ 66,298	\$ 68,126	\$ 69,954	\$ 71,782	\$ 73,610	\$ 75,438	\$ 77,266	\$ 79,094	\$ 80,922	\$ 1,828
10 \$	70,762	\$ 72,767	\$ 74,772	\$ 76,777	\$ 78,782	\$ 80,787	\$ 82,792	\$ 84,797	\$ 86,802	\$ 88,807	\$ 2,005
11 \$	77,734	\$ 79,942	\$ 82,150	\$ 84,358	\$ 86,566	\$ 88,774	\$ 90,982	\$ 93,190	\$ 95,398	\$ 97,606	\$ 2,208
12 \$	93,144	\$ 95,791	\$ 98,438	\$ 101,085	\$ 103,732	\$ 106,379	\$ 109,026	\$ 111,673	\$ 114,320	\$ 116,967	\$ 2,647

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 11, 2020 **L- Leader**

Union/Nonunion: Union **Affected CBU/Service Code(s):** B01 Regular
B02 Leader

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0029
WS0034- Leaders
X07 (Leaders previously X08)

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	Step 5	6	7	8	9	10	Between Steps
02 \$	17.50 \$	18.11 \$	18.72 \$	19.33 \$	19.94 \$	20.55 \$	21.16 \$	21.77 \$	22.38 \$	22.99 \$	0.61
02L \$	19.07 \$	19.74 \$	20.41 \$	21.08 \$	21.75 \$	22.42 \$	23.09 \$	23.76 \$	24.43 \$	25.10 \$	0.67
03 \$	18.89 \$	19.53 \$	20.17 \$	20.81 \$	21.45 \$	22.09 \$	22.73 \$	23.37 \$	24.01 \$	24.65 \$	0.64
03L \$	20.66 \$	21.37 \$	22.08 \$	22.79 \$	23.50 \$	24.21 \$	24.92 \$	25.63 \$	26.34 \$	27.05 \$	0.71
04 \$	20.21 \$	20.91 \$	21.61 \$	22.31 \$	23.01 \$	23.71 \$	24.41 \$	25.11 \$	25.81 \$	26.51 \$	0.70
04L \$	22.16 \$	22.92 \$	23.68 \$	24.44 \$	25.20 \$	25.96 \$	26.72 \$	27.48 \$	28.24 \$	29.00 \$	0.76
05 \$	21.62 \$	22.35 \$	23.08 \$	23.81 \$	24.54 \$	25.27 \$	26.00 \$	26.73 \$	27.46 \$	28.19 \$	0.73
05L \$	23.53 \$	24.35 \$	25.17 \$	25.99 \$	26.81 \$	27.63 \$	28.45 \$	29.27 \$	30.09 \$	30.91 \$	0.82
06 \$	22.84 \$	23.64 \$	24.44 \$	25.24 \$	26.04 \$	26.84 \$	27.64 \$	28.44 \$	29.24 \$	30.04 \$	0.80
06L \$	25.11 \$	25.97 \$	26.83 \$	27.69 \$	28.55 \$	29.41 \$	30.27 \$	31.13 \$	31.99 \$	32.85 \$	0.86
07 \$	24.37 \$	25.21 \$	26.05 \$	26.89 \$	27.73 \$	28.57 \$	29.41 \$	30.25 \$	31.09 \$	31.93 \$	0.84
07L \$	26.61 \$	27.54 \$	28.47 \$	29.40 \$	30.33 \$	31.26 \$	32.19 \$	33.12 \$	34.05 \$	34.98 \$	0.93
08 \$	25.76 \$	26.64 \$	27.52 \$	28.40 \$	29.28 \$	30.16 \$	31.04 \$	31.92 \$	32.80 \$	33.68 \$	0.88
08L \$	28.15 \$	29.15 \$	30.15 \$	31.15 \$	32.15 \$	33.15 \$	34.15 \$	35.15 \$	36.15 \$	37.15 \$	1.00
09 \$	27.01 \$	27.95 \$	28.89 \$	29.83 \$	30.77 \$	31.71 \$	32.65 \$	33.59 \$	34.53 \$	35.47 \$	0.94
09L \$	29.65 \$	30.67 \$	31.69 \$	32.71 \$	33.73 \$	34.75 \$	35.77 \$	36.79 \$	37.81 \$	38.83 \$	1.02
10 \$	28.39 \$	29.38 \$	30.37 \$	31.36 \$	32.35 \$	33.34 \$	34.33 \$	35.32 \$	36.31 \$	37.30 \$	0.99
10L \$	31.15 \$	32.23 \$	33.31 \$	34.39 \$	35.47 \$	36.55 \$	37.63 \$	38.71 \$	39.79 \$	40.87 \$	1.08
11 \$	29.79 \$	30.83 \$	31.87 \$	32.91 \$	33.95 \$	34.99 \$	36.03 \$	37.07 \$	38.11 \$	39.15 \$	1.04
11L \$	32.64 \$	33.78 \$	34.92 \$	36.06 \$	37.20 \$	38.34 \$	39.48 \$	40.62 \$	41.76 \$	42.90 \$	1.14
12 \$	31.15 \$	32.23 \$	33.31 \$	34.39 \$	35.47 \$	36.55 \$	37.63 \$	38.71 \$	39.79 \$	40.87 \$	1.08
12L \$	34.15 \$	35.32 \$	36.49 \$	37.66 \$	38.83 \$	40.00 \$	41.17 \$	42.34 \$	43.51 \$	44.68 \$	1.17
13 \$	32.47 \$	33.60 \$	34.73 \$	35.86 \$	36.99 \$	38.12 \$	39.25 \$	40.38 \$	41.51 \$	42.64 \$	1.13
13L \$	35.50 \$	36.78 \$	38.06 \$	39.34 \$	40.62 \$	41.90 \$	43.18 \$	44.46 \$	45.74 \$	47.02 \$	1.28

