



GOVERNMENT OF THE DISTRICT OF COLUMBIA
RENTAL HOUSING COMMISSION

February 6, 2023

The Honorable Robert C. White, Jr.
Chair, Committee on Housing
Council of the District of Columbia
1350 Pennsylvania Avenue, NW
Washington, D.C. 20004

SUBJECT: The Rental Housing Commission's Responses to Questions in Advance of the Performance Oversight Public Hearing on Fiscal Years 2022 and 2023 to Date

Dear Chairperson White:

The Rental Housing Commission has received questions in preparation for the Annual Performance Oversight Public Hearing, scheduled for February 9, 2023. As requested by letter, dated January 18, 2023, the Commission has attached the pre-hearing questions and responses to said questions.

Sincerely,

/s/

Lisa M. Gregory
Interim Chief Administrative Judge
Rental Housing Commission

COMMITTEE ON HOUSING

ROBERT C. WHITE, JR., CHAIR
COUNCIL OF THE DISTRICT OF COLUMBIA

January 18, 2023

Lisa M. Gregory
Interim Chair and Chief Administrative Law Judge
Rental Housing Commission
441 4th Street, NW
Suite 1140B North
Washington, DC 20001

Dear Interim Chair Gregory:

The Committee on Housing has scheduled a Performance Oversight Hearing on the Rental Housing Commission (“the Commission”) for Thursday, February 9th, 2023, at 2:00 PM. The Performance Oversight Hearing will be held virtually. Log-in instructions will be provided to participants in advance of the hearing. Members of the public may sign up to testify by completing the Committee’s sign-up form at <https://forms.gle/UrkJAKXjGWaPaQuD8>. The hearing will be viewable live via YouTube at <https://www.youtube.com/channel/UCPJZbHhKFbnyGeQclJxQk0g/live> and will be broadcast on Channel 13 live or at a later date.

To ensure a productive oversight hearing, it is the Committee’s preference that you join the Zoom conference in time to listen to any public testimony provided with respect to the Office prior to providing your own testimony. In addition, the Committee requests that you submit your written testimony to the Committee at least 48 hours prior to the commencement of the hearing. Please limit your testimony at the hearing to approximately 10 minutes.

Finally, it is the practice of the Committee to send each agency a series of written questions in advance of an oversight hearing. To that end, please review the attached list of questions and return your answers by the close of business on Monday, February 6th, 2023, to housing@dccouncil.gov. Please provide an electronic version of your answers with text responses in a single document, with clearly marked attachments where necessary. If the documents are too large to send by e-mail, please contact the Committee for further instructions. Please do not submit sensitive, non-public, or personally identifiable information.

If you have any questions, please feel free to contact the Committee on Housing at housing@dccouncil.gov. Thank you in advance for your timely response.

Sincerely,

Robert C. White, Jr.
Councilmember, At-Large
Chair, Committee on Housing
Council of the District of Columbia

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

The Rental Housing Act of 1985, as amended, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3501.01 et seq) (“Act”), provides the statutory framework for the Rental Housing Commission (“RHC”), and the District’s rent stabilization program. The RHC is the administrative court and regulatory body responsible for the impartial interpretation, implementation and enforcement of the Rental Housing Act of 1985, as amended (Act). The RHC’s mission is to ensure the fair and effective implementation of the District of Columbia’s rent stabilization and tenant rights laws by publishing clear legal guidelines and resolving appeals in disputed cases.

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

Pursuant to the Act, “The Rental Housing Commission shall employ the staff necessary to carry out its functions [including] ... 3 shall be law clerks who shall assist each member of the Rental Housing Commission in the preparation of decisions and orders.” The agency does not have sufficient resources to implement this statutory mandate.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 22 and FY 23, 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.

Annual Adjustment of Rent

The RHC is required to certify and publish before March 1 of each year: the annual adjustment of general applicability of the rent charged for a rental unit under § 42-3502.06; the most recent annual cost-of-living adjustment of benefits for social security recipients established pursuant to section 415(i) of the Social Security Act, approved August 28, 1950 (64 Stat. 506; 42 U.S.C. § 415(i)); the maximum annual rent adjustment that may be imposed on a unit occupied by an elderly tenant or tenant with a disability pursuant to § 42-3502.24(a); and the qualifying income for an elderly tenant or tenant with a disability to be exempt from an adjustment in the rent charged pursuant to §§ 42-3502.10, 42-3502.11, 42-3502.12, and 42-3502.14 and whose rent charged may not be increased under § 42-3502.15.

Annual Report

The Chairperson is required to issue and transmit to the Mayor and the Council an annual report, not later than 90 days after the close of the first complete fiscal year of the Commission's operation as an independent agency, and each fiscal year thereafter, on the operations of the Rental Housing Commission.

In FY 22, the report was published on December 31, 2021, and in FY 23, the report was published on December 30, 2022.

4. Please list and describe any regulations promulgated by the agency in FY 22 or FY 23, to date, and the status of each.

Comprehensive updates. In FY 22, the Commission completed its years-long project to comprehensively update the implementing regulations under the Rental Housing Act, 14 DCMR chapters 38-44. A final rulemaking was published on December 3, 2021, which took effect December 31, 2021. This 200+ page rulemaking implemented over 20 statutory amendments, including rent ceiling abolition and OAH jurisdiction, codified legal standards found in decades of case law, modernized procedures, including e-filing, and improved clarity or increased specificity of many vague rules.

Technical fixes. While working with the Rental Accommodations Division of DHCD on their updates to the forms that housing providers and tenants must use for rent stabilization issues, several ambiguities or errors were identified in the newly amended rules. On October 13, 2022, the Commission issued a notice of emergency and proposed rulemaking to make necessary technical corrections. On February 3, 2023, the Commission published a permanent final rulemaking.

Eviction & Screening. The Eviction Record Sealing Authority and Fairness in Renting Amendment Act of 2022 (D.C. Law 24-115) took effect in May, amending, among other things, Title V of the Rental Housing Act. This new law made substantial changes to how notices to vacate and evictions must be sent to tenants and added new provisions on how housing providers may screen potential tenants. In June 2022, the Commission sent a request for proposals to stakeholders who had previously commented on the comprehensive rulemaking, identifying several potential issues that might be clarified in a rulemaking. On December 9, 2022, the Commission published a notice of proposed rulemaking, with a public comment period to run through January 27, 2023. The Commission is currently reviewing submitted comments.

5. Please explain any significant impacts on your agency of any legislation passed at the federal or local level during FY 22 and FY 23, to date.

As described in Question 4, D.C. Law 24-115 made changes to the Rental Housing Act that required significant revisions to the implementing regulations. Significant personnel time was spent reviewing, drafting, and revising regulations.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 23.

- To Improve overall performance on resolving appeals and to create a plain language guidance document for pro se litigants and small housing providers.
- To re-establish participation in OCA's Performance Accountability Program and report data on an annual basis (instead of a quarterly basis).

- To conduct preliminary research and obtain support for an Integrated Case Management/Archive system.
- To strengthen relationship with key partners including the Office of Administrative Hearings, the RAD, the Office of Tenant Advocate, the Deputy Mayor's Office for Planning and Economic Development, the Council's Committee on Housing, and stakeholders in the housing provider and tenant communities.
- To promote and foster a healthy, inspired, respectful and productive work environment.

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

Please see response to Questions 44-45.

8. Please describe any new initiatives or programs that the agency implemented in FY 22 and FY 23, 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.

Non-applicable.

9. 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.

See attachment 1.

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

No changes were made during the previous year.

11. 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 indicate if any position must be filled to comply with federal or local law.

See attachment 2.

12. 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.

No employees are detailed to or from the Commission.

13. Please provide:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 22 and FY 23, to date;

FY22

	Laptops	Cell Phones
M. Spencer	Yes	Yes
L. Gregory	Yes	Yes
A.Hunter	Yes	Yes
D. Mayer	Yes	Yes
L. Miles	Yes	Yes
A Muswwair	Yes	Yes
X. Edwards	Yes	No

FY23

	Laptops	Cell Phones
M. Spencer	Yes	No
L. Gregory	Yes	Yes
A.Hunter	Yes	Yes
D. Mayer	Yes	Yes
L. Miles	Yes	Yes
A Muswwair	Yes	Yes
X. Edwards	Yes	No

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 22 and FY 23, to date;

The Commission does not own, lease, or use any vehicles.

c. A list of travel expenses, arranged by employee for FY 22 and FY 23, to date, including justification for travel;

FY22

	Training	Destination
L.Gregory	National Judicial College: Logic & Opinion Writing	Nevada
A.Hunter	National Judicial College: Logic & Opinion Writing	Nevada

See attachment 3.

FY23: N/A

d. A list of total workers' compensation payments paid in FY 22 and FY 23, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

The Commission did not make any workers' compensation payments in FY22 or FY23, to date.

14. For FY 22 and FY 23, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Cell Phone Charges FY22 \$2,529.45

FY23 \$ 954.80 to date

15. Please separately list each employee whose salary was \$100,000 or more in FY 22 and FY 23, 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.

See table below. No RHC employees earned overtime in FY22 or FY23 YTD.

Name	Position Number	Title	Program	CostCenter	Grade	Step	FY22 Ending Salary	FY 23 Salary	Fringe (Est.20%)	FY22 CBA Bonus
Gregory,Lisa M.	00099873	CHIEF ADMIN JUDGE	300092	30120	18	0	176,261.69	180,668.23	36,133.65	5,634.36
Mayer,Daniel J.	00099877	General Counsel	300092	30120	2	0	153,685.00	157,527.13	31,505.43	4,644.15
Hunter,Adam R	00099878	ADMIN JUDGE	300092	30120	17	0	160,981.83	165,006.38	33,001.28	
Spencer,Michael T.	00099880	ADMIN JUDGE	300092	30120	17	0	176,261.69	180,668.23	36,133.65	6,169.16
Edwards,Xavier B.	00099882	Attorney Advisor	300092	30120	12	7	107,305.00	109,987.00	21,997.40	3,651.30
Miles,Latonya A	00099946	Clerk of the Court	300092	30120	13	4	104,472.00	110,311.00	22,062.20	3,546.34
Greer,Dorothy	00100188	Mediator	300092	30120	13	10	126,508.00	129,671.00	25,934.20	4,427.78

16. Please list in descending order the top 25 overtime earners in your agency in FY 22 and FY 23, 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 by each.

No RHC employees earned overtime in FY22 or FY23 YTD.

17. For FY 22 and FY 23, 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.

Row Labels	Terminal Leave	Bonus Pay	Reason for Special Pay
Edwards,Xavier B.	-	3,651.30	CBA Bonus
Greer,Dorothy	-	4,427.78	CBA Bonus
Gregory,Lisa M.	-	5,634.36	CBA Bonus
Mayer,Daniel J.	-	4,644.15	CBA Bonus
Miles,Latonya A	-	3,546.34	CBA Bonus
Musawwir,Al-Alim	-	1,818.74	CBA Bonus
Puttagunta,Rupa Ranga	14,030.25	-	Terminal Leave Payout
Spencer,Michael T.	-	6,169.16	CBA Bonus
Grand Total	14,030.25	29,891.83	

18. 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.

See attachment 4, The Non-Compensation Collective Bargaining Agreement between the District of Columbia Government and AFGE, Local 2725, covering Compensation Units 1 and 2, dated December 13, 1988, effective through September 30, 1990.

See attachment 5, an MOU between the District of Columbia Government and AFGE, Local 2725, regarding Chapter 16 of the DC Personnel Manual.

See attachment 6, The Compensation Collective Bargaining Agreement between the District of Columbia Government and AFGE, Local 2725, covering Compensation Units 1 and 2.

The District bargains with AFGE, Local 2725 on behalf of numerous agencies including the Commission.

19. For FY 22 and FY 23, to date, please list all intra-District transfers to or from the agency.

B	Amount	Receiving Agency (Seller)	Description of Service	Account Code Where This is Funded in Agency FY 2022 Budget
FY '22	\$ 1,773.35	OCTO (TO0)	OCTO Assessment	Fund Code - 0100; CSG 40; Obj. Class 0494
FY '22	\$ 180.60	OCTO (TO0)	Telecommunications (DC Net)	Fund Code - 0100; CSG 31; Obj. Class 0308
FY '22	\$ 2,701.52	(AS0)	RTS Services	Fund Code - 0100; CSG 31; Obj. Class 0308
FY '22	\$ 3,260.00	OCTO (TO0)	OCTO	Fund Code - 0100; CSG 70; Obj. Class 0710
Total	\$ 7,915.47			

B	Amount	Receiving Agency (Seller)	Description of Service	Account Code Where This is Funded in Agency FY 2023 Budget
FY '23	\$ 1,334.72	OCTO (TO0)	OCTO Assessment	Fund Code - 1010001; Account 7131044
FY '23	\$ 489.60	OCTO (TO0)	OCTO Assessment	Fund Code - 1010001; Account 7131036
FY '23	\$ 3,605.48	OCTO (TO0)	OCTO Assessment	Fund Code - 1010001; Account 7131035
FY '23	\$ 806.27	OCTO (TO0)	Telecommunications	Fund Code - 1010001; Account 7121009
Total	\$ 6,236.07			

20. . For FY 22 and FY 23, 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:

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

The Commission does not maintain, use, or have available any special purpose revenue funds.

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

FY22

Date	Expenditure	Vendor	Cost	Authorized PCard User
05/20/22	Laptop Docking Stations	Newegg Marketplace	\$1,049.93	LaTonya Miles
05/25/22	Training Conference – A. Hunter	Nat. Judicial College	\$2,138.00	LaTonya Miles
05/25/22	Airline Tickets – A. Hunter	American Airline	\$862.00	LaTonya Miles
05/27/22	Training Conference – L. Gregory	Nat. Judicial College	\$2,138.00	LaTonya Miles
05/27/22	Airline Tickets – L. Gregory	American Airline	\$1,192.00	LaTonya Miles
06/08/22	Subscription – Acrobat Pro DC Licensing	Public Performance Management	\$767.69	LaTonya Miles
06/13/22	Wireless Keyboard	Staples	\$99.99	LaTonya Miles
09/16/22	General Office Supplies – Ink Cartridges, Paper Towels etc	Staples	\$581.49	LaTonya Miles

09/16/22	Postage Stamps	United State Postal Service	\$540.00	LaTonya Miles
09/19/22	Postage Stamps	United States Postal Service	\$1,080.00	LaTonya Miles

FY23 (to date)

Date	Expenditure	Vendor	Cost	Authorized PCard User
10/04/22	License Electronic Signature	DOCUSIGN	\$318.00	LaTonya Miles
10/18/22	Refrigerator & Microwave	Stockbridge Consulting	\$1,068.00	LaTonya Miles
10/31/22	Movers	Mitch the Mover	\$2,490.00	LaTonya Miles
1/26/23	Office Desk	Total Office Supplies	\$3,018.00	LaTonya Miles

22. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 22 and FY 23, 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.

During FY22, the agency had an MOU with OCTO for information technology for the full year, and an MOU with DCHR for the second half of the year. The agency has had MOUs with OCTO and DCHR since the start of FY23 and those MOUs are still in effect.

23. 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.

The Commission does not have any capital projects.

24. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 22 and FY 23, to date. Please detail any over- or under-spending and any federal funds that lapsed.

See attachment 7. The Rental Housing Commission had no lapsed grant funding.

25. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY 23 or FY 24. For each, include a description of the need and the amount of funding requested.

The Rental Housing Commission did not have any enhancement requests for FY23.

26. Please list, in chronological order, each reprogramming that impacted the agency in FY 22 and FY 23, 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.

The Rental Housing Commission's budget was reduced at year end by \$10,000, as part of the city-wide reprogramming.

27. Please list each grant or sub-grant received by the agency in FY 22 and FY 23, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

The Commission does not receive grant or sub-grant funding.

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

The Rental Housing Commission has no grant funded FTEs.

29. Please list each contract, procurement, and lease entered into or extended by your agency during FY 22 and FY 23, to date. For each contract, please provide the following information where applicable:

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

See attachment 8.

30. What is your agency's current adjusted expendable budget for 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?

The agency does not have an adjusted expendable budget for CBE compliance purposes.

31. 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.

No lawsuits are pending against the Commission.

32. Please list all settlements entered into by the agency and judgments against the agency (or by or against the District on behalf of the agency) in FY 22 or FY 23, to date, and provide the parties' names, the amount of the settlement or judgment, 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.).

In FY22, the District, through the Office of the Attorney General, entered into a settlement agreement with a former Commission employee, Shari Acosta, to resolve five pending civil and administrative cases:

- 1) *Acosta v. District of Columbia*, 21-CV-0096 (D.C. Ct. App. 2021), appeal from dismissal of *Acosta v. District of Columbia*, 2018 CA 005008 (D.C. Super. Ct. 2018) (complaint for employment discrimination);
- 2) *Acosta v. District of Columbia*, 1-20-CV-01189 (D.D.C. 2020) (complaint for retaliatory termination);
- 3) *Rental Housing Commission v. Office of Employee Appeals*, 2021 CA 001617 P(MPA) (D.C. Super. Ct. 2021), appeal of initial decision in *Acosta v. Rental Housing Commission*, 1601-0020-20 (OEA 2019) (appeal of 20-day suspension);
- 4) Public Employees Relations Board Case No. 20-20 (appeal of determination of non-union position; dismissed as to Commission & Chairperson); and
- 5) *Acosta v. Rental Housing Commission*, 1601-0048-20 (OEA 2020) (appeal of termination).

As a result of the settlement signed on February 1, 2022, the employee has resigned voluntarily and released the District from all potential claims, receiving \$400,000 from the District's settlement and judgment fund, inclusive of attorney's fees.

33. Please list the administrative complaints or grievances that the agency received in FY 22 and FY 23, to date, broken down by source. Please describe any changes to agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 22 or FY 23, to date.

See response to Question 32, above, regarding administrative complains or grievances resolved in FY22 or FY23, to date.

34. Please list and describe any spending pressures the agency experienced in FY 22 and any anticipated spending pressures for the remainder of FY 23. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 22, describe how it was resolved, and if the spending pressure is in FY 23, describe any proposed solutions.

The Rental Housing Commission did not experience any spending pressures in FY22 nor does the agency anticipate any spending pressures in FY23.

35. Please provide the number of FOIA requests for FY 22, and FY 23, 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 estimated number of FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

The Commission received one FOIA request in FY 22 and zero in FY 23. The Commission located only two responsive records, the request for which was granted in full. The Commission responded within three business days. Two employees worked to process the request, spending roughly five hours total. The Commission did not incur any compliance costs, as the requestor accepted email copies of small documents that were stored electronically.

36. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 22 and FY 23, to date.

No investigations, audits, or reports were completed in FY 22 or FY 23, to date. The Office of Open Government is reviewing a request for an advisory opinion regarding the Commission's compliance with the proactive, online disclosure provisions of FOIA, relating to Commission decisions and orders, in response to which the Commission has already made several operational changes on its own initiative.

37. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 22 and FY 23, to date. Please submit a digital copy to the Committee of any study, research paper, report, or analysis that is complete.

The Chairperson is required to issue and transmit to the Mayor and the Council an annual report, not later than 90 days after the close of the first complete fiscal year of the Commission's operation as an independent agency, and each fiscal year thereafter, on the operations of the Rental Housing Commission. In FY22, the report was published on December 31, 2021, and in FY23, the report was published on December 30, 2022. See attachments 9 and 10.

The Commission generally publishes decisions, orders, and notices on the following sites: Lexis Advance (paid legal research service); RHC website (public access); and Office of Open Government meeting calendar (public access). In FY22, the Commission published updated

regulations on its website and the DC Register. The Commission published a public guidance memorandum by its General Counsel, altering regulated stakeholders to critical changes taking effect as the COVID-19 rent freeze lifted. In FY23, to date, the Commission published proposed and adopted regulations on its website and in the DC Register.

38. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

The agency does not participate on any task forces, committees, advisory boards, or membership organizations.

COMMISSION-SPECIFIC QUESTIONS

39. One distinctive statutory qualification for commissioners of the Commission is that they must “Be neither a housing provider nor a tenant.” Please confirm that the current members of the Commission meet this requirement.

The current members of the Commission meet the above-referenced requirement.

40. Please explain the Commission’s approach to ensuring that all personnel enjoy a safe and respectful working environment and know and comply with applicable employment protections.

The Commission does not tolerate disrespectful or threatening behavior by any personnel. Such behavior is dealt with through the appropriate disciplinary processes under the District Personnel Manual and applicable human resources policies and procedures. Three of the eight Commission staff positions are part of a larger collective bargaining unit, and all employees may avail themselves of the appropriate resources in the Office of Human Rights, Office of Disability Rights, Department of Human Resources and any Equal Employment Opportunity point person in the District government. The Commission regularly reminds all employees of their right to enjoy a safe and respectful working environment and their obligation to know and comply with applicable employment protections. All staff have taken the mandatory harassment & work environment trainings; required notices are posted in common areas at the Commission; the Chief Judge has an open-door policy; and the Commission follows the city’s Covid-19 precautions.

41. Please describe any continuing education programs that any Chief Administrative Judge of the Commission has instituted pursuant to D.C. Official Code § 42–3502.01a(2)(A) and that remain in effect.

The Commission does not have a formal continuing education program. Since its inception as an agency, staff members have been encouraged to pursue opportunities of personal interest that benefit the Commission. Despite limited funding for training, the Commission paid for several employees to participate in continuing education programs and never denied an employee’s request to participate in any such program. For example, Chief Judge Gregory and Judge Hunter attended a week-long Logic & Opinion Writing Conference hosted by the National Judicial

College on June 20, 2022 to June 23, 2022. The first half of the course examined the underlying principles of syllogistic reasoning and how these principles may apply. The second half of the course addressed writing judicial opinions as a reasoned statement that justifies the outcome that the decision maker reaches. The course is designed for any judge, judicial officer, law clerk, or court-affiliated staff person who must appraise the soundness of arguments presented to them and want to improve their legal writing skills. See question 13.c above.

42. *The Commission’s recent annual report describes extensive changes to the administrative regulations in the Commission’s purview made at the end of 2021.*

a. Please describe any significant improvements the Commission has observed as a result of these changes, including quantitative observations where appropriate.

The immediate changes the Commission has been able to observe include the clarity and reasonableness of its own rules of appellate procedure, such as electronic filing, briefing schedules, and requests for extensions of time. The briefing scheduling changes the time parties have to respond in preparation for hearings. The Commission has also worked closely with the Rental Accommodations Division of DHCD to revise and clarify its forms to match the amended regulatory requirements and believes that the new forms are significant improvements to the clarity and specificity and include new instructions for housing providers and tenants to use in completing the forms. The Commission does not have quantitative data about the impact of the regulations on the public, nor is such data likely to be developed.

b. Please identify any areas where the Commission believes there remains significant room for improvement to the regulations in its purview.

The drafting process for the revised rules required balancing between legalistic precision for administrators and judges and clarity for the average person. There is always room to improve both, particularly the use of plain language.

As noted above in Question 4, the Commission recently finalized a set of technical fixes for various filing processes and form contents. It is probable that real world experience with these revised rules will reveal further issues and practical difficulties, and the Commission welcomes public input and requests for further rulemaking.

As also noted above in Question 4, the Commission is currently in the process of amending its rules to reflect the Council’s most recent changes to the Rental Housing Act. Because the comprehensive update, reflecting nearly 20 years’ worth of legislative action, is finally complete, the Commission can make any conforming or implementing changes to its regulations in a timely manner.

43. *In a response to last year’s performance oversight questionnaire, the Commission identified “Legal Intern Recruitment” and “Community Outreach and Education” as opportunities to address racial inequity. Please provide an update on these efforts.*

The Commission does not have dedicated community outreach and education staff. The Commission's small number of FTE positions are dedicated to the core, statutory functions of the agency and basic operational matters. The Commission has participated in community outreach efforts sponsored by other agencies, for example, the General Counsel participated in a panel at the Office of Tenant Advocate's 2022 Tenant Summit to discuss the recent regulatory amendments. The Commission has also been in contact with the Office of Human Rights regarding its education and outreach efforts, because the recent addition of tenant screening provisions to the Rental Housing Act affects both agencies. The Commission is also always considering ways to improve the accessibility of legal information on its website and has recently made updates to increase public access to its decisions and orders. We intend to produce more education materials that can assist self-represented parties with understanding the Rental Housing Act and the Commission's appeals process.

The Commission has not engaged in legal intern recruitment in recent years (post Covid) but the Commission has been in communication with Howard University School of Law Externship program on receiving an extern during the 2023-2024 school year. The student matched with the Commission would likely receive academic credit for their work or a possible stipend.

44. According to the Office of the City Administrator's website, the Commission's FY 23 performance plan¹ involves tracking the average number of business days that it takes to issue an order on a procedural motion, to issue an opinion in remanded cases, and to issue an opinion in non-remanded cases. Notably, however, the Commission's FY 22 performance plan² suggested that these same metrics would be captured last year.

- a. Why were the performance metrics in the agency's plan for FY 22 not captured and reported to OCA in FY 22?***
- b. Do you have systems in place to ensure that you accurately capture these metrics in FY 23?***
- c. Please provide your best estimate of these measures for FY 22.***
- d. What initiatives do you have in mind to help keep these measures low?***

Prior to becoming an independent agency on October 1, 2019, the Commission's performance were captured in two KPIs that were reported through the Department of Housing and Community Development. The two KPIs were (1) the average number of days between RHC hearing a new case and final decision and (2) the number of Rental Housing Commission appeals disposed on an annual basis.

On January 2, 2019, the Commission provided the City Administrator's Office of Budget and Performance Measurement ("OBPM") with draft metrics for FY21. On January 13, 2020, the Commission hosted a 90-minute, all-hands-on-deck staff meeting with two performance and data

¹ <https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/RHC23.pdf>

² <https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/RHC22.pdf>

experts from OBPM to discuss the draft metrics. The Commission's FY21 performance plan included 15 metrics:

1. Average number of business days to complete adjudication
2. Average number of calendar days between filing of record (or receipt of transcript, if any) to oral argument
3. Average number of calendar days between initial case filing to filing of record (or receipt of transcript, if any)
4. Average number of calendar days between notice of appeal and receipt of certified record
5. Average number of calendar days between oral argument to disposition
6. Average number of calendar days between preliminary case review and staff assignment
7. Average number of days between hearing and opinion
8. Average number of days between initial case filing to mediation scheduling
9. Average number of days between receipt of certified record and scheduled hearing date
10. Percent of cases awaiting decision that are more than 340 days old
11. Percent of cases mediated
12. Percent of decisions reversed
13. Percent of eligible cases resolved through mediation or mediator-involved settlement
14. Percent of initial mediation held within 45 calendar days after notice of appeal being filed
15. Average number of calendar days to determine whether to issue, amend, and rescind rules and procedures, rescind regulations based on newly enacted legislation

The FY21 plan also included 11 workload measures:

1. Number of appeals filed
2. Number of cases pending resolution
3. Number of orders rendered
4. Number of opinions rendered
5. Number of appeals hearings held
6. Number of cases resolved in 340 days or less.
7. Number of cases dismissed
8. Number of cases withdrawn
9. Number of eligible cases mediated
10. Number of eligible cases resolved through mediation
11. Number of opinions with reconsideration requested

The Commission selected these metrics after researching the Model Time Standards for State Appellate Courts (see attachment 11), which the Commission encourages the Committee to review for a better understanding of the Commission's functions and widely accepted industry standards. In July 2021, the Commission informed OBPM that the FY21 plan was too ambitious and complicated, largely in part because of the resources required to capture and enter the data as well as the quarterly reporting requirements. In early September 2021, the Commission sent a scaled back version to OPBM for consideration. In December 2021, the Commission and OPBM engaged in numerous conversations about the proposed scaled back FY22 plan and decided the Commission would implement the plan in January 2022 (Q2 of FY22). In January 2022,

however, the Commission lacked necessary quorum to implement the change and soon after underwent a transition in leadership.

