

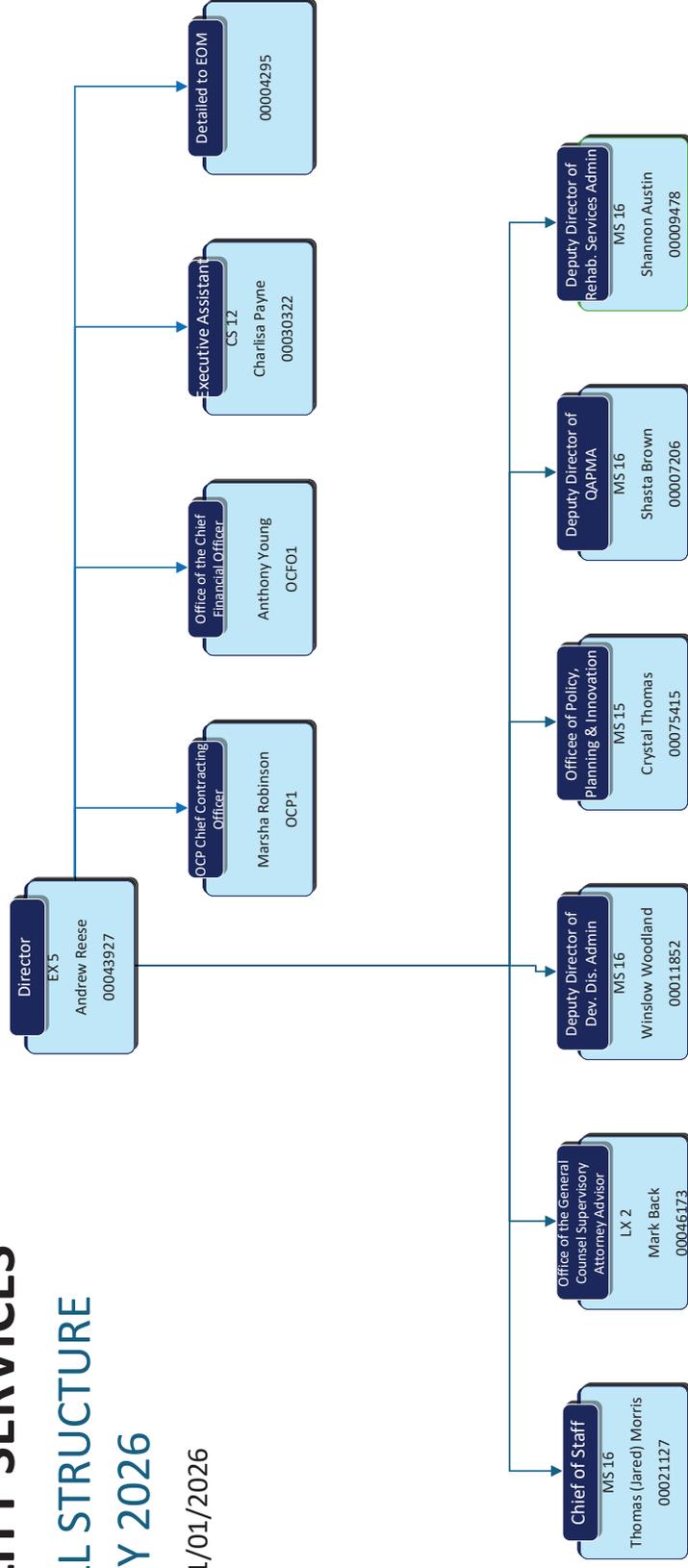
Q1

DEPARTMENT ON DISABILITY SERVICES

OVERALL STRUCTURE

FY 2026

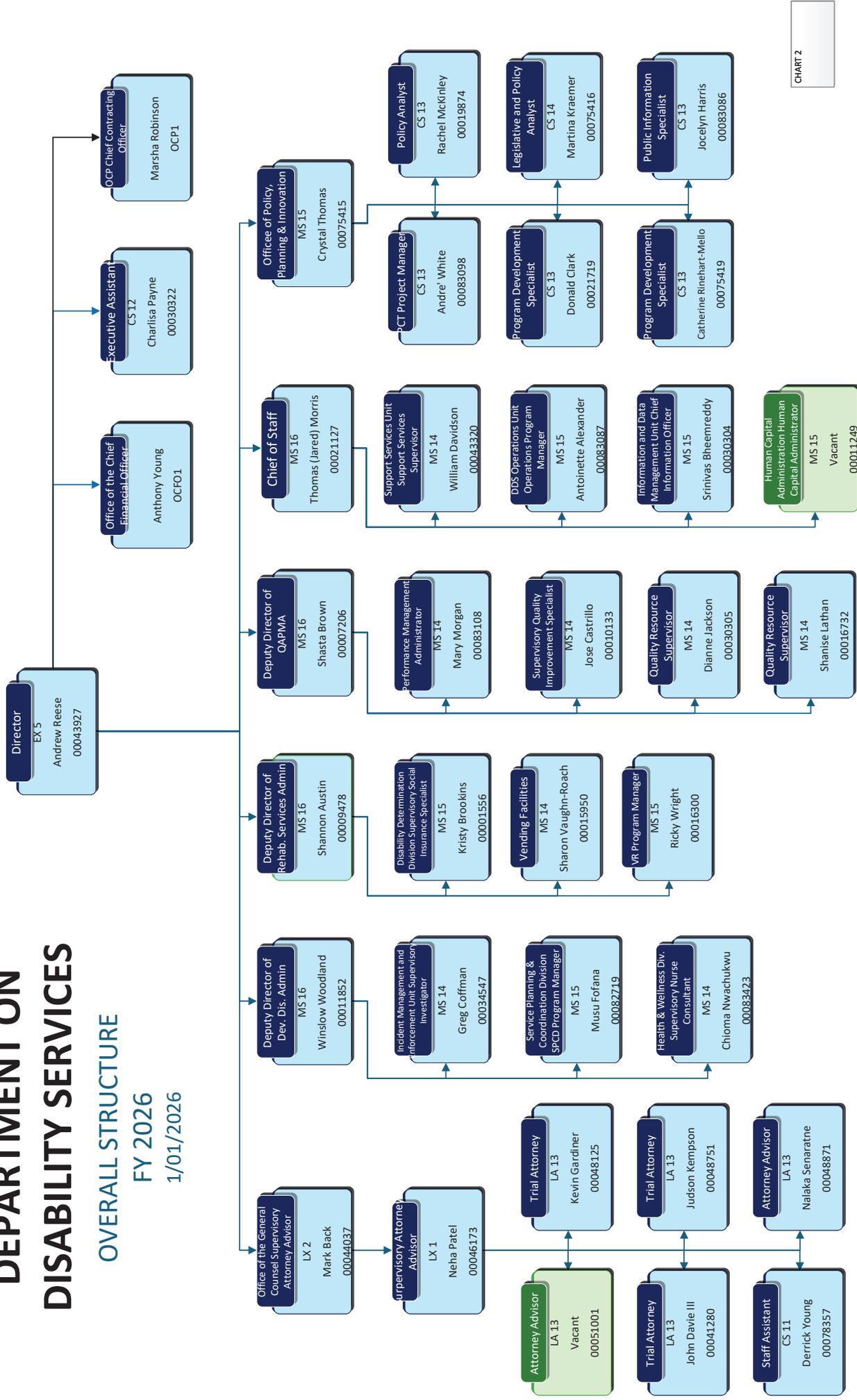
1/01/2026



DEPARTMENT ON DISABILITY SERVICES

OVERALL STRUCTURE

FY 2026
1/01/2026

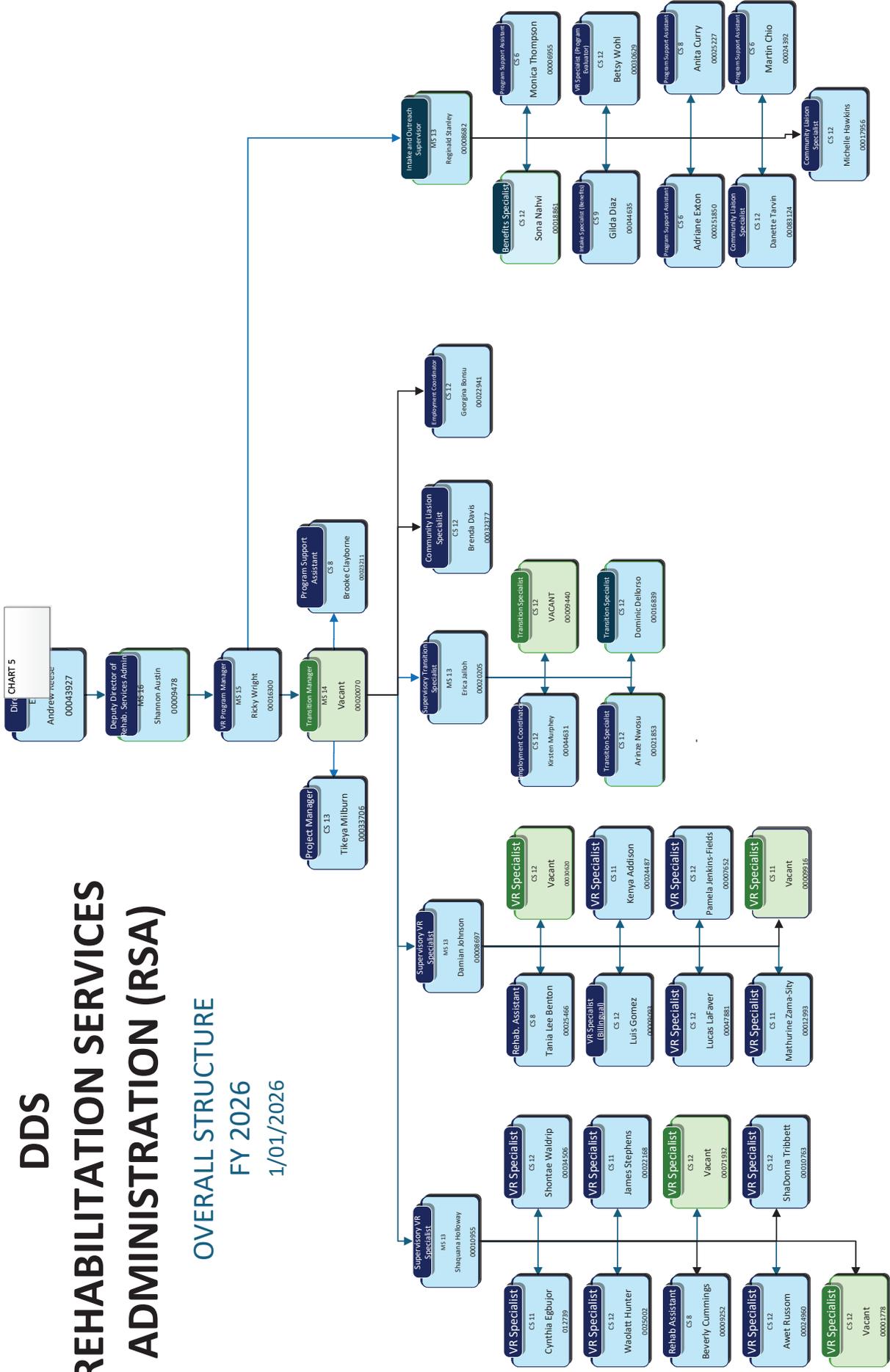


DDS REHABILITATION SERVICES ADMINISTRATION (RSA)

OVERALL STRUCTURE

FY 2026

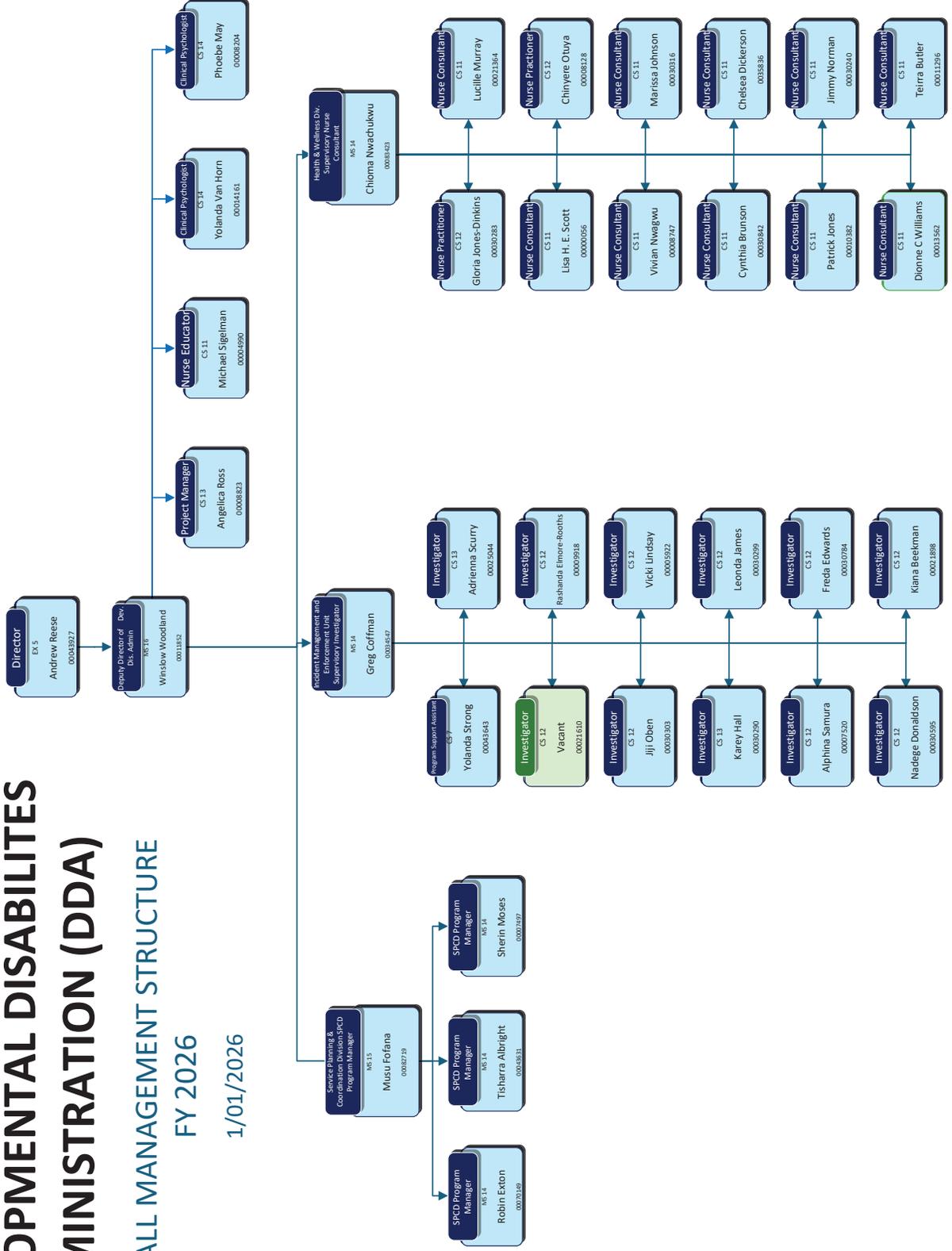
1/01/2026



DDS DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)

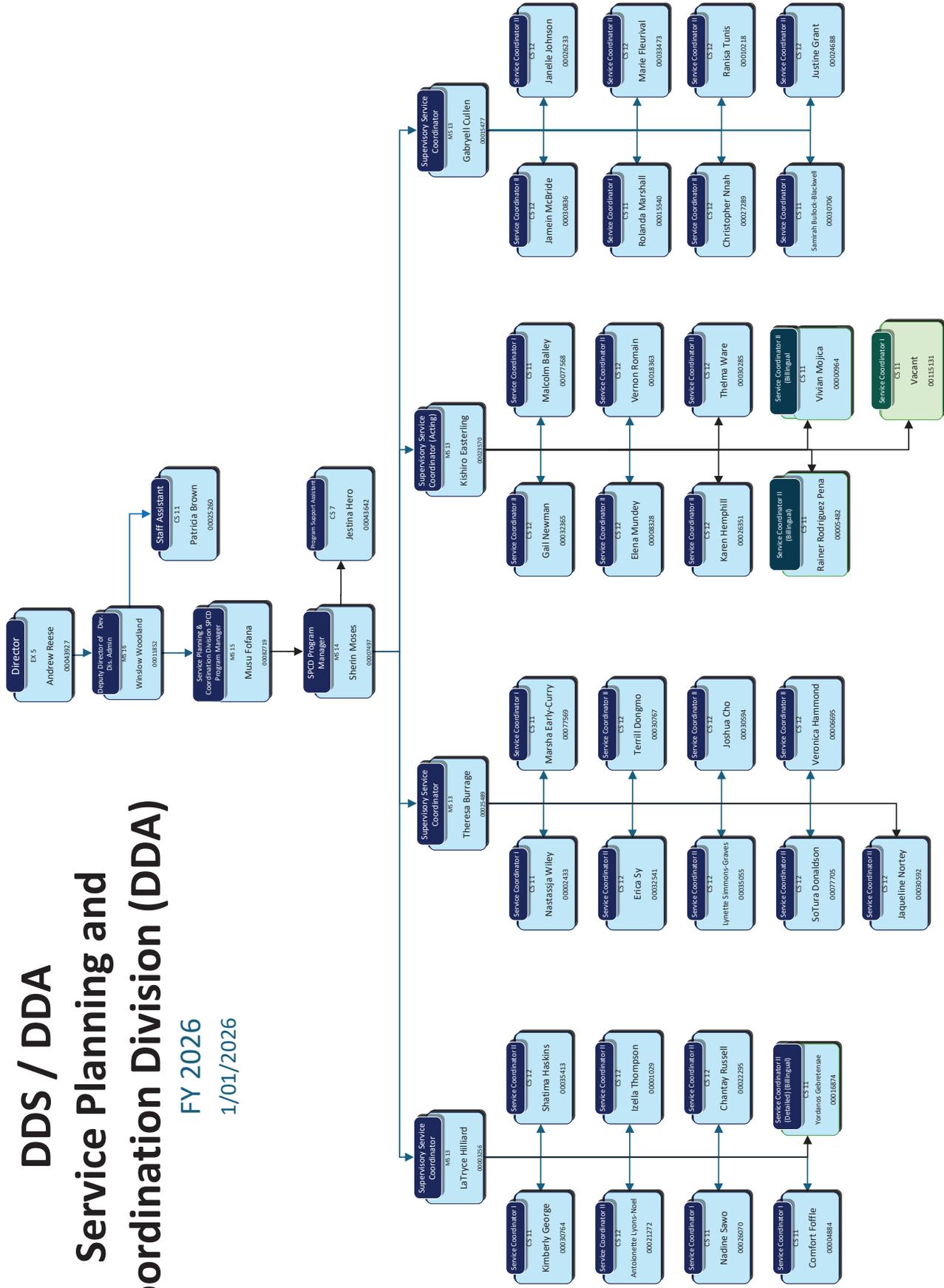
OVERALL MANAGEMENT STRUCTURE FY 2026

1/01/2026



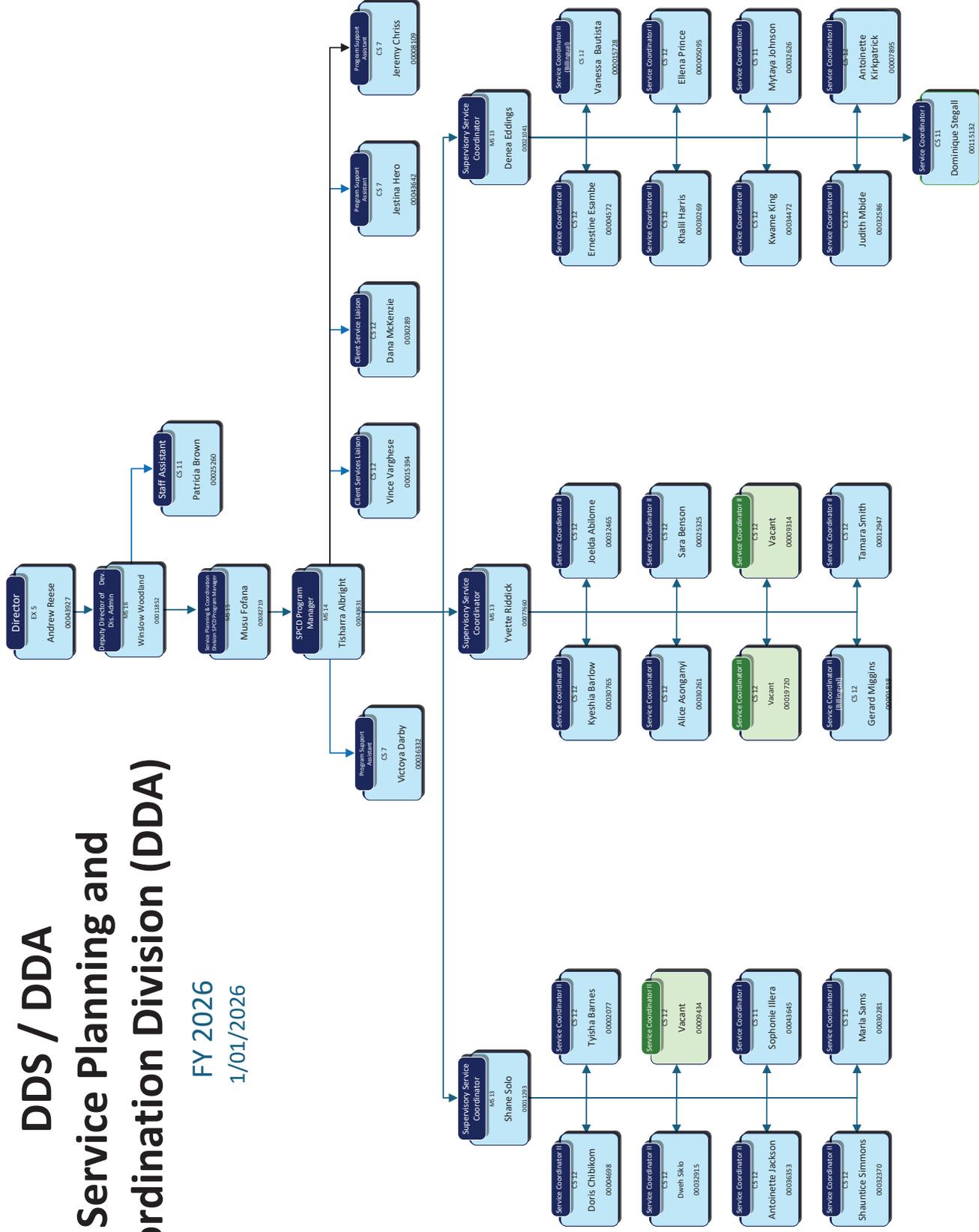
DDS / DDA Service Planning and Coordination Division (DDA)