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2021 **Service Code Definition:** Correctional Officers & EMS

Effective Date: October 11, 2020

Union/Nonunion: Union **Affected CBU/Service Code(s):** A01. A03. A20. A21

Pay Plan/Schedule: CS **Series:** 0007 Correctional Officer
Peoplesoft Schedule: DS0070 0083 Special Police Officer
X10 0699 EMT/Paramedic

% Increase: 3.5%

Resolution Number:

Date of Resolution:

	Steps										Between Steps
Grade	1	2	3	4	5	6	7	8	9	10	
5 \$	46,997 \$	48,203 \$	49,409 \$	50,615 \$	51,821 \$	53,027 \$	54,233 \$	55,439 \$	56,645 \$	57,851 \$	1,206
6 \$	50,719 \$	52,064 \$	53,409 \$	54,754 \$	56,099 \$	57,444 \$	58,789 \$	60,134 \$	61,479 \$	62,824 \$	1,345
7 \$	54,038 \$	55,561 \$	57,084 \$	58,607 \$	60,130 \$	61,653 \$	63,176 \$	64,699 \$	66,222 \$	67,745 \$	1,523
8 \$	59,579 \$	61,265 \$	62,951 \$	64,637 \$	66,323 \$	68,009 \$	69,695 \$	71,381 \$	73,067 \$	74,753 \$	1,686
9 \$	65,585 \$	67,445 \$	69,305 \$	71,165 \$	73,025 \$	74,885 \$	76,745 \$	78,605 \$	80,465 \$	82,325 \$	1,860
10 \$	71,966 \$	74,011 \$	76,056 \$	78,101 \$	80,146 \$	82,191 \$	84,236 \$	86,281 \$	88,326 \$	90,371 \$	2,045

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

DISTRICT OF COLUMBIA GOVERNMENT

DEPARTMENT OF GENERAL SERVICES

AND

**FRATERNAL ORDER OF POLICE/PROTECTIVE SERVICES DIVISION
LABOR COMMITTEE**

EFFECTIVE FY 2017 – FY 2020

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PREAMBLE

Section A

This Agreement is entered into between the District of Columbia Department of General Services (hereinafter "Employer," "DGS," or "Management") and the Fraternal Order of Police/PSD Labor Committee (hereinafter "FOP" or "Union"); collectively, DGS and the Union shall be referred to as the "Parties").

Section B

The Parties hereby recognize that the collective bargaining relationship reflected in this Agreement is of mutual benefit and the result of good faith collective bargaining between the Parties.

Section C

The Parties agree to establish and promote a sound and effective labor-management relationship in order to achieve mutual understanding of practices, procedures and matters affecting conditions of employment and to continue working toward this goal.

Section D

The Parties affirm without reservation the provisions of this Agreement and agree to honor and support the commitments contained herein. The Parties also agree to resolve whatever differences may arise between them through the avenues for resolving disputes agreed to in this Agreement, but this provision does not preclude informal communications.

Section E

It is the intent and purpose of the Parties to promote the efficient operation of the Employer's Protective Services Department (hereinafter "PSD") in the performance of its mission.

Section F

In all cases throughout this Agreement where the masculine gender is used, it is used to simplify rather than to exclude, and shall mean feminine or masculine or both, as the case may be.

ARTICLE 1 RECOGNITION

Section A

The Employer recognizes the Union as the exclusive representative of a unit consisting of the following employees of the PSD as described by the District of Columbia Public Employee Relations Board (PERB) in PERB Case No. 05-RC-07, Certification No. 151, October 15, 2008:

All protective service officers employed by the DGS/PSD, excluding, all management officials, supervisors, confidential employees, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978, D.C. Law 2-139.

Section B Unit Clarification

When a position changes or a new position is established and the Parties differ as to whether the position is inside or outside the Bargaining Unit, either Party may file a unit clarification petition with the PERB.

If PERB issues an order modifying the Bargaining Unit, the provisions of this Agreement shall apply to the members of the modified unit.

ARTICLE 2 GOVERNING LAWS AND REGULATIONS

Section A

In the event that any Employer or PSD rules, regulations, issuances or policies are in conflict with specific provisions of this Agreement, the provision of the Agreement on that specific provision(s) shall prevail.

Section B

If during the life of this Agreement a law from a higher authority invalidates any provision of this Agreement, within 90 days of the effective date of such invalidation either party may request to negotiate the change. If neither party requests to negotiate within 90 days of the effective date of the invalidation of the law, the terms of the law shall become effective and shall not be subject to negotiations, absent mutual agreement of both Parties.