The Commission initially decided against participating in the performance measurement program for FY23 due to the quarterly reporting requirement and the necessary resources for proper implementation. In November or December 2022, OBPM informed the Commission that it could report on an annual basis due to the nature of its work and the resource drain required by quarterly reporting. The Commission's leadership agrees it is beneficial to resume reporting data to OBPM and is confident the Model Time Standards for State Appellate Courts provides the most applicable guidelines to measure the Commission's work. The Commission will continue to informally track this information in FY23 and will resume participation at the start of FY24.

Chief Judge Gregory's initiative to add a permanent Chief of Staff position would help keep the numbers low by allowing her to primarily focus on substantive, judicial work while her Chief of Staff addresses her key administrative priorities, including managing the performance management process for the agency. Further, in October 2021, this Committee considered The Rental Housing Commission Fair Opportunity for Appeal Amendment Act of 2021 (see attachment 12) - legislation that would have granted the Commission statutory authority to mandate litigants to participate in Commission-facilitated mediation sessions, and to require them to act in good faith while doing so. Unlike other similar adjudicating bodies such as the Office of Administrative Hearings, the Commission has long lacked the statutory authority to mandate mediation. The Commission is confident this authority would help it resolve matters more efficiently, resulting in faster and equally effective case resolution.

45. For FY 21, the Commission released a performance plan³ suggesting that 15 Key Performance Indicators would be measured. The final FY 21 performance accountability report includes data on 4 of those 15 metrics.⁴ In item 26 of last year's performance oversight responses, Commission explained that the FY 21 performance plan had proved too ambitious and complicated, resulting in a scaled back plan for FY 22.

a. Why did Commission stop quarterly measurement of its "Percent of cases mediated," "Percent of cases awaiting decision that are more than 340 days old," "Average number of days [from] initial case filing to mediation scheduling," and "Percent of initial mediation[s] held within 45 calendar[] day[s] after notice of appeal being filed"?

b. Does Commission leadership believe it would be beneficial to resume measurement of any other metrics listed in the FY 21 performance plan?

Please refer to our response to Question 44.

³ <https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/RHC21.pdf>.

⁴ https://oca.dc.gov/sites/default/files/dc/sites/oca/publication/attachments/RHC_FY21PAR.pdf.

46. *Please report on the following workload metrics for FY 22. Please note that this list is drawn from the Commission’s FY 21 performance accountability report. To the extent any of the requested information is not available for FY 22, please explain why.*

- | | | |
|-----------|---|---|
| <i>a.</i> | <i>Number of appeals filed.</i> | <i>4</i> |
| <i>b.</i> | <i>Number of cases pending resolution [as of the end of FY 21].</i> | <i>Cases awaiting decision: 15</i>
<i>Total cases docketed: 22</i> |
| <i>c.</i> | <i>Number of orders issued.</i> | <i>15</i> |
| <i>d.</i> | <i>Number of opinions issued.</i> | <i>8</i> |
| <i>e.</i> | <i>Number of appeals hearings held.</i> | <i>4</i> |
| <i>f.</i> | <i>Number of cases resolved in 340 days or less.</i> | <i>5</i> |
| <i>g.</i> | <i>Number of cases dismissed.</i> | <i>4</i> |
| <i>h.</i> | <i>Number of cases withdrawn.</i> | <i>1</i> |
| <i>i.</i> | <i>Number of eligible cases mediated.</i> | <i>8</i> |
| <i>j.</i> | <i>Number of eligible cases resolved through mediation.</i> | <i>0</i> |
| <i>k.</i> | <i>Number of opinions with reconsideration requested.</i> | <i>3</i> |

47. *Please explain the process by which the Commission determined the need for a Chief of Staff position and appointed the current occupant, including any approvals from outside the RHC, and the duties associated with this position.*

- a. When did the current Chief of Staff take on their role?*

In 2018, when the Council was considering legislation to make the Commission an independent agency, DHCD and the Chief Financial Officer recognized that additional administrative support would be required. *See* Council of the District of Columbia, Committee on Housing and Neighborhood Revitalization, Report on B22-0640, the “Rental Housing Commission Independence Clarification Amendment Act of 2018” (July 2, 2018). In support of the Commission becoming an independent agency with independent personnel authority, the Council funded a Special Assistant Position envisioned by the Fiscal Impact Statement in the Commission’s personnel services budget. This was the only budgetary increase provided to the Commission.

When the Commission became independent at the start of FY 20, the Chairperson at the time, Michael Spencer, had significant experience with the District as both a supervisory program

analyst and labor and employee relations specialist. He also possessed numerous inter-agency contacts that could provide guidance on operational details. At the time, Spencer determined it was fiscally responsible and operationally prudent to assume some of the responsibilities of the newly created Special Assistant, assign some of the duties of the newly created Special Assistant to another existing staff person, and to use some of the funding to ensure existing staff were justly compensated fairly for their additional (and inescapable) duties. For instance, under Spencer's leadership, the Commission created a General Counsel position, which was filled by the senior Attorney Advisor, to provide additional operational support and guidance in addition to other legal duties. Otherwise, the Commission would have risked violating laws and policies by assigning the duties of a "General Counsel" to an Attorney Advisor without proper classification and compensation.

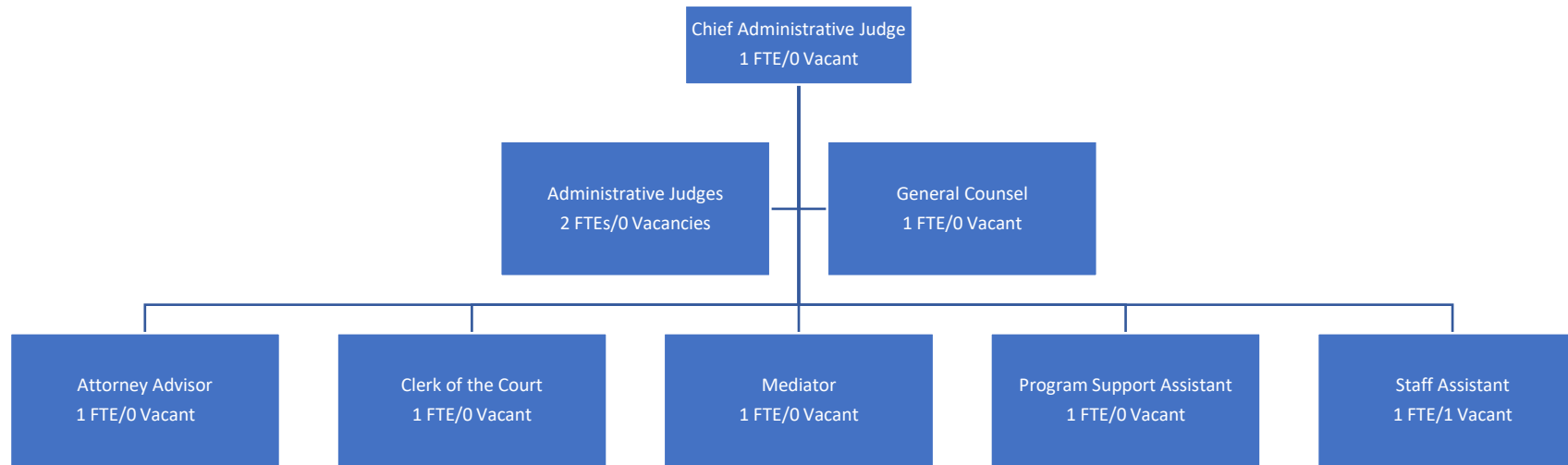
In short, the Commission used its appropriated budget to provide compensation adequate to retain its experienced staff, to compensate staff for increased duties, and to assure continuity of operations. Thus, the "special assistant" position envisioned by the Fiscal Impact Statement was not strictly necessary, as its functions could be divided among existing personnel. Whichever way it was sliced, however, extra work was required of the newly independent agency.

In 2022, Spencer's three-year term (with holdover) expired, everyone at the Commission assumed he would be reconfirmed. Spencer remained on payroll providing administrative and operational guidance, but he did not participate in Commission decisions or take personnel actions. The Commission was able to resume issuing decisions with a quorum when Adam Hunter was confirmed as a member of the Commission. However, Spencer's nomination was subsequently withdrawn on or about April 28, 2022, leaving Lisa Gregory as the senior member of the Commission.

Chief Judge Gregory was notified on or about May 2, 2022 by the Mayor's Office of Talent and Appointments that she would be named Interim Chair/Chief Judge. Having worked with Spencer for several years and considering the relatively small size of the Commission's team, Chief Judge Gregory decided to retain Spencer on staff. She relies on his knowledge and experience from standing up the Commission as an independent agency and his other work with DC Government to assist her in the administrative business of running the agency, while she and Judge Hunter focused on cases and other, substantive matters under the Rental Housing Act. Because Chief Judge Gregory is the personnel authority for the Commission, she did not need or seek any outside approvals. Spencer now serves in an acting role at the pleasure of Chief Judge Gregory and is as a key member of her management advisory staff for all administrative operations and participates in recommending and formulating policies and strategies on budgeting and program management.

FY 2023 Organizational Chart

FTES BY FUND SOURCE: 100%



Question 11 PeopleSoft FY23
 Report ID: SCHEDULE A
 As Of Date: 26-Jan-23

Position Status	Position Number	Title	Emplid	Empl Rcd	Hire Date	Vacant Status	Grade	Step	Salary	FTE x Dist %	Adds to FT	Job Code	Job DeptID	Fringe (Est.20%)	Job Dept Name	Pay Plan	Bargaing Unit	Union Code	Budgeted I	Report Ags	Funding Aj	HR Agency	Combo	Cox	Distribution %	Fund	Program	CostCenter	ProjectID
A	00099873	CHIEF ADMIN JUDGE	00037838	0	1/22/2008	F	18	0	180,668.23	1	Y	008059	DR100000C	36,133.65	Rental Housing Commission	DS	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099874	Staff Assistant				V	11	0	65,285.00	1	Y	552185		13,057.00	Rental Housing Commission	DS	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099877	General Counsel	00071468	0	3/10/2014	F	2	0	157,527.13	1	Y	555255	DR100000C	31,505.43	Rental Housing Commission	LX	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099878	ADMIN JUDGE	00034822	0	4/25/2022	F	17	0	165,006.38	1	Y	007557	DR100000C	33,001.28	Rental Housing Commission	DS	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099880	ADMIN JUDGE	00043903	0	2/2/2009	F	17	0	180,668.23	1	Y	007557	DR100000C	36,133.65	Rental Housing Commission	DS	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099881	Program Support Assistant	00115500	0	10/1/2020	F	8	3	56,658.00	1	Y	553058	DR100000C	11,331.60	Rental Housing Commission	DS	1_2	BIC	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099882	Attorney Advisor	00111935	0	11/12/2019	F	12	7	109,987.00	1	Y	553088	DR100000C	21,997.40	Rental Housing Commission	LA	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00099946	Clerk of the Court	00017412	0	12/23/1985	F	13	4	110,311.00	1	Y	556618	DR100000C	22,062.20	Rental Housing Commission	DS	C1	BIB	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
A	00100188	Mediator	00037321	0	11/19/2007	F	13	10	129,671.00	1	Y	556647	DR100000C	25,934.20	Rental Housing Commission	DS	C1	BIB	Y	DR	DR0	DR			000146198	100	1010001	300092	30120
Frozen	00102602	Special Assistant				V	14	1	109,999.00	0	Y	552030		21,999.80	Rental Housing Commission	DS	CH11	XAA	Y	DR	DR0	DR			000146198	100	1010001	300092	30120

Question 11 PeopleSoft FY23
 Report ID: SCHEDULE A
 As Of Date: 26-Jan-23

Position Status	Position Number	Title	Award	Task Num	Project Or	Combo Cod	Position Deptid	Department Name	Location Code	Location N	Reports to	Reports to	Position Effdt	Position NTE Dt	F/P Time	Reg/Temp/Term	Work Sched	WAE	Sal Plan	Head Coun FTE	Employee NTE Dt
A	00099873	CHIEF ADMIN JUDGE		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00042979	Carney,Sha	10/13/2019		F	Reg	F	N	DS0087	1	1	
A	00099874	Staff Assistant		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici		VACANT	10/13/2019		F			N	DS0087	1	1	
A	00099877	General Counsel		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	12/4/2021		F	Reg	F	N	LX0001	1	1	
A	00099878	ADMIN JUDGE		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	10/13/2019		F	Term	F	N	DS0087	1	1	7/18/2025
A	00099880	ADMIN JUDGE		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	10/13/2019		F	Reg	F	N	DS0087	1	1	
A	00099881	Program Support Assistant		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	9/30/2020		F	Reg	F	N	DS0079	1	1	
A	00099882	Attorney Advisor		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	10/13/2019		F	Reg	F	N	LA0001	1	1	
A	00099946	Clerk of the Court		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	11/3/2019		F	Reg	F	N	DS0077	1	1	
A	00100188	Mediator		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici	00099873	Gregory,Li	1/29/2020		F	Reg	F	N	DS0077	1	1	
Frozen	00102602	Special Assistant		DRO	GL	DR10000000	Rental Housing Commission	LOCDC00003	One Judici		VACANT	10/28/2020		F			N	DS0087	1	1	

Question 11 PeopleSoft FY23
 Report ID: SCHEDULE A
 As Of Date: 26-Jan-23

Position Status	Position Number	Title	WGI Due Date	Gvt Lei Date	Hourly Rat	Sensitivity	Sensitivity	Emergency	Essential S	Drug Test	Traffic Che	Credit Che	Residency	Security Cf	Security D	Budget Da
A	00099873	CHIEF ADMIN JUDGE			86.8597	5	None	N	N	N	N	N	N			10/1/2022
A	00099874	Staff Assistant			31.39	6	Security	N	N	N	N	N	N			10/1/2022
A	00099877	General Counsel		12/5/2021	75.7342	6	Security	N	N	N	N	N	N			10/1/2022
A	00099878	ADMIN JUDGE		4/25/2022	79.33	5	None	N	N	N	N	N	N			10/1/2022
A	00099880	ADMIN JUDGE		6/19/2011	86.8597	5	None	N	N	N	N	N	N			10/1/2022
A	00099881	Program Support Assistant	10/22/2023	10/23/2022	27.2394	5	None	N	N	N	N	N	N			10/1/2022
A	00099882	Attorney Advisor	11/5/2023	11/7/2021	52.8784	6	Security	N	N	N	N	N	N			10/1/2022
A	00099946	Clerk of the Court	11/5/2023	11/6/2022	53.0341	5	None	N	N	N	N	N	N			10/1/2022
A	00100188	Mediator		11/25/2018	62.3418	5	None	N	N	N	N	N	N			10/1/2022
Frozen	00102602	Special Assistant			52.88	7	Protection	N	N	N	N	N	N			10/1/2022

Receipt from National Judicial College

Receipt #1369-5213

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$2,138.00	May 24, 2022	

SUMMARY

Class: LOW062022 Logic and Opinion Writing	\$2,138.00
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Amount charged	\$2,138.00
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If you have any questions, contact us at pgrimes@judges.org or call at +1 775-327-8271.

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You're receiving this email because you made a purchase at National Judicial College, which partners with Stripe to provide invoicing and payment processing.

Tuesday, May 24, 2022 at 15:20:13 Eastern Daylight Time

Subject: FW: NJC Online Registration - Complete
Date: Tuesday, May 24, 2022 at 3:07:11 PM Eastern Daylight Time
From: Hunter, Adam (RHC)
To: Miles, LaTonya (RHC)

From: The National Judicial College <registrar@judges.org>
Date: Tuesday, May 24, 2022 at 3:06 PM
To: Hunter, Adam (RHC) <adam.hunter@dc.gov>
Subject: NJC Online Registration - Complete

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Greetings,

Thank you for using online registration at The National Judicial College.

Class Code: LOW062022
Course Name: Logic and Opinion Writing
In Las Vegas, Nevada from 06/20/2022 to 06/23/2022

Tuition: \$1,699.00
Conference Fee: \$439.00
Total: \$2,138.00

A receipt has already been sent by our processor. Here is a link to that printable online receipt for your records. Should you not be able to attend the course please provide your name, the name of the course, order number, date and email address shown on this receipt to our business office.
https://pay.stripe.com/receipts/acct_1H7pBDDihCFnPLSw/ch_3l3344DihCFnPLSw1OASRfzT/rcpt_1kYAoknERfBxVNF4hdTrCpAtCKbidXp

This transaction will appear as NAT JUD COL on your credit card statement.

Please note that submission of your registration does not guarantee you will be enrolled in the course.
- Enrollment is subject to course eligibility requisites and space availability.
- Do not make any travel or lodging commitments until your enrollment is confirmed. The NJC is not responsible for any costs incurred should your registration be declined.

The NJC Registrar's Office will email you within three business days regarding your enrollment. Should you have any changes to or questions about this registration, please do not hesitate to contact the Registrar's Office at (800) 255-8343 or via email at registrar@judges.org.

This registration will appear on the homepage under Registrations In-Process until it has been reviewed by the registrar. Once reviewed you will receive an enrollment confirmation email and the enrollment will then be listed under your Confirmed Enrollments.

If you need further assistance please call our Registrar Office Monday-Friday 8:00am-4:00pm Pacific at (800) 255-8343 or email us at registrar@judges.org

Thank you,

The National Judicial College



GOVERNMENT OF THE DISTRICT OF COLUMBIA



Rental Housing Commission

Date: May 20, 2022
TO: Lisa Gregory, Acting Chief Administrative Judge, RHC
THRU: Beth Spooner Shiflett, Agency Fiscal Officer, RHC *Kwame Bryant*
FROM: Adam Hunter, Administrative Judge, RHC *1st Adam Hunter*
RE: Conference/Continuing Learning Education Justification Memo

Digitally signed by Kwame Bryant
Date: 2022.05.20 12:57:29
-0400

I would like to attend the Logic and Opinion Writing Training in Las Vegas, NV from June 20-23, 2022. The justification for this training is because as an administrative judge, there is an extensive amount of opinion writing in reaching a decision. The Commission requires the judges to write its opinions based on the appeals from the Office of Administrative Hearings. This course will benefit both the judge and attorneys that work within the Commission. Knowledge obtained will be shared and applied to the current work.

This course invites judges to more carefully and thoroughly examine the underlying principles of logical reasoning as applied to their decision-making and opinion-writing. Judicial writing is often as important as the determinations. Opinions should serve as a reasoned statement that justifies the outcome judges have reached. This course is designed for any judge, judicial officer, law clerk, or court-affiliated staff person who must appraise the soundness of arguments presented to them and want to improve their legal writing skills.

The total estimated cost for attendance is \$3,688.10, inclusive of registration, lodging, meals and incidentals, and transportation. I have attached for your review: (1) my Training and Travel Request Summary form, (2) the conference package, and (3) estimated costs for transportation, transfers, lodging, meals and incidentals.

Please let me know if you need any additional information. I appreciate your attention.

ATCH.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

I. Training/Travel Request Summary		
1. Name of Traveler Adam R. Hunter	2. Employee ID [REDACTED]	3. Agency/Department (Including Budget Code) RHC
4. Position Title Administrative Law Judge	5. Training or Conference Dates: To: 6/19/22 From: 6/24/22	
6. Description of Travel/Training National Judicial College Logic and Opinion Writing	7. Travel Origin Washington, D.C.	8. Total Cost (Travel, Training, or Conference) \$3,688.10
9. Training, Conference or Seminar Event Location Address William S- Boyd School of Law 4505 S- Maryland Parkway, Las Vegas, NV		10. Training or Conference Vendor Name and Address (if it must appear on check) Las Vegas, NV
11. Sponsor (if applicable)	12. Division Application Request No.	13. Sponsor's Document Amount

II. Transportation						
14. Mode of Transportation: <input checked="" type="checkbox"/> Airline <input type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle			15. Method of Payment: <input type="checkbox"/> Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other			
16. Airport/Departure DCA	17. Travel Date 6/19/22	18. Carrier Name American	19. Flight or Train ID# AA699; AA2654	20. Departure Time 6:45 PM	21. Arrival Time 10:15 PM	
22. Airport/Arrival LAS	23. Travel Date 6/23/22	24. Carrier Name American	25. Flight or Train ID# AA2619; AA523	26. Departure Time 11:30 PM	27. Arrival Time 8:30 AM	
14. Mode of Transportation: Virgin Hotels Las Vegas, Curio Collection by Hilton						
28. Hotel Phone (702) 893-5000			29. Lodging Dates From 6/19/22 to 6/23/22			
30. Lodging Rate 4455 Paradise Rd, Las Vegas, NV, 89109			31. Length of Stay (nights) 4 nights			

IV. Total Cost									
Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance	
Transportation (Airline, Train, etc.)	1		\$688.05	\$97.15	\$97.15	\$763.20	\$0.00	\$0.00	
Lodging (Government Rate)		\$106.60	\$436.40	\$57.08	\$0.00	\$436.40	\$0.00	\$0.00	
Per Diem		\$69.00	\$207.00	\$0.00	\$0.00	\$207.00	\$0.00	\$0.00	
Per Diem (First and Last Day of Travel)		\$51.75	\$103.50	\$0.00	\$0.00	\$103.50	\$0.00	\$0.00	
Car Rental (Only if Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Training/Registration Fees/Tuition			\$2,138.00	\$0.00	\$0.00	\$2,138.00	\$0.00	\$0.00	
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other Expenses (Ground Travel including shuttles, taxis, car rentals, parking fees / baggage fees)			\$40.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	
TOTAL							\$0.00	\$0.00	

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)									
Agency	Year	Org Code	Fund	Index	PCA	Project/Phase	Grant/Phase	Object	Initials
DRD	22	0100	0100	01501	01111			6032	[Signature]

VI. Traveler Signature
I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by DCMR or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature: **/s/ Adam R. Hunter** Date: **5/18/22**

VII. Authorizations			
Administration Representative	Name (Printed)	Title	Signature
AFO or Budget Analyst	Name Kwame Bryant	Title: Budget Officer	Signature: Kwame Bryant
Agency Director or Designee	Name Lisa Gregory	Title: Acting Chief Admin Judge	Signature: /s/ Lisa Gregory
			Date: 5/20/22

THE NATIONAL JUDICIAL COLLEGE
LOGIC & OPINION WRITING
JUNE 20-23, 2022
LAS VEGAS, NV

Monday, June 20, 2022	Tuesday, 21, 2022
<p>7:30-8:00 Continental Breakfast REGISTRATION, CLASSROOM</p> <p>8:00-8:15 NJC WELCOME & ORIENTATION</p> <p>8:15-8:50</p> <p>TYPES OF COURT OPINIONS AND THEIR AUDIENCES [Divider] (Beazley, Blasie)</p> <p>8:50-9:00 Break</p> <p>9:00-9:50</p> <p>WHAT YOU SAY: STRUCTURING COURT OPINIONS [Divider] (Blasie)</p> <p>9:50-10:10 Break</p> <p>10:10-11:00 WHAT YOU SAY: STRUCTURING COURT OPINIONS (Blasie) (Concluded)</p> <p>11:00-11:10 Break</p> <p>11:10-12:00 METADISCOURSE IN COURT OPINIONS [Divider] (Beazley)</p>	<p>7:30-8:00 Continental Breakfast</p> <p>8:00-8:50 DRAFTING FINDINGS OF FACT, CONCLUSIONS OF LAW, ORDERS AND JUDGEMENTS THAT WORK [Divider] (Beazley)</p> <p>8:50-9:00 Break</p> <p>9:00-9:50 DRAFTING FINDINGS OF FACT, CONCLUSIONS OF LAW, ORDERS AND JUDGEMENTS THAT WORK (Beazley) (Concluded) [Divider]</p> <p>9:50-10:10 Break</p> <p>10:10-11:00 SPEAKING YOUR MIND (AND YOUR OPINION: PRESENTING ORAL OPINIONS FROM THE BENCH [Divider] (Blasie)</p> <p>11:00-11:10 Break</p> <p>11:10-12:00 EDITING & PROOFREADING FOR THE BEST JUDICIAL REWRITING [Divider] (Blasie)</p>
12:00 -1:00 LUNCH	12:00 – 1:00 LUNCH
<p>1:00-1:50 HOW YOU SAY IT: EFFECTIVE FLOW IN OPINION WRITING [Divider] (Beazley)</p> <p>1:50-2:00 Break</p> <p>2:00-2:50 HOW YOU SAY IT: EFFECTIVE SENTENCE STRUCTURE IN COURT OPINIONS [Divider] (Beazley)</p> <p>2:50-3:00 Break</p> <p>3:00-3:50</p>	<p>1:00-1:50 EDITING & PROOFREADING FOR THE BEST JUDICIAL REWRITING [Divider] (Blasie)</p> <p>1:50-2:00 Break</p> <p>2:00-2:50 PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie and Beazley)</p> <p>2:50-3:00 Break</p> <p>PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie and Beazley)</p> <p>3:00-3:50</p>

THE NATIONAL JUDICIAL COLLEGE

LOGIC & OPINION WRITING

JUNE 20-23, 2022

LAS VEGAS, NV

JUDICIAL WRITING AS AN ETHICAL ISSUE (Blasie)	PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie) (Concluded)
4:00 – 5:00 JSP EXAM – Opinion Writing	
Wednesday, June 22, 2022	Thursday, June 23, 2022
7:00-8:00 Continental Breakfast 8:00-8:50 OVERVIEW: LOGIC FOR JUDGES [Divider 1] (Lind)[Divider 1] (Lind) 8:50-9:00 Break 9:00-9:50 INTRODUCTION TO INDUCTIVE AND DEDUCTIVE LOGIC (Lind) (Continued) 9:50-10:10 Break 10:10-11:00 INDUCTIVE REASONING (Lind) (Continued) 11:00-11:10 Break 11:10-12:00 INDUCTIVE REASONING (Lind) (Continued)	7:00-8:00 Continental Breakfast 8:00-8:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 8:50-9:00 Break 9:00-9:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 9:50-10:10 Break 10:10-11:00 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 11:00-11:10 Break 11:10-12:00 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued)
12:00 -1:00 LUNCH	12:00 – 1:00 LUNCH
1:00-1:50 DEDUCTIVE LOGIC (Lind) (Continued) 1:50-2:00 Break 2:00-2:50 DEDUCTIVE LOGIC (Lind) (Continued) 2:50-3:00 Break 3:00-3:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued)	1:00-1:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 1:50-2:00 Break 2:00-2:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 2:50-3:00 Break 3:00-3:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Concluded) 3:50-4:00 GRADUATION, EVALUATIONS JSP EXAM – LOGIC (Take home)