FY 2026
1/01/2026



DDS / DDA Service Planning and Coordination Division (DDA)

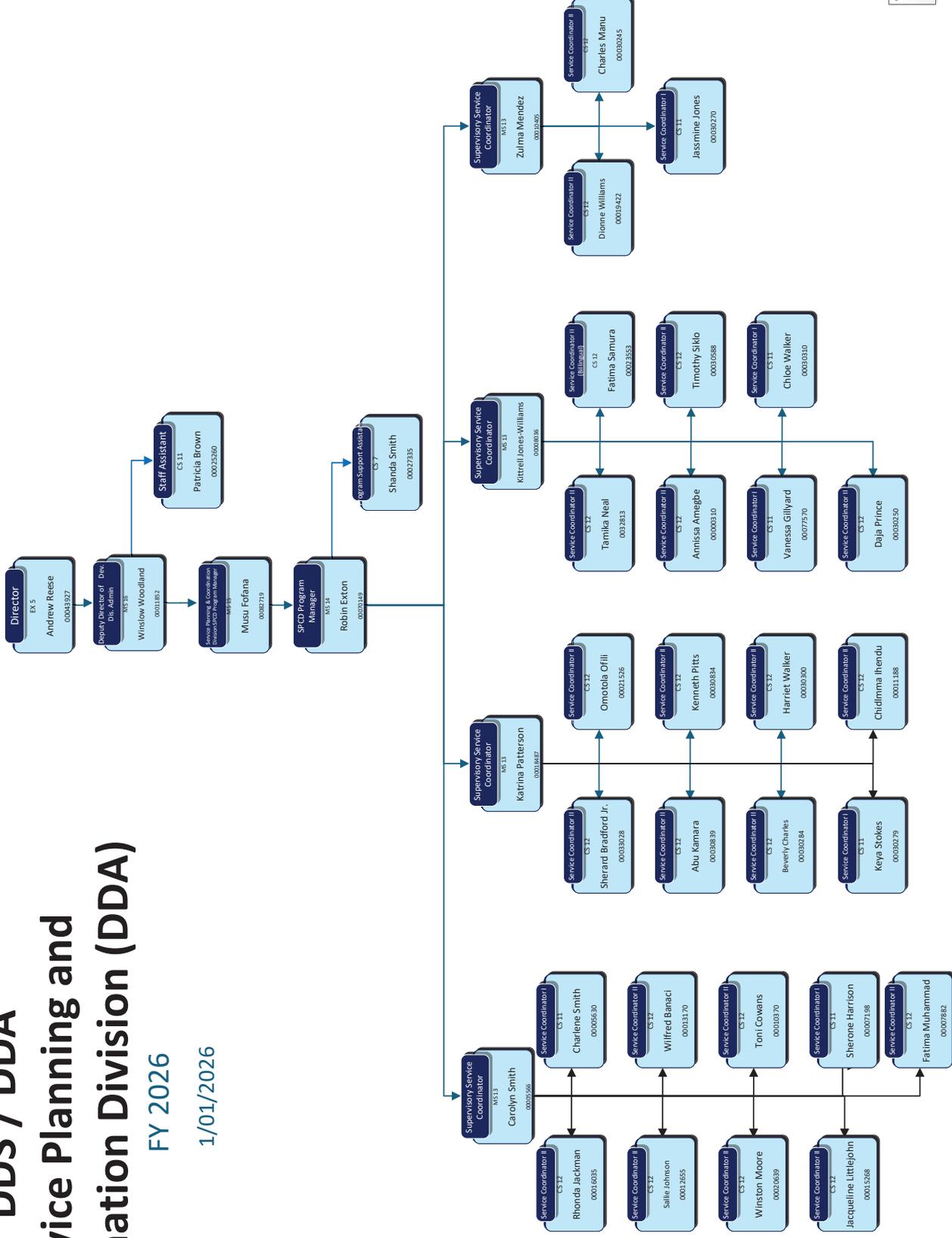
FY 2026
1/01/2026



DDS / DDA Service Planning and Coordination Division (DDA)

FY 2026

1/01/2026



DDS Office of the Deputy Director of Quality Assurance and Performance Management Administration (QAPMA)

OVERALL STRUCTURE
FY 2026
1/01/2026

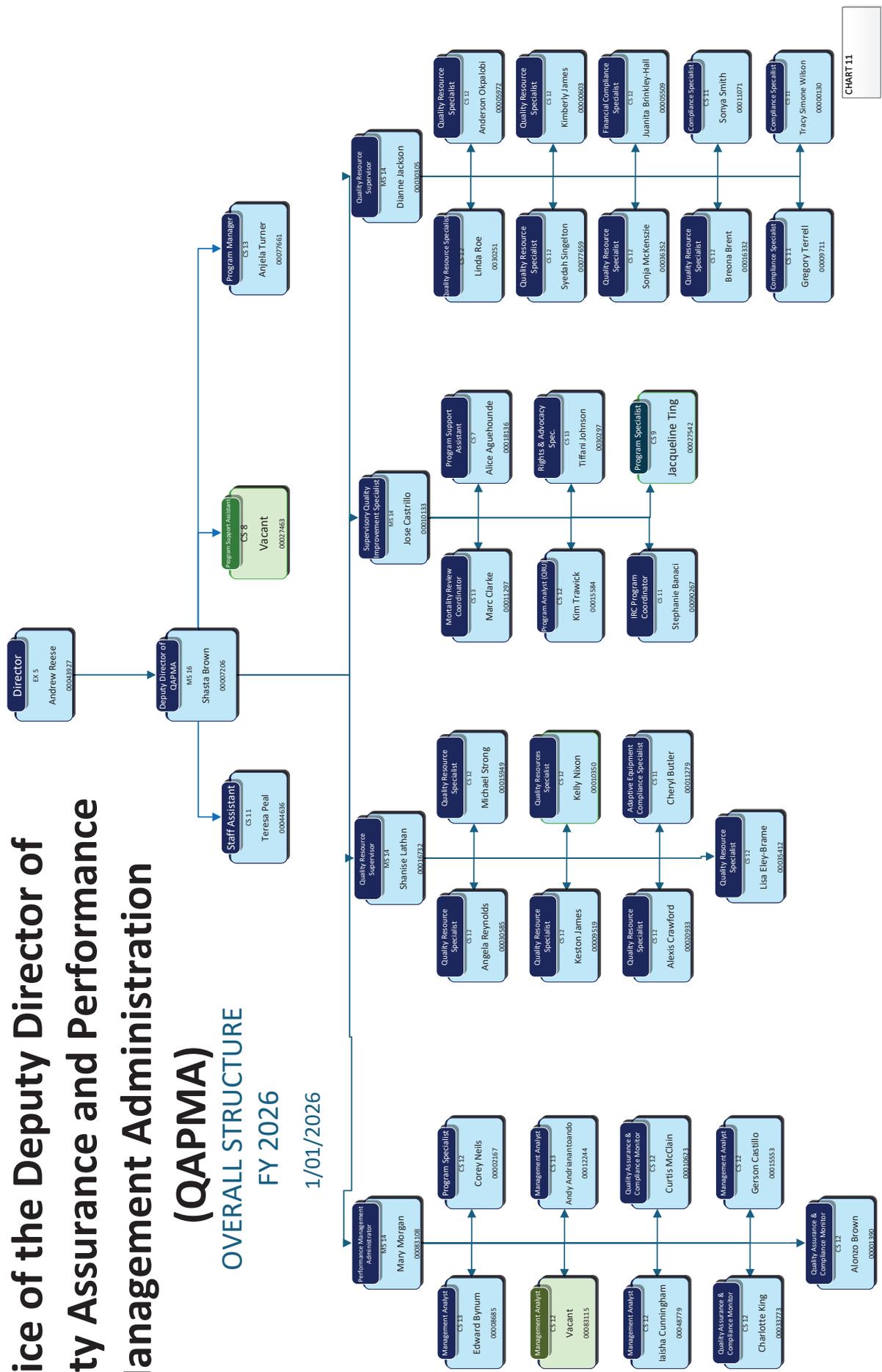


CHART 11

DDS Office of the Chief of Staff (COS)

OVERALL STRUCTURE
FY 2026
1/01/2026

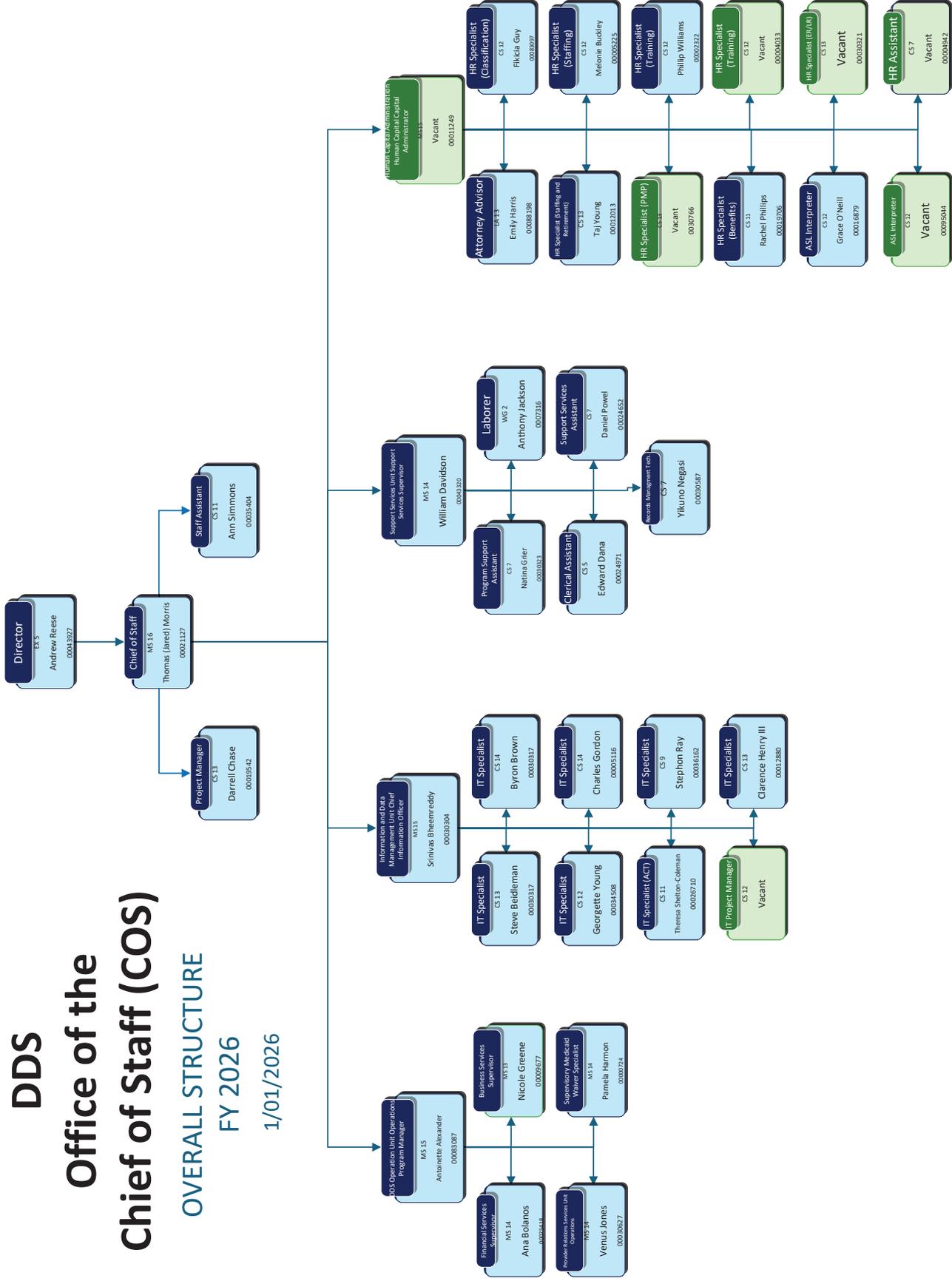


CHART 12

Q3

**DEPARTMENT ON DISABILITY SERVICES
SEPARATIONS/HIRES FOR FY25/FY26**

Months	FY25			FY26	
	# of Separations	# of Hires		# of Separations	# of Hires
Oct-24	2	1		NA	NA
Nov-24	7	0		NA	NA
Dec-24	1	4		NA	NA
Jan-25	1	6		NA	NA
Feb-25	2	3		NA	NA
Mar-25	4	4		NA	NA
Apr-25	2	3		NA	NA
May-25	4	1		NA	NA
Jun-25	0	0		NA	NA
Jul-25	2	0		NA	NA
Aug-25	0	0		NA	NA
Sep-25	1	0		NA	NA
Oct-25	NA	NA		1	1
Nov-25	NA	NA		1	2
Dec-25	NA	NA		2	0
Jan-26	NA	NA		2	0
TOTALS:	26	22		6	3

Q5



MURIEL BOWSER
MAYOR

September 16, 2025

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

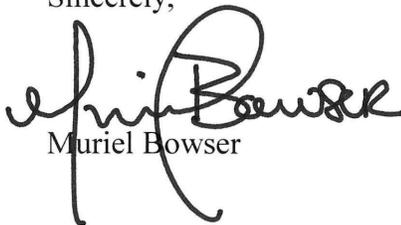
Enclosed for consideration and adoption by the Council of the District of Columbia is a proposed resolution entitled the "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025."

The collective bargaining agreement that will be approved by the resolution provides to American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) bargaining unit members at the District of Columbia Office of the Attorney General and District agencies subordinate to the Mayor a wage increase of 3% for FY 2024, 3% for FY 2025, and 3% for FY 2026.

The agreement also provides a 2% bonus to employees who receive a rating of "Excellent" for the designated evaluation period of the respective fiscal year and preserves the status quo of benefits plans offered to employees, such as life, health and dental insurance.

I urge the Council to take prompt and favorable action on the enclosed resolution.

Sincerely,


Muriel Bowser


Chairman Phil Mendelson
at the request of the Mayor

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7 A PROPOSED RESOLUTION
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9
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11 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA
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15

16 To approve the negotiated compensation agreement for employees in Compensation Unit 33.

17
18 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
19 resolution may be cited as the “Compensation and Working Conditions Agreement between the
20 District of Columbia and the Office of the Attorney General and the American Federation of
21 Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of
22 2025”.

23 Sec. 2. Pursuant to section 1717(j) of the District of Columbia Comprehensive Merit
24 Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-
25 617.17(j)), the Council approves the collective bargaining agreement between the District of
26 Columbia and the Office of the Attorney General and the American Federation of Government
27 Employees, Local 1403, AFL-CIO, and the associated pay schedules, which were transmitted to
28 the Council by the Mayor on _____.

29 Sec. 3. Transmittal

30 The Council shall transmit a copy of this resolution, upon its adoption, to the Mayor, the
31 Attorney General, and the American Federation of Government Employees, Local 1403.

32 Sec. 4. Fiscal impact statement.

33 The Council adopts the fiscal impact statement of the Chief Financial Officer as the fiscal
34 impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act,
35 approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

36 Sec. 5. Effective date.

37 This resolution shall take effect immediately.

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year: 2024 **Service Code Definition:** Attorneys (includes both OAG and other agencies)

Effective Date: October 8, 2023

Union/Nonunion: Union **Affected CBU/Service Code(s):** BQA A35

Pay Plan/Schedule: LS (Legal Service)
Peoplesoft Schedule: LA0002

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	65,114 \$	67,285 \$	69,456 \$	71,627 \$	73,798 \$	75,969 \$	78,140 \$	80,311 \$	82,482 \$	84,653 \$	2,171
10 \$	71,722 \$	74,109 \$	76,496 \$	78,883 \$	81,270 \$	83,657 \$	86,044 \$	88,431 \$	90,818 \$	93,205 \$	2,387
11 \$	78,774 \$	81,405 \$	84,036 \$	86,667 \$	89,298 \$	91,929 \$	94,560 \$	97,191 \$	99,822 \$	102,453 \$	2,631
12 \$	94,422 \$	97,572 \$	100,722 \$	103,872 \$	107,022 \$	110,172 \$	113,322 \$	116,472 \$	119,622 \$	122,772 \$	3,150
13 \$	112,290 \$	116,034 \$	119,778 \$	123,522 \$	127,266 \$	131,010 \$	134,754 \$	138,498 \$	142,242 \$	145,986 \$	3,744
14 \$	132,688 \$	137,114 \$	141,540 \$	145,966 \$	150,392 \$	154,818 \$	159,244 \$	163,670 \$	168,096 \$	172,522 \$	4,426
15 \$	156,095 \$	161,297 \$	166,497 \$	171,697 \$	176,899 \$	182,099 \$	187,300 \$	192,501 \$	195,300 \$	199,240 \$	Varies

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year: 2025 **Service Code Definition:** Attorneys (includes both OAG and other agencies)

Effective Date: October 6, 2024

Union/Nonunion: Union **Affected CBU/Service Code(s):** BQA A35

Pay Plan/Schedule: LS (Legal Service)
Peoplesoft Schedule: LA0002

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
09 \$	67,068 \$	69,304 \$	71,540 \$	73,776 \$	76,012 \$	78,248 \$	80,484 \$	82,720 \$	84,956 \$	87,192 \$	2,236
10 \$	73,872 \$	76,331 \$	78,790 \$	81,249 \$	83,708 \$	86,167 \$	88,626 \$	91,085 \$	93,544 \$	96,003 \$	2,459
11 \$	81,137 \$	83,847 \$	86,557 \$	89,267 \$	91,977 \$	94,687 \$	97,397 \$	100,107 \$	102,817 \$	105,527 \$	2,710
12 \$	97,253 \$	100,498 \$	103,743 \$	106,988 \$	110,233 \$	113,478 \$	116,723 \$	119,968 \$	123,213 \$	126,458 \$	3,245
13 \$	115,660 \$	119,516 \$	123,372 \$	127,228 \$	131,084 \$	134,940 \$	138,796 \$	142,652 \$	146,508 \$	150,364 \$	3,856
14 \$	136,668 \$	141,227 \$	145,786 \$	150,345 \$	154,904 \$	159,463 \$	164,022 \$	168,581 \$	173,140 \$	177,699 \$	4,559
15 \$	160,778 \$	166,136 \$	171,492 \$	176,848 \$	182,206 \$	187,562 \$	192,919 \$	198,276 \$	201,159 \$	205,217 \$	Varies

District of Columbia Government Salary Schedule: Legal Services (Union)



Fiscal Year: 2026 **Service Code Definition:** Attorneys (includes both OAG and other agencies)

Effective Date: October 5, 2025

Union/Nonunion: Union **Affected CBU/Service Code(s):** BQA A35

Pay Plan/Schedule: LS (Legal Service)
Peoplesoft Schedule: LA0002

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
09 \$	69,080	\$ 71,383	\$ 73,686	\$ 75,989	\$ 78,292	\$ 80,595	\$ 82,898	\$ 85,201	\$ 87,504	\$ 89,807	\$	2,303
10 \$	76,087	\$ 78,620	\$ 81,153	\$ 83,686	\$ 86,219	\$ 88,752	\$ 91,285	\$ 93,818	\$ 96,351	\$ 98,884	\$	2,533
11 \$	83,572	\$ 86,363	\$ 89,154	\$ 91,945	\$ 94,736	\$ 97,527	\$ 100,318	\$ 103,109	\$ 105,900	\$ 108,691	\$	2,791
12 \$	100,172	\$ 103,514	\$ 106,856	\$ 110,198	\$ 113,540	\$ 116,882	\$ 120,224	\$ 123,566	\$ 126,908	\$ 130,250	\$	3,342
13 \$	119,129	\$ 123,101	\$ 127,073	\$ 131,045	\$ 135,017	\$ 138,989	\$ 142,961	\$ 146,933	\$ 150,905	\$ 154,877	\$	3,972
14 \$	140,767	\$ 145,463	\$ 150,159	\$ 154,855	\$ 159,551	\$ 164,247	\$ 168,943	\$ 173,639	\$ 178,335	\$ 183,031	\$	4,696
15 \$	165,601	\$ 171,120	\$ 176,637	\$ 182,153	\$ 187,672	\$ 193,189	\$ 198,707	\$ 204,224	\$ 207,194	\$ 211,374	\$	Varies

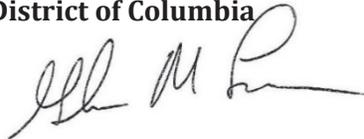
Government of the District of Columbia
Office of the Chief Financial Officer



Glen Lee
Chief Financial Officer

MEMORANDUM

TO: The Honorable Phil Mendelson
Chairman, Council of the District of Columbia

FROM: Glen Lee
Chief Financial Officer 

DATE: March 7, 2025

SUBJECT: Fiscal Impact Statement – Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025

REFERENCE: Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

Conclusion

Funds are sufficient in the fiscal year 2025 through fiscal year 2028 budget and financial plan to implement the resolution. The resolution will approve pay increases and other compensation for attorneys in multiple agencies that will cost approximately \$6 million in fiscal year 2025 and a total of approximately \$25 million over the financial plan. The Local Funds portion of the cost is \$5 million in fiscal year 2025 and a total of \$18.8 million through fiscal year 2028. \$440,000 was previously funded in the Office of the Attorney General (OAG); funding to cover the remaining costs not already built into the financial plan is available in the Workforce Investments Account.

Background

The resolution approves a compensation and working conditions agreement between the District and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33). It is in effect from fiscal year 2024 through fiscal year 2026. The agreement covers approximately 370 positions across 27 agencies, with an average salary of approximately \$132,000. Approximately 73 percent of the current positions are in OAG, and approximately 71.6 percent of the positions are locally funded.

The Honorable Phil Mendelson

FIS: "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025", Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

Increases to Base Salary

Compensation unit members will receive the following increases to base salary, effective October 1 of each of the following years:

- 3.0 percent for fiscal year 2024 (retroactive);
- 3.0 percent in fiscal year 2025; and
- 3.0 percent in fiscal year 2026.

All members active in fiscal year 2024, including those who retired, will receive the retroactive pay increase for fiscal year 2024.

Other Compensation

Bargaining unit members receiving an "excellent" or higher performance review rating will receive a bonus of two percent of base salary. Total disbursements for time and a half pay are capped at \$150,000 (up from \$100,000 in the previous contract) per fiscal year across the entire bargaining unit. These provisions also apply retroactively for fiscal year 2024.