ARTICLE 3 UNION SECURITY

Section A

1. Any employee in the bargaining unit may join or refrain from joining the Union without interference, coercion, restraint, discrimination or reprisal from the Employer or the Union.
2. Employer will take no disciplinary, discriminatory or reprisal action against a Union officer or member for expressing an opinion in favor of, or engaging in activities in support of, the Union.

3. The terms and conditions of the Agreement shall apply to all employees in the bargaining unit without regard to Union membership.
4. Employer will not restrain or coerce any employee in the exercise of any rights granted under this Agreement, and will not discriminate against or take reprisals against any employee for exercising any rights granted under this Agreement.
5. Membership in the Union is not a condition of employment with PSD.

Section B

1. The Employer shall deduct Union dues bi-weekly upon receipt of proper authorization from the employee and written certification from the Union as to the amount to be deducted. The Employer will make corrections or changes at the earliest opportunity after receipt of notification, but it will not make retroactive changes.
2. Employer shall deduct Union dues from the wages of each unit employee, whether paid on a bi-weekly basis or otherwise, upon authorization by the member.
3. Employer shall start deducting Union dues within two (2) pay periods following the submission of the member's authorization.
4. A dues-deduction authorization may be canceled by an employee upon written notification to the Union and Employer within the 30-day period prior to the anniversary date of this Agreement, notwithstanding any provisions to the contrary on any governmental form, provided that, if the employee remains in the Bargaining Unit, Employer shall withhold a service fee in accordance with Section C of this Article.

Section C

Employer will deduct service fees from employee wages as provided in this section.

1. Employer shall deduct, without a written authorization, a service fee from the wages, whether paid bi-weekly or otherwise, of each unit employee who does not become a member of the Union.
2. Employer shall start deducting service fees from each unit employee who is not a Union member within two (2) pay periods of the employee's entry on duty, and shall start deducting service fees from each current unit employee who is not a Union member no later than the second full pay period following the effective date of this Agreement.
3. The service fee shall be equal to the bi-weekly Union dues which are attributable to representation and in an amount determined by the Union, and the Union will provide written notice thereof to Employer.

4. The Employer shall deduct \$.07 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted.

Section D

1. Employer does not assume any obligation with regard to the deduction of dues or fees other than that expressed herein.

2. The Parties acknowledge that Employer shall not be held liable to any Employee for any adverse consequences or direct or indirect damages relating in any way to errors or omission in carrying out the provision of this Article. In any case in which a lawful judgment is entered against either or both Parties establishing that an excessive deduction was made, the Union shall return that amount to the Employer or the member as appropriate.

Section E

The Union will provide training to its officers and stewards regarding its and their rights and responsibilities. Employer will allow Union representatives to attend shop steward training while in a duty status, subject to manpower needs of the Employer.

Section F

Employer will recognize and appropriately respond to a written communication from the Union in connection with matters affecting the rights of more than one (1) employee only if the document is signed by the Chairman, except that the Chairman may designate in writing a person who is responsible for communicating with management on a particular matter.

Section G

Nothing in this Agreement precludes an employee from electing to represent himself or selecting a non-Union representative in a matter, except that no rival organization may represent any bargaining-unit employee. The Union is entitled to know the disposition of any matter involving or affecting the provisions of this Agreement in a case in which the Union does not represent the employee; the Union may request that information, and the Employer shall provide it in a timely manner.

Section H

Nothing in this Agreement is intended to waive the legal rights of any employee unless clearly and unequivocally expressed herein, including the right to employee or personnel benefits and policies generally available to Employer employees which have not been abridged by this Agreement.

Section I

The Union will provide to Management a list of current officers and stewards and will provide written notification to Employer, within three (3) days, of any change in the list. Only those persons whose names appear on the list will be recognized by Management as Union officers or stewards, and the number of persons will not exceed eight (8).

ARTICLE 4 LABOR-MANAGEMENT COMMITTEE

Section A

Within 30 days after the effective date of this Agreement, the Parties will establish a Labor-Management Committee (the "Committee") that will consist of three members appointed by each Party, but which will include the head of PSD or his designee.

Section B

The Committee will meet monthly at the request of either Party, and may meet at other times as the need arises upon the mutual agreement of the Parties.

Section C

Employer will grant administrative time to members of the Committee who are appointed by the Union to attend a labor-management meeting when it is held during the members' regular tour of duty. The Employer shall adjust committee members' shifts to accommodate committee members who have to attend labor/management meetings.

Section D

The Parties may agree to allow guests of either Party to attend a meeting of the Committee.

Section E

At least five (5) workdays prior to any scheduled meeting of the Committee, the Parties will exchange agendas, which may include for discussion any matter of mutual interest, other than individual disciplinary actions, appeals or grievances, except that the Parties may discuss underlying systemic problems which may have led to complaints or grievances about disciplinary actions. In the event that a Party fails to submit an agenda, the Party who submitted an agenda has a right to cancel the meeting.

Section F

The Employer and the Union agree to alternate the responsibilities for preparing minutes detailing the matters discussed by the Committee during each meeting. Employer will prepare

the minutes for the first Committee meeting. Thereafter, the Parties will alternate the responsibilities of preparing minutes for each subsequent meeting.