THE NATIONAL JUDICIAL COLLEGE

LOGIC & OPINION WRITING

JUNE 20-23, 2022

LAS VEGAS, NV

2022 Courses

DATE	COURSE	LOCATION	TUITION/CONF. FEE
Feb 28-Apr 15	Fundamentals of Evidence	Online	\$749
Apr 4-14	General Jurisdiction (JS 610)	Online	\$1,999
Apr 4-7	Judicial Writing (JS 615)	Online	\$1,359
Apr 11-14	Enhancing Judicial Bench Skills (JS 624)	San Diego, CA	\$1,699 / \$439
Apr 18-May 21	Taking the Bench: An Interactive, Online Course for New Trial Judges	Online	\$329
May 2-5	Best Practices in Handling Cases with Self-Represented Litigants	Napa, CA	\$1,699 / \$439
May 2-5	The Traffic Case: A Course for Nonlawyer Judges [new]	Reno, NV	Call for information
May 16-20	Civil Mediation	Reno, NV	\$1,499 / \$419
May 20-23	National Interdisciplinary Cannabis Symposium	San Diego, CA / Online	\$299-\$425
May 23-25	Drugs in America Today: What Every Judge Needs to Know	Denver, CO	\$1,159 / \$329
May 23-26	Decision Making (JS 618)	Bar Harbor, ME	\$1,699 / \$439
May 26	Democracy's Last Line of Defense	Chicago, IL	TBD
June 6-9	Administrative Law: Advanced (JS 649)	Philadelphia, PA	\$1,699 / \$439
June 6-July 22	Ethics and Judging: Reaching Higher Ground (JS 601)	Online	\$749
June 13-16	Fourth Amendment: Comprehensive Search & Seizure (JS 645)	Santa Fe, NM	\$1,699 / \$439
June 13-14	Advanced Bench Skills: Procedural Fairness	Santa Fe, NM	\$899 / \$279
June 20-23	Logic & Opinion Writing (JS 621)	Las Vegas, NV	\$1,699 / \$439
June 20-24	Management Skills for Presiding Judges	Reno, NV	\$1,499 / \$419
June 27-29	When Justice Fails: Japanese-American Incarceration	San Francisco, CA	\$1,159 / \$329
Aug 14-20	Administrative Law: Fair Hearing (JS 612)	Reno, NV	\$1,799 / \$539
Aug 15-17	Arbitration, Family Mediation & Alternatives for Resolving Disputes [new]	Reno, NV	\$899 / \$259
Aug 22-25	Designing and Presenting: A Faculty Development Workshop	Reno, NV	\$1,359 / \$329
Aug 22-25	Court Management for Tribal Court Judges and Personnel (JM 690)	Reno, NV	\$1,359 / \$329
Sep 12-14	Human Trafficking on Our Highways	Reno, NV	Call for information
Sep 12-14	Drugged Driving Essentials for the Judiciary	Reno, NV	Call for information
Sep 12-Oct 28	Evidence Challenges for Administrative Law Judges	Online	\$749
Sep 12-Oct 28	Handling Small Claims Cases Effectively	Online	\$749
Sep 12-Oct 28	Fundamentals of Evidence	Online	\$749
Sep 19-22	Judicial Renaissance 2022	Seoul, South Korea	\$3499
Sep 19-22	Mindfulness for Judges	Duck Key, FL	\$1,699 / \$439
Sep 19-Nov 4	Ethics for the Administrative Law Judge	Online	\$749
Sep 26-29	Judicial Writing (JS 615)	Online	\$1,359
Sep/Oct TBA	Ethical Issues in the Law: A Novel Approach (JS 619)	Ashland, OR	\$1,699 / \$439
Oct 3-6	Advanced Tribal Bench Skills: Competence, Confidence and Control	Reno, NV	\$1,359 / \$329
Oct 10-14	Judicial Academy: A Course for Aspiring Judges	Reno, NV	\$1,359 / \$329
Oct 10-20	General Jurisdiction (JS 610)	Reno, NV	\$1,999 / \$649
Oct 10-20	Special Court Jurisdiction: Advanced (JS 611)	Reno, NV	\$1,999 / \$649
Oct 17-20	Ethics, Fairness and Security in Your Courtroom and Community	Reno, NV	\$1,359 / \$329
Oct 17-20	Managing Challenging Family Law Cases (JS 634)	Reno, NV	\$1,359 / \$329
Oct 31-Nov 3	Lessons from Tough Cases: A Seminar on Judging [new]	New Orleans, LA	\$1,699 / \$439
Oct 31-Nov 3	Advanced Evidence (JS 617)	Sedona, AZ	\$1,699 / \$439
Oct 31-Nov 3	The Anti-Racist Courtroom: Theory and Practice [new]	Memphis, TN	\$1,699 / \$439
Oct 31-Nov 4	Civil Mediation	Reno, NV	\$1,499 / \$419
Oct 31-Dec 15	Special Considerations for the Rural Court Judge	Online	\$749
Nov 7-10	Leadership for Judges	Reno, NV	\$1,359 / \$329
Nov 7-Dec 9	Taking the Bench: An Interactive, Online Course for New Trial Judges	Online	\$329
TBA	Advanced Tribal Court Management	TBA	\$1,699 / \$439

Register online at
judges.org/courses

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Friday, May 20, 2022 at 10:50:22 Eastern Daylight Time

Subject: RE: Logic and opinion writing (Vegas)
Date: Tuesday, May 17, 2022 at 2:29:00 PM Eastern Daylight Time
From: Beth Loureiro
To: Hunter, Adam (RHC)
Attachments: LOW agenda.pdf

[You don't often get email from eloureiro@judges.org. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>.]

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Hello Mr. Hunter,

Thank you for your message. The conference will take place at the William S- Boyd School of Law located at 4505 S- Maryland Parkway in Vegas. Their contact number is 702-895-3671, and for directions and parking information, please go to <https://law-univ-edu/>. You are welcome to stay in any property in the Las Vegas area that meets your lodging and transportation needs. The NJC has not secured a room block at any particular property.

That being said, the Hyatt Place Las Vegas is located in the vicinity, and the hotel is within walking distance to the law school (a half-mile walk). The Embassy Suites by Hilton Las Vegas is also close to the school.

The conference fee covers a continental breakfast and lunch each day of the course. Participants are on their own for all other meals, beverages, and snacks. Attached is the course agenda for your reference.

Feel free to contact me if you have any additional questions.

Sincerely,

Beth Loureiro, M. Ed.
Registrar
eloureiro@judges.org
800.25.JUDGE main | 775.327.8204 direct
Judicial College Building/MS 358 | Reno, NV 89557

www.judges.org

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-----Original Message-----

From: Hunter, Adam (RHC) <adam.hunter@dc.gov>

Sent: Tuesday, May 17, 2022 11:12 AM
To: Registrar <registrar@judges.org>
Subject: Logic and opinion writing (Vegas)

I am about to register for the conference but I need additional information that wasn't provided online. What does the tuition include, what is the preferred Hotel, and what are the general start and stop time for all days?

Adam Hunter

Sent from my iPhone



Your Details

Step 2 of 3

Your booking details

Check-in

Sun, Jun 19, 2022

From 3:00 PM

Check-out

Fri, Jun 24, 2022

Until 11:00 AM

Total length of stay:

5 nights

You selected:

Canyon Chamber King

[Change your selection](#)

Your price summary

Canyon Chamber King

\$520

13.38 % TAX

\$99.68

Resort fee

\$225

Price

(for 5 nights)

\$844.68

Excluded charges

Damage deposit Fully refundable

\$300

How much will it cost to cancel?

Free cancellation until 11:59 PM on Jun 16

From 12:00 AM on Jun 17

\$619.68



Limited supply in Las Vegas for your dates:

1 four-star resorts like this are already unavailable on our site

The fine print

The credit card used to book the reservation must be provided at the time of check-in.

The name on the reservation must match the name on the photo ID.

Please note that this hotel charges a fully refundable USD 100 per day damage deposit on a Credit Card upon check-in.

When traveling with pets, please note that only 2 dogs max per reservation is permitted. All dog breeds and sizes accepted.

This property does not accept name changes for existing bookings.

Due to the coronavirus (COVID-19), make sure you're booking this property in accordance with the destination's local government guidelines, including (but not limited to) the purpose of travel and maximum group size.

In response to the coronavirus (COVID-19), additional safety and sanitation measures are in effect at this property.

Food and beverage services at this property may be limited or unavailable due to the coronavirus (COVID-19).

Due to the coronavirus (COVID-19), this property is taking steps to protect the safety of guests and staff. Certain services and amenities may be reduced or unavailable as a result.

Due to coronavirus (COVID-19), this property adheres to strict physical distancing measures.

Due to the coronavirus (COVID-19), wearing a face mask is mandatory in all indoor common areas.

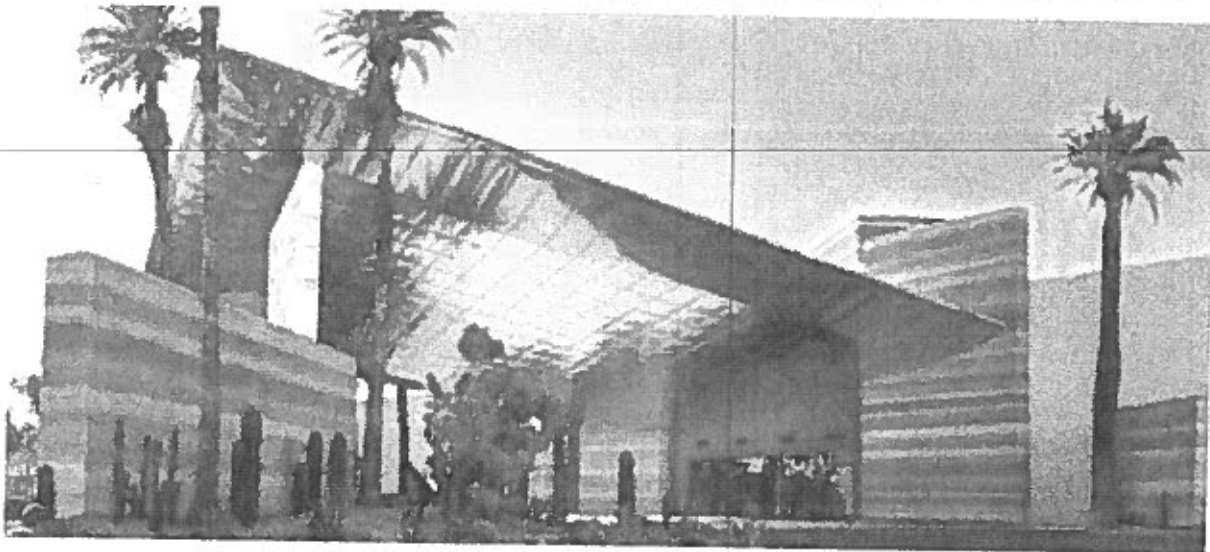
Guests are required to show a photo ID and credit card upon check-in. Please note that all Special Requests are subject to availability and additional charges may apply.

A damage deposit of USD 300 is required on arrival. This will be collected by credit card. You should be reimbursed within 14 days of check-out. Your deposit will be refunded in full by credit card, subject to an inspection of the property.



Due to the coronavirus (COVID-19), make sure you're booking this property in accordance with the destination's local government guidelines, including (but not limited to) the purpose of travel and maximum group size.

[Read more](#)



Resort

Virgin Hotels Las Vegas, Curio Collection by Hilton

5/20/22, 11:39 AM

Don't forget your booking

4455 Paradise Road, Las Vegas, NV 89169, United States of America

This property is in a good location. Guests have rated it 8.2!

8.5 Very Good · 722 reviews

Parking 10 Restaurants On Site Pet friendly

Good to know:

Free cancellation until 11:59 PM on June 16, 2022

to book with your saved details or to manage your bookings on the go!

Enter your details

Almost done! Just fill in the * required info

Are you traveling for work?

Yes No

First Name *

Last Name *

Email Address *

Double-check for typos

Confirmation email sent to this address

Confirm Email Address *

Who are you booking for?

I'm the main guest
 I'm booking for someone else

Canyon Chamber King

Free cancellation until 11:59 PM on June 16, 2022

No smoking

460 feet² Air conditioning Attached bathroom Flat-screen TV Minibar

Max people: +

Full Guest Name

First name, Last name

Add to your stay

Want to book a taxi or shuttle ride in advance?

Avoid surprises – get from the airport to your accommodations without any hassle. We'll add taxi options to your booking confirmation.

I'm interested in renting a car

Make the most of your trip – check out car rental options in your booking confirmation.

Special requests

Special requests can't be guaranteed, but the property will do its best to meet your needs. You can always make a special request after your booking is complete.

Please write your requests in English. (optional)

Your arrival time

Your room will be ready for check-in at 3:00 PM

24-hour front desk – help whenever you need it!

Add your estimated arrival time (optional)

Please select

Time is for Las Vegas time zone

5/20/22, 11:39 AM

Don't forget your booking

 We Price Match

Next: Final details >

[What are my booking conditions?](#)

Subject: FW: Your trip confirmation (DCA - LAS)
Date: Tuesday, May 24, 2022 at 3:17:07 PM Eastern Daylight Time
From: Hunter, Adam (RHC)
To: Miles, LaTonya (RHC)

From: American Airlines <no-reply@notify.email.aa.com>
Date: Tuesday, May 24, 2022 at 3:16 PM
To: Hunter, Adam (RHC) <adam.hunter@dc.gov>
Subject: Your trip confirmation (DCA - LAS)

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Issued: May 24, 2022

Your trip confirmation and receipt

Record Locator: MTAKCS

We charged \$862.20 to your card ending in 6549 for your ticket purchase.

You'll need your record locator to find your trip at the kiosk and when you call Reservations.

[Manage your trip](#)

Sunday, June 19, 2022

DCA

ORD

6:24 PM

Washington Reagan

AA 699

7:38 PM

Chicago O'Hare

Seat: 28A
Class: Economy (V)
Meals:

ORD

8:30 PM

Chicago O'Hare

AA 2654

LAS

10:15 PM

Las Vegas

Seat: 27A
Class: Economy (V)
Meals: Food for purchase

Friday, June 24, 2022

LAS

1:09 PM

Las Vegas

AA 661

DCA

8:59 PM

Washington Reagan

Seat: 32F
Class: Economy (L)
Meals: Food for purchase

Earn up to \$200 Back

Plus, 40,000 bonus miles. Terms Apply.

[Learn more](#)

Your purchase

ADAM HUNTER

AAdvantage® #: 2R2MB54

New ticket \$862.20
 Ticket #: 0012430118672
 [\$766.51 + Taxes and fees \$95.69]

Total **\$862.20**

Total cost (all passengers) **\$862.20**

Your payment

Credit Card (XXXXXXXXXX) \$862.20

Total paid **\$862.20**

Bag information

Checked bags

Online*		Airport	
1 st bag	2 nd bag	1 st bag	2 nd bag
No charge	\$40.00	No charge	\$40.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)
 Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. [Bag and optional fees](#)
 If your flight is operated by a partner airline, see the [other airline's](#) website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags

1st carry-on: Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

2nd carry-on: Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).

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Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

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JUN 19 - 24
✈️ DCA → LAS

1 You're welcome to wear a mask onboard but they are no longer required to be worn by federal law. If you need a mask at the airport or onboard, we'll have them ready.

Trip & Price Details

Price ✕ Payment Confirmation

✈️ Flight Modify

✈️ Sun 6/19

DCA → LAS
5:45 PM 10:40 PM

7 hr 55 min

1 stop ✈️

Anytime

Price per Passenger **\$1,089.08**
Taxes and fees per Passenger **\$128.88**

✈️ Fri 6/24

LAS → DCA
1:00 PM 10:45 PM

6 hr 45 min

1 stop ✈️

Anytime

Only 1 left!

Total per Passenger **\$1,217.96**
Passenger(s) **x1**
Flight total **\$1,217.96**

or from \$120/mo*
with **uplift** Learn more

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1 message

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Fri, May 27, 2022 at 12:29 PM

Reply-To: National Judicial College <pgrimes@judges.org>

To:

Receipt from National Judicial College

Receipt #1944-3215

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$2,138.00	May 26, 2022	

SUMMARY

Lisa Gregory Class: LOW062022 Logic and Opinion Writing	\$2,138.00
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Amount charged	\$2,138.00
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THE NATIONAL JUDICIAL COLLEGE

LOGIC & OPINION WRITING

JUNE 20-23, 2022

LAS VEGAS, NV

Monday, June 20, 2022	Tuesday, 21, 2022
<p>7:30-8:00 Continental Breakfast REGISTRATION, CLASSROOM</p> <p>8:00-8:15 NJC WELCOME & ORIENTATION</p> <p>8:15-8:50</p> <p>TYPES OF COURT OPINIONS AND THEIR AUDIENCES [Divider] (Beazley, Blasie)</p> <p>8:50-9:00 Break</p> <p>9:00-9:50</p> <p>WHAT YOU SAY: STRUCTURING COURT OPINIONS [Divider] (Blasie)</p> <p>9:50-10:10 Break</p> <p>10:10-11:00 WHAT YOU SAY: STRUCTURING COURT OPINIONS (Blasie) (Concluded)</p> <p>11:00-11:10 Break</p> <p>11:10-12:00 METADISOURSE IN COURT OPINIONS [Divider] (Beazley)</p>	<p>7:30-8:00 Continental Breakfast</p> <p>8:00-8:50 DRAFTING FINDINGS OF FACT, CONCLUSIONS OF LAW, ORDERS AND JUDGEMENTS THAT WORK [Divider] (Beazley)</p> <p>8:50-9:00 Break</p> <p>9:00-9:50 DRAFTING FINDINGS OF FACT, CONCLUSIONS OF LAW, ORDERS AND JUDGEMENTS THAT WORK (Beazley) (Concluded) [Divider]</p> <p>9:50-10:10 Break</p> <p>10:10-11:00 SPEAKING YOUR MIND (AND YOUR OPINION: PRESENTING ORAL OPINIONS FROM THE BENCH [Divider] (Blasie)</p> <p>11:00-11:10 Break</p> <p>11:10-12:00 EDITING & PROOFREADING FOR THE BEST JUDICIAL REWRITING [Divider] (Blasie)</p>
12:00 -1:00 LUNCH	12:00 – 1:00 LUNCH
<p>1:00-1:50 HOW YOU SAY IT: EFFECTIVE FLOW IN OPINION WRITING [Divider] (Beazley)</p> <p>1:50-2:00 Break</p> <p>2:00-2:50 HOW YOU SAY IT: EFFECTIVE SENTENCE STRUCTURE IN COURT OPINIONS [Divider] (Beazley)</p> <p>2:50-3:00 Break</p> <p>3:00-3:50</p>	<p>1:00-1:50 EDITING & PROOFREADING FOR THE BEST JUDICIAL REWRITING [Divider] (Blasie)</p> <p>1:50-2:00 Break</p> <p>2:00-2:50 PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie and Beazley)</p> <p>2:50-3:00 Break</p> <p>PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie and Beazley)</p> <p>3:00-3:50</p>

THE NATIONAL JUDICIAL COLLEGE

LOGIC & OPINION WRITING

JUNE 20-23, 2022

LAS VEGAS, NV

JUDICIAL WRITING AS AN ETHICAL ISSUE (Blasie)	PRACTICE: GROUP WORK ON PROVIDED OPINIONS (Blasie) (Concluded) 4:00 – 5:00 JSP EXAM – Opinion Writing
Wednesday, June 22, 2022	Thursday, June 23, 2022
7:00-8:00 Continental Breakfast 8:00-8:50 OVERVIEW: LOGIC FOR JUDGES [Divider 1] (Lind)[Divider 1] (Lind) 8:50-9:00 Break 9:00-9:50 INTRODUCTION TO INDUCTIVE AND DEDUCTIVE LOGIC (Lind) (Continued) 9:50-10:10 Break 10:10-11:00 INDUCTIVE REASONING (Lind) (Continued) 11:00-11:10 Break 11:10-12:00 INDUCTIVE REASONING (Lind) (Continued)	7:00-8:00 Continental Breakfast 8:00-8:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 8:50-9:00 Break 9:00-9:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 9:50-10:10 Break 10:10-11:00 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 11:00-11:10 Break 11:10-12:00 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued)
12:00 -1:00 LUNCH	12:00 – 1:00 LUNCH
1:00-1:50 DEDUCTIVE LOGIC (Lind) (Continued) 1:50-2:00 Break 2:00-2:50 DEDUCTIVE LOGIC (Lind) (Continued) 2:50-3:00 Break 3:00-3:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued)	1:00-1:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 1:50-2:00 Break 2:00-2:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Continued) 2:50-3:00 Break 3:00-3:50 DEDUCTIVE LOGIC / FORMAL FALLACIES (Lind) (Concluded) 3:50-4:00 GRADUATION, EVALUATIONS JSP EXAM – LOGIC (Take home)

THE NATIONAL JUDICIAL COLLEGE

LOGIC & OPINION WRITING

JUNE 20-23, 2022

LAS VEGAS, NV





GOVERNMENT OF THE DISTRICT OF COLUMBIA



Rental Housing Commission

Date: May 26, 2022
TO: Beth Spooner Shiflett, Agency Fiscal Officer, RHC
FROM: Lisa Gregory, Acting Chief Administrative Judge, RHC /s/ *Lisa Gregory*
RE: Conference/Continuing Learning Education Justification Memo

The purpose of the training is to provide insight and guidance in how to improve logically analyzing and writing judicial opinions. The course will assist judges in solving challenges they might encounter in preparing and writing judicial decisions.

The total estimated cost for attendance is \$4,168.64, inclusive of registration, lodging, meals and incidentals, and transportation. I have attached for your review: (1) my Training and Travel Request Summary form, (2) the conference package, and (3) estimated costs for transportation, transfers, lodging, meals and incidentals.

Thank you for your attention to my request.

ATCH.



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
TR-1 TRAINING AND TRAVEL EXPENSE AUTHORIZATION FORM**



I. Training/Travel Request Summary

1. Name of Traveler Lisa M. Gregory		2. Employee ID [REDACTED]		3. Agency/Department (including Budget Code) RHC	
4. Position Title Administrative Judge		5. Dates 06/20/2022 - 06/23/2022			
6. Description of Travel/Training Logic and Judicial Writing Course		7. Travel Origin Washington, DC		8. Destination Las Vegas, NV	
9. Training, Conference or Seminar Email Location Address		10. Training or Conference Vendor Name and Address (as it must appear on check)		9. Total Cost (Travel, Training, or Conference) \$4,168.64	
11. Sponsor (if applicable)		12. Donation Application Request No.		13. Sponsor's Donation Amount	

II. Transportation

14. Mode of Transportation Airline <input checked="" type="checkbox"/> Train <input type="checkbox"/> Other Private Vehicle <input type="checkbox"/>		15. Method of Payment Advance <input type="checkbox"/> Travel Card <input type="checkbox"/> Other <input type="checkbox"/>			
16. Period of Departure DCA		17. Travel Date 6/19/22		18. Carrier Name American Airlines	
19. Flight or Train ID# 2348		20. Departure Time 8:00 AM		21. Arrival Time 10:02 AM	
22. Period of Departure DCA		23. Travel Date 6/24/22		24. Carrier Name American Airlines	
25. Flight or Train ID# 661		26. Departure Time 1:09 PM		27. Arrival Time 8:59 PM	

III. Lodging

28. Hotel Name Hyatt Place Las Vegas 4520 Paradise Rd Las Vegas NV 89169		29. Hotel Phone 703-369-3366	
30. Lodging Dates From 6/19/2022 To 6/23/2022		31. Length of Stay (Nights) 5	

IV. Total Cost

Item	Quantity	Unit Cost	Subtotal	Tax Rate	Total Rate	Total Cost	P-Card	Advance
Transportation (Airline, Train, etc.)	1		\$960.93	\$101.27	\$101.27	\$1,062.20	\$1,062.20	\$0.00
Lodging (Government Rate)	1		\$569.50	\$91.44	\$91.44	\$660.94	\$0.00	\$0.00
Per Diem	4	\$36.00	\$144.00	\$0.00	\$144.00	\$144.00	\$0.00	\$0.00
Per Diem (First and Last Day of Travel)	2	\$51.75	\$103.50	\$0.00	\$103.50	\$103.50	\$0.00	\$0.00
Car Rental (Only if Approved)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Training/Registration Fees/Tuition	1	\$2,138.00	\$2,138.00	\$0.00	\$2,138.00	\$2,138.00	\$2,138.00	\$0.00
Books/Materials			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses (Ground Travel including shuttles, taxis, car rental, parking fees / baggage fees)	1	\$60.00	\$60.00	\$0.00	\$60.00	\$60.00	\$0.00	\$0.00
TOTAL							\$3,200.20	\$0.00

V. Funding Attributes (Provided by Agency Budget Responsible Manager or Agency Fiscal Officer)

Agency	Year	Org Code	Fund	Index	PCA	Project/Phase	Grant/Phase	Object	Initials
DR0	22	9100	0100	91101	91111			0402	

VI. Traveler Signature

I certify that I am requesting authorization to travel on official District government business. I will keep original receipts for all expenses and submit them, along with a properly completed travel reconciliation form, within ten (10) business days of the authorized travel completion date. I understand that I will not be reimbursed for any expenses that are not associated with official business, not authorized by this form, or not authorized by DCMR or other applicable District or federal law or regulations. I understand that if expenses are incurred by the District (such as through an advance to me or through advance payments to third parties) and I fail to travel or attend the training, fail to submit a properly completed travel reconciliation form by the required date, or fail to reimburse the District for any advance in excess of actual and authorized expenses, the balance due may be withheld from my pay or from other District payments due to me now or in the future; I may also be subject to disciplinary action.

Signature /s/ Lisa Gregory	Date 5/26/22
----------------------------	--------------

VII. Authorizations

Administration Representative	Name (Printed)	Title	Signature	Date
AFO or Budget Analyst	Name: Kwame Bryant	Title: Budget Officer	Signature:	Date:
Agency Director or Designee	Name Lisa Gregory	Title: Acting Chief Admin Judge	Signature /s/ Lisa Gregory	Date: 5/26/22



Your trip confirmation (DCA - LAS)

1 message

American Airlines <no-reply@notify.email.aa.com>

Thu, May 26, 2022 at 1:16 PM

To: [Redacted]



Issued: May 26, 2022

Your trip confirmation and receipt

Record Locator: UNINAD

We charged \$1,192.20 to your card ending in [Redacted] for your ticket purchase.

You'll need your record locator to find your trip at the kiosk and when you call Reservations.