Financial Plan Impact

Funds are sufficient in the fiscal year 2025 through fiscal year 2028 budget and financial plan to implement the resolution. The resolution will approve pay increases and other compensation for attorneys in multiple agencies that will cost approximately \$6 million in fiscal year 2025 and a total of approximately \$25 million over the financial plan. The Local Funds portion of the cost is \$5 million in fiscal year 2025 and a total of \$18.8 million through fiscal year 2028. \$440,000 was previously funded in the OAG; funding to cover the remaining costs not already built into the financial plan is available in the Workforce Investments Account.

The agreement's increases to base pay and fringe benefits will total \$5 million in fiscal year 2025, including retroactive payments for fiscal year 2024, and \$23.8 million over the four year budget and financial plan.

The cost of performance bonuses is estimated to be \$1 million in fiscal year 2025, including retroactive payments for fiscal year 2024, and \$1.5 million over the four year budget and financial plan.

The Honorable Phil Mendelson

FIS: "Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025", Draft Resolution as provided to the Office of Revenue Analysis on January 13, 2025

Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2025
FISCAL IMPACT FY 2025- FY 2028
(\$ in thousands)

	FY 2025^(a)	FY 2026^(b)	FY 2027^(c)	FY 2028	Four-Year Total
Retroactive Salary and Fringe Increases	\$1,658	\$0	\$0	\$0	\$1,658
Retroactive Bonus Pay	\$535	\$0	\$0	\$0	\$535
Base Salary and Fringe Increases	\$3,366	\$5,125	\$6,273	\$7,442	\$22,207
Bonus Pay ^(d)	\$476	\$518	\$0	\$0	\$994
Additional Pay ^(e)	\$50	\$50	\$0	\$0	\$100
TOTAL COST	\$6,085	\$5,693	\$6,273	\$7,442	\$25,053
Local Funds Portion ^(f)	\$4,980	\$4,076	\$4,491	\$5,329	\$18,876
Less: Previously funded by OAG	(\$440)	\$0	\$0	\$0	(\$440)
Less: Funds available in the Financial Plan ^(g)	\$0	(\$667)	(\$1,348)	(\$2,041)	(\$4,056)
COST TO BE COVERED BY WORKFORCE INVESTMENTS ACCOUNT (UPO)	\$4,540	\$3,409	\$3,144	\$3,288	\$14,360

Table Notes

- (a) Includes 3 percent increase for all active members in fiscal year 2025 and for fiscal year 2024 retroactive to October 1, 2023. Fringe benefit costs are also included at 12.65 percent of the salary.
- (b) Salaries increased by 3 percent per the agreement in fiscal years 2024, 2025, and 2026 only.
- (c) Includes inflationary factor of 1.9 percent for fiscal year 2027 and fiscal year 2028.
- (d) Based on FY 2024 results, an estimated 47% will receive a bonus of 2 percent of salary in FY 2025 and FY 2026.
- (e) Covers the increase in the maximum allowed time and a half pay for weekends and holidays.
- (f) Costs are 71.6 percent Local Funds beginning with fiscal year 2025 raises (and 100 percent Local Funds for retroactive amounts).
- (g) Increases built into the financial plan are used toward the cost of the agreement.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



Legal Counsel Division

MEMORANDUM

TO: Tomás Talamante
Director
Office of Policy and Legislative Affairs

FROM: Ben Moskowitz
Acting Deputy Attorney General
Legal Counsel Division

DATE: December 18, 2024

RE: Compensation and Working Conditions Agreement between the District of Columbia and the Office of the Attorney General and the American Federation of Government Employees, Local 1403, AFL-CIO (Compensation Unit 33) Approval Resolution of 2024 (AE-24-308)

This is to Certify that the Office of the Attorney General has reviewed the above-referenced legislation and determined that it is legally sufficient. If you have any questions, please do not hesitate to call me at (202) 724-5565.

Ben Moskowitz

Ben Moskowitz

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

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

AND

THE DISTRICT OF COLUMBIA,

AND

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

EFFECTIVE THROUGH SEPTEMBER 30, 2026

**PART I:
TABLE OF CONTENTS**

ARTICLE		PAGE
	Preamble	3
1	Recognition	3
2	Wages	3
2A	Pay for Performance Bonuses	4
2B	Saturday, Sunday and Holiday Pay	5
3	Benefits Committee	5
4	Benefits	6
5	Compensatory Time	14
6	Metro Pass/Monthly Transit Subsidy	15
7	Mileage Allowance, Metro Reimbursement and Access to Official Government Vehicles and Transportation	15
8	Sick Leave Incentive Program	17
9	Annual Leave/Compensatory Time Buy-Out	18
10	Back Pay	18
11	Waiting Period for Advancement Within Steps	18
12	Grievance and Arbitration Procedure	18
13	Savings Clause	19
14	Duration and Finality	19
15	Incorporation of Non Compensation Agreement	19

PREAMBLE

This Compensation Agreement (Agreement or Compensation Agreement) is entered into between the District of Columbia and the American Federation of Government Employees, Local 1403, the sole and exclusive collective bargaining representative of unit employees comprising Compensation Unit 33, as certified by the Public Employee Relations Board (PERB). The District of Columbia and the Union are herein after jointly referred to as the parties.

ARTICLE 1 RECOGNITION

AFGE Local 1403 is recognized as the sole and exclusive collective bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 WAGES

SECTION A – FY 2024:

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2023.

SECTION B -- FY 2025:

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2024.

SECTION C -- FY 2026:

The A-35 salary schedule for all bargaining unit employees will be increased by three percent (3%) effective the first day of the first full pay period commencing on or after October 1, 2025.

SECTION D

Consistent with DC law, bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by the D.C. Council (or when it otherwise takes effect pursuant to D.C. Official Code § 1-617.17(j)) shall receive the respective retroactive pay as a result of the wage increases in the salary schedules above. Any employees who retired during the period beginning on the effective date of the increase and ending on the date of approval by the Council (or when this Compensation Agreement otherwise takes effect pursuant to D.C. Official Code § 1-617.17(j)) on the increase shall also receive the retroactive pay.

The parties agree that no adjustments coming from the District’s Classification and Compensation initiative shall apply for the term of this Agreement.

**ARTICLE 2A
PAY FOR PERFORMANCE BONUSES**

SECTION A – FY 2024:

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2023, shall receive a two percent (2%) bonus. Upon approval of this agreement by the D.C. Council (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)), bonus payments shall be paid to each qualified employee within as soon as possible but no later than ninety (90) days after Council’s approval (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)). If Employer has not conducted a performance review for an employee by December 31, 2023, the employee shall be entitled to the bonus amount for FY 2024, established by the rating in the most recent annual performance evaluation, if any.

Consistent with DC law, eligible bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by the D.C. Council (or the date on which this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) shall receive the bonus for FY 2024 under this section. Any employees who received an Excellent or substantially similar rating or higher rating for the evaluation period ending August 31, 2023, who subsequently retired on or before the date of approval by the Council (or the date on which this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) on the increase shall also receive the bonus.

SECTION B -- FY 2025:

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2024, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2024, and in no event later than March 31, 2025. If Employer has not conducted a performance review for an employee by December 31, 2021, the employee shall be entitled to the bonus amount for FY 2025, established by the rating in the most recent annual performance evaluation, if any.

SECTION C -- FY 2026:

Each employee who receives an “Excellent” or substantially similar rating or higher rating for the evaluation period ending August 31, 2025, shall receive a two percent (2%) bonus. Bonus payments shall be paid to each qualified employee within the second quarter of the fiscal year beginning October 1, 2025, and in no event later than March 31, 2026. If Employer has not conducted a performance review for an employee by December 31, 2025, the employee shall be entitled to the bonus amount for FY 2026, established by the rating in the most recent annual performance evaluation, if any.

ARTICLE 2B
SATURDAY, SUNDAY AND HOLIDAY PAY

Attorneys who are required to work on any Saturday, Sunday or holiday to provide court coverage will receive time and a half pay for all hours worked on any Saturday and double time pay on any Sunday or holiday. Disbursements for Saturday, Sunday and holiday pay will not exceed \$150,000.00 for any fiscal year of this Agreement. After disbursements reach \$150,000.00 in any one fiscal year, attorneys who are required to work on Saturdays, Sundays or holidays to provide court coverage for the remainder of that fiscal year will receive compensatory time for the number of hours actually worked at the applicable rate stated in this Article.

ARTICLE 3
BENEFITS COMMITTEE

SECTION A – General:

The parties herein agree to establish a new, or expand an existing, Benefits Committee for the purpose of addressing the benefits of bargaining unit employees represented by the Union. The Union shall select one representative, and one alternate, to serve on the committee. The Benefits Committee shall meet at least twice during the 6-month period immediately prior to the expiration of any of the District of Columbia contracts for benefits implicated herein.

SECTION B – Purpose:

The purpose of the Benefits Committee is to address the benefits of employees in the Local 1403 bargaining unit and of other local unions that may join this committee and make recommendations to the Executive regarding those benefits. AFGE shall not have final decision making authority with regard to benefits. Differences in opinion arising from Benefits Committee meetings or the procurement process, including but not limited to vendor recommendations/selection and what benefits the District shall provide shall not be subject to grievance arbitration or any bargained or statutory resolution process.

SECTION C – Responsibilities:

The members of the Benefits Committee are authorized to consider all matters that concern the benefits of employees represented by the Committee. The Benefits Committee shall:

1. Monitor the quality and level of services provided to bargaining unit employees under existing Health, Retirement, Optical, Life, Disability, Indemnity and Dental Insurance Plans.
2. Review and recommend changes and enhancements in Health, Retirement, Optical, Life,

Disability, Indemnity and Dental benefits, and any proposals for new benefits, consistent with D.C. Official Code, Title 1, Chapter 6, Subchapter XXI.

SECTION D – Maintenance of Benefits:

Nothing herein shall be construed to reduce, modify or eliminate any benefits available to the bargaining unit employees prior to entering into this Agreement.

SECTION E – Additional Benefits:

The parties agree that the establishment of this Benefits Committee does not limit or prohibit the parties to this Agreement from negotiating and agreeing to additional or modified benefits.

**ARTICLE 4
BENEFITS**

Except as otherwise provided in this Agreement, the Parties hereby incorporate the following specific benefits provided under the Compensation Agreement between the District of Columbia Government and Compensations Units 1 and 2, FY 2022 – FY 2025.

(Compensation Units 1 & 2 Agreement): Life Insurance; Health Insurance; Indemnity Insurance; Short and Long Term Disability Insurance; Optical and Dental Insurance; Annual, Sick and Other Leave; Pre-Tax Benefits; Retirement; Civil Service Retirement System; Defined Contribution; Deferred Compensation; Metro Pass/Monthly Transit Subsidy; Holidays; at least equal to the level of benefits provided to their general membership as the applicable benefits for bargaining unit members covered by this Agreement. To the extent that any successor Compensation Units 1 & 2 Agreement provides for higher levels of benefits than what is provided for under this Agreement with respect to any of the specific or substantively related benefits listed above in this paragraph, the Parties agree to reopen negotiations for the sole purpose of renegotiating those specific benefits. In no event will the benefits stated in this Agreement be reduced through this process.

SECTION A -- Life Insurance:

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

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

District of Columbia Official Code §1-622.01 requires that benefits shall be provided as

set forth in Chapter 87 of Title 5 of the United States Code for all employees of the District government first employed before October 1, 1987, except those specifically excluded by law or rule and regulation.

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

Option A – Standard. Provides \$10,000 additional coverage. Cost determined by age.

Option B – Additional. Provides coverage up to five times the employee's annual salary. Cost determined by age and employee's salary.

Option C – Family. Provides \$10,000 coverage for the eligible spouse and \$10,000 for each eligible child; \$25,000 coverage for eligible spouse and \$10,000 for each eligible child; or \$50,000 coverage for eligible spouse and \$10,000 for each eligible child. Cost determined by age.

3. The level of life insurance benefits provided to Employees covered under this Agreement shall not be decreased or revised during the term of this Agreement without the express advance written consent of the Union. The District shall provide life insurance coverage for employees hired on or after October 1, 1987 that shall provide a level of benefits that is equal in coverage and level of benefits to other similarly situated District of Columbia bargaining unit employees.

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

SECTION B -- Health Insurance:

1. Pursuant to D.C. Official Code § 1-621.02, all employees covered by this agreement and hired after September 30, 1987, shall be entitled to enroll in group health insurance provided by the District of Columbia. Health insurance coverage shall provide a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. District employees are required to execute an enrollment form in order to participate in this program.

(a) The Employer may elect to provide additional health care insurance providers for employees employed after September 1, 1987, provided that additional insurance providers do not reduce the current level of benefits provided to employees. If the Employer decides to expand or reduce the list of eligible insurance providers, the

Employer shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

(b) Employees are required to contribute 25% of the total premium cost of the employee's selected plan. The Employer shall contribute 75% of the premium cost of the employee's selected plan.

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

3. The plan descriptions shall provide the terms of coverage and administration of the respective plans. Plan summaries and the full plans will be available on the DCHR website. Where the full plan is not posted a link to the plans will be provided on the DCHR website.

SECTION C – Optical and Dental:

1. The District shall provide Optical and Dental Plan coverage at a level of benefits that is at least equal in coverage and level of benefits to the plan(s) provided on the effective date of this agreement. Benefit levels shall not be reduced during the term of this agreement. District employees are required to execute an enrollment form in order to participate in the Optical and Dental program.

2. The District may elect to provide additional Optical and/or Dental insurance providers, provided that additional insurance providers do not reduce the current level of benefits provided to employees. Should the District Government decide to expand or reduce the list of eligible insurance providers, the District shall give Union representatives notice of the additions or reductions after the award but prior to implementation.

3.

SECTION D – Short and Long Term Disability:

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

2. Short and Long Term Disability Benefit levels shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

3. The District may elect to provide additional Short and/or Long Term Disability coverage providers, provided that additional insurance providers do not reduce or substantively modify the current level of benefits provided to employees. If the District decides to expand or

reduce the list of eligible disability insurance providers, the District shall give the Union notice of the additions or reductions after the award but prior to implementation.

SECTION E – Indemnity Benefits:

Employer shall provide access to the indemnity benefits currently in effect for Union employees.

SECTION F -- Annual Leave:

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

(a) one-half (1/2) day (4 hours) for each full biweekly pay period for an employee with less than three (3) years of service (accruing a total of thirteen (13) annual leave days per annum);

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

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

2. Part-Time employees who work on a prearranged scheduled tour of duty are entitled to earn leave as provided above on a pro rata basis.

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

4. An employee's request to use annual leave shall not be unreasonably denied.

SECTION G – Sick Leave:

1. In accordance with District of Columbia Code §1-612.03, a full-time employee covered by the terms of this Agreement may accumulate up to thirteen (13) sick days which accrues on the basis of four hours for each full biweekly pay period, and may accumulate up to thirteen (13) days in a calendar year.

2. In the case of part-time employment, the rate at which leave accrues under this subsection shall be a percentage of the rate prescribed above which is determined by dividing 40 into the number of hours in the regularly scheduled work week of that employee during that fiscal year.

3. An employee may use sick leave to:

- (a) Seek medical attention and/or recover from illness or injury;
 - (b) Provide care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth;
 - (c) Provide care for a family member as a result of medical, dental, or optical examination or treatment;
 - (d) Provide care for a foster child or a prospective or newly adopted child in the employee's care; or
 - (e) Make any other use allowed by law, including to obtain social, medical or legal services if the employee or the employee's family member is a victim of stalking, domestic violence or sexual abuse as provided for under D.C. Official Code § 32-131.02(b)(4).
4. An employee's request to take sick leave shall not be unreasonably denied.

SECTION H – Other Forms of Leave:

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

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).

3. Funeral Leave:

An employee is entitled to three (3) days of leave without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for an immediate relative in accordance with Funeral and Memorial Service Leave Amendment Act, D.C. Law 20-83, § 2(a), 61 DCR 176, effective February 22, 2014. In addition, the Employer shall grant an employee's request for annual, sick or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired. For purposes of this section "immediate relative" is an individual who is related to an employee by blood, marriage, adoption, or domestic partnership as father, mother, child, husband, wife, sister, brother, aunt, uncle, grandparent, grandchild or similar familial relationship; or an individual for whom the recipient employee is the legal guardian; or a fiancé, fiancée or domestic partner of an employee, as defined in D.C. Official Code §32-701 (2014 Repl.) and related laws. For the purpose of leave certification, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate within ten (10) business days of the Employer's request.

4. Administrative Closing – An employee who has previously scheduled leave for a day (or portion of a day) on which the District of Columbia or the Office of the Attorney General closes by order of the Mayor or the Attorney General shall not be charged leave for that day, or portion of the day, that the District agency is closed.

5. Back-to-School Leave – Subject to the discretion of an individual’s manager as described in this section, any employee who serves as the primary caregiver for a child enrolled in school, including pre-school, elementary school, middle or junior high school, or high school, may take 2 hours of excused leave (that is without charge to the employee’s leave balance) to assist his or her child in preparing for and traveling to the first day of school during the academic year. An employee’s individual manager shall make every effort to grant requests for excused absences on the first day; however, the granting of all such requests may not be feasible if it results in disruption of public services provided by the administration. Accordingly, when an employee cannot be granted an excused absence on his or her child’s first school day, he or she shall be given an excused absence of 2 hours during the first week of school or as soon thereafter as practicable, in order to assist his or her child in preparing for an attending school.

6. Family Leave – Within any 12-month period, an employee is entitled to up to eight weeks of paid family leave for the birth or adoption of a child or to care for a family member (a person related by blood, legal custody, domestic partnership or marriage) with a serious health condition.

SECTION I -- Pre-Tax Benefits:

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

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

SECTION J – Retirement:

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

- (a) Age 55 and 30 years of service;

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

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

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

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

3. DEFINED CONTRIBUTION PENSION PLAN: The District shall continue the Defined Contribution Pension Plan currently in effect which includes:

- (a) All eligible employees hired by the District on or after October 1, 1987, shall be enrolled into the defined contribution pension plan as prescribed by D.C. Official Code § 1-626.09.

- (b) After the completion of one year of service, the District shall contribute an amount not less than 5% of their base salary to an employee's Defined Contribution Pension Plan account. The District government funds this plan. There is no employee contribution to the Defined Contribution Pension Plan. After two years of plan participation, an employee is entitled to 20% of the account. After three years of plan participation, an employee is entitled to 40% of the account. After 4 years of plan participation, an employee is entitled to 60% of the account. An employee is fully vested after five years of plan participation and is entitled to 100% of the account.

4. DEFERRED COMPENSATION PROGRAM: All District employees covered by this Agreement shall be eligible to participate in the District's Deferred Compensation Program described in Section 1-626.05 and related Chapters of the D.C. Official Code. The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees may choose from various fixed or variable rate investment options.

SECTION K – Holidays:

1. The following legal public holidays are provided to all employees covered by this Agreement:

- (a) New Year's Day, January 1st of each year;

- (b) Dr. Martin Luther King, Jr.'s Birthday, the 3rd Monday in January of each year;
- (c) Washington's Birthday, the 3rd Monday in February of each year;
- (d) D.C. Emancipation Day, April 16th of each year;
- (e) Memorial Day, the last Monday in May of each year;
- (f) Juneteenth Independence Day, June 19th of each year;
- (g) Independence Day, July 4th of each year;
- (h) Labor Day, the 1st Monday in September of each year;
- (i) Indigenous Peoples' Day, the 2nd Monday in October of each year;
- (j) Veterans Day, November 11th of each year;
- (k) Thanksgiving Day, the 4th Thursday in November of each year; and
- (l) Christmas Day, December 25th of each year.

2. Any other legal public holiday observed by the District and any other day declared a holiday for District workers by the President, Congress, or the Mayor will also be granted to employees covered by this Agreement (together, the holidays described in this section are referred to as Holidays throughout this Agreement). When an employee, having a regularly scheduled tour of duty is relieved or prevented from working on a day District agencies are closed by order of the Mayor, he or she is entitled to the same pay for that day as for a day on which an ordinary day's work is performed.

SECTION L – Benefits Levels:

The level of benefits shall not be decreased or revised during the term of this Agreement without the express written consent of the Union.

**ARTICLE 5
COMPENSATORY TIME**

SECTION A:

A lawyer who is required to work one or more hours outside his or her normal work hours may, whenever possible, request an equal amount of compensatory time from his or her supervisor before the work is performed. The decision to grant an employee compensatory time is at the discretion of management but shall not be unreasonably denied. The denial of a request shall be in writing and shall state the reason for the denial.

SECTION B:

Compensatory time may be approved for work that exceeds an employee's regular tour of duty, including:

- Extraordinary assignments
- Scheduled or special events
- Travel time outside normal work hours

SECTION C:

If the request is granted, the time will be recorded on the employee's records and may be used in the same manner that annual leave is used. However, accrued compensatory time off must be used by the end of the 26th pay period after the pay period during which it was earned. In no event will an employee be entitled to pay in lieu of compensatory time, except as expressly provided elsewhere in this Agreement.

**ARTICLE 6
METRO PASS/MONTHLY TRANSIT SUBSIDY**

The District of Columbia Government shall subsidize the cost of monthly Washington Metropolitan Area Transit Authority (WMATA) transit passes or farecards, that can be used to pay for MARC and VRE, for personal use by employees by fifty dollars (\$50.00) per month for actual transportation expenses incurred by employees who use such passes or farecards to commute to and from work (Metro Transit Benefit); provided, however, that any unused portion of the monthly Metro Transit Benefit will roll over from month to month for employees who access the benefit. Any accumulated Metro Transit Benefit not accessed by the end of the calendar year will revert back to the District of Columbia Government. In the event that the District provides additional transit subsidies that exceed fifty dollars (\$50.00) per month to any District employees in the Career Service as an enhanced benefit, the Parties agree to reopen this Agreement for the express purpose of incorporating the same or substantially similar benefit to the Union.

**ARTICLE 7
MILEAGE ALLOWANCE METRO REIMBURSEMENT AND
ACCESS TO OFFICIAL GOVERNMENT VEHICLES AND TRANSPORTATION**

SECTION A – Parking Spaces:

Three (3) parking spaces shall be set aside from among those allocated to the Office of the

Attorney General in the underground parking garage at 400 6th Street, NW, Washington, D.C. 20001 for use by bargaining unit members as determined by the Union. The parking spaces shall be funded by the Union. The parking rate payable by the Union will not exceed the rate applicable to the parking spaces allocated to the Office of the Attorney General. The Union, within its sole discretion, may utilize one or more of its allocated spaces from time to time to provide short term parking for its members. Upon request, the Union shall notify the Employer which employees are authorized to use the Union parking spaces.