Section G

The Committee may submit a written recommendation following the meeting to the Director or his designee, who will respond to the recommendation no later than the next scheduled meeting of the Committee.

ARTICLE 5 EEO/NON-DISCRIMINATION

Section A

The Employer and the Union agree to cooperate in providing equal opportunity for all qualified persons, and to prohibit discrimination because of age, sex, race, religion, creed, color, marital status, national origin, union affiliation, or as otherwise provided by law.

Section B

The Employer agrees to provide the Union a copy of its Equal Employment Opportunity Program.

Section C

Any charges of discrimination shall be exclusively considered by the appropriate administrative agency having jurisdiction over the matter and shall not be subject to the negotiated grievance procedure.

Section D

For the purpose of this Agreement, the Department's Equal Employment Opportunity Program will be observed. The Union shall designate a unit employee as a representative who shall attend all of the Department Committee meetings to discuss implementation/coordination of the Equal Employment Opportunity Program Plan or program. The employee representative shall be notified of the time and date of the meetings, as far in advance as practicable.

Section E

The Employer and the Union agree to the principle of equal pay for equal work.

ARTICLE 6 EMPLOYEE REPRESENTATIVES

Section A

Designated employee representatives will be free from reprisal, coercion or discrimination in the exercise of their right to act on behalf of an employee or group of employees within the bargaining unit.

Section B

1. Up to six (6) employees in the Department of General Services may be designated by the Union and shall be recognized by the Employer as employee representatives.
2. The Union may appoint alternates to serve in the absence of named representatives.

Section C

The Union will supply management in writing with the names of all Union officials, representatives and alternatives of the Union.

Section D

Subject to security and safety, Union Officials who are nonemployees will be allowed to visit work places to carry out their responsibilities under the terms of this Agreement, after receiving advance permission from the Chief of the Protective Services Division or his or her designee.

Section E

Representatives may be contacted by employees concerning complaints and grievances during working hours but not for the purpose of discussing other Union matters. In the event such contact would require the employee to leave his/her assignment, he/she must first obtain permission from his/her supervisor. Permission will be granted unless the work situation or an emergency precludes the giving of such permission. If permission is initially denied, it shall be granted before the end of the next tour of duty unless the work situation or an emergency precludes the giving of such permission, in which case permission will be given as soon as possible thereafter.

Section F

The representative shall inform the supervisor of his/her destination, approximate duration of absence and that the purpose of the absence is to handle a grievance or other labor-management matter. Permission will be granted unless the work situation or an emergency precludes the giving of such permission. If permission is initially denied, it shall be granted before the end of the next tour of duty unless the work situation or an emergency precludes the giving of such permission, in which case permission will be given as soon as possible thereafter. If the

immediate supervisor is not available, permission will be requested from the next higher level of supervision. When going to an assignment other than that normally assigned to the Union representative he/she will contact the supervisor and notify him/her of his/her desire to speak to one of the employees in that area.

Requests by representatives for permission to meet with employees and/or by employees to meet with representatives will not require prior explanation to the supervisor of the problems involved other than to identify the approximate length of time and the general nature of the visit.

A representative thus engaged shall report back to his/her supervisor on completion of such duties. The Employer agrees that there shall be no restraint, interference, coercion or discrimination against a representative in the performance of the aforementioned duties.

Section G

Management agrees to make a location and a telephone with reasonable privacy available to the Union for the handling of grievances and other matters affecting labor-management relations.

Section H

The Employer shall provide Union representatives and employees with official time in the manner hereinafter described to carry out their duties under the contract.

1. Union representatives shall be granted a reasonable amount of official time upon individual request within their scheduled working hours to investigate grievances and to present grievances to management.
2. Union representatives shall be granted a reasonable amount of official time to carry out their duties under the contract.
3. Official time will not be allowed for internal Union business.
4. The representative must submit the attached Official Time Form each pay period to memorialize the use of approved official time for time and attendance accounting (Attachment A).

Section I

The Employer agrees that an employee who requests union representation shall be represented upon request.

ARTICLE 7
USE OF OFFICIAL FACILITIES/BULLETIN BOARDS

Section A

Employer will provide suitable space in its facilities for bulletin boards on which the Union may display material related to its activities, provided that the material does not contain personal attacks. All material displayed will be signed by an elected officer of the Union. The Union also has the right to mount a reasonably sized bulletin board or other similar device at each fixed post and to display material thereon, subject to requirements of this Article.

ARTICLE 8
GRIEVANCE PROCEDURE

Section A Purpose

The purpose of this Grievance Procedure is to establish effective machinery for the fair, expeditious and orderly adjustment of grievances.

Section B Scope

1. Only an allegation of a violation of this Agreement or applicable provisions of the Compensation Agreement shall constitute a grievance under this Agreement.
2. One or more Union employees may file a grievance under this Agreement with or without Union representation. The Employer shall ensure that all settlements reached with respect to grievance resolution and other matters regarding the enforcement of this Agreement shall be implemented.