[Manage your trip](#)

Sunday, June 19, 2022

DCA

LAS

Seat: 17F

8:00 AM



10:02 AM

Class: Economy (M)

Meals: Refreshment

Washington Reagan

Las Vegas

AA 2348

Friday, June 24, 2022

LAS

DCA

Seat: 17F

Class: Economy (L)

Meals: Food for purchase

1:09 PM



8:59 PM

Las Vegas

Washington Reagan

AA 661

Earn 10,000 bonus miles

Plus \$50 back and no annual fee. Terms Apply.

[Learn more](#)



Your purchase

LISA GREGORY

Join the AAdvantage® Program

New ticket **\$1,192.20**

Ticket #: 0012430587475

[\$1,081.86 + Taxes and fees \$110.34]

Total **\$1,192.20**

Total cost (all passengers) **\$1,192.20**

Your payment

Credit Card XXXXXXXXXX **\$1,192.20**

Total paid **\$1,192.20**

Bag information

Checked bags

Online*

1st bag 2nd bag

No charge \$40.00

Airport

1st bag 2nd bag

No charge \$40.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)
Maximum weight: 50 pounds or 23 kilograms

Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply.
Bag and optional fees
If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags

1st carry-on: Includes purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.

2nd carry-on: Maximum dimensions not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).



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 <p>Have flexibility on hotel bookings Search now ▶</p>	 <p>Travel sooner Sign up for SimplyMiles™</p>

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JUN 18 - 24
✈ BWI → LAS

Passenger & Payment Info

Price

Payment

Confirmation

Flight details [Modify](#)

✈ Sat 6/18	BWI	→	LAS	4 hr 55 min	Nonstop	Anytime
	9:20 PM		11:15 PM			Only 2 left!
✈ Fri 6/24	LAS	→	BWI	4 hr 35 min	Nonstop	Anytime
	5:20 AM		12:55 PM			

Price per Passenger	\$1,073.26
Taxes and fees per Passenger	\$109.69
Total per Passenger	\$1,182.95
Passenger(s)	x1
Flight total	\$1,182.95

✈ Who's flying?

Please make sure names match government-issued IDs.

* Required

FIRST NAME *

Lisa

MIDDLE NAME

MI

LAST NAME *

Gregory

SUFFIX

Select ▼

DATE OF BIRTH *

[Redacted]

GENDER *

Female ▼

RAPID REWARDS® ACCOUNT #

[Redacted]

Secure traveler information ⓘ

Secure traveler information

REDRESS #

[Redacted]

KNOWN TRAVELER #

[Redacted]

Clear

Special Assistance

Special Assistance

<p>Airport/boarding assistance</p> <p><input type="checkbox"/> Blind or have low vision i</p> <p><input type="checkbox"/> Deaf or hard of hearing i</p> <p><input type="checkbox"/> Cognitive and developmental disabilities i</p> <p>Wheelchair assistance</p> <p><input checked="" type="radio"/> No wheelchair assistance needed</p> <p><input type="radio"/> Can walk but need assistance to and from gate i</p> <p><input type="radio"/> Need lift/transfer assistance to and from aircraft seat i</p> <p>Other</p> <p><input type="checkbox"/> Have peanut-dust allergy i</p> <p><input type="checkbox"/> Bringing my own approved Portable Oxygen Concentrator i</p>	<p>Animal assistance</p> <p><input type="checkbox"/> Only dogs are accepted as trained service animals with appropriate documentation. i</p> <p>Personal wheelchair stowage</p> <p><input checked="" type="radio"/> No wheelchair stowage needed</p> <p><input type="radio"/> Manual wheelchair i</p> <p><input type="radio"/> Powered wheelchair with 0 ▼ spillable batteries i</p> <p><input type="radio"/> Powered wheelchair with 0 ▼ non-spillable batteries i</p> <p>Notes</p> <p>To receive assistance within the airport, please be sure to inform a Southwest Airlines® Agent or Skycap at your first point of contact upon arrival at the airport at any connection points, and upon arrival to their destination.</p>
--	---

[Clear](#)

@ How do we contact you?

We'll only contact you if we have important news about your flight... promise!

* Required

CONTACT METHOD *

Text me ▼

COUNTRY CODE *

+1 ▼

PHONE NUMBER * Use numbers only

██████████

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after first purchase & earn 10,000 Rapid Rewards® points

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* Required

CARD TYPE *

CREDIT/DEBIT CARD # *

EXPIRATION DATE *

CVV *

FIRST NAME ON CARD *

LAST NAME ON CARD *



Southwest uses a TLS connection to transmit sensitive and personal data.

Billing information

COUNTRY *

United States of America

STREET ADDRESS *

STREET ADDRESS 2

CITY/TOWN *

Washington

STATE *

Select

ZIP CODE *

20001

COUNTRY CODE * PHONE NUMBER * Use numbers only

Continue filling out this form, and when you hit "Purchase" at the bottom of the page you'll be redirected to your PayPal account. [More info](#)



TOTAL
\$1,182.95

Send your receipt

Let us know where to send your confirmation receipt.

EMAIL ADDRESS *

Note: Receipts contain confidential billing information.

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¹Fare difference may apply. ²Failure to cancel a reservation at least 10 minutes prior to scheduled departure may result in forfeited travel funds.

BAG FEE	\$0.00
SUBTOTAL	\$ 1,073.26
TAXES & FEES	\$109.69
TRIP TOTAL	\$1,182.95

[Show price breakdown](#)

Transportation of hazardous materials

Federal law forbids the carriage of hazardous materials such as aerosols, fireworks, lithium batteries, and flammable liquids aboard the aircraft in your checked or carryon baggage. E-cigarettes are not permitted in checked baggage and must be transported in carryon baggage only. By clicking 'Purchase', you acknowledge that you understand the hazardous materials restrictions and penalties. [View more on hazardous materials](#)

By clicking 'Purchase', I agree to the Terms and Conditions below, the privacy policy, fare rules, and the contract of carriage.

Purchase

[Terms and Conditions](#)

Department of Housing and
Community Development
and
Department of Public and
Assisted Housing

Labor Management Agreement



Local 272
Effective through September 30, 199



★★★
OFFICIAL
VERSION

Government of
District
Columbia

Marion Barry Jr.
Mayor

David S. Dennison
Director, DHCD

Roland Turpin

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PREAMBLE

This Agreement is entered into between the District of Columbia Department of Housing and Community Development, the District of Columbia Department of Public and Assisted Housing, (hereinafter referred to as the Department) and the American Federation of Government Employees, Local 2725 (hereinafter referred to as the Union), and collectively known as the parties.

The purpose of this Agreement is:

1. to promote fair and reasonable working conditions;
2. to promote harmonious relations between the parties;
3. to establish an equitable and orderly procedure for the resolution of differences;
4. to protect the rights and interest of the employee, the Union and the Department; and
5. to promote the efficient operations of the Department.

Each party affirms without reservation the contents of this Agreement. Now therefore, in consideration of mutual covenants and promises contained herein, the Department and the Union do hereby agree as follows:

ARTICLE 1 RECOGNITION

Section A:

Local 2725 of the American Federation of Government Employees, AFL-CIO, is hereby recognized as the sole and exclusive representative for all employees in the bargaining units as described in Section B of this Article.

The Union as the exclusive representative of all employees in the unit has the right, as provided in Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.) to act for and negotiate agreements covering all employees in the Unit and is responsible for representing the interests of all such employees without discrimination and without regard to membership in the labor organization.

Section B:

The bargaining units represented by the American Federation of Government Employees, Local 2725 are as follows:

1. All employees of the Department of Housing and Community Development (DHCD), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).
2. All employees of the Department of Public and Assisted Housing (DPAH), excluding the security force, management officials, confidential employees, supervisors, any employees engaged in personnel work in other than a purely clerical capacity or employees engaged in administering the provisions of Title 1, Chapter 6, Subchapter XVIII of the D.C. Code (1987 ed.).

Section C:

When a position(s) changes or a new position(s) is established and the parties differ as to whether the position(s) is inside or outside the bargaining unit, either party may file a unit clarification petition with the D.C. Public Employee Relations Board (PERB).

ARTICLE 2 GOVERNING LAWS AND REGULATIONS

Section A:

In the event any D.C. Government-wide or Department rules, regulations, issuances or policies are in conflict with the provisions of this Agreement, this Agreement shall prevail.)

Section B:

It is understood that D.C. Government-wide laws, rules and regulations that are not in conflict with this Agreement and are not specifically incorporated herein are, nevertheless, applicable to bargaining unit employees.

Section C:

If during the life of this Agreement a law from a higher authority invalidates or requires an amendment to any part of this Agreement the parties shall meet promptly upon request of either party to negotiate the change.

Section D:

The Department shall communicate, consult and negotiate with

ply the Union on matters related to working conditions affecting bargaining unit members. However, in accordance with the provisions of Article 9, Grievance Procedure, the Department may communicate with a grievant and/or authorized non-union representative in order to resolve a grievance related to the working conditions of the grievant.

Section E:

Except in emergency situations, the Department shall consult with the Union prior to changing Department rules, regulations or policies which affect the working conditions of bargaining unit employees. When the change directly impacts on the conditions of employment of bargaining unit members, such impact shall be a proper subject of negotiation.

ARTICLE 3
EMPLOYEE RIGHTS

Section A - General:

1. All employees shall be treated fairly, equitably and with respect, in accordance with District of Columbia laws, rules and regulations.
2. Instructions and guidances shall be given in a reasonable and constructive manner and in an atmosphere that will avoid unnecessary embarrassment before other employees or the public.
3. The Department shall not retaliate against any employee for the exercise of his/her rights under this Agreement or any applicable laws, rules or regulations.

Section B:

1. The Department and the Union agree that employees have the right to join, organize, or affiliate with, or to refrain from joining, organizing, or affiliating with the Union. This right extends to participating in the management of the Union, or acting as a representative of the Union, including representation of its views to the officials of the Executive Branch, City Council, or other appropriate authority.
2. Employees shall be free from interference, restraint, coercion and discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and Labor-Management cooperation.

ARTICLE 4
MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section A:

The Department shall retain the sole right, in accordance with applicable laws, rules and regulations:

1. to direct employees of the Department;
2. to hire, promote, transfer, assign and retain employees in positions within the Department 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 Department, its budget, its organization, the number of employees and the number, types and grades of positions of 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 Department in emergency situations.

Section B:

Notwithstanding Section A above, the Union may grieve, if in exercising management's rights, the Department violates any provisions of this Agreement or any Government-wide laws, rules or regulations which are grievable under this Contract.

ARTICLE 5
DISTRIBUTION OF AGREEMENT AND ORIENTATION OF EMPLOYEES

Section A:

The Department shall print and distribute a copy of this Agreement to each individual in the bargaining unit within ninety (90) days of the effective date of this Agreement. The costs associated with the reproduction of this Agreement shall be borne by the Department.

tion B:

When the Department conducts orientation sessions for new employees, thirty (30) minutes shall be allocated to the Union to make a presentation and distribute the Union's membership packet. The Department shall provide each new employee with a copy of this Agreement, the Department's Employee Handbook and other relevant information.

Section C:

The Department shall provide the Union with reasonable written advance notice of the date, time and place of each orientation session.

Section D:

The Department shall include in each handbook published, the following statement:

Many employees of _____ are represented by Local 2725 of the American Federation of Government Employees, AFL-CIO, which is the exclusive bargaining agent and representative. The Union is available to help and represent employees on any employment related matter. The Union office is located at 1133 14th Capitol Street, N.E., Room G-9, and the telephone number is 202-4540.

In the event the Department does not publish a new handbook for the duration of this Agreement, the above paragraph shall be printed and inserted in each existing handbook. In addition, the Department shall list the Union in each publication of its telephone directory.

ARTICLE 6
NON-DISCRIMINATION

Section A:

The Department and the Union agree not to discriminate for or against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of race, color, religion, sex (including sexual harassment), national origin, age, physical handicap, marital status, political affiliation or other criteria prohibited by law. The Department recognizes its responsibility to promote and ensure equal employment for all persons on the basis of merit without discrimination based on race, religion, color, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation and to

promote the full realization of EEO through positive programs of affirmative action at every management level within the Department.

Section B:

In the development and implementation of its affirmative action plan, and in accordance with District laws and regulations, the Department agrees to consider the following:

1. Procedures to allow for the redesigning of jobs to reflect the needs of the Department and the skills of employees;
2. Reasonable accommodations to the religious needs of employees; and
3. Ensure that discriminatory personnel management policies, procedures, or practices shall be handled in accordance with EEO procedures and statutes.

Section C:

The Department agrees to provide the Union with copies of the Affirmative Action Plan and furnish each employee with a copy. The EEO complaint regulations and procedures will be published, posted and distributed to each employee as well as included in the Affirmative Action Plan. The parties agree that EEO complaints shall be processed in accordance with District law, rules and regulations. This does not preclude the non-EEO aspects of mixed grievances (where clear distinction can be made and where such complaints are within the scope of the grievance procedure as defined within this Agreement) from going through the negotiated procedure.

Section D:

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the unit without discrimination.

Section E:

The Department agrees that the Union may submit names of employees to the Department for consideration for appointment to EEO Counselor positions, using the same criteria as are used for any other nominee. The Union shall be promptly notified in writing of the names and telephone numbers of the EEO Counselors.

Section F:

The names and telephone numbers of the EEO Counselors shall be posted on all bulletin boards in the Department.

ion G:

The Department shall provide all EEO Counselors with the education and training necessary to effectively perform the duties and responsibilities of the position of EEO Counselor.

Section H:

The Union shall have one (1) member on the Employee's Women's Program Advisory Committee selected by the Union representing a cross section of unit employees. The Union may designate an alternate to serve in the absence of its regular representative.

Section I:

The Department and the Union recognize that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and adversely affects employee opportunities. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtures. Sexual harassment is defined in Equal Employment Opportunity rules governing complaints of discrimination in the District of Columbia Government (31 DCR 56):

"Sexual harassment" means unwelcome sexual advance, 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 employment; (2) submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting such employee; or (3) such conduct has the purpose of or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment may include, but is not limited to, (a) verbal harassment or abuse, (b) subtle pressure for sexual activity, (c) patting or pinching, (d) brushing against another employee's body, and (e) demands for sexual favors.

Section J:

Through the procedures established for Labor-Management cooperation, each party shall advise the other of equal employment opportunity programs of which they are aware. The Department shall ensure that problems brought to its attention under this Article shall be promptly remedied.

ARTICLE 7
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:

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

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 Department agrees to deduct a service fee from each non-union member's bi-weekly pay without a written authorization. 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. Upon a showing by the Local Union of 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 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 Department within two (2) pay periods of his/her date of entry on duty or 277 Form 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 any employee who does not pay dues or a service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance or adverse action proceedings in accordance with provisions of Title 1, Chapter 6 of the D.C. Code.

Section F:

Within two (2) pay periods following the submission of an employees application for membership and dues check-off the Department shall start deducting Union dues from the employees.

Section G:

Within two (2) pay periods following the effective date of an employee's separation from the bargaining unit, the Department shall stop deducting Union dues or service fees from the affected employee.

Section H:

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

Section I:

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

ARTICLE 8
UNION REPRESENTATION

Section A:

The Department shall recognize elected Union Officers and stewards not to exceed fifty (50) provided that the distribution of union stewards is such that there is no more than one (1) steward for every twenty (20) employees within any one Administration. Such stewards shall be designated in proportion to the number of employees in each Department. As the number of authorized positions in the bargaining unit of each Department increases, one (1) additional steward shall be recognized for each twenty (20) employees added over and above the number employed by the Department as of the effective date of this Agreement. The Department shall also recognize appropriate elected Union officials and non-employee Union officials as authorized representatives of the Union.

Section B:

The Union will furnish the Department a written list of elected officials, stewards and authorized employee representatives and submit changes as they occur. Recognition will be given to those representatives whose names have been submitted to the Department.

Section C:

Stewards are authorized to perform and discharge the duties and responsibilities of their position as it relates to representing the employees of the Unit. Requests by Stewards to meet with employees or requests of employees to meet with Stewards shall not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited, and the general nature of the Union business to be conducted.

Section D:

The Department shall make every reasonable effort to notify the Union no later than five (5) work days prior to placing Union representatives on special assignments and/or details or making shift changes. In the case of reassignments or transfers, the requirements of Article 18 shall apply. In no case shall such action be taken as a means of punishment or retaliation.

Section E:

A Union representative, when leaving work to transact permissible labor-management business as defined by this Agreement during work hours, first shall request permission from his/her immediate supervisor.

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 Department agrees that such permission for release shall not be unreasonably delayed.

Section F:

Upon entering a work area other than his/her own, the Union representative shall advise the appropriate supervisor of his/her presence and the name of the employee he/she desires to visit. In the event the Union representative wishes to visit a work area but not to meet with a bargaining unit member, he/she must notify the appropriate supervisor upon arrival.

Section G:

Union representatives who are unit employees shall be permitted official time to engage in the following labor-management activities:

1. Assist employees in the preparation and/or presentation of grievances, complaints or appeals;
2. Furnish the employees advice on his/her rights and privileges under this Agreement and applicable laws, rules and regulations;
3. Arrange for witnesses and obtain other information or assistance relative to a grievance or appeal;
4. Consult with Management officials or other appropriate District Government officials to provide mutual cooperation; and
5. Conduct and/or participate in other legitimate labor-management business.

Section H:

The Union agrees that grievances should preferably be investigated, received, processed and presented during the first and last hour of the grievant's scheduled tour of duty unless otherwise authorized. The Department recognizes that this is not always practicable and will not prevent Union representatives from representing employees at other times consistent with the provisions of this Agreement.

Section I:

The Department reserves the right to grant permission for attendance at Union meetings during work hours when such assemblage is in the interest of the Department, provided that release of employees will not unduly interrupt the work force in the judgment of Management.

Section J:

The Department shall not punish or retaliate against employees for performing permissible labor-management business.

ARTICLE 9
GRIEVANCE PROCEDURE

Section A:

The purpose of this Article is to provide a mutually acceptable method for the prompt and equitable settlement of grievances.

Therefore, the Department and the Union retain the right to settle any grievance in the enforcement of this Agreement. The Department shall ensure that all settlements reached with respect to grievance resolution and other matters regarding enforcement of this Agreement shall be implemented.

Section B:

A grievance is a complaint by a party or parties that:

1. There has been a violation, misapplication or misinterpretation of this Agreement;
2. That there has been a violation or misapplication of appropriate term(s) and condition(s) of the Compensation Agreement for Units 1 & 2.
3. There has been a violation or misapplication of any law, rule or regulation which affects a term(s) or condition(s) of employment.

Section C- Presentation of Grievance:

1. This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level.

2. Categories of Grievance:

- a. Personal: A grievance of a personal nature requires signature of the aggrieved employee at Step 2 even if the grievant is represented by the Union. In the case of an individual grievant proceeding without Union representation, the Union shall be given the opportunity pursuant to advance notification to be present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties or adjustment, decision or response made by the Department must be sent to the Union.
- b. Class: A grievance involving all the employees in the bargaining unit must be filed and signed by the Union President directly at Step 4 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to all unit employees. A class grievance must contain all information specified in Step 2 of the grievance procedure and the Department Head, or his designee shall respond in writing within 20 working days of its receipt.
- c. Group: If a grievance involves a group of bargaining unit employees within the Department, the grievance may be filed by the group of employees at the appropriate step of the grievance procedure where resolution is possible.

In the event the group is not represented by the Union, the Union must be given opportunity pursuant to advance notification to be

present and offer its view at any meeting held to adjust the grievance. A copy of any settlement agreement reached between the parties as adjustment, decision or response made by the Department must be sent to the Union.

Section D - Procedure:

a. Step 1: The aggrieved employee, with or without a Union representative, shall orally present and discuss the grievance with the employee's immediate or acting supervisor within twenty (20) work days of the occurrence of the event giving rise to the grievance, or within twenty (20) work days of the employee's or Union's knowledge of such event. The supervisor shall make a decision on the grievance and reply to the employee and his/her representative within ten (10) work days after oral presentation of the grievance.

b. Step 2: If the grievance is not settled, the employee with or without his/her Union representative, shall submit a signed, written grievance to the appropriate management official within ten (10) work days following the supervisor's oral response. The grievance at this and subsequent steps shall contain:

1. Description of the nature of the grievance;
2. The date(s) on which the alleged violation occurred;
3. A statement of the remedy or adjustment sought;
4. Authorization by the employee if Union representation is desired.
5. The signature of the aggrieved employee and the Union representative, if applicable, according to the category of the grievance.

Should the grievance not contain the required information, the grievant shall be so notified in writing and given five (5) work days from receipt of notification to resubmit the grievance.

The appropriate management official shall submit a signed, written response to the grievance to the employee and his/her Union representative within ten (10) work days of its receipt. If the aggrieved employee is not being represented by the Union, the management official must send a copy of the Step 2 response to the Union within ten (10) work days of receipt of the Step 2 grievance.

c. Step 3: If the grievance remains unsettled, the grievance shall be submitted to the Chief Management Official in his/her division within ten (10) work days following receipt of the appropriate management official's Step 2 response.

The Chief Management official in the division shall respond in a signed statement to the employee and his/her represen-

tative within ten (10) work days of the Step 3 grievance. If the aggrieved employee is not being represented by the Union, the Chief Management official of the division must send a copy of the Step 3 response to the Union within ten (10) work days of receipt of the Step 3 grievance.

d. Step 4: If the grievance remains unsettled, the employee shall submit it to the Director within ten (10) work days following receipt of the Step 3 response. Within fifteen (15) work days of the Step 4 grievance the Director or his designee shall meet with the aggrieved employee and his/her representative to attempt to resolve the grievance or must respond in writing. If a meeting occurs, the Director shall respond in writing to the employee and his/her representative within seven (7) work days following the Step 4 meeting. If the employee is not being represented by the Union, the Director must send a copy of the Step 4 response to the Union within ten (10) work days of the Step 4 meeting.

e. Step 5: If the grievance remains unsettled, the Union within twenty (20) work days from receipt of the Director's response, shall advise the Director in a signed statement whether the Union intends to request arbitration of the matter on behalf of the employee(s). Only the Union can refer a grievance to arbitration.

Section E - Arbitration:

1. Selection of an Arbitrator: Within seven (7) work days from the Department's receipt of the arbitration request, the moving party shall solicit a panel of seven (7) impartial arbitrators from the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA). Upon receipt of the FMCS or AAA panel, the parties shall select a mutually agreeable arbitrator. If the list does not contain a mutually agreeable arbitrator, then each party shall alternately strike names from the panel until one (1) remains.

If, before the selection process begins, either party maintains that the panel of arbitrators is unacceptable, a request for a new panel from FMCS or AAA shall be made. ~~Subsequent~~ requests can be made until the parties receive an acceptable panel.

If either party refuses to participate in the selection of an arbitrator, FMCS or AAA shall have the authority to appoint one, upon the request of the opposing party.

2. The Department shall provide the hearing site, which must be agreeable to both parties. If any additional costs are involved, they shall be borne equally by the parties.

3. The arbitrator shall hear and decide only one (1) grievance in each case unless the parties mutually agree to consolidate grievances.

4. The arbitration hearing shall be informal and the rules of evidence shall not strictly apply.
5. The hearing shall not be open to the public or persons not immediately involved.
6. Witnesses shall be sequestered upon request of either party.
7. Either party has the right to record the hearing or to have a verbatim stenographic record made at its own expense. The expense may be shared upon mutual agreement.
8. The parties shall attempt to submit a written joint statement of the issue or issues to the arbitrator.
9. The parties shall exchange witness lists either orally or in writing prior to the date the hearing is commenced.
10. The arbitrator's award shall be in writing and shall set forth the arbitrator's findings, reasonings and conclusions within thirty (30) days after the conclusion of the hearing or within thirty (30) days after the arbitrator receives the briefs, if filed, whichever is later.
11. 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 confine his/her award to the issue(s) presented.
12. The arbitrator shall have full authority to award appropriate remedies.
13. The arbitrator's award shall be binding upon both parties.
14. A statement of the arbitrator's fee and expenses shall accompany the award. The fees and expenses of the arbitrator shall be borne equally by the parties. Either party may appeal the arbitrator's award in accordance with applicable law and regulations.

Section F - General:

1. All time limits shall be strictly observed unless the parties mutually agree to extend said time limits.
2. The presentation and discussion of grievances shall be conducted at a time and place which will afford a fair and reasonable opportunity for both parties and their witnesses to attend. Such witness(es) shall be present only for the time necessary for them to present evidence. When discussions and hearings required under this procedure are held during the work hours of the participants, all unit employees entitled to be present shall be excused with pay for that purpose. An employee whose tour of duty is other than the administrative work week shall have his/her tour

justed to be placed in a duty status for any hearing at which they are called as witness.

3. If either party considers a grievance to be either substantively or procedurally non-grievable or non-arbitrable, that party shall so notify the other party prior to the date of the hearing.

4. Issues of procedural or substantive arbitrability raised shall be presented first at the arbitration proceeding.

ARTICLE 10 DISCIPLINE

Section A:

Disciplinary action(s), including adverse action(s), corrective action(s) and admonishment(s) shall be imposed against a bargaining unit employee only for cause as defined in D.C. Code, § 1-617.1(d) (1987 ed.).

Section B:

Employees have the right to contest corrective or adverse actions taken for cause through either OEA or the negotiated grievance procedure. An employee shall elect either of these procedures in writing and the selection once made cannot be changed.

1. Should the employee elect to appeal the action to OEA, such appeal shall be filed in accordance with OEA regulations.

2. Should the employee elect to grieve the action under the negotiated grievance procedure, the grievance must be filed at the appropriate step within twenty (20) work days from the effective date of the action. However, should the employee elect to utilize the negotiated grievance procedure, only the Union may take the appeal of a corrective or adverse action to arbitration.

Section C:

In imposing disciplinary actions the Department shall apply progressive discipline and shall consider the mitigating factors against the alleged offense, in accordance with D.C. Code, § 1-617 (1987 ed.).

Section D:

If the Department has reason to counsel an employee, it shall be done in private so as not to unnecessarily embarrass the employee before other employees or the public.

ction E:

Employees against whom disciplinary action(s) is proposed shall be informed in writing of the right to Union representation. If a supervisor believes that any meeting with an employee could result in disciplinary action, the employee may request to have a Union representative present at said meeting. Such requests shall not be denied.

ARTICLE 11
LABOR-MANAGEMENT COOPERATION

Section A:

The Department and the Union shall establish a joint labor-management committee that will meet on a monthly basis. The agenda for scheduled meetings shall be exchanged at least five (5) days prior to the meeting. In the absence of an agenda or notification five (5) days in advance, no meeting shall be held. Labor-Management meetings shall be held with the Director of the Department or his/her designee.

Section B:

The Committee shall be composed of five (5) members representing the Union and five (5) members representing the Department.

The Labor-Management Committee shall exchange views and consider and make recommendations to the Department about policies and practices related to working conditions, terms of employment and the implementation of this Agreement. The Committee shall also discuss matters of common interest to both parties, or other matters which either party believes will contribute to the improvement of relations between them.