SECTION B – Mileage Allowance:

The parties agree that the mileage allowance established by the U.S. General Services Administration for authorized Federal Government travel shall be the reimbursement rate for Union employees authorized to use their personal vehicles for official District of Columbia business. To receive such allowance, authorization by Employer must be received in advance of the employees' travel. Employees shall use the appropriate District Form to document mileage and timely request reimbursement.

SECTION C – Use of Personal Vehicles:

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

2. Claims by employees for personal property damage or loss incident to the use of their personal vehicle for official business may be made under the Military Personnel and Civilian Employees Claim Act of 1964 (31 U.S.C. §3701 et seq.).

SECTION D – Reimbursement for Use of Personal Vehicles:

Management shall not require an employee to use his/her personal vehicle for government purposes. In the event it becomes necessary for employees to use their personal vehicle for official government business, employees shall obtain prior approval from his/her immediate supervisor and shall be reimbursed for mileage and parking incurred consistent with District of Columbia rules, regulations and orders.

SECTION E - Reimbursement for Taxicab or Online Vehicle Expenses:

Employees who must travel by taxicab or online vehicle (e.g. Uber or Zipcar) for official government business to a destination that is not reasonably accessible by Metro shall be reimbursed for their travel, provided that they receive prior authorization from an immediate supervisor for reimbursement.

SECTION F – Metro Fare Cards:

Upon request, Employer shall provide metro fare cards in electronic form to employees for official government travel within the WMATA system. The metro fare card value shall be equivalent to the cost of travel at the time of day during which the employee travels.

SECTION G – Availability of Fleet Vehicles:

Upon prior approval by an immediate supervisor, management shall facilitate the request for a Department of Public Works fleet vehicle to the extent available. Employees may use the vehicle for official government business at no charge to the Employee.

**ARTICLE 8
SICK LEAVE INCENTIVE PROGRAM**

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

SECTION A – Accrual:

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

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

SECTION B – Employees in a Non-pay Status:

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

SECTION C – Procedure for Use of Time Accrued:

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

granted a different day off within one month of the date the employee initially requested. Requests for time off shall be made on the standard "Application for Leave" form.

SECTION D – Use of Time Accrued:

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

SECTION E – Part Time Employees:

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

**ARTICLE 9
ANNUAL LEAVE BUY-OUT**

SECTION A – Payment for Annual Leave:

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

SECTION B – Computation:

The lump-sum payment shall be computed on the basis of the employee's hourly pay rate at the time of separation.

**ARTICLE 10
BACK PAY**

Arbitration awards or settlement agreements in cases involving an individual employee shall be paid within a reasonable time of receipt from the employee of relevant documentation, including documentation of interim earnings and other potential offsets. Employer shall submit the SF-52 and all other required documentation to the Department of Human Resources or the Office of Pay and Retirement Services within thirty (30) days following receipt from the employee of relevant documentation.

**ARTICLE 11
WAITING PERIODS FOR ADVANCEMENT WITHIN STEPS**

The within-grade waiting periods on the A-35 salary scale for step advancement for bargaining unit employees with a prearranged regularly scheduled tour of duty are as follows:

1. Steps 2, 3, 4 and 5: fifty-two (52) calendar weeks of creditable service;
2. Steps 6, 7, 8, 9 and 10: one hundred and four (104) calendar weeks of creditable service.

ARTICLE 12 GRIEVANCE AND ARBITRATION PROCEDURES

Grievance procedures shall be determined by the terms and conditions of Article 28 in the Non Compensation Agreement.

ARTICLE 13 SAVINGS CLAUSE

SECTION A:

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

SECTION B:

To the extent consistent with the Contract Clause of the United States Constitution, the terms of this Agreement shall supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning compensation covered herein for the term of this agreement.

ARTICLE 14 DURATION AND FINALITY

SECTION A -- Effective Date:

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act ,D.C. Official Code, § 1-617.15(a). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1- 617.17(j)) and shall remain in full force and effect until September 30, 2026, or until a new compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17 (f)(1)(A)(i).

SECTION B – Finality:

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

ARTICLE 15
INCORPORATION OF NON-COMPENSATION AGREEMENT

The terms and conditions of the Non Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective through September 30, 2026 (Non-Compensation Agreement), are incorporated herein by reference into this Agreement. The provisions of this Compensation Agreement shall control to the extent of any inconsistency.

**PART II:
WORKING CONDITIONS**

TABLE OF CONTENTS

ARTICLE		PAGE
1	Recognition	23
2	Labor/Management Relations	23
3	Administration of Leave	25
4	Alternative Work Schedule	26
5	Employee Assistance Program	26
6	Union Stewards/Official Time	27
7	Union Use of Employer Facilities and Services	32
8	Personnel Files	33
9	Job Descriptions	34
10	Late Arrival/Early Dismissal	34
11	Strikes and Lockouts	35
12	Contracting Out/Privatization	35
13	Union Rights and Security	35
14	Term Employees	37
15	Discrimination	38
16	Safety & Health	40
17	Informational Reports on Employees	42
18	Fitness for Duty	43
19	Requests for Information	43
20	Employee Use of Information Technology	43

21	Training	44
22	Employee Rights	45
23	Sabbatical/Extended Leave	46
24	Promotions and Classification Issues	47
25	Timely Receipt of Correct Pay and Expense Reimbursements	49
26	General Provisions	50
27	Computation of Time	51
28	Grievance and Arbitration Procedures	51
29	Discipline and Discharge	55
30	Savings Clause	57
31	Incorporation of Compensation Agreement Terms	57
32	Duration and Finality	58

ARTICLE 1 RECOGNITION

Section 1 – Recognition:

- A. The American Federation of Government Employees, (AFGE) Local 1403 (Union) is recognized as the sole and exclusive collective bargaining representative of employees in the bargaining unit as defined in Section 2 of this Article.
- B. As the sole and exclusive representative, the Union is entitled to act for and to negotiate collective bargaining agreements (CBA) on behalf of all employees in the bargaining unit. The Union shall represent the interests of all employees in the bargaining unit without discrimination as to membership.
- C. The Employer shall give the Union an opportunity to be present at any formal meeting between the Employer and one or more employee(s) in the bargaining unit concerning any grievance or general condition of employment of the employee(s) in the bargaining unit. A “formal meeting” refers to any meeting between an employee and any individual in his or her supervisory chain of control that includes at least one (1) other management official or supervisor and at least one (1) Union representative.

Section 2 – Coverage:

- A. All Series 905 attorneys employed by the Office of the Attorney General for the District of Columbia (“OAG”), and all attorneys employed by an agency of the District of Columbia Government which is subordinate to the Mayor (collectively with OAG referred to herein as “Employer”), except employees excluded under D.C. Official Code § 1-617.09(b). PERB Case No. O1-RC-03; Certification No. 121; PERB Case No. 01014-RC-0301, Certification No. 121, 133 (April 19, 2005).
- B. AFGE Local 1403 is recognized as the sole and exclusive bargaining representative for the bargaining units set forth in PERB Certification No. 121 and PERB Certification No. 133.

ARTICLE 2 LABOR-MANAGEMENT RELATIONS

Section 1-A - Composition and Function of the OAG Labor-Management Committee:

- A. The Union and the OAG shall continue the existing OAG Labor-Management Committee (LMC) that will consist of an agreed upon number of Union and OAG representatives.
- B. The purpose of the OAG LMC, which shall meet monthly unless canceled in advance by the chairs, is to provide a forum for the exchange of views on working conditions, terms of employment, risk assessment, matters of common interest or other matters, which either party believes will contribute to improvement in the relations between the Union and the Employer within the framework of this Agreement.

C. Performance evaluation appeals, grievances and disciplinary matters shall not be the subject of discussions at these meetings, nor shall the meeting be for any other purpose, which would modify, add to or detract from the provisions of this Agreement. The Committee shall adopt rules for meetings including rules for notices, agendas, times and locations.

Section 1-B -Composition and Function of the MOLC Labor-Management Committee:

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

Section 2 – Subcommittees:

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

Section 3 – Union's Right to Request Impact and Effects Bargaining:

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

Section 4- Labor-Management Meetings:

A. In mutual recognition of the parties' joint desire to discuss and resolve matters of concern at the lowest possible level, the Union steward and first-level supervisor, should meet periodically for the purpose of meaningful consultation and communication on the problems and policies of the organization in their working unit, and if appropriate, the steward may meet with supervisors of a higher level. Such meetings between supervisors and stewards shall be on duty time, shall be brief, and shall cover matters of concern between them and appropriate to their relationship.

B. Appropriate representatives from the Union and Employer shall meet at either party's request to discuss problems concerning the implementation of this Agreement. Each party shall furnish the other with an itemized agenda setting forth the topics of discussion one (1) day before the meeting,

unless otherwise agreed. The parties further agree that items not on the agenda may be raised for discussion, if agreed to by the parties at the meeting.

Section 5 - Organizational Changes:

A. The parties agree that changes to the functions and structure (except changes involving a particular individual as to personnel/supervisory appointments or transfers or space relocations) of the Employer, are a proper matter for consideration by the Labor-Management Committee or relevant subcommittee. The Employer may, in its discretion, solicit the views of the Union on any proposed organizational change at any time, but agrees that it shall provide to the Union President a copy of the final draft of organizational changes that will impact Bargaining Unit Employees. The Union President or the Union President's designee may request a meeting concerning the proposed changes and the Attorney General and/or the Mayor, as appropriate, or their designees, shall honor any such request. Following these consultations, the Union will be provided a copy of the final plan that has been approved by appropriate officials. If any changes to the plan are made thereafter, the Union shall be provided a copy of such changes.

Section 6 – Risk Assessment:

B. The Union may make recommendations to the Attorney General and/or the Mayor, as appropriate, concerning risk management issues for District legal service employees. The Attorney General and/or the Mayor, as appropriate, or their designees will respond to risk management recommendations within a reasonable period of time after receipt, but in no event later than six months following the transmittal of a written recommendation from the LMC to the Attorney General and/or the Mayor, as appropriate.

**ARTICLE 3
ADMINISTRATION OF LEAVE**

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

**ARTICLE 4
ALTERNATIVE WORK SCHEDULES**

Section 1 – Fair Labor Standards Act:

Attorneys are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and no overtime pay or compensatory time is authorized for work performed unless authorized elsewhere in this Agreement.

Section 2 Alternative Work Schedules/Teleworking:

The following three types of Alternative Work Schedules (AWS) for covered employees include: (1) a Flexible Work Schedule, (2) a Compressed Work Schedule, and (3) a Teleworking Schedule, including Ad Hoc (or situational) teleworking.

Employees participating in teleworking plans must be accessible and available during their entire tour of duty and for recall to physically appear in the office. Employees are solely responsible for completing assigned work after appropriate management review and shall comply with management's requirements with regard to advance review of drafts prior to a final deadline.

The Union shall be given advance notice when new or revised flexible/alternative work schedules are proposed and shall be given the opportunity to consult.

A flexible/alternative work schedule shall not affect the existing leave system. Leave will continue to be earned at the same number of hours per pay period as for employees on five (5) day, forty (40) hour schedules and will be charged on an hour-by-hour basis.

Section 3 Supervisor's Authority:

An attorney's request for AWS shall not be unreasonably denied. An immediate supervisor must provide written justification for the denial of an AWS request. An attorney may seek review of the denial of an alternative work schedule to the manager of his/her immediate supervisor. OAG employees may appeal a manager's denial of his/her AWS request to the Attorney General. Agency employees may appeal a manager's denial of his/her AWS request to the agency head. A supervisor may require AWS participants to provide additional information about conformance with their approved tours, such as the use of sign-in sheets, or other time accountability systems or methods.

**ARTICLE 5
EMPLOYEE ASSISTANCE PROGRAM**

Section 1 – General:

The parties recognize that alcoholism, drug abuse, and emotional and mental illness are health problems that may affect job performance. To this end, the Employer will, at least annually, make employees aware of the District's Employee Assistance Program (DPM Chapter 20B, Section

2050, EAP) and available services provided under it. The provisions of the DPM govern except as provided below.

Section 2 - Use of Sick Leave:

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

**ARTICLE 6
UNION STEWARDS/OFFICIAL TIME**

Section 1 - Number of Stewards:

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

Section 2 - Designation of Representatives:

- A. Union Officers, Stewards and Other Representatives
 - 1. Union Officers and Stewards: The Union agrees to provide the Employer and the Office of Labor Relations and Collective Bargaining (OLRCB) with a written list of its officers and stewards within two (2) workdays after the date this Agreement is executed and within five (5) working days after each general election.
 - 2. Other Representatives: The Union will also notify the Employer and OLRCB, in writing, of other Union representatives who may request official time, along with a description of their individual Union assignments.
- B. Changes in the list will be submitted to the Employer's designated official(s) at least two (2) workdays prior to the assumption of representational responsibilities by any new officers, stewards or other representatives. If a Union official is not on the list of designated representatives and is needed prior to the two (2) days notice, the Union President shall notify the Employer's designated official(s) by phone and/or e-mail before the official will be recognized. The Employer shall recognize any Union official designated pursuant to this section.
- C. The Employer will not recognize any Union official or representative who is not listed as required or for whom notification was not provided in accordance with this section.
- D. Except where explicitly provided, this Agreement shall not be interpreted in any manner that interferes with the Union's right to designate representatives of its own choosing on any particular representational matter.

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

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

Section 3 - Performance Appraisals:

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

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

Section 4 - Official Time for Representational Activity:

A. Pursuant to the statutory right and responsibility of the Union to represent bargaining unit employees, representatives of the Union will be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions in accordance with the provisions of this Article as follows. The Union President will be assigned a caseload equal to no greater than 50% of the average caseload of an attorney with his or her grade level and experience in the Division which employs the Union President. The Union Vice President # 1 will be assigned a caseload equal to no greater than 80% of the average caseload of an attorney with his/her grade level and experience in the Division which employs the Union Vice President #1. The Union Vice President # 2 will be assigned a caseload equal to no greater than 85% of the average caseload of an attorney with his/her grade level and experience in the office which employs the Union Vice President #2. The Union represents that Union Vice President # 1 will primarily represent OAG employees and Union Vice President # 2 will primarily represent employees in subordinate agencies. No other Union members or officer will be assigned a reduced caseload. However, other Union members or officers shall be granted reasonable amounts of official time to investigate, prepare for, and conduct representational functions as needed, including necessary travel time. Employer will not be required to grant or approve official time for any Union shop

steward, officer or other representative who has not complied with the Employer notification requirements of Section 2 of this Article.

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

- (1) collective bargaining negotiations;
- (2) discussions with Employer representatives concerning personnel policies, practices, and matters affecting working conditions;
- (3) any proceeding in which the Union is representing an employee or the Union pursuant to its obligations under this Agreement;
- (4) grievance meetings and arbitration hearings;
- (5) a disciplinary or adverse action oral reply meeting, if the Union is designated as representative of the employee;
- (6) any meetings for the purpose of presenting replies to the proposed termination of probationers, if the Union is designated as representative of the employee;
- (7) any meeting for the purpose of presenting reconsideration replies in connection with the denial of within-grade increases, if the Union is designated as representative of the employee;
- (8) attendance at an examination of an employee who reasonably believes he or she may be the subject of a disciplinary or adverse action;
- (9) informal consultation meetings between the Employer and the Union;
- (10) conferring with affected employees about matters for which remedial relief is available under the terms of this Agreement;
- (11) attendance at meetings of committees on which Union representatives are authorized members by the Employer or this Agreement;
- (12) attendance at labor-management committee meetings or other joint labor-management cooperative efforts;
- (13) attendance at Employer recognized or sponsored activities to which the Union has been invited;
- (14) attendance at public hearings of the District of Columbia City Council or other legislative/administrative bodies of the District or federal government relating to matters that affect either the Employer or labor relations/labor matters in the District of Columbia that impact or may impact the Union;

- (15) necessary travel to any of the activities listed above;
 - (16) training related to the representational functions of Union officials and stewards which the parties agree is to their mutual benefit and for which management is given notice and provided with an agenda and course description; and
 - (17) new employee orientation meetings.
- C. Official time shall not include time spent on internal Union business, including, but not limited to:
- (1) Attending Local, Regional, or National Union meetings;
 - (2) Soliciting members;
 - (3) Collecting dues;
 - (4) Posting notices of Union meetings; administering elections;
 - (5) Preparing and distributing internal Union newsletters or other such internal documents; and,
 - (6) Internal Union strategy sessions, except for representational functions.

Section 5 - Requesting Official Time:

- A. All use of official time by any Union officer, official, steward or other representative must be recorded on the Employer-approved Official Time Report Form and submitted on a monthly basis to Employer's designee.
- B. Official time for Union representatives should be requested on the approved "Official Time Report" form. The Union representative will request authorization for official time from his or her supervisor in advance and as is consistent with workload requirements except when circumstances do not allow for advance approval (e.g., unscheduled meetings called by management where the Union's attendance is requested; or representation of employees in investigatory interviews; or circumstances where the employee might be subject to discipline). Failure to properly request and obtain approval of official time may result in disciplinary action depending on the circumstances.
- C. All advance requests for official time are understood to be estimates.
- D. If a request for official time is denied, the manager or supervisor refusing such permission shall give the reasons for refusal in writing to the individual who was so denied, if the individual involved makes such a request.
- E. Employee Union representatives, except the Union President, in light of his 50% reduced caseload, Vice President #1, in light of his or her 20% reduced caseload, and Vice President #2, in light of his or her 15% reduced caseload, will complete the "Official Time Report" form (attached to

this Agreement as Exhibit "A") provided by the Employer to accurately depict the actual official time used in a timely manner each pay period.

F. Management shall not prevent Union representatives from representing employees at reasonable times consistent with the provisions of this Agreement. The Union and employees recognize that workload and scheduling considerations will not always allow for the immediate release of employees from their assignments. However, the Employer agrees that such permission for release shall not be unreasonably delayed or denied. Workload needs will be balanced with official time needs prior to approval based on the following standard: official time requests shall be granted unless they hinder the accomplishment of essential workload requirements that cannot otherwise be accommodated.

G. All affected employees (e.g., grievants, representatives, witnesses, and appellants) whose presence has been determined to be necessary, by either the Union or the Employer, as the case may be, at relevant proceedings (including hearings, meetings, arbitrations, oral replies, or other labor-management business) will receive necessary official/duty time to participate in and travel to and from the proceedings.

Section 6:

A. The parties agree that Union officials and stewards are entitled to take a reasonable amount of official time and the officials and stewards requesting/using official time shall be treated with civility and shall not be discriminated against because they participate in Union activities and/or take official time. Likewise, Union officials and stewards shall treat supervisors with civility in regard to their supervisors need to have information about the amount and type of official time being requested so that the supervisor can effectively manage their personnel and allotted workload. The parties agree that there is a need for flexibility to enable managers to effectuate the mission of the government and, at the same time, to enable Union officials and stewards of the bargaining unit to take care of Union business expeditiously.

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

Section 7:

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

ARTICLE 7
UNION USE OF EMPLOYER FACILITIES AND SERVICES

Section 1:

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

Section 2:

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

Section 3:

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

Section 4:

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

Section 5:

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

This bulletin board is for the exclusive use of AFGE Local 1403 and its membership. Matters posted on the board are not intended to reflect the official views of the DC Government or the Employer unless issued by them.

Section 6:

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

Section 7:

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

**ARTICLE 8
PERSONNEL FILES**

Section 1 - Official Files – Definition and Right to Examine:

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

Section 2 - Right to Respond:

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

Section 3 - Right to Copy:

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

Section 4 - Access by Union:

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

Section 5 – Employee to Receive Copies:

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

**ARTICLE 9
JOB DESCRIPTIONS**

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

**ARTICLE 10
LATE ARRIVAL/EARLY DISMISSAL**

Section 1 -- Late Arrival:

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

Section 2 -- Early Dismissal:

A. Whenever the Attorney General, the Mayor, designated agency head, or an authorized official authorizes the early dismissal of District government employees, all employees (except those who have been designated in advance as essential employees consistent with the applicable laws and regulations and those who have been notified by their supervisor that because of specific pressing work requirements that they may not leave work early) shall be permitted to leave their duty stations consistent with the early dismissal authorization. The Attorney General and/or Mayor (or their designees) shall make every reasonable effort to ensure that employees are notified timely of the early dismissal or other leave policy during extraordinary circumstances. In addition, managers and supervisors shall make every reasonable attempt to ensure that employees who they manage or supervise are notified of the early dismissal authorization.

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

Section 3 -- Employees on leave during the late arrival/early dismissal period:

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

**ARTICLE 11
STRIKES AND LOCKOUTS**

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

**ARTICLE 12
CONTRACTING OUT/PRIVATIZATION**

Employer recognizes the Union's desire to retain all work regularly performed for the Employer, and the Union recognizes the Employer's need to maintain an efficient workplace; therefore, Employer will use its best efforts to avoid the displacement of bargaining unit employees caused by a privatization contract to perform work that has been traditionally and regularly performed by bargaining unit employees. Decisions regarding contracting out are areas of discretion of the Employer. The Employer must notify the Union at least thirty (30) days in advance of any contracting out actions. The Union shall have full opportunity to make its recommendations known to the Employer who will duly consider the Union's position and give reasons in writing to the Union for any contracting out action. The Employer shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

**ARTICLE 13
UNION RIGHTS AND SECURITY**

Section 1 – Exclusive Agent:

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

Section 2 – Access to Employees:

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

Section 3 – Dues Check Off:

Pursuant to D.C. Official Code § 1-617.07, the Employer shall deduct dues from the bi-weekly salaries of those employees who authorize the deduction of said dues. The Union shall be solely responsible for notifying employees, prior to obtaining their authorization, that they have certain constitutional rights consistent with Supreme Court precedent. The employee must complete and sign an authorized dues deduction form to authorize the withholding. Employer will promptly process dues deduction forms.

Section 4 – Annual Notification of Annual Dues Amount:

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

Section 5 – Cost of Processing:

Union dues shall be transmitted to the Union, minus a fee of \$.15 per dues deduction per pay period, payable to the OLRCB or the Office of the Attorney General, as the case may be for the administrative expenses associated with the collection of said dues pursuant to executed dues check off authorizations.

Section 6 – Hold Harmless:

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

Section 7:

Payment of dues shall not be a condition of employment.

Section 8:

The Union may require that an employee who does not pay dues to pay reasonable costs incurred by the Union in representing such employee in grievances, adverse actions or appeal proceedings within the provisions of the CMPA, provided the Union gives advance notice of said costs to the employee.

Section 9:

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

**ARTICLE 14
TERM EMPLOYEES**

Section 1:

A. Term employees in the bargaining unit shall be given not less than two (2) pay periods notice of the termination of their appointment.

B. Term bargaining unit employees shall be fully informed in their offer letter prior to their entrance on duty that the offer of employment is a term position. Term employees shall be provided a copy of their official position description.