Section C Presentation of Grievances

1. General Provisions

- a. All time limits will be strictly observed unless the Parties mutually agree to extend such time limits, which agreement shall be confirmed in writing. Failure by the Union to follow the time limits specified in this Agreement, including written extensions, shall render the grievance null and void.
- b. The Employer and the Union agree that every effort will be made to resolve grievances at the lowest possible administrative level.
- c. The presentation and discussion of grievances provided for in this Article shall be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, to attend. When the presentation and discussion of

grievances or a hearing as provided for in this Article are held during the normal working hours of the participants, all employees who are entitled to be present shall be excused with pay for that purpose. However, if operational demands so dictate, Employer may request that the arbitrator allow employee-witnesses to appear for testimony on an "on-call" or other staggered basis in order to minimize any disruption of PSD operations.

d. The settlement of a grievance prior to arbitration shall not constitute a precedent in the settlement of grievances.

e. If an employee is given a directive by a supervisory authority that he believes to be in conflict with the provisions of this Agreement, the employee shall comply with the directive at the time it is given and thereafter exercise his right to grieve the matter. The employee's compliance with such a directive will not prejudice the employee's right to file a grievance, nor will his compliance affect the resolution of the grievance.

f. Employer may request, by written notification to the Union Chairman, additional information which it deems necessary to identify or clarify the matter at issue in a grievance. The Union Chairman or designee will respond in writing within seven (7) calendar days of receipt of the notification.

g. A grievance not submitted by the employee within the time limits prescribed for each step of the procedure shall be considered settled on the basis of the last decision received by the employee which shall not be subject to further appeal, nor shall the Union be entitled to pursue the grievance further. A grievance not responded to by the appropriate management representative within the time limits specified at any step authorizes the employee to pursue the grievance at the next higher step of the procedure.

2. Types of Grievances

a. Individual. A grievance of a personal nature requires the signature of the aggrieved employee at Step 2 even if the Union represents the grievant. In the case of an individual grievant proceeding without Union representation, the Union shall be given the opportunity, with an advance notification, to be present and to offer its views at any meeting held to adjust the grievance. The Union has the right to grieve any resolution of a personal grievance which is reached without Union representation if it conflicts with the provisions of this Agreement. A copy of any settlement agreement reached between Employer and individual grievant without Union representation, or any adjustment, decision and response made by Employer must be sent to the Union Chairman.

b. Group. If a grievance involves a group of employees raising the same issue, the Union Chairman shall file the grievance on behalf of the group at the lowest level capable of resolving the grievance.

c. Class. If a grievance involves all the employees in the Bargaining Unit, the grievance may be filed by the Union as a class grievance directly at Step 3 of the Grievance

Procedure within 21 calendar days of the event giving rise to the grievance, and the Employer Director or designee shall respond in writing within 21 calendar days of its receipt.

Section D Procedural Steps

Step 1 Oral Notice to Immediate Supervisor

- a. The aggrieved employee, with or without his Union Steward, shall, orally, or in writing, present and discuss the grievance with his immediate supervisor or official at the lowest level capable of resolving the grievance. If the supervisor or official lacks the authority to resolve the grievance, he shall refer the employee to the appropriate management official. The aggrieved employee must file the grievance within 10 days of the occurrence of the event giving rise to the grievance, or within 10 days of the employee's knowledge of the event. The supervisor will make a decision on the grievance and reply to the employee in writing within five (5) days after oral presentation of the grievance.
- b. If the supervisor refuses to meet with the employee and his representative, the aggrieved employee may treat the grievance as denied.

Step 2 Written Step

- a. If the grievance is not resolved at Step 1, the employee, with or without union representation, or the Union acting on behalf of one or more employees, may submit a written grievance to the Associate Director of PSD. This is the first formal written iteration of the grievance and the timeframes for initiating a grievance as set forth above in Section C are the applicable deadlines for filing a Step 2 grievance.
- b. At Step 2, the written grievance shall contain the following information:
 - (i) A statement of the specific provision(s) of the Agreement alleged to have been violated;
 - (ii) A brief description of the manner in which the provision is alleged to have been violated;
 - (iii) The date or dates on which the alleged violation occurred;
 - (iv) The remedy or adjustment sought.
- c. The Chief shall respond in writing to this grievance within 10 days of its receipt. The written response shall contain the following:
 - (i) An affirmation or denial of the facts upon which the grievance is based;
 - (ii) An analysis of the alleged violation of the Agreement;
 - (iii) The remedy or adjustment, if any, to be made; and

- (iv) Signature of the appropriate management representative.

Step 3 Submission to Director

- a. If the grievance remains unsettled, the employee shall submit it to the Employer Director within 7 days following receipt of the Step 2 response. Within 20 days following the receipt of the Step 3 grievance, the Director or designee shall meet with the aggrieved employee and his representative to attempt to resolve the grievance or must respond in writing. If a meeting occurs, the Director or designee shall respond in writing to the employee and his representative within 10 days following the Step 3 meeting. If the Union did not represent the employee, the Director or designee must send a copy of the Step 3 response to the Union within 10 days of the Step 3 meeting.
- b. Class grievances shall be initiated in writing at Step 4 as provided above and shall contain all written contents required of a grievance initiated in writing at Step 2.