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 other purpose which will modify, add to or detract from the provisions of this Agreement.

Other meetings of the Committee may be scheduled as the need arises upon the request of either party at times mutually agreed upon.

Section C:

The standing members of the Labor-Management Committee appointed by the Union shall be granted official time to attend the above conferences when the conferences occur during the regular work-

ing hours of the employees. The Union shall notify the Department at least one (1) day in advance of any scheduled meeting if an alternate will attend in the absence of the appointed members.

Section D:

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

Section E:

A brief summary of the matters discussed and any understandings reached at all meetings as well as the position taken by the parties in a disagreement will be prepared and initialed by both sides.

ARTICLE 12
EMPLOYEE LISTS AND INFORMATION

Section A:

Within 30 days after the effective date of this Agreement, the Department shall provide the Union with a list of all employees in the bargaining unit. The list shall include the following information:

1. Name;
2. Job title, series and grade;
3. Responsibility Center Code;
4. Service Computation Date; and
5. "Not to Exceed" dates for term employees.)

This list shall be updated quarterly. If the list is not provided in a timely fashion the Union shall submit a written request to the Department.

Section B:

The Union shall also be provided the following information:

1. A list of new hires, separations, transfers, reassignments and details in excess of 60 days, to be provided quarterly;
2. EEO Reports, as they are printed; and,

3. Merit Staffing Vacancy Announcements, as they are posted.

Section C:

Within thirty (30) days after the effective date of this Agreement, the Department shall provide the Union with an approved, standardized copy of the position description for each job category in the bargaining unit.

Section D:

Management agrees to provide the Union with a copy of updates and changes to the Comprehensive Merit Personnel Act (CMPA), the District Personnel Manual (DPM), and all written Department administrative issuances which affect working conditions of bargaining unit employees as they are issued.

Section E:

The Department will notify the Union of reorganization/reignment plans within the Department prior to implementation.

ARTICLE 13
FACILITIES AND SERVICES

Section A:

The Department agrees to the use of facilities for meeting purposes for the Union subject to the following conditions:

1. Meetings will be held before the start of business, during lunch periods and after close of business.
2. The use of facilities will not involve any additional expense to the District Government other than the normal expenses which are incurred for items such as heating and lighting.
3. The Union will request in writing the use of D.C. Government facilities for the purpose of Union meetings no later than two (2) working days in advance of requested meeting date. The Department will reply within two (2) days of initial request.
4. The Union recognizes its responsibility in using District facilities to observe all applicable security and public safety regulations and to conduct its meetings in an orderly manner so as not to interfere with normal work operations, and assumes responsibility for all damages to District property occasioned by their use, and agrees to leave the facility in a clean and neat condition.

ARTICLE 14
BULLETIN BOARDS

The Department 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.

ARTICLE 15
SAFETY, HEALTH AND COMFORT

Section A:

The Department shall provide the employees with reasonably safe and healthful working conditions in accordance with Title 1, Chapter 6, Subchapter XXI of the D.C. Code (1987 ed.). It shall ensure the implementation and enforcement of all applicable District and Federal laws, rules and regulations regarding health and safety.

Section B:

The Department shall ensure that training is offered, at no expense to the employee, in cardiopulmonary resuscitation (CPR) and first aid. The Department shall provide first aid kits for each administration. 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 included in the Department's telephone book. In addition, the Department shall provide one (1) first aid kit at each outside property and in each emergency vehicle. The Department and the employees will cooperate in ensuring that all first aid kits are maintained. The Department shall promptly contact outside emergency medical or other appropriate employee services when an emergency occurs which warrants this type of assistance.

Section C:

The Department shall make every reasonable effort to provide and maintain clean, sanitary and stocked restroom facilities for all employees.

Section D:

The Department shall make every effort, within a reasonable period of time and consistent with the District Government timetable, to remove asbestos from all known worksites.

Section E:

The Department agrees to maintain the work place and its equip-

ent in good condition. Deficiencies in this area shall be discussed and corrected. Shower rooms and related facilities shall be repaired and maintained in good condition.

The Union and the Department shall make every effort to prevent accidents of any kind. If accidents occur, the prime consideration will be the welfare of the injured employee. As promptly as the situation allows, accidents are to be reported to the supervisor by the injured employee and/or his/her coworkers. The supervisor must report injuries to the Safety Officer.

Section F:

In the event of excessive temperature or equipment failure, nonessential employees may be reassigned or released in accordance with the District Personnel Manual, Chapter 12.

The District Personnel Manual defines excessive temperature in Appendix C and is listed here for informational purposes:

95 degrees Fahrenheit	-	55% humidity (minimum)
96 degrees Fahrenheit	-	52% humidity
97 degrees Fahrenheit	-	49% humidity
98 degrees Fahrenheit	-	45% humidity
99 degrees Fahrenheit	-	42% humidity
100 degrees Fahrenheit	-	38% humidity

During extremely cold weather conditions, the Department agrees that affected nonessential employees, as determined by the Director, working inside buildings will be dismissed or relocated at Management's option, when the temperature in a particular building is so low that employees cannot perform work adequately.

Nonessential employees who are required to work outside shall not be required to perform those duties during periods of severe inclemency, as determined by the Director, with consideration of the U.S. (National) Weather Bureau.

Section G:

Employees shall promptly report to Management all deficiencies in maintenance of vehicles for corrective action. The Department agrees to present vehicles to D.C. Safety Inspection at the prescribed time(s).

Section H:

When an employee identifies what she/he believes to be an unsafe or unhealthful working condition, the employee shall notify his/her supervisor, who shall investigate the matter immediately and take prompt and appropriate action. If an unsafe or unhealthful condition is determined to exist, the affected employee(s) shall not be required to perform duties in the affected area. During this period, the supervisor may require the employee(s) to perform

their duties in another work area or to perform other duties outside the affected area.

Section I:

When the Department is aware of a workplace inspection or investigation which is conducted by a Department safety representative or by an outside agency, such as OSHA or NIOSH, in response to a complaint by the Union or bargaining unit employee, the Union shall be given the opportunity to participate. During the course of any such inspection or investigation any employee may bring to the attention of the inspector any unsafe or unhealthful working condition.

Section J:

Employees shall be protected against penalty or reprisal for reporting any unsafe or unhealthful working condition or practice, assisting in the investigation of such conditions, or for participating in any occupational safety and health program and activities.

Section K:

The Department shall prepare and post instructions to evacuate the building at 1133 North Capitol Street, N.E.; 51 N Street, N.E., 70 Pierce Street, N.E., any other work site(s) of DHCD or DPAH in case of emergency.

Section L:

The Department agrees to take necessary steps to ensure the safety of employees who are required to work alone. The Department agrees to immediately implement all present security/safety measures affecting these employees and to ensure that these procedures are known and carried out by all employees. Where necessary, the Department agrees to revise and/or implement security/safety measures for the protection of employees. A continuous review of security/safety measures shall be the joint responsibility of Management and the Union.

Section M:

The Department shall acquire, maintain and require employees to use safety/protective equipment to protect them from hazardous conditions encountered during the performance of official duties.

The Union may, at its discretion, recommend new protective clothing and equipment and modifications to existing equipment for consideration by the Department. The Union shall also be consulted prior to purchase of major new equipment and/or devices impacting upon working conditions and/or personnel.

The Union agrees to promote and encourage employees to follow safety procedures.

Section N:

The Department agrees to provide to potentially exposed employees and the Union, all information available to the Department concerning hazardous substances. A listing of all chemicals used by the Department along with their generic names shall be provided annually to the Union. Such listing shall indicate chemical use by work area. Within budgetary limitations, emergency shower facilities shall be provided at locations where employees are required to be exposed to hazardous substances.

Section O - Safety Committee:

A safety committee of three representatives from the Union and three representatives from Management, one of whom shall be the Department's Safety Officer, will be established in the Department. One Union and one management representative shall serve as co-chairpersons. The Committee shall:

- (1) Meet once a month, or at the call of either co-chairperson, to review special conditions which may develop.
- (2) Conduct safety surveys and inspections and make joint recommendations to the appropriate administrator, through the Safety Officer.
- (3) Seek resources and coordinate the development and conduct of appropriate health and safety training programs. All training shall be coordinated with the Office of Administration and Management.
- (4) Consult with, and render assistance to the Department Safety Officer upon request.

Section P:

The Department 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 Q:

The safety officer shall provide the Union a copy of the monthly report of on-the-job injuries, submitted to the Department of Employment Services, Office of Occupational Safety and Health. The safety officer shall promptly notify the Union in the event of an on-the-job death.

Section R:

Within space limitations, the Department agrees to provide an employee lunchroom at the main offices of DHCD and DPAH which may be used by employees during their lunch period. If this is not possible, and at other Department facilities, Management shall attempt to identify space in which employees may eat lunch.

Section S:

The Department and the Union mutually recognize the need for protection of employees from assault and intimidation at the work place and will work cooperatively to obtain appropriate protective measures.

Section T:

An employee may be accompanied by a Union representative at any meeting regarding a fitness-for-duty examination.

Section U:

The Department agrees to explore the establishment of a Health Unit for use by DHCD and DPAH employees and to consult with the Union on this issue.

ARTICLE 16
ENVIRONMENTAL DIFFERENTIAL

The Union may submit to the Department a list of positions which it has determined to be eligible for an environmental differential. The Department shall submit this list, along with the necessary supporting information, to the D.C. Office of Personnel for approval or disapproval. Personnel's decision will be made available to the Union.

ARTICLE 17
REASSIGNMENTS

Section A:

If any employee is to be reassigned, he/she will be given advance notice of the reassignment including an explanation related thereto. If reassignment involves a relocation to a different facility or building, five (5) working days notice will be given. Any notification of reassignment will be accompanied by a request for personnel action.

Section B:

In no instance will reassignment or transfer from the bargaining unit be used as a means of punishment or retaliation.

Section C:

In the event a reassignment of a Union Steward, Chief Steward or President is planned, the Union President will be given fifteen (15) working days written notice regarding such anticipated reassignment.

Section D:

Employees requesting reassignment or transfer 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. If denied by the immediate supervisor, the request may be appealed through the appropriate levels of supervision up to the Director. Response to the request shall be issued at each level within a reasonable period of time.

ARTICLE 18
UNIFORMS

The Department shall provide all wage grade and District schedule employees whose duties require uniforms with a supply of five (5) uniforms. Replacement uniforms will be provided only when the worn ones are returned to the Department. Employees who have been issued uniforms are required to wear those uniforms while on duty. Employees who terminate their employment are required to return their uniforms prior to receiving their final pay check.

If the Department determines that protective clothing is required for certain employees to perform their duties, such items shall be provided. If protective clothing is provided, it must be worn. In its determination of whether or not protective clothing is required for an employee's duties, the Department shall follow appropriate OSHA safety standards as well as any other applicable laws, rules and regulations.

Employees required to work outside shall be furnished with appropriate clothing, such as rainwear, etc., which is suitable for the weather conditions in which they are required to work.

ARTICLE 19
TOOLS

Section A:

The Department shall provide at no cost a first issue of all tools it deems necessary for employees to perform their work. New and current employees will be responsible for replacing tools lost or stolen except where theft from a secured department vehicle, authorized private vehicle, or location is involved and where the employee was not at fault. Management will replace worn or broken tools issued upon the return of unservicable tools, unless it is evidenced that the employee has abused the tools. Management shall provide lockable tool boxes and secure locations for the tools. Employees will be responsible for obtaining and maintaining their own locks for individually issued tool boxes.

Section B:

The Department shall maintain its power and special tools in safe working condition. Employees will be responsible for proper care and safe operation of power and special tools after receiving proper training in the use and care of the tools. Tools issued will remain the property of the District of Columbia Government. Employees terminating their employment shall be required to return such tools prior to receiving their final paycheck.

ARTICLE 20
TEMPORARY OR TERM EMPLOYEES

The Department shall provide the opportunity to an employee who has occupied a temporary or term position(s) for more than one (1) year and has performed at a satisfactory level to be considered for a permanent position in the Department.

ARTICLE 21
HOURS OF WORK/OVERTIME ADMINISTRATION

Section A:

To the extent possible employees shall be notified five (5) work days in advance of any permanent or long term (i.e. six (6) months or longer) change in their scheduled tour of duty.

Section B:

Staff meetings shall be scheduled during regular working hours except in the case of an emergency.

Section C:

The use of compensatory time shall be governed by the provisions of the Compensation Units 1 and 2 Agreement.

Section D:

Overtime assignments shall be distributed equitably among volunteers from the work unit in which the overtime work is to be performed. If there are not enough volunteers, Management shall distribute the remaining overtime assignments equitably among qualified employees. An employee assigned to work overtime may be excused at the supervisor's discretion if he/she has a valid reason. Each such situation shall be considered on its merits.

Section E:

The Department shall make every effort to notify employees in advance when overtime work will be required. When a supervisor requests or directs an employee to perform overtime work the supervisor shall make every reasonable effort to give the employee a written statement that the overtime work has been authorized by the Director.

Section F:

The Department shall properly record on time and attendance forms overtime hours worked, and shall process the forms so that the employee(s) may be paid no later than the first pay period following the one in which the work was performed.

ARTICLE 22
USE OF PRIVATE VEHICLES

Section A:

1. The Department shall provide within budgetary limitations, vehicles for the use of employees who need transportation to perform their duties. Usage of such vehicles shall be given priority in areas where public transportation is not available.
2. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee shall have the right to elect to use either his/her private vehicle or public transportation, consistent with Department and District-wide rules and regulations.

Section B:

1. If an employee elects to use his/her private vehicle to perform his/her duties the Department shall reimburse the employee for mileage at the rate established between the Department and Union at the City-wide level, consistent with Department and District-wide rules and regulations.
2. Where an employee elects to use public transportation, work assignments shall be adjusted to allow for increased travel time. Employees who use public transportation for the performance of their duties shall not be adversely affected in the Department's evaluation of their productivity if such productivity is diminished as a result of longer travel time. The Department shall reimburse employees for the actual cost of public transportation use, consistent with Department and District-wide rules and regulations.

Section C:

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.

Section D:

Employees shall be reimbursed in accordance with District government rules and regulations for the following expenses incurred during the performance of duties for the Department with a government or private vehicle:

1. Parking fees;
2. Tolls; and
3. Parking tickets incurred through no fault of the employee.

ARTICLE 23
CONSULTATION AND COUNSELING

Section A:

The parties recognize that alcoholism, drug abuse and emotional disorders are illnesses that can interfere with job performance. As such the Department shall make substantial efforts in accordance with the District EAP Program to assist bargaining unit employees, suffering from these illnesses, to recover.

Section B:

When a bargaining unit employee's excessive absenteeism or performance deficiencies are suspected to be due to alcoholism, drug abuse or an emotional disorder, the Department shall refer the employee, in writing, to a counseling or treatment program. If the employee accepts the Department's referral and participates in the counseling or treatment program, the Department must give the employee a reasonable period of time after completion of the treatment program to recover and to improve his or her performance and/or attendance.

Section C:

If the employee refuses to seek counseling and/or there is not an inadequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action shall be initiated as warranted. Employees accepting direct referral will be provided reasonable time prior to adverse action being taken to improve work performance and/or

the requirements of the employee consultation and counseling service if the employee's work performance satisfactorily improves.

Section D:

The Employer will post a notice on bulletin boards describing the consultation and counseling service.

Section E:

The Department shall grant excused leave (i.e. Annual Leave, Sick Leave or Leave Without Pay) to an employee suffering from alcoholism, drug abuse or an emotional disorder for the time he/she participates in a counseling or treatment program. Such leave must be requested in advance and scheduled so as not to unduly interfere with the work of the Department.

Section F:

The Department shall give written referrals to the D.C. Employee Consultation and Counseling Service to an employee who is experiencing other personal problems which are causing an adverse affect on his/her job performance and/or attendance.

If the employee accepts the Department's referral and participates in the Service, the Department shall give the employee a reasonable opportunity to improve his/her performance and/or attendance. If the employee's performance and/or attendance does not improve, the Department may initiate disciplinary action against the employee for cause in accordance with Article 10 of this Agreement and applicable D.C. laws and regulations.

Section G:

With respect to any programs or services attended by employees pursuant to this Article, no employee shall be required to sign a consent form(s) authorizing the release of information to any supervisor or to the Department except for information regarding an employee's attendance in the program.

ARTICLE 24

TRAINING, CAREER DEVELOPMENT, AND UPWARD MOBILITY

Section A:

Consistent with employee development and affirmative action program guides, it is the Department's intention to provide training and career development opportunities for bargaining unit employees for the purpose of developing and maintaining their skills so that they may perform at their highest possible levels

in their positions and advance in accordance with individual potential and abilities.

Section B:

1. The Department will offer to assist employees in implementing individual career development plans by providing easy access to information on training opportunities, publicizing current training programs, advising employees of requirements needed to enter training programs, assisting employees in applying for training opportunities, scheduling training and making resources available to cover approved expenses for training.
2. The Department shall distribute to all bargaining unit employees, on a quarterly basis, a list of training programs offered by or through the Department.
3. Employees shall be given reasonable opportunities to discuss training needs and/or opportunities with their supervisors and/or other Department or Personnel officials.

Section C:

1. The Department shall distribute training and educational opportunities among the bargaining unit employees.
2. Requests for training and educational opportunities shall be processed promptly.
3. A record of satisfactorily completed training courses may be filed by each employee in their Official Personnel File.
4. When an institution of higher learning provides for accreditation of on-the-job experience, upon the employee's request the Department shall submit verification of such experience.

Section D:

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 Department; and

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

Recommendations submitted to the Director by the Committee shall be given careful consideration and the Committee shall be informed within a reasonable period of time of the status of its recommendations.

ARTICLE 25
PERFORMANCE EVALUATIONS

Section A:

The parties agree that the performance rating plan in effect on December 31, 1979 shall remain in effect and apply until such time as a new performance rating plan is established, after negotiations with appropriate labor organizations, consistent with the Comprehensive Merit Personnel Act (CMPA).

Section B:

Each employee will be given, within thirty (30) days of entering a new position, or within thirty (30) days of reassignment involving changed or additional duties, notification of the duties and responsibilities which will be used in the performance rating process. As soon as factors are identified for each occupational group, every employee in that occupational group will be notified of the factors which will be used in rating his/her performance.

Section C:

The employer agrees to discuss work deficiencies with employees when observed and advise ways of improving performance. In any case, notice of unsatisfactory performance shall be given in accordance with personnel regulations.

Section D:

The Employer recognizes its responsibility to assure employees fair and objective evaluations.

Section E:

At the same time that an annual performance rating is given, the responsible supervisor will discuss with the employee areas of potential development and improvement, including the employee's performance under the agency's work plan.

ARTICLE 26
PERSONNEL FILES

Section A:

The Official Personnel Files of all employees in the bargaining unit covered by this Agreement shall be maintained by the Office of Personnel.

Section B:

Employees shall have the right to examine the contents of their Official Personnel Folder. Upon request in accordance with regulations and procedures issued by the Office of Personnel, and shall have the right to obtain copies of any official documents herein.

Section C:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of materials placed in his/her folder.

Section D:

The Department shall keep all arrests from the Metropolitan Police, fingerprint records and other confidential reports in a confidential file apart from the official personnel folder. No person shall have access to the confidential file without authorization from the Director of Personnel.

Section E:

The access card signed by all those who have requested and been given access to the employee's file, as required by personnel regulations and procedures, shall be made available for review by the employee.

Section F:

Each employee shall have the right to present information immediately germane to any information contained in his/her official personnel record and have irrelevant or untimely information removed from the record.

ARTICLE 27
DETAILS AND TEMPORARY PROMOTIONS

Section A - Details:

1. 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.

2. Details shall be made in accordance with personnel regulations and will 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 abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.
3. When an employee is detailed to a higher graded position for more than ninety (90) 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.
4. 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.
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. 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.
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 POSITION MANAGEMENT AND CLASSIFICATION

Section A:

Each position covered in the bargaining unit that is in existence or is established or changed must be accurately described in

writing, and classified to the proper occupational title, series, schedule and grade.

Section B:

Employees shall be furnished a current, accurate, approved copy of the description of the position to which assigned at the time of the assignment, or upon request. Employees detailed or reassigned to established positions shall be given position descriptions at the time of assignment. Employees detailed to a unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

Section C:

The position description shall be kept current and accurate. Changes to a position shall be incorporated in the position description to assure that the position is correctly classified/graded to the proper title, series, schedule and grade.

Section D:

Where language such as "other duties as assigned" or "performs other duties as assigned" appears in an employee's official position description, the clause shall mean those duties which must be performed and must be directly related to those duties listed in the employee's position description.

Section E:

The parties agree that the principle of equal pay for substantially equal work shall be applied to all position classifications and personnel actions in accordance with the D.C. Code.

Section F:

An employee, upon request, shall have access to organizational and functional charts, and other pertinent information directly related to the classification of his/her position.

Section G:

Violations of classification issues/equal pay for equal work shall be appealed through the procedures outlined in the District Personnel Manual, Chapter 11A, §1110.

ARTICLE 29
MERIT STAFFING

Section A - Purpose:

1. The Department shall ensure that merit promotion principles

are applied in a consistent and equitable manner to all applicants in bargaining unit positions.

2. All selections shall be based on objective, job-related selection criteria and shall be made without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation or Union activity.

Section B:

All position within the bargaining unit shall be filled in accordance with the District's Merit Staffing Plan.

Section C:

The Department agrees that vacancy announcements shall be posted in accordance with personnel regulations for a period of at least ten (10) work days prior to the expiration date throughout the Department. If such announcements are limited to Department only, they may be posted five (5) 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.

Section D:

A review of an applicant's minimum qualifications shall be made by a representative of the D.C. Office of Personnel (DCOP). An applicant in the bargaining unit who is rated ineligible shall be notified by DCOP in writing. Redress, if any, shall be in accordance with the District's Merit Staffing Plan.

Section E:

If the selecting official interviews one (1) candidate, he/she shall interview all candidates in accordance with District Personnel Manual. Interviews must be job-related, reasonably consistent, and fair to all candidates, consistent with D.C. laws and regulations.

ARTICLE 30 CONTRACTING OUT

It is recognized that contracting out of work that is normally performed by employees covered by this Agreement is a mutual concern to the Department and the Union. The Department agrees to consult with the Union regarding the impact of such contracting out

on employees covered by this Agreement. The Department agrees to abide by appropriate District rules and regulations regarding contracting out.

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union ninety (90) days prior to final action, except in emergencies. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's positions and give reasons in writing to the Union for any contracting out action.

ARTICLE 31
GENERAL PROVISIONS

Section A. - Distribution of Health Benefit Plan Brochures:

The Department through the Public Service Cluster #4, agrees to distribute the American Federation of Government Employees (AFGE) Health Benefit Plan Brochure to all eligible unit employees during open health enrollment periods, provided such brochures are made available to the Department by the Union.

Section B. - Receipt of Bi-Weekly Paychecks:

All employees shall receive bi-weekly paychecks as soon as they are sorted and distributed to the various work locations. The Department shall distribute checks once they are processed.

ARTICLE 32
REDUCTION-IN-FORCE

Section A:

The Department agrees to provide the Union with at least thirty (30) days notice prior to formal notification to employees of a proposed reduction-in-force due to reorganization or technological changes which may result in a reduction-in-force of employees in the bargaining unit. The Department further agrees to investigate alternatives for minimizing the effect on employees through reassignment, retraining, or job restructuring, restricting recruitment and other appropriate means to avoid separation of employees in full compliance with applicable laws and regulations.

Priority reemployment 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 agency fills positions through in-service placement action; in accordance with District's reduction-in-force procedures.

Section B:

The Department shall implement all 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 published in the D.C. Register.

Section C:

The Department shall implement the provisions of the Compensation Agreement for Compensation Units 1 and 2 concerning layoffs and furloughs.

ARTICLE 33
REORGANIZATION/REALIGNMENT

Prior to the Department's implementation of a reorganization/realignment, the Department shall notify the Union, in writing, and shall provide the Union with the following:

- a. a description of the purpose and nature of the changes;
- b. organizational charts both existing and proposed;
- c. mission and function statements both existing and proposed;
- d. staffing patterns both existing and proposed; and
- e. any other relevant information needed by the Union to evaluate the reorganization and its impact on the bargaining unit.

ARTICLE 34
LEAVE ADMINISTRATION

Section A - Maternity:

Absence for maternity reasons is a period of approved absence for incapacitation related to pregnancy and confinement.

The granting of leave for this purpose is a combination of leave without pay, accumulated sick leave and annual leave. A pregnant employee is entitled to use her accumulated sick leave for period she is unable to work for medical reasons certified by a physician.

The employee is required to make known to her supervisor in advance her intent to request leave for maternity reasons, including the type of leave, approximate dates, and anticipated duration

to allow the Department to arrange for any staffing adjustments which might be necessary.

Section B - Paternity Leave:

A male employee may be granted his accumulated annual leave, leave without pay or a combination of both, for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons.

Section C - Leave for Adoptive Parents:

Request for leave by an employee, male or female, adopting a child may be granted based on his/her accumulated annual leave, leave without pay or a combination of both.

Section D:

Leave for maternity or paternity purposes may be granted for a period of up to three (3) months and may be extended to a maximum of six (6) months. The total amount of leave that can be granted for parenting reasons, consistent with this paragraph cannot exceed one (1) year.

Section E:

An employee will remain in the position or be placed in a position of like seniority, status and pay, upon return to work unless termination is otherwise required by expiration of appointment, by reduction-in-force, for cause, or for similar reasons unrelated to the maternity absence.

Section F:

Approval of leave shall be in accordance with District policies and regulations.

Section G - Union Business Leave:

Employees elected to any Union office or selected to perform work which takes them from their employer shall submit a written request for a Leave of Absence Without Pay. A request for a leave of absence shall be submitted two (2) weeks in advance. Such requests shall contain justification and dates of commencement and termination of such leave. The Employer agrees that the initial request for a leave of absence shall not exceed one (1) year.

The Employer shall have the right to grant or deny such requests. If granted, the initial leave of absence shall not exceed one (1) year and the employee benefit costs during that period will not be borne by the District government.

Section H - Education and Training Leave:

An employee may be granted a leave of absence without pay for

to one (1) year for educational or professional purposes. Such request must be submitted at least six (6) weeks in advance. The continuation of benefits shall be consistent with District's regulations and policies.

Section I - Military and Reserve Component:

The parties agree that this section is placed in the Agreement for information purposes only and does not constitute as having been negotiated this term. If there is a conflict between District policy and regulation regarding military and reserve components as stated herein, District policy and regulations shall prevail.

Members of the reserve components of the Armed Forces are entitled to leave with pay for a maximum of fifteen (15) calendar days in a calendar year upon submission of proper orders.

Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for all days of service for any parade or encampment which the D.C. National Guard, or any portion hereof, may be ordered to perform by the Commanding General, but does not include time spent on weekly drills and meetings of the D.C. National Guard. Notwithstanding the above, additional military leave with pay will be granted to members of the reserve component of the armed forces of the National Guard for the purpose of providing military aid to enforce law for a period not to exceed twenty-two (22) work days in a calendar year.