C. To the extent not inconsistent with District or Federal law and regulations, the Employer shall use its best efforts, to convert term bargaining unit employees (“NTE employees”) to permanent status by the end of each fiscal year if (1) the employee is in a pay status on September 30, 2017, and at the start of each successive fiscal year; (2) Council appropriates sufficient funding that may be utilized for the conversion of attorney term employment into permanent employment; (3) the employee performs services for which the Employer has a continuous need; and (4) the employee has both served for at least one year and performed at a meets expectations level, or the equivalent, for the most recent evaluation rating

period.

D. By December 1st of each year, Employer must provide the Union with the names of all unit term employees, the reason why their positions are term positions, and the names of all unit employees who have been converted to permanent status.

Section 2 – Priority Conversion of NTE Employees to FTE Status:

Management shall give full consideration for the competitive appointment of the most qualified NTE employee for any permanent vacancy in a legal services section or subordinate agency, provided that the NTE employee has:

1. Substantially similar, or greater, experience relevant to the vacant position in that section or subordinate agency, respectively;
2. A successful rating or its equivalent on the most recent performance appraisal, and;
3. More than 24 months of continuous service.

ARTICLE 15 DISCRIMINATION

Section 1 – General Provisions:

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

B. Employer and the Union agree to cooperate to provide equal opportunity for employment and promotion to all qualified persons, to cooperate in ending discrimination, and to promote the full realization of equal employment opportunity through a positive and continuing effort. To this end, EEO concerns may be filed with OAG's or the Mayor's EEO Director, as applicable and in accordance with OAG's Equal Employment Opportunity Office Order currently in effect, as amended, or any substantively similar Mayoral policy or directive, respectively and as the case may be. At the request of either the Union or Employer, the appropriate EEO Director shall consider any employment practice or policy that allegedly has an adverse impact on members of any protected group.

Section 2 - Equal Employment Practices:

The Employer shall continue implementation of any applicable Equal Employment Opportunity Policy and any applicable Affirmative Action Plan in accordance with existing law on affirmative action. The respective Affirmative Action Plans will be developed in accordance with Federal and D.C. Office of Human Rights guidelines. The Union may provide nonbinding input on the development of the Affirmative Action Plans through OAG's or the Mayor's EEO Director, as applicable. The Employer shall provide the Union a copy of the Affirmative Action Plans, when developed by the Employer.

Section 3 – Sexual Harassment:

A. All Employees must be allowed to work in an environment free from sexual harassment. Therefore, the Union and Employer agree to identify and work to eliminate such occurrences in accordance with any applicable District sexual harassment policy as amended or any subsequent policy developed.

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

Section 4 – Union Activity:

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

A. To form, join and assist in labor organization or to refrain from this activity;

B. To engage in collective bargaining concerning terms and conditions of employment, as may be appropriate under the law, rules and regulations through a duly designated representative; and

C. To be protected in the exercise of these rights.

Section 5 – Discrimination Charges and Election:

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

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

C. A party may appeal an arbitrator's award to the Public Employee Relations Board (PERB). If PERB fails to either exercise jurisdiction or fails to take any step to move the matter forward within 180 days, the complainant shall remove and file the matter with D.C. Office of Human Rights for *de novo* review.

D. A complainant has the right to be accompanied, represented, and advised by a representative of her/his choosing at any stage of the complaint process, except where there is a conflict of interest or position. No party (including the Employee or the Union) is entitled to attorney fees or costs at any level of review for any grievance filed under this Article.

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

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

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

Dated:

EMPLOYEE'S NAME

ARTICLE 16
SAFETY AND HEALTH

Section 1 - Working Conditions:

A. The Employer shall provide and maintain safe working conditions for all

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

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

Section 2 - Corrective Actions:

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

B. If the supervisor determines that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee and contact the appropriate Risk Manager Specialist, as necessary. If the supervisor does not agree that the condition constitutes an immediate hazard to the health and safety of the employee, the employee may immediately refer the matter to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his/her Union representative to make a determination of final actions to be taken, if any.

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

Section 3 - First Aid Kits and Defibrillators:

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

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

C. Employer shall provide accessible defibrillators meeting the applicable standard of care where employees in the District legal service occupy office space.

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

Section 4 – Excessive Temperatures in Buildings:

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

Section 5 – Maintenance of Health Records:

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

ARTICLE 17 INFORMATIONAL REPORTS ON EMPLOYEES

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

**ARTICLE 18
FITNESS FOR DUTY**

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

**ARTICLE 19
REQUESTS FOR INFORMATION**

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

**ARTICLE 20
EMPLOYEE USE OF INFORMATION TECHNOLOGY**

Section 1 – New Technology:

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

Section 2 – Electronic Mail Use:

The parties acknowledge that D.C. Government-provided electronic mail (email) services are to be used for internal and external communications that serve legitimate government functions and purposes. Employees are expected to be familiar with the D.C. Government's Email User Policy. The parties agree that employees are allowed to use email on a limited basis for personal purposes, but such use should be limited to non-work time and should not interfere with the performance of the employee's duties, nor used to conduct outside employment or for discriminatory or harassing purposes or exchange of pornographic, discriminatory or harassing material.

Section 3 – Internet Access and Use:

The parties agree that Internet access through the Employer is considered D.C. Government property and must be used for the program needs of the OAG and the District of Columbia. Employees are expected to be familiar with the D.C. Government's Internet Access and Use Policy. The parties agree that employees are allowed to use the Internet on a limited basis for

personal purposes, but that such use should not interfere with the performance of the employee's duties. Employees are expressly prohibited from visiting websites to conduct outside employment or that contain discriminatory, pornographic, or harassing purposes.

Section 4 – Telephone Use:

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

Section 5 – Privacy:

Except as provided generally under current, written, and published D.C. Government policies, the Office of the Attorney General, the MOLC, and/any District agency subordinate to the Mayor shall not monitor employee email, telephone, or internet use, unless it has good cause to do so. The Employer will share with the Union notices of any changes or modifications to said policies that it receives.

ARTICLE 21 TRAINING

Section 1 - New Employee Orientation:

Employer will provide each new employee with an orientation and will notify the Union, in advance, of any such orientation. The orientation shall include a fifteen (15) minute presentation by the Union regarding Union membership.

Section 2 - Continued Training Opportunities:

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

Section 3 - Requests for Continued Training:

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

ARTICLE 22 EMPLOYEE RIGHTS

Section 1 – Respect in the Workplace:

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

Section 2 - Employee Rights:

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

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

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

Section 3 - Employee Grievances:

An individual employee may present a grievance at any time to the Employer without the intervention of the Union; provided, however, that the Union is afforded at least forty-eight (48) hours advance notice by the Employer to be present and to offer its view when requested by an employee at any meeting held to resolve the grievance. Any employee or group of employees

who present a personal grievance to the Employer may not do so under the name, or by representation, of the Union. Resolutions of grievance must be consistent with the terms of this Agreement.

Section 4 – Conflicts of Interest:

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

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

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

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

ARTICLE 23 SABBATICAL/EXTENDED LEAVE

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

Section 1 – Process:

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

Section 2 – Supervisor’s Authority:

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

Section 3 – Potential Loss of Benefits and Insurance Premiums:

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

**ARTICLE 24
PROMOTIONS AND CLASSIFICATION ISSUES**

Section 1: Promotions Policy

It is the policy to reward well-deserving attorneys in the Legal Service for sustained exemplary performance. This Article sets forth the process and criteria for all attorney promotions.

All promotions are dependent upon, and subject to, the availability of funds in the operating budget of the OAG and relevant subordinate agency, as applicable.

Section 2 - Promotion from Grade 11 to Grade 12 and from Grade 12 to Grade 13

An attorney is not eligible for promotion if the attorney receives a rating of “Needs Improvement” or “Fails Expectations” overall, or in any category.

Attorneys will be advised during the relevant appraisal process whether or not they have been recommended for promotion. A copy of the recommendation shall be sent to the Union.

Section 3 - Promotions to Grades 14 and 15

A. Criteria

An attorney may receive a competitive promotion (not automatic) to a Grade 14 and 15 if the following criteria are met:

1. Consistent Superior Performance

The attorney's overall job performance meets or exceeds established performance standards for that grade level. The attorney's two most recent performance evaluations, if available, shall be considered.

2. Demonstrated Specialized Expertise or Professional Distinction

The attorney has gained or developed specialized expertise in a subject or subjects relevant to the attorney's practice area at the agency or at OAG, as applicable. Such specialized expertise may be demonstrated by the complexity of matters handled or awards of professional distinction. Whether the attorney has demonstrated expertise beyond that of other attorneys performing the same or similar work at the same grade level shall be considered.

3. Satisfactory Handling of Increasingly More Complex Work

The attorney's workload has become increasingly more complex and the attorney performs in a manner that meets or exceeds established performance standards with little or no supervision. Factors to be considered include the complexity of the work, the productivity of the attorney, and the type and amount of supervision needed.

4. Time-In-Grade

The attorney has served at least 24 months as a Grade 13 or 14 as applicable.

5. Other Criteria

Other factors that may be considered include, but are not limited to, an attorney's seniority, the length of time that the recommendation for promotion has been pending, and the availability of funds in the OAG or agency budget, as applicable.

Section 4 – Grievance on Failure to Comply with Process:

Attorneys may not grieve a failure to obtain a promotion or failure to appear on a list of candidates recommended for promotion. The decision on whether to grant a promotion is within the sole and unreviewable discretion of the Attorney General or agency head, as applicable.

Section 5 - Job Qualifications:

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

Section 6 - Additional Duties:

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

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

Section 1 - Tardy or Non-Receipt of Pay:

A. Employer shall use its best efforts to take all action necessary to correct tardy receipts or non-receipts of employee paychecks due to electronic, delivery, or other pay errors within its control.

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

Section 2 - Pay Errors:

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

Section 3 - Timely Receipt of Pay, Pay Increases, and Reimbursements:

A. Employer agrees to use its best efforts to ensure that pay increases resulting from step increases, promotions, and future salary increases, are paid on the effective date but no later than two (2) pay periods following the effective date of the increase. To this end, Employer shall use its best efforts to ensure that paperwork needed to implement such increases is completed within a reasonable time of the proposed effective date of the action and shall process the proposed action as

expeditiously as possible, to avoid or minimize any delay in implementation.

B. Employer agrees to use its best efforts to ensure that retroactive salary increases and retroactive bonuses for performance are paid within 60 days of Council's approval of this Agreement (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)). To this end, Employer shall use its best efforts to ensure that paperwork needed to implement such increases is completed after Council approval of the Agreement (or when this agreement otherwise takes effect pursuant to D.C. Official Code § 1- 617.17(j)) and shall process the retroactive salary increases as expeditiously as possible, to avoid or minimize any delay in implementation.

Section 4 - Timely Reimbursement of Expenses:

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

Section 5 – Audits:

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

**ARTICLE 26
GENERAL PROVISIONS**

Section 1 - Work Rules:

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

Section 2 – Identification Device:

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

Section 3 - Distribution of Agreement:

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

Section 4 – Office Space:

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

ARTICLE 27 COMPUTATION OF TIME

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

ARTICLE 28 GRIEVANCE AND ARBITRATION PROCEDURES

Section 1 – Definitions:

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

Section 2 – Performance Ratings:

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

Section 3 – General Provisions:

Any grievance that may arise between the parties involving an alleged violation of this Agreement shall be settled as described in this Article unless otherwise agreed to in writing by the Union President and the Attorney General or agency head, as applicable, or his/her designee.

Section 4 – Information Requests:

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

Section 5 – Procedure:

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

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

Step 1: The employee and/or the Union shall take up the grievance, in writing, with the employee's immediate supervisor within fifteen (15) business days from the date of the occurrence or when the employee or the Union knew or should have known of the occurrence. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the name of the grievant or grievants, the contract provisions allegedly violated, the basic facts, issues, or concerns giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The supervisor shall address the matter and shall respond, in writing, to the Steward and/or the employee within fifteen (15) business days after the receipt of the grievance.

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

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

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

A grievance filed by the Union on a matter involving more than one division within OAG, may be filed with the Attorney General or his/her designee at Step 3. The grievance must be filed within fifteen (15) business days from the date of the occurrence giving rise to the grievance or when the Union knew or should have known of the occurrence.

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

A grievance filed by the Union which does not seek personal relief for a particular employee or a group of employees, but rather expresses the Union's disagreement with management's interpretation or application of the Agreement and which seeks an institutional remedy shall be filed at Step 3 within fifteen (15) business days from the date of the occurrence or when the Union knew or should have known of the occurrence to the extent reasonably possible.

A grievance filed by the Employer should be filed directly with the Union President within fifteen(15) business days from the date of the occurrence or when the Employer knew or should have known of the occurrence giving rise to the grievance. The Union President shall have fifteen (15) business days to respond. If the Employer's grievance is still unresolved, or the Union President or his/her designee has failed to respond, the Employer may by written notice request arbitration within twenty (20) business days after the Union's reply is due or received whichever is sooner.

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

Section 6 - Selection of the Arbitrator:

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

guidelines unless modified by this Agreement.

Section 7 – Authority of the Arbitrator:

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

Section 8 - Decision of the Arbitrator:

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

Section 9 - Expenses of the Arbitrator:

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

Section 10 - Time Off For Grievance Hearings:

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

Section 11 – Time Limits:

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

Section 12 – Termination of Grievance:

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

Section 13 – Exclusions:

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

ARTICLE 29 DISCIPLINE AND DISCHARGE

Section 1 -- Disciplinary Actions:

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

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

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

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

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

Section 2 -- Appeal Procedures:

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

Section 3 -- Stay of Disciplinary Action:

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

Section 4 -- Standard of Review and Authority of the Arbitrator:

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

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

Section 5 -- Time Limits:

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

Section 6 -- Extension of Time Limits:

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

Section 7 -- Substitution of Binding Arbitration Procedures:

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

**ARTICLE 30
SAVINGS CLAUSE**

SECTION 1:

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

SECTION 2:

To the extent consistent with the Contract Clause of the United States Constitution, the terms of this Agreement shall supersede any subsequently enacted D.C. laws, District Personnel Manual (DPM) regulations, or departmental rules concerning non-compensation covered herein for the term of this agreement.

**ARTICLE 31
INCORPORATION OF COMPENSATION AGREEMENT TERMS**

The terms and conditions of the Compensation Agreement between the District of Columbia and the American Federation of Government Employees, Local 1403, AFL-CIO, effective October 1, 2020, through September 30, 2023 (Compensation Agreement), are incorporated by reference into this Agreement. The provisions of the Compensation Agreement shall control to the extent of any inconsistency.

ARTICLE 32
DURATION AND FINALITY

Section 1 -- Effective Date

This agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the District of Columbia Comprehensive Merit Personnel Act, D.C. Official Code, § 1-617.15(a). This Agreement shall be effective on the date provided by law (i.e., when it is approved by the Council or as otherwise effective pursuant to D.C. Official Code § 1-617.17(j)) and shall remain in full force and effect until September 30, 2023, or until a new non-compensation agreement becomes effective. Notice to reopen the Agreement shall be provided as required by D.C. Official Code § 1-617.17(f)(1)(A)(i).

Section 2 – Finality

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

On this ____ day of _____, 2024 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

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

**Eugene Adams, Director
Mayor's Office of Legal Counsel**

**Aaron Finkhousen, President
AFGE, Local 1403**

**Brian L. Schwalb, Attorney General
Office of the Attorney General**

On this ____ day of _____, 2024 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

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

**E. Lindsey Maxwell II, Esq., Director
Office of Labor Relations & Collective
Bargaining**

**Anne Hollander, Chief Negotiator
AFGE, Local 1403**

**Vanessa Natale, Deputy Director
Mayor's Office of Legal Counsel**

**Rebecca Barnes, Vice President
AFGE, Local 1403**

**Marta M. Paravano, Chief Operating Officer
Office of the Attorney General**

**Edward Rich, Acting Vice President
AFGE, Local 1403**

**Rachel Noteware, Associate Director
Mayor's Office of Legal Counsel**

**Freddie D'Ateno, Chief Human Resources Officer
Office of the Attorney General**

**De'Yan Harris, Esq. Attorney Advisor
Office of Labor Relations & Collective Bargaining**

**Kevin Maurice Stokes, Supervisory Attorney Advisor
Office of Labor Relations & Collective Bargaining**

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and the bargaining units represented by AFGE, Local 1403, dated _____, has been reviewed in accordance with Section 1-617.15(a) of the District of Columbia Official Code and is hereby approved on this _____ day of _____, 2025.

Brian L. Schwalb, Attorney General

APPROVAL

This collective bargaining working conditions agreement between the District of Columbia and the bargaining units represented by AFGE, Local 1403, dated _____, has been reviewed in accordance with Section 1-617.15(a) of the District of Columbia Official Code and is hereby approved on this _____ day of _____, 2025.

Muriel E. Bowser, Mayor



MURIEL BOWSER
MAYOR

March 21, 2022

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

I am pleased to submit, for your introduction and Council approval, a proposed resolution cited as the "Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022-2025, Approval Resolution of 2022". The resolution will approve the negotiated compensation collective bargaining agreement between the District of Columbia government and Compensation Units 1 and 2.

The agreement provides for employees in Compensation Units 1 and 2, who were actively on the payroll as of October 1, 2021, to receive a one-time three and one-half percent (3.5%) bonus payment in lieu of a wage-increase for FY 2022. Thereafter, for FY 2023, effective for the first day of the first full pay period beginning on or after October 1, 2022, the salary schedules of employees employed in bargaining units as certified and assigned by the Public Employees Relations Board to Compensation Units 1 and 2, shall be adjusted by two and one-half percent (2.5%). This adjustment will be followed by a three percent (3.0%) wage increase effective for the first day of the first full pay period beginning on or after October 1, 2023 for FY 2024, and a three percent (3.0%) wage increase effective for the first day of the first full pay period beginning on or after October 1, 2024 for FY 2025.

The agreement continues and increases funding for the affordable housing purchase initiative known as the Negotiated Employee Assistance Home Purchase Program (NEAHP) via a \$650,000 set aside for the duration of the agreement. The Agreement continues the initiative to subsidize the cost of monthly transit passes in the amount to fifty dollars (\$50) per month for employees who use such passes to commute to and from work.

The agreement also provides a variety of other historical benefits including, health and life insurance, pension plan, differential and premium pay, annual and sick leave accrual, optical and dental benefits and pre-tax benefits as well as others.

I appreciate your attention to this important legislation that directly benefits thousands of District of Columbia employees. Please contact me or E. Lindsey Maxwell II, Director, Office of Labor Relations and Collective Bargaining, at (202) 724-4953, should you have questions concerning this transmittal.

Sincerely,



Muriel Bowser
Mayor


Chairman Phil Mendelson
at the request of the Mayor

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A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve the compensation collective bargaining agreement between the District of Columbia Government and Compensation Units 1 and 2.

RESOLVED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That
this resolution may be cited as the "Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022 - FY 2025, Approval Resolution of 2022".

Sec. 2. Pursuant to section 1717(j) of the District of Columbia Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code 1-617.17(j)), the Council of the District of Columbia approves the compensation collective bargaining agreement between the Government of the District of Columbia and Compensation Units 1 and 2, which was transmitted to the Council by the Mayor on _____.

Sec. 3. This resolution applies to employees at the following agencies and offices: the Office of Administrative Hearings; the Office of Contracting and

35 Procurement; the Office of Human Rights; the Alcoholic Beverage Regulation
36 Administration; the Office of the State Superintendent of Education; the Office of Cable
37 Television, Film, Music and Entertainment; the Child and Family Services Agency; the
38 Homeland Security and Emergency Management Agency; the Office of Unified
39 Communications; the Department of Behavioral Health; the Department on Disability
40 Services; the Office of Risk Management; the Department of Youth Rehabilitation
41 Services; the Department of Consumer and Regulatory Affairs; the Office of the Attorney
42 General; the Department of Corrections; the Department of Employment Services; the
43 Department of Energy and Environment; the Fire and Emergency Medical Services
44 Department; the Office of the Chief Financial Officer; the Department of Forensic
45 Sciences; the Department of General Services; the Department of Housing and
46 Community Development; the Department of Health; the Department of Health Care
47 Finance; the Department of Human Services; the Department of Insurance, Securities,
48 and Banking; the Office of the Chief Medical Examiner; the Metropolitan Police
49 Department; the Department of Motor Vehicles; the Office of Planning; the District of
50 Columbia Public Library; the District of Columbia Public Schools; the Public Service
51 Commission; the Department of Public Works; the Department of Parks and Recreation;
52 the Department of For-Hire Vehicles; the Office of the Chief Technology Officer; the
53 University of the District of Columbia; and the Office of Zoning.

54 Sec. 4. Fiscal impact statement.

55 The Council adopts the attached fiscal impact statement as the fiscal impact
56 statement required by section 602(c)(3) of the District of Columbia Home Rule Act,
57 approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

58 Sec. 5. Transmittal.

59 The Secretary of the Council shall transmit a copy of this resolution, upon its
60 adoption, to the Compensation Units 1 and 2 Chief Negotiators (AFSCME District
61 Council 20, AFGE Council 14 and NAGE) and to the Mayor.

62 Sec. 6. Effective date.

63 This resolution shall take effect immediately.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



ATTORNEY GENERAL
KARL A. RACINE

Legal Counsel Division

MEMORANDUM

TO: Ronan Gulstone
Executive Director
Office of Policy and Legislative Affairs

FROM: Brian K. Flowers
Deputy Attorney General
Legal Counsel Division

DATE: March 1, 2022

SUBJECT: Legal Sufficiency Review of the “Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022 - FY 2025, Approval Resolution of 2022” (AD-22-096)

This is to Certify that this Office has reviewed the above-referenced resolution and that we have found it to be legally sufficient. If you have any questions in this regard, please do not hesitate to call me at 724-5524.

Brian K. Flowers

Brian K. Flowers

Government of the District of Columbia
Office of the Chief Financial Officer



Fitzroy Lee
Acting Chief Financial Officer

MEMORANDUM

TO: The Honorable Phil Mendelson
Chairman, Council of the District of Columbia

FROM: Fitzroy Lee
Acting Chief Financial Officer

DATE: March 18, 2022

SUBJECT: Fiscal Impact Statement – Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022 - FY 2025, Approval Resolution of 2022

REFERENCE: Draft Resolution as provided to the Office of Revenue Analysis on March 10, 2022



Conclusion

Funds are sufficient in fiscal year 2022 and in the proposed fiscal year 2023 through fiscal year 2026 budget and financial plan to implement the resolution.