Step 4 Union Decides Whether to Arbitrate

- a. If the grievance remains unsettled, the Union shall advise the Director whether the Union intends to pursue arbitration of the matter on behalf of the employee(s) within 15 days from receipt of the Director's response at Step 3. Only the Union may advance a grievance to arbitration.

Section E Arbitration

1. Arbitration is the method of resolving grievances which have not been satisfactorily resolved pursuant to the Grievance Procedure.
2. The Party invoking arbitration will order a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service (FMCS). The Parties shall select an arbitrator from this panel using the alternate strike method within ten (10) business days of receipt of the panel.
3. The arbitrator will decide procedural grievability as a threshold issue. A refusal to arbitrate based on a claim of substantive non-arbitrability, i.e., that no agreement to arbitrate exists or that the subject matter is not arbitrable are not within the jurisdiction of the arbitrator.
4. Arbitration costs will be shared 50/50 regardless of which Party prevails in arbitration.
5. The Parties agree that it is their intent that arbitration awards issued pursuant to this agreement shall be final and binding on both parties.

ARTICLE 9 DISCIPLINE

Section A

Discipline shall be imposed by the Employer for cause in accordance with the Comprehensive Merit Personnel Act (CMPA) and the District of Columbia Personnel Manual (DPM).

Section B

The Employer shall not suspend an Employee without pay without first following the notice and decision-making procedures set forth in the DPM, and as modified by this Article.

Section C

The Employer shall provide an Employee against whom a disciplinary action is proposed with an advance notice of at least 10 workdays in which to file a reply to the proposal. In those cases involving a proposal to terminate an Employee, the employer shall provide an advance notice of at least 15 workdays.

Section D

The termination of probationary bargaining unit employees cannot be grieved utilizing the Grievance and Arbitration provisions of this Agreement. However, probationary bargaining unit employees are entitled to the other rights and benefits set forth in this Agreement, except those which are prohibited by statute.

Section E

If there is a reason to admonish or reprimand an Employee verbally, the Employer shall do so in a manner that will not embarrass the Employee before other employees or the public. A verbal admonishment or reprimand is intended to be instructive and to correct an Employee's behavior, as distinguished from an order or directive from a supervisor.

Section F

Employer will provide to the Employee or designee, at his request, a copy of each item to be relied upon in making a decision on a proposed disciplinary action.

Section G

Employer will utilize the table of penalties published in the DPM.

Section H

An Employee may appeal a written reprimand and a suspension of 3 days or less only through Step 4 of the grievance procedure, but the Union may not arbitrate the matter.

An Employee may appeal a suspension of 4 days but less than 10 days only through the grievance procedure.

An Employee may appeal a suspension of 10 days or more through either OEA or the grievance article in this Agreement; once that election is made, however, it may not be changed.

Section I

An Employee at his or her request has the right to Union representation in all disciplinary actions.

ARTICLE 10 INVESTIGATORY QUESTIONING

Section A

1. When an employee can reasonably expect discipline to result from an investigatory interview or the employee is the target of an administrative investigation conducted by Employer, the employee may request to delay the questioning to consult with a Union representative.
2. Upon request, Employer shall delay questioning for up to two (2) hours to allow the employee to consult with a Union representative. If for a justifiable reason, no Union representative is available to permit consultation within that time, Employer shall delay questioning for up to eight (8) hours in which time the employee will locate and consult with a Union representative.
3. The Employer shall not intentionally mislead an employee or Union representative as to the purpose of an investigatory interview.
4. An employee's Union representative may be present at all investigatory questioning sessions to which this Article applies, but may not answer questions on behalf of the employee. The representative may request that the investigating official clarify the issue under investigation. Any objections made by the representative shall be noted for the record.
5. The Employer may refuse to allow a particular Union representative to represent an employee under this Article, if the representative's presence is disruptive or he is involved as a witness or target in the matter under investigation. In that event, the employee shall then arrange for an alternate representative.

6. At the time a written statement is prepared the Employer shall provide to the employee and representative, if present, a copy of the written statement by the employee. The Employer will not alter the statement or create another version of it without the consent of the employee.

Section B

1. Prior to the commencement of any questioning of unit members, the Employer shall inform, the employee of the following:

- a. The type of investigation being conducted (criminal or administrative) and, if the matter is administrative, then the specific reason for the questioning or type of complaint involved;
- b. Whether the member is a target of the investigation, if known, at that time;
- c. The name of any known complainant, unless that information would jeopardize the security of the investigation or the safety of the complainant or witness; and
- d. The name, rank and assignment of the official who will ask the questions and the name, rank and assignment of persons to be present during the investigation.

2. The questioning will take place at a reasonable time except when, in the judgment of the Employer in charge of the investigation, exigent circumstances require otherwise.

3. The Employer will not conduct questioning sessions for unreasonable periods of time and shall allow for reasonable, periodic rest periods for meals and personal necessities.

4. The Employer shall not subject an employee to scurrilous, profane or demeaning language, nor shall the Union representative or member direct such language to the Employer's representative.

5. At the point that an investigation focuses upon the employee as the principal in a violation of the criminal law, the Employer shall advise the employee of his rights under the law and the rules of criminal procedure.