Section J - Call-In-Time:

Request for leave for illness or emergencies are required at least one (1) hour prior to or within the first hour of the scheduled hour of duty. All requests shall be called in to the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the next designated supervisor or manager's office. The supervisor receiving the call shall convey the request to the proper supervisor.

Section K - Leave for Death in the Family:

In the event of a death in an employee's immediate family (grandparents, parents, spouse, children, brother or sister, mother or father-in-law, brother or sister-in-law, son or daughter-in-law) every effort will be made to grant the employee's request for annual leave or leave without pay.

ARTICLE 35
NO STRIKE OR LOCKOUT

Section A:

Under the provisions of Section 1705 of D.C. Law 2-139, it is unlawful to participate in, authorize or ratify a strike.

Section B:

The term strike as used herein means a concerted refusal to perform duties or any unauthorized concerted work stoppage or slow-down.

Section C:

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 and provide for the safety of employees, equipment or the public.

ARTICLE 36
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement should be held invalid and unenforceable by any Court or higher authority of competent jurisdiction, such decision shall apply only to the specified Article, Section or portion thereof specified in the decision; and upon issuance of such a decision, either party may demand immediate negotiation for a substitute for the invalidated Article, Section, or portion thereof.

ARTICLE 37
DURATION AND FINALITY OF AGREEMENT

Section A:

This Agreement shall remain in full force and effect until September 30, 1990. The Agreement will become effective upon the Mayor's approval subject to the provisions of D.C. Code §1-618.15 (1987 ed.) and ratification by the Union. If disapproved because of certain provisions are asserted to be contrary to applicable law or if not ratified by the Union the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision or the offensive provision shall be deleted.

Section B:

The parties acknowledge that this contract represents the complete Agreement arrived at as a result of negotiations during which both had the unlimited right and opportunity to make demands and proposals with respect to any negotiable subject or matter. The Employer and the Union agrees to waive the right to negotiate with respect to any subject or matter referred to or covered or not specifically referred to or covered in this Agreement for the duration of this contract, unless by mutual consent or as provided in this Agreement.

Section C:

In the event that a state of civil emergency is declared by the Mayor (civil disorders, nature disasters, etc.) the provisions of this Agreement may be suspended by the Mayor during the time of emergency.

Section D:

This Agreement shall remain in effect until September 30, 1990 in accordance with Section A of this article, and will be automatically renewed for three (3) year periods thereafter unless either party gives to the other party written notice of intention to terminate or modify the Agreement no later than May 4, 1990.

Section E:

All terms and conditions of employment not covered by the terms of this Agreement shall continue to be subject to the Employer's direction and control provided, however, that if the Employer desires to institute a major change that has a significant impact upon the term(s) or condition(s) of employment of the entire bargaining unit or any group of bargaining unit employees the Employer shall provide the Union with advance notice and upon written request of the Union parties shall promptly negotiate the impact of such change.

MEMORANDUM OF UNDERSTANDING

The parties agree that the issues of child care and flexible work schedules are appropriate subjects for labor-management discussions. Therefore, the parties agree that during the term of the contract either party may initiate discussions regarding these topics. Further, the Union will be given the opportunity to present to the Department information it has with respect to these items.

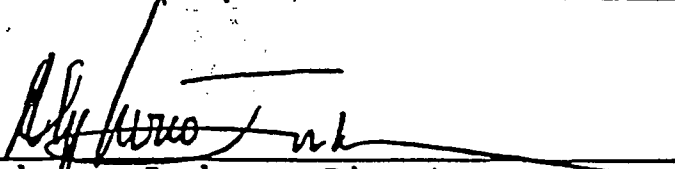
Louise Smothers
Louise Smothers, President
American Federation of
Government Employees, Local
2725


Karen-Ann Melby for MP
Michelle Peterson
Labor Relations Officer
D.C. Office of Labor Relations
and Collective Bargaining

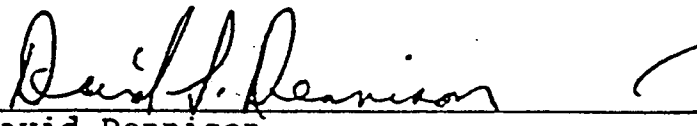
Date: 12-13-88

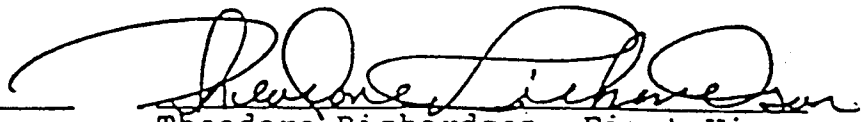
Date: 12-13-88

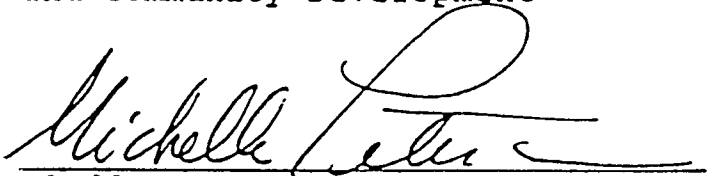
IN WITNESSES THEREOF, the parties have entered into this Agreement on this 13 day of December, 1988.



Alphonso Jackson, Director
Department of Public and Assisted
Housing



Louise Smothers, President
Local 2725, American Federation
of Government Employees, AFL-CIO



David Dennison
Director, Department of Housing
and Community Development



Theodore Richardson, First Vice-
President, Local 2725, American
Federation of Government
Employees, AFL-CIO

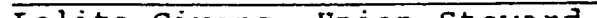

Michelle Peterson, Chief Negotiator
C. Office of Labor Relations and
Collective Bargaining

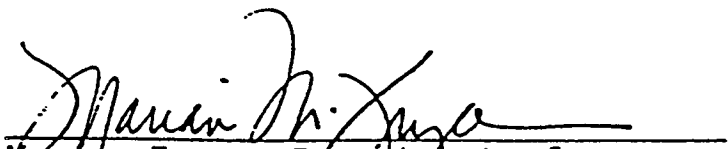

Vermont Vess, Asst. Chief
Steward, Local 2725, American
Federation of Government
Employees, AFL-CIO

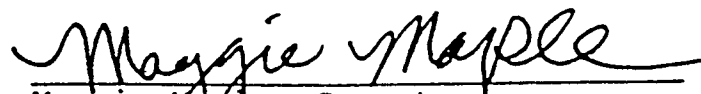

Nancy Holt, Department of Public
and Assisted Housing


Patricia Allen, Negotiation
Committee Member, Local 2725
American Federation of Govern-
ment Employees, AFL-CIO


Dayton Watkins, Department of
Housing and Community Development


Lolita Givens, Union Steward
(DHCD), Local 2725, American
Federation of Government
Employees, AFL-CIO


Maraan Fryer, Department of
Housing and Community Development


Maggie Maple, Secretary
Local 2725, American Federation
of Government Employees, AFL-CIO

Frances S. Sloan

Frances Sloan, Department of Housing
and Community Development

Arkei A. Sharef
Arkei A. Sharef, Union Steward
Local 2725, American Federation
of Government Employees, AFL-CIO

Alphonzo W. Johns

Alphonzo Johns, Department of
Housing and Community Development

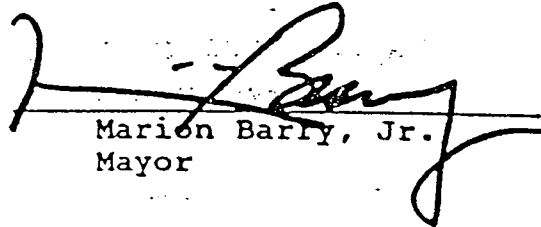
Terrie Bjorklund
Terrie Bjorklund, Attorney to
Local 2725, American Federation
of Government Employees, AFL-CIO

Moses Wilds, Jr., Department of
Housing and Community Development

Lola Black, D.C. Office of
Personnel

APPROVAL

This Collective Bargaining Agreement Between the District of Columbia Government and the American Federation of Government Employees (AFGE), Local 2725, dated December 13, 1988 has been reviewed in accordance with Section 1715(a) of the District of Comprehensive Merit Personnel Act (CMPA) of 1978 (§1-347.15, D.C. Code, 1973 Edition, Supplement VII, 1980) and is hereby approved this 27th day of January, 1989.


Marion Barry, Jr.
Mayor



MEMORANDUM OF UNDERSTANDING

BETWEEN

THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES,
AFL-CIO, LOCALS 2978, 383, 1975, 1000, 2741, 2725, 3721, 3444
and METRO DISTRICT 1199-NUHHCE

and

THE DISTRICT OF COLUMBIA
CONCERNING
CHAPTER 16 OF THE DISTRICT PERSONNEL MANUAL

The American Federation of Government Employees, AFL-CIO Locals, 2978, 383, 1975, 1000, 2741, 2725, 3721, 3444 and Metro District 1199-NUHHCE and the District of Columbia (collectively, referred to as the “Parties”) have engaged in impact and effect bargaining over the District’s rule changes to Chapter 16 of the District Personnel Manual (DPM), in effect as of May 19, 2017, and have come to the following mutual understandings and agreements with regard to the application of these rules to District employees represented by the above listed Unions.

1. With respect to § 1602.2, the Parties agree that, to the extent there is a difference, any negotiated agreement between the District Government, or any of its agencies, and a Labor Organization covered by this Agreement shall take precedence over the specific provision in conflict with this chapter for employees in the bargaining unit represented by the labor organization.

2. With respect to § 1602.3(c), except in matters involving employees of the Metropolitan Police Department and Fire and Emergency Medical Services Department, the District agrees to notify the Unions of any need or request for any extension of time to complete an investigation and to consider comments from the Unions on that subject. The District of Columbia Department of Human Resources (“DCHR”) will then consider the reasons for the request for an extension of time and the Unions’ comments, if any, and make a determination as to whether it will grant the requested extension.

3. With respect to § 1605.4, though not exhaustive, the Parties agree that the following classes of conduct and performance deficits constitute cause and warrant corrective or adverse action under § 1605.4(b): (b) False statements, including: (1) Deliberate falsification of an application for employment or other personal history record by omission of a material fact or by making a false entry; (2) Deliberate misrepresentation, falsification, or concealment of material facts or records in connection with an official matter; (3) Knowingly and willfully making an incorrect entry on an official record or approving an incorrect official record; and (4) Knowingly and willfully reporting false or misleading information or purposely omitting material facts, to any supervisor. The District agrees to create and publish a definition for the term “personal history record” as outlined in the proposed § 1605.4(b) (1). The Parties agree that discipline based on a falsification of a

personal history record must be based on a record submitted to the District in the context of the employee's employment.

4. With respect to § 1605.4(c), though not exhaustive, the following classes of conduct and performance deficits constitute cause and warrant corrective or adverse action: (c) Fiscal irregularities. In order to establish cause for adverse or corrective action against an employee for engaging in "fiscal irregularities," the District must demonstrate that the fiscal irregularities were on-duty or otherwise related to the employee's job duties.

5. With respect to § 1605.4(e), the term "neglect of duty" as proposed in § 1605.4(e) shall be defined as "failing to carry out official duties or responsibilities as would be expected of a reasonable individual in the same position. Neglect of duty includes a failure to perform assigned tasks or duties, undue delay in completing assigned tasks or duties, careless work habits, conducting personal business while on duty, abandoning an assigned post, sleeping or dozing on the job, loafing or failure to render assistance to the public." The Parties agree that neglect of duty should not be used as a catch-all to encompass other misconduct addressed by other causes for discipline.

6. The Parties agree that in appropriate discipline related cases, agency heads may utilize the counseling program for troubled employees as provided under § 2007 of the CMPA (D.C. Code, § 1-620.07) (2006 Repl.).

7. The Parties agree that pursuant to § 1613.3, the Union will be provided a reasonable opportunity to attend resolution conferences with the employee. In the event that the employee declines Union representation, the Union will have the right to be a silent observer in the conference.

8. The Parties agree that when implementing §1617.7, the agency shall additionally provide the materials relied upon in support of the enforced leave action.

9. The District agrees that if the basis for placing an employee on enforced leave pursuant to § 1617.9 does not result in corrective or adverse action, any annual leave or pay lost as a result of the enforced leave action shall be restored within ninety (90) days of reinstatement.

10. With respect to § 1618.5, the Parties agree that if the materials cannot be provided or identified by the Agency at the time of notice, they shall be made available immediately to the employee for his or her review upon request. Any response time frame shall be held in abeyance until the materials are made available to the employee for his or her review.

11. With respect to §1618.6, the Parties agree that service will be accomplished by delivery to the employee in person, or to the employee's address of record, by US mail or by a commercial courier that provides delivery tracking and confirmation information. Service by email will only be used as a last resort after

utilizing one of the service methods identified above and there is evidence that the employee actually received the notice.

12. With respect to § 1619.3/§ 1619.4, the Parties agree that employees represented by AFGE and NUHHCE who have been placed on administrative leave pending a final disciplinary decision will be informed by notification to the employee of any request for an extension of the time limit set forth in section 1619.2, the reason for the request, whether the extension was granted or denied, and the reason for such grant or denial of the extension of time.

13. With respect to § 1621.2, the Parties agree that, an Agency head shall authorize an employee to use official time to prepare a written response to any notice of proposed action in the following amounts; a up to four (4) hours for proposed corrective actions and a maximum of (10) hours for proposed adverse actions.

14. For the purposes of section 1621.6, the following language will apply to AFGE and NUHHCE employees: “At the time of the response, an employee shall raise every defense, fact or matter extenuation, exculpation, or mitigation of which the employee has knowledge or reasonably should have knowledge or which is relevant to the reasons for the proposed action, specifications, or proposed penalty.”

15. With respect to §1622.7, the Parties agree that the Hearing Officer shall ensure that there are no substantive ex parte communications during the administrative review process. Any substantive inquiry or information sent by or to the hearing officer shall be served on the employee, the employee's representative (if any) and the agency representative.

16. With respect to § 1623.8, the Parties agree that if the 45 day time limit outlined in § 1623.6 is extended, the Union will receive notice of the extension prior to the expiration of the 45 days outlined in § 1623.6.

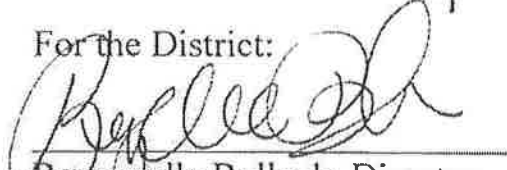
17. With respect to § 1635, the mediation procedures described in this section shall be available to bargaining unit employees. If mediation ends in an agreement, this precludes further grievance action. All mediation agreements are final and binding.

18. With respect to § 1699, days refers to calendar days for all periods of more than ten (10) days, otherwise, days are workdays.

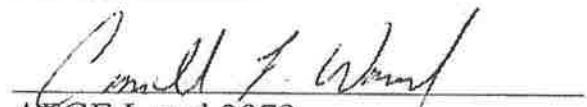
19. The foregoing eighteen numbered paragraphs represent the entirety of the Parties' agreement as to the impact and effect of the new proposed regulations on District employees represented by AFGE Locals 2978, 383, 1975, 1000, 2741, 2725, 3721, 3444 and Metro District 1199- NUHHCE. Any paragraph of the DPM not addressed by this Agreement is accepted as written by the Unions.

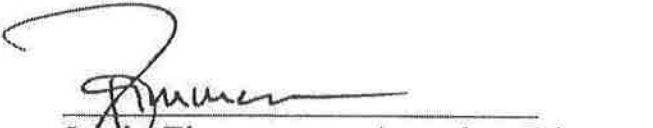
This 5th day of July 2018.

For the District:

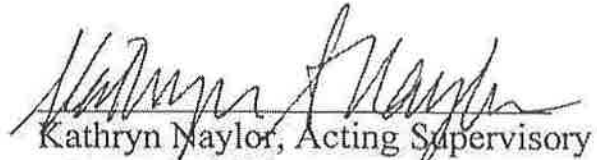

Repunzelle Bullock, Director
OLRCB

For the Unions:



AFGE Local 2978



Justin Zimmerman, Associate Director
DC Human Resources



AFGE Local 383

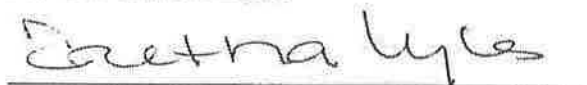

Kathryn Naylor, Acting Supervisory
Attorney Advisor
OLRCB


AFGE Local 1975


AFGE Local 1000


AFGE Local 2741


AFGE Local 2725


AFGE Local 3721

Metro District 1199-NUHHCE

AFGE Local 3444

**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.

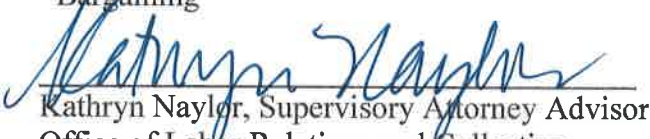
Compensation Units One and Two Collective Bargaining Agreement

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



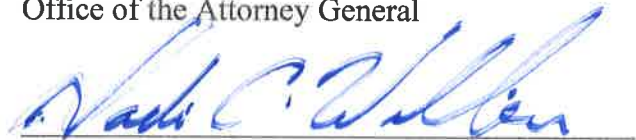
Kathryn Naylor, Supervisory Attorney Advisor
Office of Labor Relations and Collective



Eugene A. Adams, Director
Office of Administrative Hearings
Office



Karl Racine, Attorney General
Office of the Attorney General



Nadine Wilburn, Chief Counsel/Senior Advisor
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Tanya Royster, MD, Director
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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



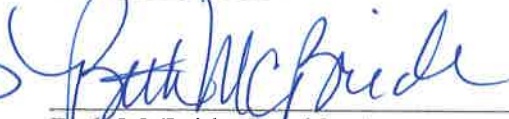
Lee Blackmon, National Representative
NAGE, District of Columbia Regional



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




Angie M. Gates, Director
D.C. Office of Cable Television, Film, Music and
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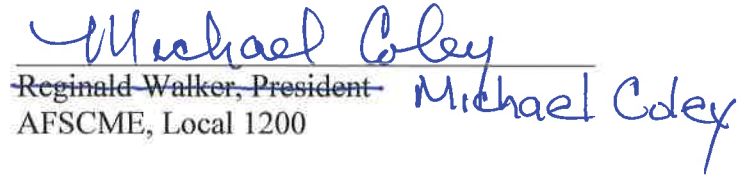




Barry Carey, President
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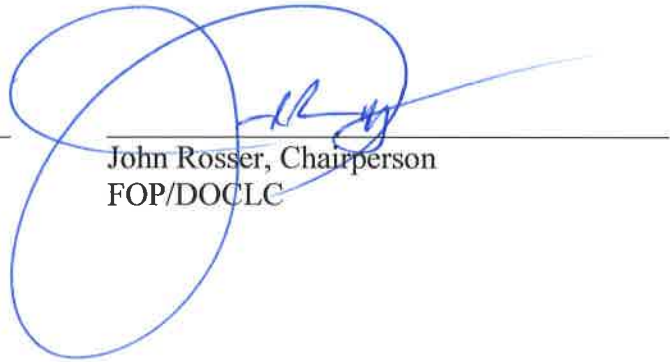
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Wanda Shelton Martin, Area Director
1199 NUHHCE

Roger A. Mitchell, Jr. MD, Chief Medical
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Office of the Chief Medical Examiner


~~Reginald Walker, President~~
AFSCME, Local 1200
Beverly Fields, Labor Liaison
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Miranda Gillis, President
AFGE, Local 2725

Barney Krucoff, Interim Chief Technology
Officer
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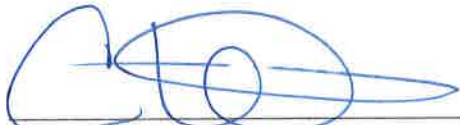


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Lisa Blackwell, Executive President
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Nina McIntosh-Jones, Labor Liaison
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Paulette Hutchings-Johnson, Labor Liaison
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Andrew Reese, Director
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Aretha Lyles, President
AFGE, Local 3721

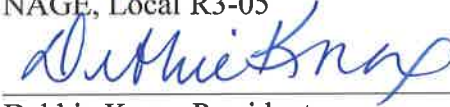


Gina Walton, President
AFGE, Local 1975

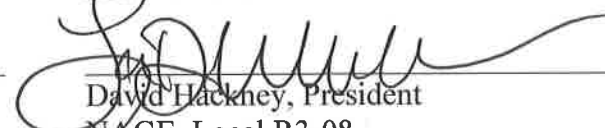
Lisa Wallace, Vice President
1199 SEIU/UHWE



Harvey Cannon, President
NAGE, Local R3-05



Debbie Knox, President
NAGE, Local R3-07



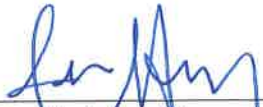
David Hackney, President
NAGE, Local R3-08



LaToya McDowney, President
NAGE, Local R3-09



Barbara Milton, President
AFGE, Local 631

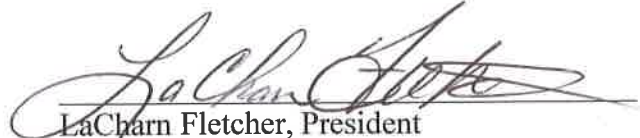


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Ritchie Brooks, President
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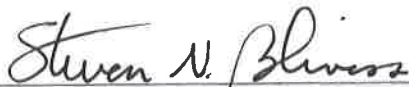
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Kathleen Ognibene, Labor Liaison
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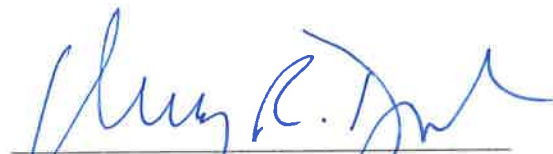
Perlsha Gales, President
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Christopher Rodriguez, Director
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George Barksdale, President
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Anthony Crispino, Labor Liaison
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Drew Hubbard, Labor Liaison
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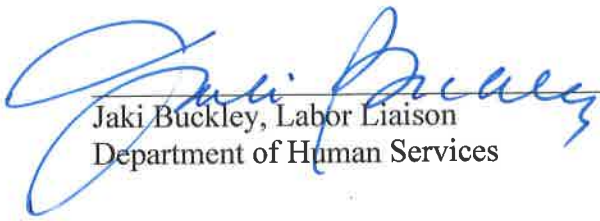
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D.C. Office of Human Rights



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

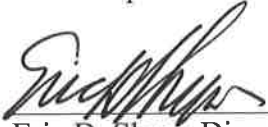
Odessa Nance, Labor Liaison
Department of Motor Vehicles

Peter Newsham, Chief
D.C. Metropolitan Police Department

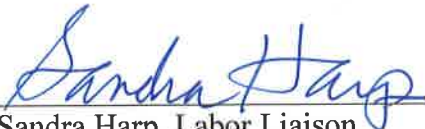
Mark Viehmeyer, Labor Liaison
D.C. Metropolitan Police Department

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, Esq.~~, 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

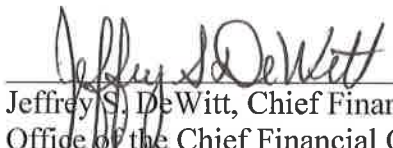
Yvonne McManus, Labor Liaison
Office of Unified Communications



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

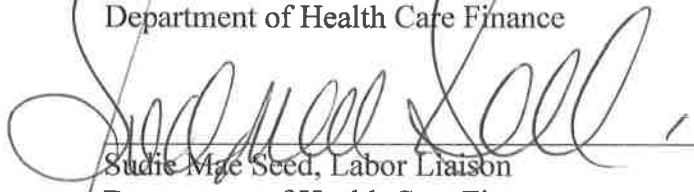
Richard Beverly, General Counsel
D.C. Public Service Commission

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)



Service Code Definition: Professional and Scientific

Fiscal Year: 2018

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 \$	69,360 \$	71,039 \$
10 \$	57,670 \$	59,519 \$	61,368 \$	63,217 \$	65,066 \$	66,915 \$	68,764 \$	70,613 \$	72,462 \$	74,311 \$	76,160 \$	78,009 \$
11 \$	63,337 \$	65,372 \$	67,407 \$	69,442 \$	71,477 \$	73,512 \$	75,547 \$	77,582 \$	79,617 \$	81,652 \$	83,687 \$	85,722 \$
12 \$	78,364 \$	80,797 \$	83,230 \$	85,663 \$	88,096 \$	90,529 \$	92,962 \$	95,395 \$	97,828 \$	100,261 \$	102,694 \$	105,127 \$
13 \$	90,288 \$	93,183 \$	96,078 \$	98,973 \$	101,868 \$	104,763 \$	107,658 \$	110,553 \$	113,448 \$	116,343 \$	119,238 \$	122,133 \$
14 \$	106,715 \$	110,133 \$	113,551 \$	116,969 \$	120,387 \$	123,805 \$	127,223 \$	130,641 \$	134,059 \$	137,477 \$	140,895 \$	144,313 \$

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:

Grade	Steps										Between Steps	
	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	\$ 38,706	\$ 39,709
3 \$	31,251	\$ 32,335	\$ 33,419	\$ 34,503	\$ 35,587	\$ 36,671	\$ 37,755	\$ 38,839	\$ 39,923	\$ 41,007	\$ 42,091	\$ 43,175
4 \$	32,776	\$ 33,889	\$ 35,002	\$ 36,115	\$ 37,228	\$ 38,341	\$ 39,454	\$ 40,567	\$ 41,680	\$ 42,793	\$ 43,906	\$ 45,019
5 \$	35,445	\$ 36,679	\$ 37,913	\$ 39,147	\$ 40,381	\$ 41,615	\$ 42,849	\$ 44,083	\$ 45,317	\$ 46,551	\$ 47,785	\$ 49,019
6 \$	39,271	\$ 40,640	\$ 42,009	\$ 43,378	\$ 44,747	\$ 46,116	\$ 47,485	\$ 48,854	\$ 50,223	\$ 51,592	\$ 52,961	\$ 54,330
7 \$	43,518	\$ 45,030	\$ 46,542	\$ 48,054	\$ 49,566	\$ 51,078	\$ 52,590	\$ 54,102	\$ 55,614	\$ 57,126	\$ 58,638	\$ 60,150
8 \$	47,792	\$ 49,314	\$ 50,836	\$ 52,358	\$ 53,880	\$ 55,402	\$ 56,924	\$ 58,446	\$ 59,968	\$ 61,490	\$ 63,012	\$ 64,534
9 \$	52,570	\$ 54,249	\$ 55,928	\$ 57,607	\$ 59,286	\$ 60,965	\$ 62,644	\$ 64,323	\$ 66,002	\$ 67,681	\$ 69,360	\$ 71,039

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Service Code Definition: Corrections and Other Occupation Groups