The resolution will approve salary payments that will cost District agencies approximately \$31.1 million in fiscal year 2022, \$22.2 million in fiscal year 2023, and a total of \$275 million from fiscal year 2022 through fiscal year 2026. The total cost of the negotiated collective bargaining provisions that must be paid with local funds is approximately \$23.9 million in fiscal year 2022, \$17.4 million in fiscal year 2023, and a total of \$196.8 million from fiscal year 2022 through fiscal year 2026. Funding is available in the Workforce Investments account to cover these costs. The non-local portion of the cost will be covered by federal funds, private funds, special purpose revenue funds, or absorbed by the agencies.

Background

The resolution approves a compensation agreement between the Government of the District of Columbia and Compensation Units 1 and 2. The agreement covers approximately 12,360 employees

The Honorable Phil Mendelson

FIS: "Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022 - FY 2025, Approval Resolution of 2022," Draft Resolution as provided to the Office of Revenue Analysis on March 10, 2022

at multiple agencies with an average base salary of \$63,813. It is in effect from October 1, 2021, through September 30, 2025. The agreement provides the following pay increases:

- In FY 2022, a one-time payment equivalent to 3.5% of an employee's annual base salary, in lieu of a wage increase;
- In FY 2023, an increase in the salary schedule of 2.5%;
- In FY 2024, an increase in the salary schedule of 3.0%; and
- In FY 2025, an increase in the salary schedule of 3.0%.

Employees will progress through the salary scale and receive step increases as described in the District Personnel Manual.

The employer will make monthly contributions of \$17.50 a month per employee for a pre-paid legal plan. The prior agreement also included monthly contributions toward a pre-paid legal plan, but required the contributions only through fiscal year 2020. Contributions were not required under the prior agreement in fiscal year 2021.

The District will set aside \$650,000 for the Negotiated Employee Assistance Home Purchase Program. The prior agreement required \$500,000 to be set aside for this purpose.

The agreement also stipulates that local environmental pay will only be paid to employees when the employee is in an active duty status. It will not be paid when an employee is on leave or teleworking.

All other compensation terms are unchanged from the prior agreement.

Financial Plan Impact

Funds are sufficient in fiscal year 2022 and in the proposed fiscal year 2023 through fiscal year 2026 budget and financial plan to implement the resolution approving the collection bargaining agreement.

Increased pay and associated fringe benefits costs make up the majority of the cost of the agreement. The pay increases will cost \$31.1 million in fiscal year 2022, \$22.2 million in fiscal year 2023, and a total of \$275.1 million through fiscal year 2026. These costs are for all employee positions, regardless of funding source. Approximately 67% of affected employee positions are funded with local funds. Remaining local funds costs include the cost of housing assistance (a one-time cost of \$650,000 in fiscal year 2022) and the cost of employer contributions to a pre-paid legal plan (approximately \$2.5 million a year). In total, the local cost of the agreement will be approximately \$23.9 million in fiscal year 2022, \$17.4 million in fiscal year 2023, and a total of \$196.8 million from fiscal year 2022 through fiscal year 2026.

There is already a 1.75 percent increase incorporated into personnel costs in the financial plan. This amount is used toward the costs of the agreement. Funds are available in the Workforce Investments account to pay for the remainder. The non-local portion of the cost will be covered by federal funds, private funds, and special purpose revenue, or absorbed by the agencies.

The Honorable Phil Mendelson

FIS: "Compensation Collective Bargaining Agreement between the District of Columbia Government and Compensation Units 1 and 2, FY 2022 - FY 2025, Approval Resolution of 2022," Draft Resolution as provided to the Office of Revenue Analysis on March 10, 2022

Cost of the FY 2022 - FY 2025 Compensation Agreement between the District of Columbia Government and Compensation Units 1 and 2 (Dollars in thousands)						
	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	Five-Year Total
<i>Total Cost of Pay Increase^(a)</i>	\$31,098	\$22,213	\$49,534	\$77,675	\$94,583 ^(e)	\$275,103
Local Funds Portion ^(b)	\$20,733	\$14,809	\$33,024	\$51,785	\$63,058	\$183,409
Cost of Housing Assistance	\$650	\$0	\$0	\$0	\$0	\$650
Cost of Legal Plan ^(c)	\$2,553	\$2,553	\$2,553	\$2,553	\$2,553	\$12,764
Total Local Cost	\$23,935	\$17,362	\$35,577	\$54,338	\$65,611	\$196,822
Funding Available in Financial Plan ^(d)	\$0	(\$10,366)	(\$20,914)	(\$31,646)	(\$42,566)	(\$105,493)
Cost to be Covered by Workforce Investments	\$23,935	\$6,995	\$14,663	\$22,692	\$23,044	\$91,330

Table Notes:

- a) Includes a fringe rate of 12.65%, to account for fringe benefits that increase with higher pay.
- b) Approximately 67% of affected FTEs are funded with local funding.
- c) The employer will contribute \$17.50 per month, per employee, to a pre-paid legal plan.
- d) Increases of 1.75 percent are built into the financial plan for personnel costs and can be used toward the cost of the agreement.
- e) Assumes salaries increase by 1.75%

**COMPENSATION COLLECTIVE BARGAINING
AGREEMENT**

BETWEEN

THE DISTRICT OF COLUMBIA GOVERNMENT

AND

COMPENSATION UNITS 1 AND 2

**EFFECTIVE October 1, 2021, through
September 30, 2025**

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Wages	3
2	Metro Pass	4
3	Pre-Paid Legal Plan	4
4	District of Columbia Employee Affordable Housing Taskforce	5
5	Benefits Committee	6
6	Benefits	7
7	Overtime	14
8	Incentive Programs	16
9	Call-Back/Call-In/On Call and Premium Pay	17
10	Mileage Allowance	19
11	Annual Leave/Compensatory Time Buy-Out	20
12	Back Pay	20
13	Duty Station Coverage	21
14	Grievances	21
15	Local Environment Pay	21
16	Newly Certified Bargaining Units	23
17	Term and Temporary Employees	24
18	Administrative Closing	25
19	Savings Clause	26
20	Duration	26
	On-Call Notification Template (July 26, 2010)	Appendix 1

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 2022:

In lieu of a wage-increase for FY 2022, employees will receive a three and one-half percent (3.5%) bonus payment. Bargaining unit employees actively on the payroll as of October 1, 2021, shall receive a one-time payment that is equivalent of 3.5% of an employee's annual base salary as of October 1, 2021.

The payment will be made no later than ninety (90) days after the Council's approval of this Agreement.

SECTION B: FISCAL YEAR 2023:

Effective the first day of the first full pay period beginning on or after October 1, 2022, the FY 2023 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 two and a one-half percent (2.5%).

SECTION C: FISCAL YEAR 2024:

Effective the first day of the first full pay period beginning on or after October 1, 2023, the FY 2024 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 three percent (3.0%).

SECTION D: FISCAL YEAR 2025:

Effective the first day of the first full pay period beginning on or after October 1, 2024, the FY 2025 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 three percent (3.0%).

SECTION E: WITHIN GRADE INCREASES

All employees covered by this agreement shall progress through the salary scale and receive within grade step increases as described in Section 1127 of the District Personnel Manual. 6B DCMR §1127 (Transmittal No. 233, September 21, 2018).

**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 seventeen dollars and fifty cents (\$17.50) 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 \$650,000.00 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 2022, 2023, 2024 and 2025 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 2022 – FY 2025.

**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) Juneteenth, June 19th
- (g) Independence Day, July 4th of each year;
- (h) Labor Day, the 1st Monday in September of each year;
- (i) Indigenous Peoples' Day, the 2nd Monday in October of each year;
- (j) Veterans Day, November 11th of each year;
- (k) Thanksgiving Day, the 4th Thursday in November of each year;
and
- (l) Christmas Day, December 25th of each year.
- (m) 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 employee's 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).

3. The purpose of this Section is to allow for authorized Compressed, Alternate, and Flexible time schedules which exceed eight (8) hours in a day or 40 hours in a week to be deemed the employee's regular tour of duty, and not be considered 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. The incentive day(s) will also be credited to the employee's leave account no later than the end of April 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 2022, 2023, 2024 and 2025.

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. In the event a grievance alleges a violation affecting all members of Compensation Units 1 and 2, it will be sufficient to file the grievance directly with the Office of Labor Relations and Collective Bargaining within thirty (30) calendar days of knowledge of the alleged violation. Other than this possible variance in the filing deadline and receiving office, the applicable negotiated grievance procedure will remain in full force and effect.

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 actual 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.

Local environmental pay will only be paid to employees when the employee is in an active duty status. Local environmental pay will not be paid when an employee is on leave or teleworking.

SECTION C:

Employees as listed in Attachment 2, Approved Positions for Local Environmental Pay, of DCHR Instruction No. 11B-90, Premium Pay – Local and Environmental Pay, and any other employee including District Service (DS) employees as determined pursuant to Section D of this Article 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 DCHR Instruction No. 11B-90, Premium Pay – Local and Environmental Pay. The determination shall be issued by DCHR within ninety (90) calendar days of the submission of the request.

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

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 through the term of this Agreement, 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 during the term of this Agreement, and are paid from appropriated funding to the career service..

SECTION D:

Prior to the end of the this 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, 2021, 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. § 201, *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, 2025. On this ____ day of _____ 2022 , and as witness the parties hereto have set their signature.

**Compensation Units One and Two Collective Bargaining Agreement
Signed: _____, 2022**

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

FOR THE UNIONS

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

APPROVAL

This collective bargaining agreement between the District of Columbia and Compensation Units 1 and 2, dated _____, has been reviewed in accordance with Section 1-617.15 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this __ day of _____, 2022.

Muriel Bowser
Mayor

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



Fiscal Year: 2023 **Service Code Definition:** Professional and Scientific

Effective Date: October 9, 2022 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077
X01

% Increase: 2.5% over FY21

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps
	1	2	3	4	5	6	7	8	9	10	
9 \$	58,590 \$	60,462 \$	62,334 \$	64,206 \$	66,078 \$	67,950 \$	69,822 \$	71,694 \$	73,566 \$	75,438 \$	1,872
10 \$	64,276 \$	66,337 \$	68,398 \$	70,459 \$	72,520 \$	74,581 \$	76,642 \$	78,703 \$	80,764 \$	82,825 \$	2,061
11 \$	70,593 \$	72,861 \$	75,129 \$	77,397 \$	79,665 \$	81,933 \$	84,201 \$	86,469 \$	88,737 \$	91,005 \$	2,268
12 \$	87,340 \$	90,052 \$	92,764 \$	95,476 \$	98,188 \$	100,900 \$	103,612 \$	106,324 \$	109,036 \$	111,748 \$	2,712
13 \$	100,633 \$	103,859 \$	107,085 \$	110,311 \$	113,537 \$	116,763 \$	119,989 \$	123,215 \$	126,441 \$	129,667 \$	3,226
14 \$	118,935 \$	122,746 \$	126,557 \$	130,368 \$	134,179 \$	137,990 \$	141,801 \$	145,612 \$	149,423 \$	153,234 \$	3,811

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



Fiscal Year: 2024 **Service Code Definition:** Professional and Scientific

Effective Date: October 8, 2023 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS

Peoplesoft Schedule: DS0077

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
9 \$	60,348	62,276	64,204	66,132	68,060	69,988	71,916	73,844	75,772	77,700	\$	1,928
10 \$	66,204	68,327	70,450	72,573	74,696	76,819	78,942	81,065	83,188	85,311	\$	2,123
11 \$	72,711	75,047	77,383	79,719	82,055	84,391	86,727	89,063	91,399	93,735	\$	2,336
12 \$	89,958	92,752	95,546	98,340	101,134	103,928	106,722	109,516	112,310	115,104	\$	2,794
13 \$	103,651	106,974	110,297	113,620	116,943	120,266	123,589	126,912	130,235	133,558	\$	3,323
14 \$	122,504	126,429	130,354	134,279	138,204	142,129	146,054	149,979	153,904	157,829	\$	3,925

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



Fiscal Year: 2025 **Service Code Definition:** Professional and Scientific

Effective Date: October 6, 2024 **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	\$ 62,158	\$ 64,144	\$ 66,130	\$ 68,116	\$ 70,102	\$ 72,088	\$ 74,074	\$ 76,060	\$ 78,046	\$ 80,032	\$ 1,986
10	\$ 68,189	\$ 70,376	\$ 72,563	\$ 74,750	\$ 76,937	\$ 79,124	\$ 81,311	\$ 83,498	\$ 85,685	\$ 87,872	\$ 2,187
11	\$ 74,893	\$ 77,299	\$ 79,705	\$ 82,111	\$ 84,517	\$ 86,923	\$ 89,329	\$ 91,735	\$ 94,141	\$ 96,547	\$ 2,406
12	\$ 92,656	\$ 95,534	\$ 98,412	\$ 101,290	\$ 104,168	\$ 107,046	\$ 109,924	\$ 112,802	\$ 115,680	\$ 118,558	\$ 2,878
13	\$ 106,763	\$ 110,185	\$ 113,607	\$ 117,029	\$ 120,451	\$ 123,873	\$ 127,295	\$ 130,717	\$ 134,139	\$ 137,561	\$ 3,422
14	\$ 126,178	\$ 130,221	\$ 134,264	\$ 138,307	\$ 142,350	\$ 146,393	\$ 150,436	\$ 154,479	\$ 158,522	\$ 162,565	\$ 4,043

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



Fiscal Year: 2023 **Service Code Definition:** Technical and Paraprofessional
Effective Date: October 9, 2022 **Series:**
Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0078
 X02

% Increase: 2.5% Over FY 21

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
5	\$ 39,500	\$ 40,877	\$ 42,254	\$ 43,631	\$ 45,008	\$ 46,385	\$ 47,762	\$ 49,139	\$ 50,516	\$ 51,893	\$ 53,270	1,377
6	\$ 43,772	\$ 45,297	\$ 46,822	\$ 48,347	\$ 49,872	\$ 51,397	\$ 52,922	\$ 54,447	\$ 55,972	\$ 57,497	\$ 59,022	1,525
7	\$ 48,500	\$ 50,186	\$ 51,872	\$ 53,558	\$ 55,244	\$ 56,930	\$ 58,616	\$ 60,302	\$ 61,988	\$ 63,674	\$ 65,360	1,686
8	\$ 53,261	\$ 54,959	\$ 56,657	\$ 58,355	\$ 60,053	\$ 61,751	\$ 63,449	\$ 65,147	\$ 66,845	\$ 68,543	\$ 70,241	1,698
9	\$ 58,590	\$ 60,462	\$ 62,334	\$ 64,206	\$ 66,078	\$ 67,950	\$ 69,822	\$ 71,694	\$ 73,566	\$ 75,438	\$ 77,310	1,872
10	\$ 64,276	\$ 66,337	\$ 68,398	\$ 70,459	\$ 72,520	\$ 74,581	\$ 76,642	\$ 78,703	\$ 80,764	\$ 82,825	\$ 84,886	2,061
11	\$ 70,593	\$ 72,861	\$ 75,129	\$ 77,397	\$ 79,665	\$ 81,933	\$ 84,201	\$ 86,469	\$ 88,737	\$ 91,005	\$ 93,273	2,268

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



Fiscal Year: 2024 **Service Code Definition:** Technical and Paraprofessional
Effective Date: October 8, 2023 **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	\$ 40,686	\$ 42,104	\$ 43,522	\$ 44,940	\$ 46,358	\$ 47,776	\$ 49,194	\$ 50,612	\$ 52,030	\$ 53,448	\$ 54,866	\$ 56,284
6	\$ 45,084	\$ 46,655	\$ 48,226	\$ 49,797	\$ 51,368	\$ 52,939	\$ 54,510	\$ 56,081	\$ 57,652	\$ 59,223	\$ 60,794	\$ 62,365
7	\$ 49,957	\$ 51,693	\$ 53,429	\$ 55,165	\$ 56,901	\$ 58,637	\$ 60,373	\$ 62,109	\$ 63,845	\$ 65,581	\$ 67,317	\$ 69,053
8	\$ 54,859	\$ 56,608	\$ 58,357	\$ 60,106	\$ 61,855	\$ 63,604	\$ 65,353	\$ 67,102	\$ 68,851	\$ 70,600	\$ 72,349	\$ 74,098
9	\$ 60,348	\$ 62,276	\$ 64,204	\$ 66,132	\$ 68,060	\$ 69,988	\$ 71,916	\$ 73,844	\$ 75,772	\$ 77,700	\$ 79,628	\$ 81,556
10	\$ 66,204	\$ 68,327	\$ 70,450	\$ 72,573	\$ 74,696	\$ 76,819	\$ 78,942	\$ 81,065	\$ 83,188	\$ 85,311	\$ 87,434	\$ 89,557
11	\$ 72,711	\$ 75,047	\$ 77,383	\$ 79,719	\$ 82,055	\$ 84,391	\$ 86,727	\$ 89,063	\$ 91,399	\$ 93,735	\$ 96,071	\$ 98,407

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



Fiscal Year: 2025 **Service Code Definition:** Technical and Paraprofessional

Effective Date: October 6, 2024 **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	\$ 41,905	\$ 43,366	\$ 44,827	\$ 46,288	\$ 47,749	\$ 49,210	\$ 50,671	\$ 52,132	\$ 53,593	\$ 55,054	\$ 1,461
6	\$ 46,437	\$ 48,055	\$ 49,673	\$ 51,291	\$ 52,909	\$ 54,527	\$ 56,145	\$ 57,763	\$ 59,381	\$ 60,999	\$ 1,618
7	\$ 51,456	\$ 53,244	\$ 55,032	\$ 56,820	\$ 58,608	\$ 60,396	\$ 62,184	\$ 63,972	\$ 65,760	\$ 67,548	\$ 1,788
8	\$ 56,503	\$ 58,305	\$ 60,107	\$ 61,909	\$ 63,711	\$ 65,513	\$ 67,315	\$ 69,117	\$ 70,919	\$ 72,721	\$ 1,802
9	\$ 62,158	\$ 64,144	\$ 66,130	\$ 68,116	\$ 70,102	\$ 72,088	\$ 74,074	\$ 76,060	\$ 78,046	\$ 80,032	\$ 1,986
10	\$ 68,189	\$ 70,376	\$ 72,563	\$ 74,750	\$ 76,937	\$ 79,124	\$ 81,311	\$ 83,498	\$ 85,685	\$ 87,872	\$ 2,187
11	\$ 74,893	\$ 77,299	\$ 79,705	\$ 82,111	\$ 84,517	\$ 86,923	\$ 89,329	\$ 91,735	\$ 94,141	\$ 96,547	\$ 2,406

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



Fiscal Year: 2023 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 9, 2022 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 2.5% **Over FY 21**

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
2	\$ 31,961	\$ 33,079	\$ 34,197	\$ 35,315	\$ 36,433	\$ 37,551	\$ 38,669	\$ 39,787	\$ 40,905	\$ 42,023	\$	1,118
3	\$ 34,832	\$ 36,040	\$ 37,248	\$ 38,456	\$ 39,664	\$ 40,872	\$ 42,080	\$ 43,288	\$ 44,496	\$ 45,704	\$	1,208
4	\$ 36,529	\$ 37,770	\$ 39,011	\$ 40,252	\$ 41,493	\$ 42,734	\$ 43,975	\$ 45,216	\$ 46,457	\$ 47,698	\$	1,241
5	\$ 39,500	\$ 40,877	\$ 42,254	\$ 43,631	\$ 45,008	\$ 46,385	\$ 47,762	\$ 49,139	\$ 50,516	\$ 51,893	\$	1,377
6	\$ 43,772	\$ 45,297	\$ 46,822	\$ 48,347	\$ 49,872	\$ 51,397	\$ 52,922	\$ 54,447	\$ 55,972	\$ 57,497	\$	1,525
7	\$ 48,500	\$ 50,186	\$ 51,872	\$ 53,558	\$ 55,244	\$ 56,930	\$ 58,616	\$ 60,302	\$ 61,988	\$ 63,674	\$	1,686
8	\$ 53,261	\$ 54,959	\$ 56,657	\$ 58,355	\$ 60,053	\$ 61,751	\$ 63,449	\$ 65,147	\$ 66,845	\$ 68,543	\$	1,698
9	\$ 58,590	\$ 60,462	\$ 62,334	\$ 64,206	\$ 66,078	\$ 67,950	\$ 69,822	\$ 71,694	\$ 73,566	\$ 75,438	\$	1,872

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



Fiscal Year: 2024 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 8, 2023 **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	\$ 32,918	\$ 34,070	\$ 35,222	\$ 36,374	\$ 37,526	\$ 38,678	\$ 39,830	\$ 40,982	\$ 42,134	\$ 43,286	\$ 44,438	\$ 45,590
3	\$ 35,878	\$ 37,122	\$ 38,366	\$ 39,610	\$ 40,854	\$ 42,098	\$ 43,342	\$ 44,586	\$ 45,830	\$ 47,074	\$ 48,318	\$ 49,562
4	\$ 37,626	\$ 38,904	\$ 40,182	\$ 41,460	\$ 42,738	\$ 44,016	\$ 45,294	\$ 46,572	\$ 47,850	\$ 49,128	\$ 50,406	\$ 51,684
5	\$ 40,686	\$ 42,104	\$ 43,522	\$ 44,940	\$ 46,358	\$ 47,776	\$ 49,194	\$ 50,612	\$ 52,030	\$ 53,448	\$ 54,866	\$ 56,284
6	\$ 45,084	\$ 46,655	\$ 48,226	\$ 49,797	\$ 51,368	\$ 52,939	\$ 54,510	\$ 56,081	\$ 57,652	\$ 59,223	\$ 60,794	\$ 62,365
7	\$ 49,957	\$ 51,693	\$ 53,429	\$ 55,165	\$ 56,901	\$ 58,637	\$ 60,373	\$ 62,109	\$ 63,845	\$ 65,581	\$ 67,317	\$ 69,053
8	\$ 54,859	\$ 56,608	\$ 58,357	\$ 60,106	\$ 61,855	\$ 63,604	\$ 65,353	\$ 67,102	\$ 68,851	\$ 70,600	\$ 72,348	\$ 74,097
9	\$ 60,348	\$ 62,276	\$ 64,204	\$ 66,132	\$ 68,060	\$ 69,988	\$ 71,916	\$ 73,844	\$ 75,772	\$ 77,700	\$ 79,628	\$ 81,556

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



Fiscal Year: 2025 **Service Code Definition:** Clerical and Administrative Support

Effective Date: October 6, 2024 **Series:**

Union/Nonunion: Union **Affected CBU/Service Code(s):**

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0079
 X03

% Increase: 3.0%

Resolution Number:

Date of Resolution:

	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
2	\$ 33,904	\$ 35,091	\$ 36,278	\$ 37,465	\$ 38,652	\$ 39,839	\$ 41,026	\$ 42,213	\$ 43,400	\$ 44,587	\$ 44,587	\$ 1,187
3	\$ 36,952	\$ 38,234	\$ 39,516	\$ 40,798	\$ 42,080	\$ 43,362	\$ 44,644	\$ 45,926	\$ 47,208	\$ 48,490	\$ 48,490	\$ 1,282
4	\$ 38,756	\$ 40,072	\$ 41,388	\$ 42,704	\$ 44,020	\$ 45,336	\$ 46,652	\$ 47,968	\$ 49,284	\$ 50,600	\$ 50,600	\$ 1,316
5	\$ 41,905	\$ 43,366	\$ 44,827	\$ 46,288	\$ 47,749	\$ 49,210	\$ 50,671	\$ 52,132	\$ 53,593	\$ 55,054	\$ 55,054	\$ 1,461
6	\$ 46,437	\$ 48,055	\$ 49,673	\$ 51,291	\$ 52,909	\$ 54,527	\$ 56,145	\$ 57,763	\$ 59,381	\$ 60,999	\$ 60,999	\$ 1,618
7	\$ 51,456	\$ 53,244	\$ 55,032	\$ 56,820	\$ 58,608	\$ 60,396	\$ 62,184	\$ 63,972	\$ 65,760	\$ 67,548	\$ 67,548	\$ 1,788
8	\$ 56,503	\$ 58,305	\$ 60,107	\$ 61,909	\$ 63,711	\$ 65,513	\$ 67,315	\$ 69,117	\$ 70,919	\$ 72,721	\$ 72,721	\$ 1,802
9	\$ 62,158	\$ 64,144	\$ 66,130	\$ 68,116	\$ 70,102	\$ 72,088	\$ 74,074	\$ 76,060	\$ 78,046	\$ 80,032	\$ 80,032	\$ 1,986

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



Fiscal Year: 2023 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 9, 2022

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: 2.5% Over FY 21

Resolution Number:

Date of Resolution:

Grade	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
4 \$	42,377	43,555	44,733	45,911	47,089	48,267	49,445	50,623	51,801	52,979	\$	1,178
5 \$	48,738	50,055	51,372	52,689	54,006	55,323	56,640	57,957	59,274	60,591	\$	1,317
6 \$	51,378	52,847	54,316	55,785	57,254	58,723	60,192	61,661	63,130	64,599	\$	1,469
7 \$	55,450	57,083	58,716	60,349	61,982	63,615	65,248	66,881	68,514	70,147	\$	1,633
8 \$	57,792	59,604	61,416	63,228	65,040	66,852	68,664	70,476	72,288	74,100	\$	1,812
9 \$	61,855	63,853	65,851	67,849	69,847	71,845	73,843	75,841	77,839	79,837	\$	1,998
10 \$	68,114	70,316	72,518	74,720	76,922	79,124	81,326	83,528	85,730	87,932	\$	2,202
11 \$	72,453	74,862	77,271	79,680	82,089	84,498	86,907	89,316	91,725	94,134	\$	2,409
12 \$	86,816	89,710	92,604	95,498	98,392	101,286	104,180	107,074	109,968	112,862	\$	2,894
13 \$	103,229	106,672	110,115	113,558	117,001	120,444	123,887	127,330	130,773	134,216	\$	3,443
14 \$	122,005	126,068	130,131	134,194	138,257	142,320	146,383	150,446	154,509	158,572	\$	4,063

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



Fiscal Year: 2024 Service Code Definition: Corrections and Other Occupation Groups

Effective Date: October 8, 2023

Union/Nonunion: Union Job Series:
 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 \$	43,646	44,860	46,074	47,288	48,502	49,716	50,930	52,144	53,358	54,572	\$	1,214			
5 \$	50,202	51,558	52,914	54,270	55,626	56,982	58,338	59,694	61,050	62,406	\$	1,356			
6 \$	52,920	54,433	55,946	57,459	58,972	60,485	61,998	63,511	65,024	66,537	\$	1,513			
7 \$	57,113	58,795	60,477	62,159	63,841	65,523	67,205	68,887	70,569	72,251	\$	1,682			
8 \$	59,527	61,393	63,259	65,125	66,991	68,857	70,723	72,589	74,455	76,321	\$	1,866			
9 \$	63,710	65,768	67,826	69,884	71,942	74,000	76,058	78,116	80,174	82,232	\$	2,058			
10 \$	70,158	72,426	74,694	76,962	79,230	81,498	83,766	86,034	88,302	90,570	\$	2,268			
11 \$	74,624	77,106	79,588	82,070	84,552	87,034	89,516	91,998	94,480	96,962	\$	2,482			
12 \$	89,420	92,401	95,382	98,363	101,344	104,325	107,306	110,287	113,268	116,249	\$	2,981			
13 \$	106,327	109,873	113,419	116,965	120,511	124,057	127,603	131,149	134,695	138,241	\$	3,546			
14 \$	125,665	129,850	134,035	138,220	142,405	146,590	150,775	154,960	159,145	163,330	\$	4,185			

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



Fiscal Year: 2025 **Service Code Definition:** Corrections and Other Occupation Groups

Effective Date: October 6, 2024

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

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Step														Between Steps
	1	2	3	4	5	6	7	8	9	10					
4 \$	44,957	46,207	47,457	48,707	49,957	51,207	52,457	53,707	54,957	56,207	\$	1,250			
5 \$	51,707	53,104	54,501	55,898	57,295	58,692	60,089	61,486	62,883	64,280	\$	1,397			
6 \$	54,509	56,067	57,625	59,183	60,741	62,299	63,857	65,415	66,973	68,531	\$	1,558			
7 \$	58,828	60,560	62,292	64,024	65,756	67,488	69,220	70,952	72,684	74,416	\$	1,732			
8 \$	61,313	63,235	65,157	67,079	69,001	70,923	72,845	74,767	76,689	78,611	\$	1,922			
9 \$	65,624	67,743	69,862	71,981	74,100	76,219	78,338	80,457	82,576	84,695	\$	2,119			
10 \$	72,263	74,599	76,935	79,271	81,607	83,943	86,279	88,615	90,951	93,287	\$	2,336			
11 \$	76,861	79,418	81,975	84,532	87,089	89,646	92,203	94,760	97,317	99,874	\$	2,557			
12 \$	92,104	95,174	98,244	101,314	104,384	107,454	110,524	113,594	116,664	119,734	\$	3,070			
13 \$	109,518	113,170	116,822	120,474	124,126	127,778	131,430	135,082	138,734	142,386	\$	3,652			
14 \$	129,437	133,747	138,057	142,367	146,677	150,987	155,297	159,607	163,917	168,227	\$	4,310			

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



Fiscal Year: 2023 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 9, 2022

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: 2.5% **Over FY 21**

Resolution Number:

Date of Resolution:

Grade	Steps										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
5	\$ 57,795	\$ 59,312	\$ 60,829	\$ 62,346	\$ 63,863	\$ 65,380	\$ 66,897	\$ 68,414	\$ 69,931	\$ 71,448	\$ 71,448	\$ 1,517
7	\$ 62,661	\$ 64,350	\$ 66,039	\$ 67,728	\$ 69,417	\$ 71,106	\$ 72,795	\$ 74,484	\$ 76,173	\$ 77,862	\$ 77,862	\$ 1,689
9	\$ 67,949	\$ 69,825	\$ 71,701	\$ 73,577	\$ 75,453	\$ 77,329	\$ 79,205	\$ 81,081	\$ 82,957	\$ 84,833	\$ 84,833	\$ 1,876
11	\$ 77,395	\$ 79,663	\$ 81,931	\$ 84,199	\$ 86,467	\$ 88,735	\$ 91,003	\$ 93,271	\$ 95,539	\$ 97,807	\$ 97,807	\$ 2,268
12	\$ 87,340	\$ 90,052	\$ 92,764	\$ 95,476	\$ 98,188	\$ 100,900	\$ 103,612	\$ 106,324	\$ 109,036	\$ 111,748	\$ 111,748	\$ 2,712
13	\$ 96,959	\$ 99,966	\$ 102,973	\$ 105,980	\$ 108,987	\$ 111,994	\$ 115,001	\$ 118,008	\$ 121,015	\$ 124,022	\$ 124,022	\$ 3,007

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



Fiscal Year: 2024 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 8, 2023

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	\$ 59,527	\$ 61,090	\$ 62,653	\$ 64,216	\$ 65,779	\$ 67,342	\$ 68,905	\$ 70,468	\$ 72,031	\$ 73,594	\$ 75,157	1,563
7	\$ 64,540	\$ 66,280	\$ 68,020	\$ 69,760	\$ 71,500	\$ 73,240	\$ 74,980	\$ 76,720	\$ 78,460	\$ 80,200	\$ 81,940	1,740
9	\$ 69,985	\$ 71,918	\$ 73,851	\$ 75,784	\$ 77,717	\$ 79,650	\$ 81,583	\$ 83,516	\$ 85,449	\$ 87,382	\$ 89,315	1,933
11	\$ 79,717	\$ 82,053	\$ 84,389	\$ 86,725	\$ 89,061	\$ 91,397	\$ 93,733	\$ 96,069	\$ 98,405	\$ 100,741	\$ 103,077	2,336
12	\$ 89,958	\$ 92,752	\$ 95,546	\$ 98,340	\$ 101,134	\$ 103,928	\$ 106,722	\$ 109,516	\$ 112,310	\$ 115,104	\$ 117,898	2,794
13	\$ 99,865	\$ 102,963	\$ 106,061	\$ 109,159	\$ 112,257	\$ 115,355	\$ 118,453	\$ 121,551	\$ 124,649	\$ 127,747	\$ 130,845	3,098

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



Fiscal Year: 2025 **Service Code Definition:** Social Worker & Student Trainee

Effective Date: October 6, 2024

Union/Nonunion: Union **Affected CBU/Service Code(s):** A22

Pay Plan/Schedule: CS 0185 Social Worker
Peoplesoft Schedule: DS0080 0186 Social Worker (Associate)
 X05

% Increase: 3.0%

Resolution Number:

Date of Resolution:

Grade	Steps												
	1	2	3	4	5	6	7	8	9	10	Between Steps		
5	\$ 61,312	\$ 62,922	\$ 64,532	\$ 66,142	\$ 67,752	\$ 69,362	\$ 70,972	\$ 72,582	\$ 74,192	\$ 75,802	\$	\$	1,610
7	\$ 66,477	\$ 68,269	\$ 70,061	\$ 71,853	\$ 73,645	\$ 75,437	\$ 77,229	\$ 79,021	\$ 80,813	\$ 82,605	\$	\$	1,792
9	\$ 72,085	\$ 74,076	\$ 76,067	\$ 78,058	\$ 80,049	\$ 82,040	\$ 84,031	\$ 86,022	\$ 88,013	\$ 90,004	\$	\$	1,991
11	\$ 82,109	\$ 84,515	\$ 86,921	\$ 89,327	\$ 91,733	\$ 94,139	\$ 96,545	\$ 98,951	\$ 101,357	\$ 103,763	\$	\$	2,406
12	\$ 92,656	\$ 95,534	\$ 98,412	\$ 101,290	\$ 104,168	\$ 107,046	\$ 109,924	\$ 112,802	\$ 115,680	\$ 118,558	\$	\$	2,878
13	\$ 102,861	\$ 106,052	\$ 109,243	\$ 112,434	\$ 115,625	\$ 118,816	\$ 122,007	\$ 125,198	\$ 128,389	\$ 131,580	\$	\$	3,191

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



Fiscal Year: 2023 Service Code Definition: Correctional Officers & EMS

Effective Date: October 9, 2022

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: 2.5% Over FY 21

Resolution Number:

Date of Resolution:

Grade	1	2	3	4	5	6	7	8	9	10	Between Steps
5	\$ 48,169	\$ 49,406	\$ 50,643	\$ 51,880	\$ 53,117	\$ 54,354	\$ 55,591	\$ 56,828	\$ 58,065	\$ 59,302	\$ 1,237
6	\$ 51,989	\$ 53,367	\$ 54,745	\$ 56,123	\$ 57,501	\$ 58,879	\$ 60,257	\$ 61,635	\$ 63,013	\$ 64,391	\$ 1,378
7	\$ 55,389	\$ 56,950	\$ 58,511	\$ 60,072	\$ 61,633	\$ 63,194	\$ 64,755	\$ 66,316	\$ 67,877	\$ 69,438	\$ 1,561
8	\$ 61,069	\$ 62,797	\$ 64,525	\$ 66,253	\$ 67,981	\$ 69,709	\$ 71,437	\$ 73,165	\$ 74,893	\$ 76,621	\$ 1,728
9	\$ 67,223	\$ 69,130	\$ 71,037	\$ 72,944	\$ 74,851	\$ 76,758	\$ 78,665	\$ 80,572	\$ 82,479	\$ 84,386	\$ 1,907
10	\$ 73,766	\$ 75,862	\$ 77,958	\$ 80,054	\$ 82,150	\$ 84,246	\$ 86,342	\$ 88,438	\$ 90,534	\$ 92,630	\$ 2,096

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



Fiscal Year: 2024 Service Code Definition: Correctional Officers & EMS

Effective Date: October 8, 2023

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	\$ 49,611	\$ 50,886	\$ 52,161	\$ 53,436	\$ 54,711	\$ 55,986	\$ 57,261	\$ 58,536	\$ 59,811	\$ 61,086	\$ 1,275
6	\$ 53,550	\$ 54,969	\$ 56,388	\$ 57,807	\$ 59,226	\$ 60,645	\$ 62,064	\$ 63,483	\$ 64,902	\$ 66,321	\$ 1,419
7	\$ 57,050	\$ 58,658	\$ 60,266	\$ 61,874	\$ 63,482	\$ 65,090	\$ 66,698	\$ 68,306	\$ 69,914	\$ 71,522	\$ 1,608
8	\$ 62,904	\$ 64,683	\$ 66,462	\$ 68,241	\$ 70,020	\$ 71,799	\$ 73,578	\$ 75,357	\$ 77,136	\$ 78,915	\$ 1,779
9	\$ 69,237	\$ 71,202	\$ 73,167	\$ 75,132	\$ 77,097	\$ 79,062	\$ 81,027	\$ 82,992	\$ 84,957	\$ 86,922	\$ 1,965
10	\$ 75,979	\$ 78,138	\$ 80,297	\$ 82,456	\$ 84,615	\$ 86,774	\$ 88,933	\$ 91,092	\$ 93,251	\$ 95,410	\$ 2,159

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



Fiscal Year: 2023 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 9, 2022 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: 2.5% Over FY 21

Resolution Number:

Date of Resolution:

Grade	Step					6	7	8	9	10	Between Steps
	1	2	3	4	5						
02 \$	17.92	18.55	19.18	19.81	20.44	21.07	21.70	22.33	22.96	23.59	0.63
02L \$	19.57	20.25	20.93	21.61	22.29	22.97	23.65	24.33	25.01	25.69	0.68
03 \$	19.35	20.01	20.67	21.33	21.99	22.65	23.31	23.97	24.63	25.29	0.66
03L \$	21.17	21.90	22.63	23.36	24.09	24.82	25.55	26.28	27.01	27.74	0.73
04 \$	20.71	21.43	22.15	22.87	23.59	24.31	25.03	25.75	26.47	27.19	0.72
04L \$	22.71	23.49	24.27	25.05	25.83	26.61	27.39	28.17	28.95	29.73	0.78
05 \$	22.19	22.93	23.67	24.41	25.15	25.89	26.63	27.37	28.11	28.85	0.74
05L \$	24.12	24.96	25.80	26.64	27.48	28.32	29.16	30.00	30.84	31.68	0.84
06 \$	23.41	24.23	25.05	25.87	26.69	27.51	28.33	29.15	29.97	30.79	0.82
06L \$	25.74	26.62	27.50	28.38	29.26	30.14	31.02	31.90	32.78	33.66	0.88
07 \$	24.98	25.84	26.70	27.56	28.42	29.28	30.14	31.00	31.86	32.72	0.86
07L \$	27.29	28.24	29.19	30.14	31.09	32.04	32.99	33.94	34.89	35.84	0.95
08 \$	26.41	27.31	28.21	29.11	30.01	30.91	31.81	32.71	33.61	34.51	0.90
08L \$	28.87	29.89	30.91	31.93	32.95	33.97	34.99	36.01	37.03	38.05	1.02
09 \$	27.70	28.66	29.62	30.58	31.54	32.50	33.46	34.42	35.38	36.34	0.96
09L \$	30.41	31.45	32.49	33.53	34.57	35.61	36.65	37.69	38.73	39.77	1.04
10 \$	29.08	30.10	31.12	32.14	33.16	34.18	35.20	36.22	37.24	38.26	1.02
10L \$	31.92	33.03	34.14	35.25	36.36	37.47	38.58	39.69	40.80	41.91	1.11
11 \$	30.52	31.59	32.66	33.73	34.80	35.87	36.94	38.01	39.08	40.15	1.07
11L \$	33.45	34.62	35.79	36.96	38.13	39.30	40.47	41.64	42.81	43.98	1.17
12 \$	31.92	33.03	34.14	35.25	36.36	37.47	38.58	39.69	40.80	41.91	1.11
12L \$	35.00	36.20	37.40	38.60	39.80	41.00	42.20	43.40	44.60	45.80	1.20
13 \$	33.31	34.46	35.61	36.76	37.91	39.06	40.21	41.36	42.51	43.66	1.15
13L \$	36.36	37.68	39.00	40.32	41.64	42.96	44.28	45.60	46.92	48.24	1.32

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



Fiscal Year: 2024 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 8, 2023 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	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
02 \$	18.45	19.10	19.75	20.40	21.05	21.70	22.35	23.00	23.65	24.30	\$	0.65
02L \$	20.16	20.86	21.56	22.26	22.96	23.66	24.36	25.06	25.76	26.46	\$	0.70
03 \$	19.93	20.61	21.29	21.97	22.65	23.33	24.01	24.69	25.37	26.05	\$	0.68
03L \$	21.81	22.56	23.31	24.06	24.81	25.56	26.31	27.06	27.81	28.56	\$	0.75
04 \$	21.34	22.08	22.82	23.56	24.30	25.04	25.78	26.52	27.26	28.00	\$	0.74
04L \$	23.40	24.20	25.00	25.80	26.60	27.40	28.20	29.00	29.80	30.60	\$	0.80
05 \$	22.86	23.62	24.38	25.14	25.90	26.66	27.42	28.18	28.94	29.70	\$	0.76
05L \$	24.86	25.72	26.58	27.44	28.30	29.16	30.02	30.88	31.74	32.60	\$	0.86
06 \$	24.13	24.97	25.81	26.65	27.49	28.33	29.17	30.01	30.85	31.69	\$	0.84
06L \$	26.50	27.41	28.32	29.23	30.14	31.05	31.96	32.87	33.78	34.69	\$	0.91
07 \$	25.75	26.63	27.51	28.39	29.27	30.15	31.03	31.91	32.79	33.67	\$	0.88
07L \$	28.10	29.08	30.06	31.04	32.02	33.00	33.98	34.96	35.94	36.92	\$	0.98
08 \$	27.19	28.12	29.05	29.98	30.91	31.84	32.77	33.70	34.63	35.56	\$	0.93
08L \$	29.74	30.79	31.84	32.89	33.94	34.99	36.04	37.09	38.14	39.19	\$	1.05
09 \$	28.53	29.52	30.51	31.50	32.49	33.48	34.47	35.46	36.45	37.44	\$	0.99
09L \$	31.33	32.40	33.47	34.54	35.61	36.68	37.75	38.82	39.89	40.96	\$	1.07
10 \$	29.95	31.00	32.05	33.10	34.15	35.20	36.25	37.30	38.35	39.40	\$	1.05
10L \$	32.89	34.03	35.17	36.31	37.45	38.59	39.73	40.87	42.01	43.15	\$	1.14
11 \$	31.44	32.54	33.64	34.74	35.84	36.94	38.04	39.14	40.24	41.34	\$	1.10
11L \$	34.47	35.67	36.87	38.07	39.27	40.47	41.67	42.87	44.07	45.27	\$	1.20
12 \$	32.89	34.03	35.17	36.31	37.45	38.59	39.73	40.87	42.01	43.15	\$	1.14
12L \$	36.07	37.30	38.53	39.76	40.99	42.22	43.45	44.68	45.91	47.14	\$	1.23
13 \$	34.29	35.48	36.67	37.86	39.05	40.24	41.43	42.62	43.81	45.00	\$	1.19
13L \$	37.45	38.81	40.17	41.53	42.89	44.25	45.61	46.97	48.33	49.69	\$	1.36

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



Fiscal Year: 2025 Service Code Definition: Maintenance, Trades, & Labor

Effective Date: October 6, 2024 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	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
02 \$	19.00	19.67	20.34	21.01	21.68	22.35	23.02	23.69	24.36	25.03	0.67
02L \$	20.77	21.49	22.21	22.93	23.65	24.37	25.09	25.81	26.53	27.25	0.72
03 \$	20.53	21.23	21.93	22.63	23.33	24.03	24.73	25.43	26.13	26.83	0.70
03L \$	22.47	23.24	24.01	24.78	25.55	26.32	27.09	27.86	28.63	29.40	0.77
04 \$	21.99	22.75	23.51	24.27	25.03	25.79	26.55	27.31	28.07	28.83	0.76
04L \$	24.08	24.91	25.74	26.57	27.40	28.23	29.06	29.89	30.72	31.55	0.83
05 \$	23.52	24.31	25.10	25.89	26.68	27.47	28.26	29.05	29.84	30.63	0.79
05L \$	25.59	26.48	27.37	28.26	29.15	30.04	30.93	31.82	32.71	33.60	0.89
06 \$	24.87	25.73	26.59	27.45	28.31	29.17	30.03	30.89	31.75	32.61	0.86
06L \$	27.32	28.25	29.18	30.11	31.04	31.97	32.90	33.83	34.76	35.69	0.93
07 \$	26.51	27.42	28.33	29.24	30.15	31.06	31.97	32.88	33.79	34.70	0.91
07L \$	28.94	29.95	30.96	31.97	32.98	33.99	35.00	36.01	37.02	38.03	1.01
08 \$	28.00	28.96	29.92	30.88	31.84	32.80	33.76	34.72	35.68	36.64	0.96
08L \$	30.64	31.72	32.80	33.88	34.96	36.04	37.12	38.20	39.28	40.36	1.08
09 \$	29.42	30.43	31.44	32.45	33.46	34.47	35.48	36.49	37.50	38.51	1.01
09L \$	32.28	33.38	34.48	35.58	36.68	37.78	38.88	39.98	41.08	42.18	1.10
10 \$	30.85	31.93	33.01	34.09	35.17	36.25	37.33	38.41	39.49	40.57	1.08
10L \$	33.89	35.06	36.23	37.40	38.57	39.74	40.91	42.08	43.25	44.42	1.17
11 \$	32.36	33.50	34.64	35.78	36.92	38.06	39.20	40.34	41.48	42.62	1.14
11L \$	35.49	36.73	37.97	39.21	40.45	41.69	42.93	44.17	45.41	46.65	1.24
12 \$	33.89	35.06	36.23	37.40	38.57	39.74	40.91	42.08	43.25	44.42	1.17
12L \$	37.14	38.41	39.68	40.95	42.22	43.49	44.76	46.03	47.30	48.57	1.27
13 \$	35.34	36.56	37.78	39.00	40.22	41.44	42.66	43.88	45.10	46.32	1.22
13L \$	38.58	39.98	41.38	42.78	44.18	45.58	46.98	48.38	49.78	51.18	1.40