6. If the official in charge of the investigation decides to record the questioning session, the official must record the entire session, with proper notations as to when rest breaks and off-the-record discussions began and ended. If an administrative session is recorded in any format or medium, Employer shall provide a copy of the recording to the Union.

ARTICLE 11 LEAVE

Section A

The District's regulations in effect on the effective date of this Agreement govern the administration of leave, except as may be modified by provisions herein.

Section B

By January 31, Employees shall submit to the PSD Chief their preferred vacation schedule for the remainder of that calendar year. The Chief or designee will publish a unit-wide schedule by February 15. The schedule is subject to change by agreement or as dictated by staffing needs. An Employee will request unscheduled short-term leave 5 days in advance, if possible.

Section C

An Employee will request sick or emergency leave from the on-duty supervisor at least 2 hours or as early as possible prior to the start of his tour.

Section D

Employer will grant maternity and paternity leave pursuant to the provisions of the Family and Medical Leave Act.

Section E

Operations permitting, the Employer must allow Union officials to attend Union sponsored programs or its national convention for up to 40 hours per calendar year, using their accrued annual or compensatory leave or LWOP.

Section F

The Employer shall grant administrative leave pursuant to applicable regulations to Employees who are required to appear in court for jury duty or as a witness for the government. An Employee who is subpoenaed to testify in a non-official capacity for a private party must take leave, but is entitled to keep any subpoena fee provided for that appearance.

Section G

Employer will not inquire as to the details of an Employee's illness when he or she requests sick leave and will not unnecessarily require an Employee to obtain a doctor's slip regarding use of sick leave.

ARTICLE 12 MERIT STAFFING

Section A

The District's personnel regulations shall govern hiring in bargaining-unit positions.

Section B

The Union will be provided with an e-copy of all vacancy announcements seeking to fill bargaining unit positions, and they may be posted on the web site.

Section C

In the event that the PERB certifies the bargaining unit to include higher graded positions, the District's Merit Staffing Plan shall be followed, as well as the Seniority Article in this Agreement.

ARTICLE 13 DETAILS AND TEMPORARY PROMOTIONS

Details and temporary promotions will be administered in accordance with appropriate provisions of the District Personnel rules and regulations in effect on the effective date of this Agreement and modified as follows:

1. An employee detailed into a higher grade position for more than ninety (90) consecutive days shall receive acting pay at the higher rate of pay beginning the first pay period following the ninety (90) day period.
2. An employee detailed to a lower grade position shall maintain his/her normal graded pay.
3. Management shall take measures to insure that an employee on detail to a higher graded position is not arbitrarily removed from the detail and then reinstated to the detail in order to avoid providing acting pay in accordance with Section (1) above.
4. Details, temporary promotions and/or acting pay shall not be used as a pre-selection device. For purposes of the preceding, the term "pre-selection device" refers to a recurring pattern of selection of individuals for promotion that are not the most highly qualified and were detailed to the position as provided under this Article.

ARTICLE 14 JOB DESCRIPTIONS

Section A

The Employer shall provide the employee with a copy of his/her job description.

Section B

A copy of the SOP shall be kept on the post as applicable.

Section C

Job Classification complaints and/or appeals shall be exclusively processed in accordance with governing District rules and regulations.

ARTICLE 15 WORK SCHEDULES & SCHEDULING

Section A

The Employer maintains the right to assign and schedule employees based on considerations of personnel safety and the efficiency of the department. To the extent practicable, the Employer will consider employee's schedule requests based on performance, attendance and seniority, as long as no employee protected rights and privileges are violated.

Section B

The Employer will notify an employee 10 calendar days in advance of a change in the employee's schedule that is expected to last longer than one full pay period. The Employer may suspend this requirement in cases of emergency or unforeseen operational demand. Whenever the Employer suspends the 10-day advanced notice requirement, management will notify the Union in writing within 72 hours of the reason for the suspension.

Section C

Upon filling all weekend and holiday requirements, senior employees with ten (10) years or more service (bargaining unit service) will have every weekend and holiday off, upon advance request to the Employer. To the extent that scheduling allows, all other unit employees employed on the effective date of this Agreement shall be entitled to every other weekend off upon advance request to the Employer. Unit employees hired after the effective date shall not be subject to the weekend off provisions contained in this Section.

Section D

Unit employees detailed out of their sections for periods of one day or less will be allowed a reasonable amount of time if necessary to return to their own sections before the end of the scheduled tour to put away equipment and personal property.

Section E

Employees shall be provided permanent shifts and days off (in accordance with Section A where applicable) provided; that emergency conditions or unanticipated staffing shortages or staffing needs may necessitate an individual employee having his/her shift/day-off changed. Where possible, employees shall be notified of changes at least two (2) weeks in advance. Changes in shifts, if made, shall be made in accordance with bargaining unit seniority or on a voluntary basis. At the conclusion of the emergency condition, or unanticipated staffing shortage or staffing need, the Officers shall be assigned back to their normal shifts and days off.

Section F

The Union shall be notified in advance of any changes to the normal work schedule excluding daily details or emergency situations.

Section G

Where the employer requires a change in work assignment, seniority will be a consideration. However, the employee being reassigned must have the training comparable to the assignment.