Fiscal Year: 2018

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	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
4 \$	38,024	\$ 39,080	\$ 40,136	\$ 41,192	\$ 42,248	\$ 43,304	\$ 44,360	\$ 45,416	\$ 46,472	\$ 47,528	\$ 48,584	\$ 49,640
5 \$	43,731	\$ 44,912	\$ 46,093	\$ 47,274	\$ 48,455	\$ 49,636	\$ 50,817	\$ 51,998	\$ 53,179	\$ 54,360	\$ 55,541	\$ 56,722
6 \$	46,094	\$ 47,413	\$ 48,732	\$ 50,051	\$ 51,370	\$ 52,689	\$ 54,008	\$ 55,327	\$ 56,646	\$ 57,965	\$ 59,284	\$ 60,603
7 \$	49,751	\$ 51,216	\$ 52,681	\$ 54,146	\$ 55,611	\$ 57,076	\$ 58,541	\$ 60,006	\$ 61,471	\$ 62,936	\$ 64,401	\$ 65,866
8 \$	51,851	\$ 53,477	\$ 55,103	\$ 56,729	\$ 58,355	\$ 59,981	\$ 61,607	\$ 63,233	\$ 64,859	\$ 66,485	\$ 68,111	\$ 69,737
9 \$	55,496	\$ 57,289	\$ 59,082	\$ 60,875	\$ 62,668	\$ 64,461	\$ 66,254	\$ 68,047	\$ 69,840	\$ 71,633	\$ 73,426	\$ 75,219
10 \$	61,116	\$ 63,091	\$ 65,066	\$ 67,041	\$ 69,016	\$ 70,991	\$ 72,966	\$ 74,941	\$ 76,916	\$ 78,891	\$ 80,866	\$ 82,841
11 \$	65,004	\$ 67,166	\$ 69,328	\$ 71,490	\$ 73,652	\$ 75,814	\$ 77,976	\$ 80,138	\$ 82,300	\$ 84,462	\$ 86,624	\$ 88,786
12 \$	77,891	\$ 80,488	\$ 83,085	\$ 85,682	\$ 88,279	\$ 90,876	\$ 93,473	\$ 96,070	\$ 98,667	\$ 101,264	\$ 103,861	\$ 106,458
13 \$	92,619	\$ 95,708	\$ 98,797	\$ 101,886	\$ 104,975	\$ 108,064	\$ 111,153	\$ 114,242	\$ 117,331	\$ 120,420	\$ 123,509	\$ 126,598
14 \$	109,467	\$ 113,112	\$ 116,757	\$ 120,402	\$ 124,047	\$ 127,692	\$ 131,337	\$ 134,982	\$ 138,627	\$ 142,272	\$ 145,917	\$ 149,562

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 X05 0186 Social Worker (Associate)

% 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:

Grade	Step												Between Steps																																																			
	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	\$ 52,110	\$ 53,223	\$ 54,336	\$ 55,449	\$ 56,562	\$ 57,675	\$ 58,788	\$ 59,901	\$ 61,014	\$ 62,127	\$ 63,240	\$ 64,353	\$ 65,466	\$ 66,579	\$ 67,692	\$ 68,805	\$ 69,918	\$ 71,031	\$ 72,144	\$ 73,257	\$ 74,370	\$ 75,483	\$ 76,596	\$ 77,709	\$ 78,822	\$ 79,935	\$ 81,048	\$ 82,161	\$ 83,274	\$ 84,387	\$ 85,500	\$ 86,613	\$ 87,726	\$ 88,839	\$ 89,952	\$ 91,065	\$ 92,178	\$ 93,291	\$ 94,404	\$ 95,517	\$ 96,630	\$ 97,743	\$ 98,856	\$ 99,969	\$ 101,082	\$ 102,195	\$ 103,308	\$ 104,421	\$ 105,534	\$ 106,647	\$ 107,760	\$ 108,873	\$ 110,000	\$ 111,113

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	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 0007 Correctional Officer
 Peoplesoft Schedule: DS0070 0083 Special Police Officer
 X10 0699 EMT/Paramedic

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	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

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	11	
5	\$ 36,153	\$ 37,412	\$ 38,671	\$ 39,930	\$ 41,189	\$ 42,448	\$ 43,707	\$ 44,966	\$ 46,225	\$ 47,484	\$ 48,743	\$ 50,002
6	\$ 40,058	\$ 41,454	\$ 42,850	\$ 44,246	\$ 45,642	\$ 47,038	\$ 48,434	\$ 49,830	\$ 51,226	\$ 52,622	\$ 54,018	\$ 55,414
7	\$ 44,389	\$ 45,931	\$ 47,473	\$ 49,015	\$ 50,557	\$ 52,099	\$ 53,641	\$ 55,183	\$ 56,725	\$ 58,267	\$ 59,809	\$ 61,351
8	\$ 48,746	\$ 50,299	\$ 51,852	\$ 53,405	\$ 54,958	\$ 56,511	\$ 58,064	\$ 59,617	\$ 61,170	\$ 62,723	\$ 64,276	\$ 65,829
9	\$ 53,620	\$ 55,333	\$ 57,046	\$ 58,759	\$ 60,472	\$ 62,185	\$ 63,898	\$ 65,611	\$ 67,324	\$ 69,037	\$ 70,750	\$ 72,463
10	\$ 58,823	\$ 60,709	\$ 62,595	\$ 64,481	\$ 66,367	\$ 68,253	\$ 70,139	\$ 72,025	\$ 73,911	\$ 75,797	\$ 77,683	\$ 79,569
11	\$ 64,603	\$ 66,679	\$ 68,755	\$ 70,831	\$ 72,907	\$ 74,983	\$ 77,059	\$ 79,135	\$ 81,211	\$ 83,287	\$ 85,363	\$ 87,439

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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 69,037	\$ 1,713

District of Columbia Government Salary Schedule: Comp Unit 1 & 2



Service Code Definition: Corrections and Other Occupation Groups

Fiscal Year: 2019

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	1	2	3	4	5	6	7	8	9	10	Between Steps
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:

Pay Plan/Schedule: CS
 Peoplesoft Schedule: DS0069 X06

% Increase: 2.0%

Resolution Number:

Date of Resolution:

- 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

Grade	Step												Between Steps
	1	2	3	4	5	6	7	8	9	10			
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	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
02 \$	16.43	\$ 17.00	\$ 17.57	\$ 18.14	\$ 18.71	\$ 19.28	\$ 19.85	\$ 20.42	\$ 20.99	\$ 21.56	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 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	\$ 44.16	\$ 1.21

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2019 Service Code Definition: Correctional Officers & EMS

Effective Date: October 14, 2018

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: 2.0%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
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	1	2	3	4	5	6	7	8	9	10	Between Steps
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



Service Code Definition: Corrections and Other Occupation Groups

Fiscal Year: 2020

Effective Date: October 13, 2019

Union/Nonunion: Union
 Pay Plan/Schedule: CS
 Peoplesoft Schedule: DS0067
 X04
 % Increase: 3.0%

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)

Resolution Number:
Date of Resolution:

Grade	1	2	3	4	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	Step												Between Steps																																																																																																																																																																																																																																																																																																																																																																																		
	1	2	3	4	5	6	7	8	9	10																																																																																																																																																																																																																																																																																																																																																																																					
5	\$ 43,051	\$ 44,221	\$ 45,391	\$ 46,561	\$ 47,731	\$ 48,901	\$ 50,071	\$ 51,241	\$ 52,411	\$ 53,581	\$ 54,751	\$ 55,921	\$ 57,091	\$ 58,261	\$ 59,431	\$ 60,601	\$ 61,771	\$ 62,941	\$ 64,111	\$ 65,281	\$ 66,451	\$ 67,621	\$ 68,791	\$ 69,961	\$ 71,131	\$ 72,301	\$ 73,471	\$ 74,641	\$ 75,811	\$ 76,981	\$ 78,151	\$ 79,321	\$ 80,491	\$ 81,661	\$ 82,831	\$ 84,001	\$ 85,171	\$ 86,341	\$ 87,511	\$ 88,681	\$ 89,851	\$ 91,021	\$ 92,191	\$ 93,361	\$ 94,531	\$ 95,701	\$ 96,871	\$ 98,041	\$ 99,211	\$ 100,381	\$ 101,551	\$ 102,721	\$ 103,891	\$ 105,061	\$ 106,231	\$ 107,401	\$ 108,571	\$ 109,741	\$ 110,911	\$ 112,081	\$ 113,251	\$ 114,421	\$ 115,591	\$ 116,761	\$ 117,931	\$ 119,101	\$ 120,271	\$ 121,441	\$ 122,611	\$ 123,781	\$ 124,951	\$ 126,121	\$ 127,291	\$ 128,461	\$ 129,631	\$ 130,801	\$ 131,971	\$ 133,141	\$ 134,311	\$ 135,481	\$ 136,651	\$ 137,821	\$ 138,991	\$ 140,161	\$ 141,331	\$ 142,501	\$ 143,671	\$ 144,841	\$ 146,011	\$ 147,181	\$ 148,351	\$ 149,521	\$ 150,691	\$ 151,861	\$ 153,031	\$ 154,201	\$ 155,371	\$ 156,541	\$ 157,711	\$ 158,881	\$ 160,051	\$ 161,221	\$ 162,391	\$ 163,561	\$ 164,731	\$ 165,901	\$ 167,071	\$ 168,241	\$ 169,411	\$ 170,581	\$ 171,751	\$ 172,921	\$ 174,091	\$ 175,261	\$ 176,431	\$ 177,601	\$ 178,771	\$ 179,941	\$ 181,111	\$ 182,281	\$ 183,451	\$ 184,621	\$ 185,791	\$ 186,961	\$ 188,131	\$ 189,301	\$ 190,471	\$ 191,641	\$ 192,811	\$ 193,981	\$ 195,151	\$ 196,321	\$ 197,491	\$ 198,661	\$ 199,831	\$ 201,001	\$ 202,171	\$ 203,341	\$ 204,511	\$ 205,681	\$ 206,851	\$ 208,021	\$ 209,191	\$ 210,361	\$ 211,531	\$ 212,701	\$ 213,871	\$ 215,041	\$ 216,211	\$ 217,381	\$ 218,551	\$ 219,721	\$ 220,891	\$ 222,061	\$ 223,231	\$ 224,401	\$ 225,571	\$ 226,741	\$ 227,911	\$ 229,081	\$ 230,251	\$ 231,421	\$ 232,591	\$ 233,761	\$ 234,931	\$ 236,101	\$ 237,271	\$ 238,441	\$ 239,611	\$ 240,781	\$ 241,951	\$ 243,121	\$ 244,291	\$ 245,461	\$ 246,631	\$ 247,801	\$ 248,971	\$ 250,141	\$ 251,311	\$ 252,481	\$ 253,651	\$ 254,821	\$ 255,991	\$ 257,161	\$ 258,331	\$ 259,501	\$ 260,671	\$ 261,841	\$ 263,011	\$ 264,181	\$ 265,351	\$ 266,521	\$ 267,691	\$ 268,861	\$ 270,031	\$ 271,201	\$ 272,371	\$ 273,541	\$ 274,711	\$ 275,881	\$ 277,051	\$ 278,221	\$ 279,391	\$ 280,561	\$ 281,731	\$ 282,901	\$ 284,071	\$ 285,241	\$ 286,411	\$ 287,581	\$ 288,751	\$ 289,921	\$ 291,091	\$ 292,261	\$ 293,431	\$ 294,601	\$ 295,771	\$ 296,941	\$ 298,111	\$ 299,281	\$ 300,451	\$ 301,621	\$ 302,791	\$ 303,961	\$ 305,131	\$ 306,301	\$ 307,471	\$ 308,641	\$ 309,811	\$ 310,981	\$ 312,151	\$ 313,321	\$ 314,491	\$ 315,661	\$ 316,831	\$ 318,001	\$ 319,171	\$ 320,341	\$ 321,511	\$ 322,681	\$ 323,851	\$ 325,021	\$ 326,191	\$ 327,361	\$ 328,531	\$ 329,701	\$ 330,871	\$ 332,041	\$ 333,211	\$ 334,381	\$ 335,551	\$ 336,721	\$ 337,891	\$ 339,061	\$ 340,231	\$ 341,401	\$ 342,571	\$ 343,741	\$ 344,911	\$ 346,081	\$ 347,251	\$ 348,421	\$ 349,591	\$ 350,761	\$ 351,931	\$ 353,101	\$ 354,271	\$ 355,441	\$ 356,611	\$ 357,781	\$ 358,951	\$ 360,121	\$ 361,291	\$ 362,461	\$ 363,631	\$ 364,801	\$ 365,971	\$ 367,141	\$ 368,311	\$ 369,481	\$ 370,651	\$ 371,821	\$ 372,991	\$ 374,161	\$ 375,331	\$ 376,501	\$ 377,671	\$ 378,841	\$ 380,011	\$ 381,181	\$ 382,351	\$ 383,521	\$ 384,691	\$ 385,861	\$ 387,031	\$ 388,201	\$ 389,371	\$ 390,541	\$ 391,711	\$ 392,881	\$ 394,051	\$ 395,221	\$ 396,391	\$ 397,561	\$ 398,731	\$ 399,901	\$ 401,071	\$ 402,241	\$ 403,411	\$ 404,581	\$ 405,751	\$ 406,921	\$ 408,091	\$ 409,261	\$ 410,431	\$ 411,601	\$ 412,771	\$ 413,941	\$ 415,111	\$ 416,281	\$ 417,451	\$ 418,621	\$ 419,791	\$ 420,961	\$ 422,131	\$ 423,301	\$ 424,471	\$ 425,641	\$ 426,811	\$ 427,981	\$ 429,151	\$ 430,321	\$ 431,491	\$ 432,661	\$ 433,831	\$ 435,001	\$ 436,171	\$ 437,341	\$ 438,511	\$ 439,681	\$ 440,851	\$ 442,021	\$ 443,191	\$ 444,361	\$ 445,531	\$ 446,701	\$ 447,871	\$ 449,041	\$ 450,211	\$ 451,381	\$ 452,551	\$ 453,721	\$ 454,891	\$ 456,061	\$ 457,231	\$ 458,401	\$ 459,571	\$ 460,741	\$ 461,911	\$ 463,081	\$ 464,251	\$ 465,421	\$ 466,591	\$ 467,761	\$ 468,931	\$ 470,101	\$ 471,271	\$ 472,441	\$ 473,611	\$ 474,781	\$ 475,951	\$ 477,121	\$ 478,291	\$ 479,461	\$ 480,631	\$ 481,801	\$ 482,971	\$ 484,141	\$ 485,311	\$ 486,481	\$ 487,651	\$ 488,821	\$ 490,000

District of Columbia Government Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2020
Effective Date: October 13, 2019
Union/Nonunion: Union
Service Code Definition: Maintenance, Trades, & Labor
Affected CBU/Service Code(s): L- Leader
 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	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
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:

Grade	Steps										Between Steps
	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	11	
5 \$	38,538 \$	39,881 \$	41,224 \$	42,567 \$	43,910 \$	45,253 \$	46,596 \$	47,939 \$	49,282 \$	50,625 \$	51,968 \$	53,311 \$
6 \$	42,704 \$	44,192 \$	45,680 \$	47,168 \$	48,656 \$	50,144 \$	51,632 \$	53,120 \$	54,608 \$	56,096 \$	57,584 \$	59,072 \$
7 \$	47,317 \$	48,962 \$	50,607 \$	52,252 \$	53,897 \$	55,542 \$	57,187 \$	58,832 \$	60,477 \$	62,122 \$	63,767 \$	65,412 \$
8 \$	51,964 \$	53,620 \$	55,276 \$	56,932 \$	58,588 \$	60,244 \$	61,900 \$	63,556 \$	65,212 \$	66,868 \$	68,524 \$	70,180 \$
9 \$	57,162 \$	58,988 \$	60,814 \$	62,640 \$	64,466 \$	66,292 \$	68,118 \$	69,944 \$	71,770 \$	73,596 \$	75,422 \$	77,248 \$
10 \$	62,707 \$	64,718 \$	66,729 \$	68,740 \$	70,751 \$	72,762 \$	74,773 \$	76,784 \$	78,795 \$	80,806 \$	82,817 \$	84,828 \$
11 \$	68,870 \$	71,083 \$	73,296 \$	75,509 \$	77,722 \$	79,935 \$	82,148 \$	84,361 \$	86,574 \$	88,787 \$	91,000 \$	93,213 \$

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:

Grade	Steps										Between Steps	
	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 \$	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 \$	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 \$	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 \$	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 \$	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 \$	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 \$	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 \$	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	Step														
	1	2	3	4	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	\$ 1,285	\$ 1,435	\$ 1,593	\$ 1,768
5	\$ 47,549	\$ 48,834	\$ 50,119	\$ 51,404	\$ 52,689	\$ 53,974	\$ 55,259	\$ 56,544	\$ 57,829	\$ 59,114	\$ 1,285	\$ 1,435	\$ 1,593	\$ 1,768	\$ 1,949
6	\$ 50,119	\$ 51,554	\$ 52,989	\$ 54,424	\$ 55,858	\$ 57,293	\$ 58,728	\$ 60,163	\$ 61,598	\$ 63,033	\$ 1,435	\$ 1,593	\$ 1,768	\$ 1,949	\$ 2,148
7	\$ 54,098	\$ 55,691	\$ 57,284	\$ 58,877	\$ 60,470	\$ 62,063	\$ 63,656	\$ 65,249	\$ 66,842	\$ 68,435	\$ 1,768	\$ 1,949	\$ 2,148	\$ 2,350	\$ 2,564
8	\$ 56,382	\$ 58,150	\$ 59,918	\$ 61,686	\$ 63,454	\$ 65,222	\$ 66,990	\$ 68,758	\$ 70,526	\$ 72,294	\$ 1,949	\$ 2,148	\$ 2,350	\$ 2,564	\$ 2,793
9	\$ 60,347	\$ 62,296	\$ 64,245	\$ 66,194	\$ 68,143	\$ 70,092	\$ 72,041	\$ 73,990	\$ 75,939	\$ 77,888	\$ 2,148	\$ 2,350	\$ 2,564	\$ 2,793	\$ 3,033
10	\$ 66,454	\$ 68,602	\$ 70,750	\$ 72,898	\$ 75,046	\$ 77,194	\$ 79,342	\$ 81,490	\$ 83,638	\$ 85,786	\$ 2,350	\$ 2,564	\$ 2,793	\$ 3,033	\$ 3,283
11	\$ 70,687	\$ 73,037	\$ 75,387	\$ 77,737	\$ 80,087	\$ 82,437	\$ 84,787	\$ 87,137	\$ 89,487	\$ 91,837	\$ 2,564	\$ 2,793	\$ 3,033	\$ 3,283	\$ 3,559
12	\$ 84,700	\$ 87,523	\$ 90,346	\$ 93,169	\$ 95,992	\$ 98,815	\$ 101,638	\$ 104,461	\$ 107,284	\$ 110,107	\$ 3,033	\$ 3,283	\$ 3,559	\$ 3,859	\$ 4,169
13	\$ 100,711	\$ 104,070	\$ 107,429	\$ 110,788	\$ 114,147	\$ 117,506	\$ 120,865	\$ 124,224	\$ 127,583	\$ 130,942	\$ 3,559	\$ 3,859	\$ 4,169	\$ 4,494	\$ 4,829
14	\$ 119,029	\$ 122,993	\$ 126,957	\$ 130,921	\$ 134,885	\$ 138,849	\$ 142,813	\$ 146,777	\$ 150,741	\$ 154,705	\$ 4,169	\$ 4,494	\$ 4,829	\$ 5,174	\$ 5,529

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 X05 0186 Social Worker (Associate)

% Increase: 3.5%

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
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	Step												Between Steps											
	1	2	3	4	5	6	7	8	9	10	11	12												
5	\$ 44,558	\$ 45,769	\$ 46,980	\$ 48,191	\$ 49,402	\$ 50,613	\$ 51,824	\$ 53,035	\$ 54,246	\$ 55,457	\$ 56,668	\$ 57,879	\$ 59,090	\$ 60,301	\$ 61,512	\$ 62,723	\$ 63,934	\$ 65,145	\$ 66,356	\$ 67,567	\$ 68,778	\$ 70,000		
6	\$ 49,386	\$ 50,728	\$ 52,070	\$ 53,412	\$ 54,754	\$ 56,096	\$ 57,438	\$ 58,780	\$ 60,122	\$ 61,464	\$ 62,806	\$ 64,148	\$ 65,490	\$ 66,832	\$ 68,174	\$ 69,516	\$ 70,858	\$ 72,200	\$ 73,542	\$ 74,884	\$ 76,226	\$ 77,568	\$ 78,910	
7	\$ 53,108	\$ 54,610	\$ 56,112	\$ 57,614	\$ 59,116	\$ 60,618	\$ 62,120	\$ 63,622	\$ 65,124	\$ 66,626	\$ 68,128	\$ 69,630	\$ 71,132	\$ 72,634	\$ 74,136	\$ 75,638	\$ 77,140	\$ 78,642	\$ 80,144	\$ 81,646	\$ 83,148	\$ 84,650	\$ 86,152	\$ 87,654
8	\$ 58,585	\$ 60,239	\$ 61,893	\$ 63,547	\$ 65,201	\$ 66,855	\$ 68,509	\$ 70,163	\$ 71,817	\$ 73,471	\$ 75,125	\$ 76,779	\$ 78,433	\$ 80,087	\$ 81,741	\$ 83,395	\$ 85,049	\$ 86,703	\$ 88,357	\$ 90,011	\$ 91,665	\$ 93,319	\$ 94,973	\$ 96,627
9	\$ 64,470	\$ 66,298	\$ 68,126	\$ 69,954	\$ 71,782	\$ 73,610	\$ 75,438	\$ 77,266	\$ 79,094	\$ 80,922	\$ 82,750	\$ 84,578	\$ 86,406	\$ 88,234	\$ 90,062	\$ 91,890	\$ 93,718	\$ 95,546	\$ 97,374	\$ 99,202	\$ 101,030	\$ 102,858	\$ 104,686	\$ 106,514
10	\$ 70,762	\$ 72,767	\$ 74,772	\$ 76,777	\$ 78,782	\$ 80,787	\$ 82,792	\$ 84,797	\$ 86,802	\$ 88,807	\$ 90,812	\$ 92,817	\$ 94,822	\$ 96,827	\$ 98,832	\$ 100,837	\$ 102,842	\$ 104,847	\$ 106,852	\$ 108,857	\$ 110,862	\$ 112,867	\$ 114,872	\$ 116,877
11	\$ 77,734	\$ 79,942	\$ 82,150	\$ 84,358	\$ 86,566	\$ 88,774	\$ 90,982	\$ 93,190	\$ 95,398	\$ 97,606	\$ 99,814	\$ 102,022	\$ 104,230	\$ 106,438	\$ 108,646	\$ 110,854	\$ 113,062	\$ 115,270	\$ 117,478	\$ 119,686	\$ 121,894	\$ 124,102	\$ 126,310	\$ 128,518
12	\$ 93,144	\$ 95,791	\$ 98,438	\$ 101,085	\$ 103,732	\$ 106,379	\$ 109,026	\$ 111,673	\$ 114,320	\$ 116,967	\$ 119,614	\$ 122,261	\$ 124,908	\$ 127,555	\$ 130,202	\$ 132,849	\$ 135,496	\$ 138,143	\$ 140,790	\$ 143,437	\$ 146,084	\$ 148,731	\$ 151,378	\$ 154,025

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	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
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:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
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



R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

Run date/Time 01-31-2023 09:48:44

Control Budget	DC Authority Reporting
Account Period	FY22
Agency	DR0
Fund	ALL
Account	ALL
Program	ALL
Cost Center	ALL
Project	ALL
Award	ALL

Agency	Agency Description	Fund Description	Fund	Fund Description	(Parent Level 3)	Level 1) Description	Account	Account Description	Program	Program Description	Center	Cost Center Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	ADDITIONAL GROSS PAY	7013012	BONUS PAY	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$29,891.83	-\$29,891.83
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	ADDITIONAL GROSS PAY	7013007	TERMINAL LEAVE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$14,030.25	-\$14,030.25
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	CONTINUING FULL TIME	7011001	CONTINUING FULL TIME	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$542,000.09	\$542,000.09	\$0.00	\$0.00	\$947,869.36	-\$405,869.27
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	CONTINUING FULL TIME- OTHERS	7012006	TERM FULL TIME	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$532,943.86	\$532,943.86	\$0.00	\$0.00	\$75,766.90	\$457,176.96
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014003	HEALTH BENEFITS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$69,180.07	-\$69,180.07
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014022	DC HEALTH BENEFIT FEES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$2,081.43	-\$2,081.43
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014020	RETIREMENT	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$43,195.39	-\$43,195.39
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014002	GROUP LIFE INSURANCE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$741.61	-\$741.61
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014015	OPTICAL PLAN	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$569.12	-\$569.12
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014013	RETIREMENT CONTRIBUTION - CIVIL SERVICE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$7,513.03	-\$7,513.03
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014009	RETIREMENT CONTRIBUTION - FICA	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$56,075.26	-\$56,075.26
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014019	MEDICARE CONTRIBUTION	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$13,799.76	-\$13,799.76
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014008	MISC FRINGE BENEFITS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$201,014.53	\$201,014.53	\$0.00	\$0.00	-\$1,520.14	\$202,534.67
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014018	PREPAID LEGAL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$631.97	-\$631.97
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	FRINGE BENEFITS - CURR PERSONNEL	7014016	DENTAL PLAN	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$1,778.08	-\$1,778.08
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	ENERGY COMM & BLDG RENTALS	7121009	TELEPHONE, TELETYPE, TELEGRAM, ETC	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$5,450.00	\$5,450.00	\$0.00	\$0.00	\$2,882.12	\$2,567.88
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131011	OFFICE SUPPORT	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$14,800.00	\$14,800.00	\$0.00	\$0.00	\$1,049.93	\$13,750.07
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131003	TRAVEL - OUT OF CITY	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$4,363.48	-\$4,363.48
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131035	IT HARDWARE MAINTENANCE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131009	PROF SERVICE FEES & CONTR	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$3,357.00	\$4,643.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131036	IT SOFTWARE MAINTENANCE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$767.69	-\$767.69
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131017	POSTAGE	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$1,620.00	\$280.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131044	OCTO IT ASSESSMENT	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$22,107.00	\$12,107.00	\$0.00	\$0.00	\$1,773.35	\$10,333.65
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	OTHER SERVICES & CHARGES	7131020	TUITION FOR EMPLOYEE TRAINING	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$11,126.00	\$11,126.00	\$0.00	\$0.00	\$4,276.00	\$6,850.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	PURCHASES EQUIPMENT & MACHINERY	7171008	IT HARDWARE ACQUISITIONS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$3,260.00	-\$3,260.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	PURCHASES EQUIPMENT & MACHINERY	7171003	PURCHASES EQUIPMENT & MACHINERY	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$3,370.00	\$3,370.00	\$0.00	\$0.00	\$0.00	\$3,370.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	RENTALS EQUIPMENT & OTHER	7172002	RENTALS MACHINERY & EQUIPMENT	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$6,780.00	\$6,780.00	\$0.00	\$0.00	\$6,445.00	\$335.00
DR0	RENTAL HOUSING COMMISSION	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	SUPPLIES & MATERIALS	7111002	OFFICE SUPPLIES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$3,919.63	\$3,919.63	\$0.00	\$0.00	\$2,212.53	\$1,707.10
Total:													\$1,359,911.11	\$1,349,911.11	\$0.00	\$0.00	\$1,292,611.02	\$56,300.09