ARTICLE 16 TRAINING

Section A

The Employer agrees to provide training to all bargaining unit employees. Such training shall be related to the performance of their official duties in order to increase their knowledge, skill and qualifications in the performance of their duties which helps increase the efficiency and effectiveness of the Employer's operations. This training shall be provided in accordance with generally recognized standards for the training of protective services officers. Instructors providing this training must have demonstrated sufficient knowledge of the subject matter and meets any newly established legislation.

Section B

The Chief shall prepare an annual schedule that may be adjusted to meet staffing needs, in accordance with the provisions of Section C, an employee training plan which shall identify:

1. Subject matter areas where training is needed;
2. Location and type of courses and programs which will be used to meet these training needs; and
3. Schedule of training to be carried out over the year.

Section C

Recognizing the value of employee input, the Employer agrees to use qualified instructors and that during the preparation of the Employee training Plan he/she shall meet with two (2) designated employee representatives to discuss training needs, objectives and curriculum.

Section D

Training which is authorized and approved by the Employer will be conducted on official time as staffing needs permit at no expense to the employee. Should an employee be required to attend training on his/her off-duty hours, the employee shall receive compensatory time in accordance with Compensation Units One (1) and Two (2) Compensation Agreement.

Section E

Subject to staffing and budgetary considerations, the Employer agrees to conduct and/or provide job performance enhancement training for all bargaining unit members.

Requests for shift changes made by employees to pursue self-development training will be considered on a case-by-case basis subject to staffing considerations. Such requests must be made at least sixty (60) days in advance and shall include a description of the training program. Changes in shifts shall be made in accordance with Article 15, work schedules, Section C of this Agreement.

ARTICLE 17 HEALTH AND SAFETY AT THE WORK PLACE

Section A

Employer will make reasonable efforts to provide and maintain safe working conditions. The Union will encourage its members to work in a safe manner, to follow safety rules and requirements, and to use all protective equipment and clothing provided by Employer.

Section B

The Union will encourage its members to report any unsafe or unhealthy condition to their immediate supervisors. If not resolved by the immediate supervisor, the matter may be referred to the PSD Chief by the member or the Union. PSD will not assign a member to perform duty which has been determined to present a health or safety hazard above and beyond what is normally expected in unit work. Employer also will provide the Union a copy of any report, including but not limited to investigations, findings, studies or plans, which relates to the health and safety of the members at the worksite, and will notify the Union of any actions taken to alleviate problems at the worksite.

Section C

Employees involved in any type of on-duty accident, unless physical injury prevents them from doing so, must immediately notify their Watch Commander and execute all required forms prior to release from their tour of duty. Employer shall promptly process all forms related to Workers Compensation claims.

Section D

Employer will not require an employee to operate equipment that he is not qualified to operate and which by doing so might endanger the employee or others.

Section E

When an employee is injured while on duty, the Employer will arrange for transportation to appropriate medical facilities provided that the employee reports his injury or illness during the tour of duty which he sustained the injury or became ill. This section does not provide transportation when the employee is off duty. If an illness is determined to be not job-related, however, the employee will bear the cost, if any, of that transportation.

Section F

Employer will provide first-aid kits for use on each post and in each mobile unit.

ARTICLE 18 UNIFORMS AND EQUIPMENT

Section A

The Employer will provide the uniforms, with initial alterations to length of sleeves and slacks, and equipment at no cost to the employee. The uniforms will include all items for all weather conditions, except underwear and socks. Members may request additional alterations to uniforms. The equipment will include all items needed to perform the duties of a protective services police officer and will include a new protective vest. No officer will be directed to perform duties for which he is not properly outfitted and equipped.

Section B

Uniforms will be worn in a manner consistent with applicable District of Columbia regulations.

Section C

Employees are responsible for cleaning and routine maintenance of uniforms and equipment.

Section D

Employer will provide replacement uniforms and equipment when they are returned to Employer and the Chief or designee determines that a replacement is necessary. Employer will bear the cost of work-related wear or damage which is not occasioned by intentional or reckless misuse.

Section E

Employer will not issue any overly used, suspect or damaged equipment.

ARTICLE 19 PAYDAY AND DISTRIBUTION OF OVERTIME

Section A

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled pay day is a holiday, the preceding day shall be the payday.

Section B

Where specific personnel demands are not necessary and where the operational mission allows, overtime assignments will be offered as to voluntary personnel and distributed equitably from a posted list of employees.

ARTICLE 20 LIABILITY

The Employer shall provide, at its cost, legal representation to any employee who is named as a defendant in a civil court action arising out of acts committed by the employee within the scope of employment; provided however, that such representation is requested by the employee in accordance with Commissioner's Order 63-1492 no more than seven (7) calendar days after the service of process and that such representation would not pose a conflict of interest or potential conflict of interest. Such request for representation will include the date on which the employee received the service of process.

Representation will be provided through the Office of Attorney General ("OAG"). The decision of the OAG on whether to represent the employee shall be final. Should the OAG decline to represent the employee because of a conflict of interest or potential conflict, the employee may be represented by any private attorney of his/her choice. The Employer will reimburse the employee for reasonable attorney's fees (as determined by the court) incurred in the employee's defense of the action. Should the employee refuse representation by the OAG, all legal fees will be the responsibility of the employee.