R025 YTD Budgetary Control Analysis Report - DC Authority Reporting

Run date: 01-31-2023 10:03:19

Control Budget	DC Authority Reporting
Account Period	FY23
Agency	DR0
Fund	ALL
Account	ALL
Program	ALL
Cost Center	ALL
Project	ALL
Award	ALL

Agency	Agency Description	lnted	Fund Description	Fund	Fund Description (Parent Level 3)	Description	Account	Account Description	Program	Program Description	Cost Center	Description	Initial Budget	Revised Budget	Commitment	Obligation	Expenditure	Available Budget
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7011001	CONTINUING FULL TIME	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$1,025,840.03	\$1,025,840.03	\$0.00	\$0.00	\$200,222.64	\$825,617.39
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7012006	CONTINUING FULL TIME - OTHERS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$55,176.14	\$55,176.14	\$0.00	\$0.00	\$35,034.58	\$20,141.56
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014003	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$16,169.99	-\$16,169.99
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014022	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$488.17	-\$488.17
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014020	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$10,434.70	-\$10,434.70
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014002	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$169.56	-\$169.56
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014015	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$124.13	-\$124.13
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014013	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$1,628.29	-\$1,628.29
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014009	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$8,851.36	-\$8,851.36
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014019	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$2,993.52	-\$2,993.52
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014008	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$202,150.03	\$202,150.03	\$0.00	\$0.00	\$0.00	\$202,150.03
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014018	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$135.05	-\$135.05
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	PERSONNEL SERVICES	7014016	FRINGE BENEFITS - CURR PERSONNEL	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$0.00	\$0.00	\$0.00	\$0.00	\$373.73	-\$373.73
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7121009	ENERGY COMM & BLDG RENTALS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$806.27	\$806.27	\$0.00	\$0.00	\$327.38	\$478.89
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131011	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$11,800.00	\$11,800.00	\$0.00	\$0.00	\$0.00	\$11,800.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131036	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$489.60	\$489.60	\$0.00	\$0.00	\$489.60	\$0.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131017	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$1,900.00	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131009	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$8,000.00	\$8,000.00	\$3,576.00	\$6,456.00	\$0.00	-\$2,032.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131035	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$3,605.48	\$3,605.48	\$0.00	\$0.00	\$1,976.02	\$1,629.46
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131011	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131035	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131044	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$1,334.72	\$1,334.72	\$0.00	\$0.00	\$0.00	\$1,334.72
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7131020	OTHER SERVICES & CHARGES	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$11,126.00	\$11,126.00	\$0.00	\$0.00	\$0.00	\$11,126.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7171008	PURCHASES EQUIPMENT & MACHINERY	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$14,483.88	\$14,483.88	\$0.00	\$0.00	\$0.00	\$14,483.88
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7172002	RENTALS EQUIPMENT & OTHER	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$6,780.00	\$6,780.00	\$0.00	\$0.00	\$0.00	\$6,780.00
DR0	RENTAL HOUSING COMMISSION	1010	LOCAL FUND	1010001	LOCAL FUNDS	NON-PERSONNEL SERVICES	7111002	SUPPLIES & MATERIALS	300092	RENTAL HOUSING REGULATION AND COMPLIANCE	30120	OFFICE OF THE RENTAL HOUSING COMMISSION	\$3,919.63	\$3,919.63	\$0.00	\$0.00	\$0.00	\$3,919.63
Total:													\$1,356,911.78	\$1,356,911.78	\$3,576.00	\$6,456.00	\$279,418.72	\$1,067,461.06

Attachment I - Contracts & Grants

Contract / Procurement vs Grant	Vendor / Grantee Name	Contract Number / Grant Number	Contract / Grant Purpose - Description of Services	Competitive or Sole Source	Contract Type (N/A for Grants)	Original Contract / Grant Amount	Contract / Grant Term Begin Date	Contract / Grant Term End Date	Contract / Grant Period (FY22)	Contract / Grant Period Total Amount (FY22)	FY22 Funding Amount	FY22 Amount Spent	Contract / Grant Status	Funding Source (local, federal, private, special revenue)	Funding Program	Funding Activity	Funding Service (if applicable)	Notes
Contract/Procurement	XEROX	TBD	Maintenance - Copier	Competitive	TBD	6,445.00	10/1/2021	9/30/2022	Not Applicable	6,445.00	6,445.00	6,445.00	Ongoing	Local	Rental Housing Commission	Rental Housing Commission		
Contract/Procurement	Lexis Nexis	N/A	Subscription	Competitive	TBD	3,357.00	10/1/2021	9/30/2022	Not Applicable	3,357.00	3,357.00	3,357.00	Ongoing	Local	Rental Housing Commission	Rental Housing Commission		40
Total										\$9,802.00	\$9,802.00	\$9,802.00						

Attachment I - Contracts & Grants

Contract / Procurement vs Grant	Vendor / Grantee Name	Contract Number / Grant Number	Contract / Grant Purpose - Description of Services	Competitive or Sole Source	Contract Type (N/A for Grants)	Original Contract / Grant Amount	Contract / Grant Term Begin Date	Contract / Grant Term End Date	Contract / Grant Period (FY23)	Contract / Grant Period Total Amount (FY23)	FY23 Funding Amount	FY23 Amount Spent	Contract / Grant Status	Funding Source (local, federal, private, special revenue)	Funding Program	Funding Activity	Funding Service (if applicable)	Notes
Contract/Procurement	XEROX	TBD	Maintenance - Copier	Competitive	TBD	6,456.00	10/1/2022	9/30/2023	Not Applicable	6,456.00	6,456.00	0.00	Ongoing	Local	Rental Housing Commission	Rental Housing Commission		
Total										\$6,456.00	\$6,456.00	\$0.00						

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
RENTAL HOUSING COMMISSION**



December 30, 2021

The Honorable Anita Bonds, Chairperson
Committee on Housing and Executive Administration
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Dear Chairperson Bonds:

I am pleased to submit the attached annual report, pursuant to Section 201a(1)(E) of the "Rental Housing Act of 1985" (Act) (D.C. Law 6-10, D.C. OFFICIAL CODE § 42-3502.01a(1)(E)), on the Rental Housing Commission's (RHC) second-year operations as an independent agency. The RHC is the administrative court and regulatory body responsible for the impartial interpretation, implementation, and enforcement of the Act.

The RHC contributes to making the District's Rent Stabilization Program one of the most robust such programs in the country. The RHC is proud that tenants and housing providers trust the RHC to resolve administrative appeals, implement clear and comprehensive regulations, and determine permissible annual adjustments of rent for covered units.

The annual report highlights the RHC's finalization and implementation of new regulations – the first substantive amendments in 35 years! The RHC has worked with the Rent Administrator to ensure DHCD published the most critical forms for use by today (December 31, 2021), which is also the effective date of the new housing regulations.

The RHC looks forward to continuing to work with tenants, housing providers, legal professionals, advocates, and our partners across government. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Michael T. Spencer
Chairman and Chief Administrative Judge, RHC



DISTRICT OF COLUMBIA RENTAL HOUSING COMMISSION 2021 ANNUAL REPORT

December 31, 2021

Our Mission

The Rental Housing Commission (RHC) works to ensure the fair and effective implementation of the District of Columbia’s rent stabilization and tenant rights laws by publishing clear legal guidelines and resolving appeals in disputed cases.

Our Story

The RHC is the administrative court and regulatory body responsible for the impartial interpretation, implementation, and enforcement of the Rental Housing Act of 1985 (Act), D.C. Law 6-10, D.C. Official Code §§ 42-3501.01 - 3509.10.

The RHC: (1) certifies and publishes the annual, general rent adjustment; (2) issues, amends, and rescinds rules and procedures for the administration of the Act and for the resolution of disputes arising under the Act; and (3) in disputes under the Act, decides appeals from decisions of the Rent Administrator and the Office of Administrative Hearings (OAH).

The Act applies to all rental housing accommodations in the District of Columbia. Certain parts of the Act, such as eviction protections, apply to all District tenants. Title II of the Act is rent stabilization, which applies to any non-exempt rental unit. All rental units must be registered with the RAD either as subject to rent stabilization or exempt from rent stabilization. For any unit that is not registered with RAD, rent stabilization automatically applies. The most common exemptions are for rental units that are: (1) Federally or District-subsidized, (2) Built after 1975, (3) Owned by a natural person (i.e., not a corporation) who owns no more than four rental units in the District or (4) Vacant when the Act took effect.

The RHC generally hears and decides all matters as a three-judge panel. Disputes under the Act commonly include claims of illegal rent increases, requests for approval of special rent increases, repair of housing code violations, retaliation against tenants, and return of security deposits.

Our Team

- **Alim Al-Musawwir**, Program Support Assistant
- **Xavier Edwards**, Special Assistant (Detail)
- **Lisa M. Gregory**, Administrative Judge
- **Dorothy Grier**, Mediator
- **Daniel Mayer**, General Counsel
- **LaTonya Miles**, Clerk of the Court
- **Rupa Ranga Puttagunta**, Administrative Judge
- **Michael T. Spencer**, Chief Administrative Judge

A Robust Rulemaking Process

The RHC's first rulemaking in 35 years will take effect on December 31, 2021. This rulemaking will improve the well-being of tenants and housing providers and the families, businesses, and communities that depend on them to the greatest extent possible under the current Act.

The rulemaking will amend all the implementing rules under the Act in Title 14 (Housing) of the District of Columbia Municipal Regulations ("DCMR"), Chapters 38 through 44. The identified six core purposes for reissuing all the rules that implement the Act:

1. to implement statutory changes that determine the lawful rents for units covered by rent stabilization;
2. to implement and clarify the roles of the RAD and the OAH due to the transfer of the evidentiary hearing function;
3. to implement and conform to numerous other statutory changes enacted since the Commission's last rulemaking;
4. to codify and conform the rules to legal standards that are articulated in decisions of the Commission and the District of Columbia Court of Appeals (DCCA);
5. to update and improve operations and procedures of the RHC and Rental Accommodations Division (RAD) of DHCD, and
6. clarify language and to increase specificity in the rules.

The adopted rules will relate to:

1. the Rent Stabilization Program of the Act,
2. registration requirements under the Act,
3. requirements for notices to vacate a rental unit covered by the Act,

-
4. other tenant rights provided by the Act, and
 5. procedures used by the RHC and the RAD to process petitions and adjudicate cases arising under the Act.

Rulemaking Timeline

March 7, 1986 – The RHC published the first complete set of regulations the year after the Act became law.

February 6, 1998 – The RHC published a small set of updated regulations to reflect statutory changes and procedural clarifications.

August 2, 2019 – The RHC published its first notice of proposed rulemaking in over 20 years, for a public comment period of 90 days.

October 31, 2019 - The public notice and comment period ended for the first notice of proposed rulemaking. The Commission, working with DHCD and OAH, began reviewing the hundred-plus pages of comments received.

November 20, 2020 – The RHC published its second notice of proposed rulemaking, incorporating significant public feedback, for a public comment period of 60 days (now extended to 90).

February 4-5, 2021 – The RHC held a virtual hearing where stakeholders testified and shared thoughts on the second notice of proposed rulemaking.

February 16, 2021 – The public notice and comment period ended for the second notice of proposed rulemaking.

On August 20, 2021 - The Commission published a third notice of proposed rulemaking in the DC Register for a 30-day public comment period, which expired on September 20, 2021.

November 18, 2021 - The Commission voted to adopt final rules.

December 3, 2021 - The Commission published the notice of final rulemaking in the D.C. Register.

December 31, 2021 – The final notice of rulemaking take effect, updating and improving nearly all rules under the Act for the first time in 35 years.

Adjudication and Enforcement

A tenant in the District whose rental unit is covered by the Act may file a complaint if they believe their housing provider has or is violating the Act. Except for DCCA, the administrative processes outlined below are cost-free and do not require an attorney.

STEP 1 – File a Complaint with RAD

A tenant that believes their housing provider has violated the Act may file a tenant petition with RAD for alleged illegal rent increases, substantial reductions in services or facilities, retaliation, security deposit, and interference with tenant organizing activities.

STEP 2 – Be Heard by OAH

An administrative law judge (ALJ) at OAH hears and resolves the tenant petition. The ALJ disposes of the matter on substantive and procedural grounds.

STEP 3 – File an Appeal with RHC

A housing provider or a tenant may appeal the ALJ's decision to the RHC. Upon receipt of the notice of appeal, the RHC obtains the record from OAH and schedules the party for mediation. At this time, the RHC cannot mandate participation in mediation. Following mediation, the Clerk of the Court schedules the parties for a hearing before the RHC. The Commission may affirm, remand, or reverse the ALJ's decision in whole or in part. This is the last step of the administrative process and must be exhausted before the DCCA will hear and decide a case arising under the Act.

STEP 3 – File an Appeal with DCCA

A housing provider or a tenant may appeal the RHC's final decision to the DCCA. The court may affirm the agency decision or remand for further proceedings.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
RENTAL HOUSING COMMISSION**



December 30, 2022

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Dear Chairman Mendelson:

I am pleased to submit the attached annual report, pursuant to Section 201a(1)(E) of the "Rental Housing Act of 1985" (Act) (D.C. Law 6-10, D.C. OFFICIAL CODE § 42-3502.01a(1)(E)), on the Rental Housing Commission's (RHC) third-year operations as an independent agency. The RHC is the administrative court and regulatory body responsible for the impartial interpretation, implementation, and enforcement of the Act.

The RHC contributes to making the District's Rent Stabilization Program one of the most robust such programs in the country. The RHC is proud that tenants and housing providers trust the RHC to resolve administrative appeals, implement clear and comprehensive regulations, and determine permissible annual adjustments of rent for covered units.

The annual report highlights the RHC's implementation of new regulations – the first major amendments in 35 years, and its continued work to timely make regulatory changes.

The RHC looks forward to continuing to work with tenants, housing providers, legal professionals, advocates, and our partners across government. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Lisa M. Gregory
Interim Chair and Chief Administrative Judge, RHC



DISTRICT OF COLUMBIA RENTAL HOUSING COMMISSION 2022 ANNUAL REPORT

December 30, 2022

Our Mission

The Rental Housing Commission (RHC) works to ensure the fair and effective implementation of the District of Columbia's rent stabilization and tenant rights laws by publishing clear legal guidelines and resolving appeals in disputed cases.

Our Story

The RHC is the administrative court and regulatory body responsible for the impartial interpretation, implementation, and enforcement of the Rental Housing Act of 1985 (Act), D.C. Law 6-10, D.C. Official Code §§ 42-3501.01 - 3509.10.

The RHC: (1) certifies and publishes the annual, general rent adjustment; (2) issues, amends, and rescinds rules and procedures for the administration of the Act and for the resolution of disputes arising under the Act; and (3) in disputes under the Act, decides appeals from decisions of the Rent Administrator and the Office of Administrative Hearings (OAH).

The Act applies to all rental housing accommodations in the District of Columbia. Certain parts of the Act, such as eviction protections, apply to all District tenants. Title II of the Act is rent stabilization, which applies to any non-exempt rental unit. All rental units must be registered with the RAD either as subject to rent stabilization or exempt from rent stabilization. For any unit that is not registered with RAD, rent stabilization automatically applies. The most common exemptions are for rental units that are: (1) Federally or District-subsidized, (2) Built after 1975, (3) Owned by a natural person (i.e., not a corporation) who owns no more than four rental units in the District or (4) Vacant when the Act took effect.

The RHC generally hears and decides all matters as a three-judge panel. Disputes under the Act commonly include claims of illegal rent increases, requests for approval of special rent increases, repair of housing code violations, retaliation against tenants, and return of security deposits.

Our Team

- Alim Al-Musawwir, Program Support Assistant
- Xavier Edwards, Attorney Advisor
- Lisa M. Gregory, Interim Chair and Chief Administrative Judge
- Dorothy Grier, Mediator
- Adam Hunter, Administrative Judge
- Daniel Mayer, General Counsel
- LaTonya Miles, Clerk of the Court
- Michael T. Spencer, Acting Chief of Staff

A Robust Rulemaking Process

The RHC’s first major rulemaking in 35 years took effect on December 31, 2021. The Commission spent considerable time in 2022 working with its government partners to make sure the rules were implemented in the most efficient and effective manner. This rulemaking improves the well-being of tenants and housing providers and the families, businesses, and communities that depend on them to the greatest extent possible under the current Act.

The rulemaking amended all the implementing rules under the Act in Title 14 (Housing) of the District of Columbia Municipal Regulations (“DCMR”), Chapters 38 through 44. The identified six core purposes for reissuing all the rules that implement the Act:

1. to implement statutory changes that determine the lawful rents for units covered by rent stabilization;
2. to implement and clarify the roles of the RAD and the OAH due to the transfer of the evidentiary hearing function;
3. to implement and conform to numerous other statutory changes enacted since the Commission’s last rulemaking;
4. to codify and conform the rules to legal standards that are articulated in decisions of the Commission and the District of Columbia Court of Appeals (DCCA);
5. to update and improve operations and procedures of the RHC and Rental Accommodations Division (RAD) of DHCD, and
6. clarify language and to increase specificity in the rules.

The adopted rules relate to:

1. the Rent Stabilization Program of the Act,
2. registration requirements under the Act,
3. requirements for notices to vacate a rental unit covered by the Act,

-
4. other tenant rights provided by the Act, and
 5. procedures used by the RHC and the RAD to processes petitions and adjudicate cases arising under the Act.

On October 13, 2022, the Commission adopted emergency and proposed rules to make several technical corrections and minor procedural changes. These rules went into effect immediately and will remain in effect until February 10, 2023, unless final rules are published before then.

On December 9, 2022, the Commission published a notice of proposed rulemaking in the DC Register for public comment. The proposed rules relate to the Eviction Record Sealing Authority and Fairness in Renting Amendment Act of 2022 (D.C. Law 24-115), which took effect on May 18, 2022. That new law amends § 501 of the Rental Housing Act, related to notices to vacate and evictions, and adds a new § 510, related to tenant screening. The proposed rules amend Chapter 43 of Title 14 of the DCMR. Any persons wishing to comment on the proposed rules may do so in writing by January 27, 2023.

Adjudication and Enforcement

A tenant in the District whose rental unit is covered by the Act may file a complaint if they believe their housing provider has or is violating the Act. Except for DCCA, the administrative processes outlined below are cost-free and do not require an attorney.

STEP 1 – File a Complaint with RAD

A tenant that believes their housing provider has violated the Act may file a tenant petition with RAD for alleged illegal rent increases, substantial reductions in services or facilities, retaliation, security deposit, and interference with tenant organizing activities.

STEP 2 – Be Heard by OAH

An administrative law judge (ALJ) at OAH hears and resolves the tenant petition. The ALJ disposes of the matter on substantive and procedural grounds.

STEP 3 – File an Appeal with RHC

A housing provider or a tenant may appeal the ALJ's decision to the RHC. Upon receipt of the notice of appeal, the RHC obtains the record from OAH and schedules the party for mediation. At this time, the RHC cannot mandate participation in mediation.

Following mediation, the Clerk of the Court schedules the parties for a hearing before the RHC. The Commission may affirm, remand, or reverse the ALJ's decision in whole or in part. This is the last step of the administrative process and must be exhausted before the DCCA will hear and decide a case arising under the Act.

STEP 4 – File an Appeal with DCCA

A housing provider or a tenant may appeal the RHC's final decision to the DCCA. The court may affirm the agency decision or remand for further proceedings.



OFFICE OF COUNCILMEMBER ANITA BONDS
CHAIR, COMMITTEE ON HOUSING AND EXECUTIVE ADMINISTRATION
THE JOHN A. WILSON BUILDING
1350 PENNSYLVANIA AVENUE, NW
WASHINGTON, DC 20004

October 22, 2021

Nyasha Smith, Secretary
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Washington, DC 20004

Dear Secretary Smith,

Today, I am filing the “Rental Housing Commission Fair Opportunity for Appeal Amendment Act of 2021”. This bill would amend the Rental Housing Act of 1985 by increasing the time that parties would have to appeal a final decision of the Rent Administrator or Office of Administrative Hearings (OAH) to the Rental Housing Commission.

Parties would have 30 days to prepare and file an appeal to the RHC instead of the current 10 days. This change will make the appeals process consistent with industry standard, including the 30-day appeal deadline imposed by the DC Court of Appeals. Additionally, the proposed legislation would change the RHC deadline to issue decisions for appeals from 30 to 120 days. In sum, the proposed legislation provides litigants with a reasonable amount of time to consider whether they want to appeal a matter, additional time to consult an attorney or other representative, and expands RHC’s timeline to review pertinent information to issue decisions on appeal.

The proposed legislation also includes an additional subsection, namely subsection (h-1) which promotes mediation. Mediation can help parties to a dispute resolve issues without clogging the judicial arteries. Without having so many claims resolved only in court, the legislative aim is a more efficient adjudicative process where the Rental Housing Commission may process claims more quickly and thoroughly.

Sincerely,

A handwritten signature in black ink, appearing to read "ANITA BONDS".

Anita Bonds, At-Large Councilmember
Council of the District of Columbia



Councilmember Anita Bonds

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A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To amend the Rental Housing Act of 1985 to reflect changes in jurisdiction over administrative hearings, to increase the time in which parties aggrieved by final decisions of the Rent Administrator or Office of Administrative Hearings in contested cases may prepare and file an appeal to the Rental Housing Commission, to expedite the processing and improve the content of administrative records, to provide parties before the Rental Housing Commission sufficient time to brief arguments on appeal, to provide the Rental Housing Commission sufficient time to afford due consideration to the issues on appeal, and to provide greater opportunity for mediation and settlement of disputes.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the “Rental Housing Commission Fair Opportunity for Appeal Amendment Act of 2021”.

Sec. 2. Section 216 of The Rental Housing Act of 1985, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3502.16(h)), is amended as follows:

(a) Subsection (h) is amended to read as follows:

“(h) Decisions of the Rent Administrator or Office of Administrative Hearings shall be made on the record relating to any petition filed pursuant to this act. An appeal from any decision of the Rent Administrator or Office of Administrative Hearings arising under this act may be taken by an aggrieved party to the Rental Housing Commission within 30 days after the decision is issued, or the Rental Housing Commission may review a decision on its own

1 initiative. The Rent Administrator or Office of Administrative Hearings shall transmit the
2 complete, official record of the proceeding, including transcripts of any hearings, to the Rental
3 Housing Commission within 30 days of receiving notice that an appeal has been filed. The
4 Rental Housing Commission may reverse, in whole or in part, any decision that it finds to be
5 arbitrary, capricious, an abuse of discretion, not in accordance with the provisions of this act, or
6 unsupported by substantial evidence on the record of the proceedings, or it may affirm, in whole
7 or in part, the decision. The Rental Housing Commission shall issue a decision with respect to an
8 appeal within 120 days after the appeal is submitted for consideration.”.

9 (b) A new subsection (h-1) is added to read as follows:

10 “(h-1) While a petition filed under this section is pending before the Rent
11 Administrator or the Rental Housing Commission, the Rent Administrator or Rental Housing
12 Commission, respectively, may order the petitioner(s) and respondent(s) to attend mediation, to
13 be facilitated by that office, for the purposes of reaching a mutually agreeable settlement of any
14 or all issues relevant to the petition and may impose appropriate sanctions on any party that fails
15 to appear for mediation as ordered.”.

16 Sec. 3. Fiscal impact statement.

17 The Council adopts the fiscal impact statement in the committee report as the fiscal
18 impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act,
19 approved December 23, 1974 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

20 Sec. 4. Effective date.

21 This act shall take effect following approval by the Mayor (or in the event of a veto by
22 the Mayor, action by the Council to override the veto), a 30-day period of congressional review
23 as provided in section 602(c)(1) of the District of Columbia Home Rule Act, approved December

1 23, 1974 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of
2 Columbia Register
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Councilmember Anita Bonds

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A BILL

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To amend the Rental Housing Act of 1985 to reflect changes in jurisdiction over administrative hearings, to increase the time in which parties aggrieved by final decisions of the Rent Administrator or Office of Administrative Hearings in contested cases may prepare and file an appeal to the Rental Housing Commission, to expedite the processing and improve the content of administrative records, to provide parties before the Rental Housing Commission sufficient time to brief arguments on appeal, to provide the Rental Housing Commission sufficient time to afford due consideration to the issues on appeal, and to provide greater opportunity for mediation and settlement of disputes.

BE IT ENACTED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this act may be cited as the “Rental Housing Commission Fair Opportunity for Appeal Amendment Act of 2021”.

Sec. 2. Section 216 of The Rental Housing Act of 1985, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3502.16(h)), is amended as follows:

(a) Subsection (h) is amended to read as follows:

“(h) Decisions of the Rent Administrator or Office of Administrative Hearings shall be made on the record relating to any petition filed pursuant to this act. An appeal from any decision of the Rent Administrator or Office of Administrative Hearings arising under this act may be taken by an aggrieved party to the Rental Housing Commission within 30 days after the decision is issued, or the Rental Housing Commission may review a decision on its own

1 initiative. The Rent Administrator or Office of Administrative Hearings shall transmit the
2 complete, official record of the proceeding, including transcripts of any hearings, to the Rental
3 Housing Commission within 30 days of receiving notice that an appeal has been filed. The
4 Rental Housing Commission may reverse, in whole or in part, any decision that it finds to be
5 arbitrary, capricious, an abuse of discretion, not in accordance with the provisions of this act, or
6 unsupported by substantial evidence on the record of the proceedings, or it may affirm, in whole
7 or in part, the decision. The Rental Housing Commission shall issue a decision with respect to an
8 appeal within 120 days after the appeal is submitted for consideration.”.

9 (b) A new subsection (h-1) is added to read as follows:

10 “(h-1) While a petition filed under this section is pending before the Rent
11 Administrator or the Rental Housing Commission, the Rent Administrator or Rental Housing
12 Commission, respectively, may order the petitioner(s) and respondent(s) to attend mediation, to
13 be facilitated by that office, for the purposes of reaching a mutually agreeable settlement of any
14 or all issues relevant to the petition and may impose appropriate sanctions on any party that fails
15 to appear for mediation as ordered.”.

16 Sec. 3. Fiscal impact statement.

17 The Council adopts the fiscal impact statement in the committee report as the fiscal
18 impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act,
19 approved December 23, 1974 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

20 Sec. 4. Effective date.

21 This act shall take effect following approval by the Mayor (or in the event of a veto by
22 the Mayor, action by the Council to override the veto), a 30-day period of congressional review
23 as provided in section 602(c)(1) of the District of Columbia Home Rule Act, approved December

1 23, 1974 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(1)), and publication in the District of
2 Columbia Register
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