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



Fiscal Year: 2023 **Service Code Definition:**

Effective Date: October 9, 2022 **Service Codes:** A15, A39

Union/Nonunion: Union **Job Series:** 0603 Physicians Assistant
 0620 Licensed Practical Nurse
 0625 Autopsy Assistant Mortuary
 0638 Recreation Therapist
 0644 Medical Technologist
 0645 Medical Technician
 0647 Diagnostic Radiologic Technician
 0649 Medical Instrument Technician
 0681 Dental Assistant
 0682 Dental Hygienist
 0688 Sanitarian

Pay Plan/Schedule: CS
Peoplesoft Schedule: DS0069
 X06

% Increase: 2.5% **Over FY21**

Resolution Number:

Date of Resolution:

Grade	Step										Between Steps
	1	2	3	4	5	6	7	8	9	10	
5	\$ 45,673	\$ 46,914	\$ 48,155	\$ 49,396	\$ 50,637	\$ 51,878	\$ 53,119	\$ 54,360	\$ 55,601	\$ 56,842	\$ 1,241
6	\$ 50,619	\$ 51,995	\$ 53,371	\$ 54,747	\$ 56,123	\$ 57,499	\$ 58,875	\$ 60,251	\$ 61,627	\$ 63,003	\$ 1,376
7	\$ 54,434	\$ 55,974	\$ 57,514	\$ 59,054	\$ 60,594	\$ 62,134	\$ 63,674	\$ 65,214	\$ 66,754	\$ 68,294	\$ 1,540
8	\$ 60,051	\$ 61,746	\$ 63,441	\$ 65,136	\$ 66,831	\$ 68,526	\$ 70,221	\$ 71,916	\$ 73,611	\$ 75,306	\$ 1,695
9	\$ 66,081	\$ 67,955	\$ 69,829	\$ 71,703	\$ 73,577	\$ 75,451	\$ 77,325	\$ 79,199	\$ 81,073	\$ 82,947	\$ 1,874
10	\$ 72,528	\$ 74,584	\$ 76,640	\$ 78,696	\$ 80,752	\$ 82,808	\$ 84,864	\$ 86,920	\$ 88,976	\$ 91,032	\$ 2,056
11	\$ 79,678	\$ 81,941	\$ 84,204	\$ 86,467	\$ 88,730	\$ 90,993	\$ 93,256	\$ 95,519	\$ 97,782	\$ 100,045	\$ 2,263
12	\$ 95,473	\$ 98,186	\$ 100,899	\$ 103,612	\$ 106,325	\$ 109,038	\$ 111,751	\$ 114,464	\$ 117,177	\$ 119,890	\$ 2,713

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



Fiscal Year: 2024 **Service Code Definition:** Health Care Occupations

Effective Date: October 8, 2023 **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	\$ 47,044	\$ 48,322	\$ 49,600	\$ 50,878	\$ 52,156	\$ 53,434	\$ 54,712	\$ 55,990	\$ 57,268	\$ 58,546	\$ 1,278		
6	\$ 52,135	\$ 53,553	\$ 54,971	\$ 56,389	\$ 57,807	\$ 59,225	\$ 60,643	\$ 62,061	\$ 63,479	\$ 64,897	\$ 1,418		
7	\$ 56,068	\$ 57,654	\$ 59,240	\$ 60,826	\$ 62,412	\$ 63,998	\$ 65,584	\$ 67,170	\$ 68,756	\$ 70,342	\$ 1,586		
8	\$ 61,852	\$ 63,598	\$ 65,344	\$ 67,090	\$ 68,836	\$ 70,582	\$ 72,328	\$ 74,074	\$ 75,820	\$ 77,566	\$ 1,746		
9	\$ 68,064	\$ 69,994	\$ 71,924	\$ 73,854	\$ 75,784	\$ 77,714	\$ 79,644	\$ 81,574	\$ 83,504	\$ 85,434	\$ 1,930		
10	\$ 74,703	\$ 76,821	\$ 78,939	\$ 81,057	\$ 83,175	\$ 85,293	\$ 87,411	\$ 89,529	\$ 91,647	\$ 93,765	\$ 2,118		
11	\$ 82,068	\$ 84,399	\$ 86,730	\$ 89,061	\$ 91,392	\$ 93,723	\$ 96,054	\$ 98,385	\$ 100,716	\$ 103,047	\$ 2,331		
12	\$ 98,335	\$ 101,130	\$ 103,925	\$ 106,720	\$ 109,515	\$ 112,310	\$ 115,105	\$ 117,900	\$ 120,695	\$ 123,490	\$ 2,795		

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



Fiscal Year: 2025 **Service Code Definition:** Health Care Occupations

Effective Date: October 6, 2024 **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	11	12																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
5	\$ 48,453	\$ 49,770	\$ 51,087	\$ 52,404	\$ 53,721	\$ 55,038	\$ 56,355	\$ 57,672	\$ 58,989	\$ 60,306	\$ 61,623	\$ 62,940	\$ 64,257	\$ 65,574	\$ 66,891	\$ 68,208	\$ 69,525	\$ 70,842	\$ 72,159	\$ 73,476	\$ 74,793	\$ 76,110	\$ 77,427	\$ 78,744	\$ 80,061	\$ 81,378	\$ 82,695	\$ 84,012	\$ 85,329	\$ 86,646	\$ 87,963	\$ 89,280	\$ 90,597	\$ 91,914	\$ 93,231	\$ 94,548	\$ 95,865	\$ 97,182	\$ 98,499	\$ 99,816	\$ 101,133	\$ 102,450	\$ 103,767	\$ 105,084	\$ 106,401	\$ 107,718	\$ 109,035	\$ 110,352	\$ 111,669	\$ 112,986	\$ 114,303	\$ 115,620	\$ 116,937	\$ 118,254	\$ 119,571	\$ 120,888	\$ 122,205	\$ 123,522	\$ 124,839	\$ 126,156	\$ 127,473	\$ 128,790	\$ 130,107	\$ 131,424	\$ 132,741	\$ 134,058	\$ 135,375	\$ 136,692	\$ 138,009	\$ 139,326	\$ 140,643	\$ 141,960	\$ 143,277	\$ 144,594	\$ 145,911	\$ 147,228	\$ 148,545	\$ 149,862	\$ 151,179	\$ 152,496	\$ 153,813	\$ 155,130	\$ 156,447	\$ 157,764	\$ 159,081	\$ 160,398	\$ 161,715	\$ 163,032	\$ 164,349	\$ 165,666	\$ 166,983	\$ 168,300	\$ 169,617	\$ 170,934	\$ 172,251	\$ 173,568	\$ 174,885	\$ 176,202	\$ 177,519	\$ 178,836	\$ 180,153	\$ 181,470	\$ 182,787	\$ 184,104	\$ 185,421	\$ 186,738	\$ 188,055	\$ 189,372	\$ 190,689	\$ 192,006	\$ 193,323	\$ 194,640	\$ 195,957	\$ 197,274	\$ 198,591	\$ 199,908	\$ 201,225	\$ 202,542	\$ 203,859	\$ 205,176	\$ 206,493	\$ 207,810	\$ 209,127	\$ 210,444	\$ 211,761	\$ 213,078	\$ 214,395	\$ 215,712	\$ 217,029	\$ 218,346	\$ 219,663	\$ 220,980	\$ 222,297	\$ 223,614	\$ 224,931	\$ 226,248	\$ 227,565	\$ 228,882	\$ 230,199	\$ 231,516	\$ 232,833	\$ 234,150	\$ 235,467	\$ 236,784	\$ 238,101	\$ 239,418	\$ 240,735	\$ 242,052	\$ 243,369	\$ 244,686	\$ 246,003	\$ 247,320	\$ 248,637	\$ 249,954	\$ 251,271	\$ 252,588	\$ 253,905	\$ 255,222	\$ 256,539	\$ 257,856	\$ 259,173	\$ 260,490	\$ 261,807	\$ 263,124	\$ 264,441	\$ 265,758	\$ 267,075	\$ 268,392	\$ 269,709	\$ 271,026	\$ 272,343	\$ 273,660	\$ 274,977	\$ 276,294	\$ 277,611	\$ 278,928	\$ 280,245	\$ 281,562	\$ 282,879	\$ 284,196	\$ 285,513	\$ 286,830	\$ 288,147	\$ 289,464	\$ 290,781	\$ 292,098	\$ 293,415	\$ 294,732	\$ 296,049	\$ 297,366	\$ 298,683	\$ 300,000	\$ 301,317	\$ 302,634	\$ 303,951	\$ 305,268	\$ 306,585	\$ 307,902	\$ 309,219	\$ 310,536	\$ 311,853	\$ 313,170	\$ 314,487	\$ 315,804	\$ 317,121	\$ 318,438	\$ 319,755	\$ 321,072	\$ 322,389	\$ 323,706	\$ 325,023	\$ 326,340	\$ 327,657	\$ 328,974	\$ 330,291	\$ 331,608	\$ 332,925	\$ 334,242	\$ 335,559	\$ 336,876	\$ 338,193	\$ 339,510	\$ 340,827	\$ 342,144	\$ 343,461	\$ 344,778	\$ 346,095	\$ 347,412	\$ 348,729	\$ 350,046	\$ 351,363	\$ 352,680	\$ 353,997	\$ 355,314	\$ 356,631	\$ 357,948	\$ 359,265	\$ 360,582	\$ 361,899	\$ 363,216	\$ 364,533	\$ 365,850	\$ 367,167	\$ 368,484	\$ 369,801	\$ 371,118	\$ 372,435	\$ 373,752	\$ 375,069	\$ 376,386	\$ 377,703	\$ 379,020	\$ 380,337	\$ 381,654	\$ 382,971	\$ 384,288	\$ 385,605	\$ 386,922	\$ 388,239	\$ 389,556	\$ 390,873	\$ 392,190	\$ 393,507	\$ 394,824	\$ 396,141	\$ 397,458	\$ 398,775	\$ 400,092	\$ 401,409	\$ 402,726	\$ 404,043	\$ 405,360	\$ 406,677	\$ 407,994	\$ 409,311	\$ 410,628	\$ 411,945	\$ 413,262	\$ 414,579	\$ 415,896	\$ 417,213	\$ 418,530	\$ 419,847	\$ 421,164	\$ 422,481	\$ 423,798	\$ 425,115	\$ 426,432	\$ 427,749	\$ 429,066	\$ 430,383	\$ 431,700	\$ 433,017	\$ 434,334	\$ 435,651	\$ 436,968	\$ 438,285	\$ 439,602	\$ 440,919	\$ 442,236	\$ 443,553	\$ 444,870	\$ 446,187	\$ 447,504	\$ 448,821	\$ 450,138	\$ 451,455	\$ 452,772	\$ 454,089	\$ 455,406	\$ 456,723	\$ 458,040	\$ 459,357	\$ 460,674	\$ 461,991	\$ 463,308	\$ 464,625	\$ 465,942	\$ 467,259	\$ 468,576	\$ 469,893	\$ 471,210	\$ 472,527	\$ 473,844	\$ 475,161	\$ 476,478	\$ 477,795	\$ 479,112	\$ 480,429	\$ 481,746	\$ 483,063	\$ 484,380	\$ 485,697	\$ 487,014	\$ 488,331	\$ 489,648	\$ 490,965	\$ 492,282	\$ 493,599	\$ 494,916	\$ 496,233	\$ 497,550	\$ 498,867	\$ 500,184	\$ 501,501	\$ 502,818	\$ 504,135	\$ 505,452	\$ 506,769	\$ 508,086	\$ 509,403	\$ 510,720	\$ 512,037	\$ 513,354	\$ 514,671	\$ 515,988	\$ 517,305	\$ 518,622	\$ 519,939	\$ 521,256	\$ 522,573	\$ 523,890	\$ 525,207	\$ 526,524	\$ 527,841	\$ 529,158	\$ 530,475	\$ 531,792	\$ 533,109	\$ 534,426	\$ 535,743	\$ 537,060	\$ 538,377	\$ 539,694	\$ 541,011	\$ 542,328	\$ 543,645	\$ 544,962	\$ 546,279	\$ 547,596	\$ 548,913	\$ 550,230	\$ 551,547	\$ 552,864	\$ 554,181	\$ 555,498	\$ 556,815	\$ 558,132	\$ 559,449	\$ 560,766	\$ 562,083	\$ 563,400	\$ 564,717	\$ 566,034	\$ 567,351	\$ 568,668	\$ 570,985	\$ 572,302	\$ 573,619	\$ 574,936	\$ 576,253	\$ 577,570	\$ 578,887	\$ 580,204	\$ 581,521	\$ 582,838	\$ 584,155	\$ 585,472	\$ 586,789	\$ 588,106	\$ 589,423	\$ 590,740	\$ 592,057	\$ 593,374	\$ 594,691	\$ 596,008	\$ 597,325	\$ 598,642	\$ 599,959	\$ 601,276	\$ 602,593	\$ 603,910	\$ 605,227	\$ 606,544	\$ 607,861	\$ 609,178	\$ 610,495	\$ 611,812	\$ 613,129	\$ 614,446	\$ 615,763	\$ 617,080	\$ 618,397	\$ 619,714	\$ 621,031	\$ 622,348	\$ 623,665	\$ 624,982	\$ 626,299	\$ 627,616	\$ 628,933	\$ 630,250	\$ 631,567	\$ 632,884	\$ 634,201	\$ 635,518	\$ 636,835	\$ 638,152	\$ 639,469	\$ 640,786	\$ 642,103	\$ 643,420	\$ 644,737	\$ 646,054	\$ 647,371	\$ 648,688	\$ 649,999	\$ 651,316	\$ 652,633	\$ 653,950	\$ 655,267	\$ 656,584	\$ 657,901	\$ 659,218	\$ 660,535	\$ 661,852	\$ 663,169	\$ 664,486	\$ 665,803	\$ 667,120	\$ 668,437	\$ 669,754	\$ 671,071	\$ 672,388	\$ 673,705	\$ 675,022	\$ 676,339	\$ 677,656	\$ 678,973	\$ 680,290	\$ 681,607	\$ 682,924	\$ 684,241	\$ 685,558	\$ 686,875	\$ 688,192	\$ 689,509	\$ 690,826	\$ 692,143	\$ 693,460	\$ 694,777	\$ 696,094	\$ 697,411	\$ 698,728	\$ 700,045	\$ 701,362	\$ 702,679	\$ 703,996	\$ 705,313	\$ 706,630	\$ 707,947	\$ 709,264	\$ 710,581	\$ 711,898	\$ 713,215	\$ 714,532	\$ 715,849	\$ 717,166	\$ 718,483	\$ 719,800	\$ 721,117	\$ 722,434	\$ 723,751	\$ 725,068	\$ 726,385	\$ 727,702	\$ 729,019	\$ 730,336	\$ 731,653	\$ 732,970	\$ 734,287	\$ 735,604	\$ 736,921	\$ 738,238	\$ 739,555	\$ 740,872	\$ 742,189	\$ 743,506	\$ 744,823	\$ 746,140	\$ 747,457	\$ 748,774	\$ 750,091	\$ 751,408	\$ 752,725	\$ 754,042	\$ 755,359	\$ 756,676	\$ 757,993	\$ 759,310	\$ 760,627	\$ 761,944	\$ 763,261	\$ 764,578	\$ 765,895	\$ 767,212	\$ 768,529	\$ 769,846	\$ 771,163	\$ 772,480	\$ 773,797	\$ 775,114	\$ 776,431	\$ 777,748	\$ 779,065	\$ 780,382	\$ 781,699	\$ 783,016	\$ 784,333	\$ 785,650	\$ 786,967	\$ 788,284	\$ 789,601	\$ 790,918	\$ 792,235	\$ 793,552	\$ 794,869	\$ 796,186	\$ 797,503	\$ 798,820	\$ 800,137	\$ 801,454	\$ 802,771	\$ 804,088	\$ 805,405	\$ 806,722	\$ 808,039	\$ 809,356	\$ 810,673	\$ 811,990	\$ 813,307	\$ 814,624	\$ 815,941	\$ 817,258	\$ 818,575	\$ 819,892	\$ 821,209	\$ 822,526	\$ 823,843	\$ 825,160	\$ 826,477	\$ 827,794	\$ 829,111	\$ 830,428	\$ 831,745	\$ 833,062	\$ 834,379	\$ 835,696	\$ 837,013	\$ 838,330	\$ 839,647	\$ 840,964	\$ 842,281	\$ 843,598	\$ 844,915	\$ 846,232	\$ 847,549	\$ 848,866	\$ 850,183	\$ 851,500	\$ 852,817	\$ 854,134	\$ 855,451	\$ 856,768	\$ 858,085	\$ 859,402	\$ 860,719	\$ 862,036	\$ 863,353	\$ 864,670	\$ 865,987	\$ 867,304	\$ 868,621	\$ 869,938	\$ 871,255	\$ 872,572	\$ 873,889	\$ 875,206	\$ 876,523	\$ 877,840	\$ 879,157	\$ 880,474	\$ 881,791	\$ 883,108	\$ 884,425	\$ 885,742	\$ 887,059	\$ 888,376	\$ 889,693	\$ 891,010	\$ 892,327	\$ 893,644	\$ 894,961	\$ 896,278	\$ 897,595	\$ 898,912	\$ 900,229	\$ 901,546	\$ 902,863	\$ 904,180	\$ 905,497	\$ 906,814	\$ 908,131	\$ 909,448	\$ 910,765	\$ 912,082	\$ 913,399	\$ 914,716	\$ 916,033	\$ 917,350	\$ 918,667	\$ 919,984	\$ 921,301	\$ 922,618	\$ 923,935	\$ 925,252	\$ 926,569	\$ 927,886	\$ 929,203	\$ 930,520	\$ 931,837	\$ 933,154	\$ 934,471	\$ 935,788	\$ 937,105	\$ 938,422	\$ 939,739	\$ 941,056	\$ 942,373	\$ 943,690	\$ 945,007	\$ 946,324	\$ 947,641	\$ 948,958	\$ 950,275	\$ 951,592	\$ 952,909	\$ 954,226	\$ 955,543	\$ 956,860	\$ 958,177	\$ 959,494	\$ 960,811	\$ 962,128	\$ 963,445	\$ 964,762	\$ 966,079	\$ 967,396	\$ 968,713	\$ 970,030	\$ 971,347	\$ 972,664	\$ 973,981	\$ 975,298	\$ 976,615	\$ 977,932	\$ 979,249	\$ 980,566	\$ 981,883	\$ 983,200	\$ 984,517	\$ 985,834	\$ 987,151	\$ 988,468	\$ 989,785	\$ 991,102	\$ 992,419	\$ 993,736	\$ 995,053	\$ 996,370	\$ 997,687	\$ 999,004	\$ 1,000,321	\$ 1,001,638	\$ 1,002,955	\$ 1,004,272	\$ 1,005,589	\$ 1,006,906	\$ 1,008,223	\$ 1,009,540	\$ 1,010,857	\$ 1,012,174	\$ 1,013,491	\$ 1,014,808	\$ 1,016,125	\$ 1,017,442	\$ 1,018,759	\$ 1,020,076	\$ 1,021,393	\$ 1,022,710	\$ 1,024,027	\$ 1,025,344	\$ 1,026,661	\$ 1,027,978	\$ 1,029,295	\$ 1,030,612	\$ 1,031,929	\$ 1,033,246	\$ 1,034,563	\$ 1,035,880	\$ 1,037,197	\$ 1,038,514	\$ 1,039,831	\$ 1,041,148	\$ 1,042,465	\$ 1,043,782	\$ 1,045,099	\$ 1,046,416	\$ 1,047,733	\$ 1,049,050	\$ 1,050,367	\$ 1,051,684	\$ 1,052,999	\$ 1,054,316	\$ 1,055,633	\$ 1,056,950	\$ 1,058,267	\$ 1,059,584	\$ 1,060,901	\$ 1,062,218	\$ 1,063,535	\$ 1,064,852	\$ 1,066,169	\$ 1,067,486	\$ 1,068,803	\$ 1,070,120	\$ 1,071,437	\$ 1,072,754	\$ 1,074,071	\$ 1,075,388	\$ 1,076,705	\$ 1,078,022	\$ 1,079,339	\$ 1,080,656	\$ 1,081,973	\$ 1,083,290	\$ 1,084,607	\$ 1,085,924	\$ 1,087,241	\$ 1,088,558	\$ 1,089,875	\$ 1,091,192	\$ 1,092,509	\$ 1,093,826	\$ 1,095,143	\$ 1,096,460	\$ 1,097,777	\$ 1,099,094	\$ 1,100,411	\$ 1,101,728	\$ 1,103,045	\$ 1,104,362	\$ 1,105,679	\$ 1,106,996	\$ 1,108,313	\$ 1,109,630	\$ 1,110,947	\$ 1,112,264	\$ 1,113,581	\$ 1,114,898	\$ 1,116,215	\$ 1,117,532	\$ 1,118,849	\$ 1,120,166	\$ 1,121,483	\$ 1,122,800	\$ 1,124,117</



**District of Columbia Government Salary Schedule:
Department of General Services Teamsters 730 Boiler Plant Operators (Union)**

Fiscal Year: 2023 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 9, 2022

Union/Nonunion: Union **Affected CBU/Service Code(s):** AKA/B01, AKB/B01, AKG/B01

Pay Plan/Schedule: RW **Peoplesoft Schedule:** WS0500

% Increase: 2.5% over FY21

Resolution Number:

Date of Resolution:

Grade	Steps									
	1	2	3	4	5	6	7	8	9	10
RW-15	\$28.39	\$30.37	\$31.48	\$32.73	\$33.92	\$35.34	\$36.88	\$39.10	\$41.82	\$45.17



**District of Columbia Government Salary Schedule:
Department of General Services Teamsters 730 Boiler Plant Operators (Union)**

Fiscal Year: 2024 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 8, 2023

Union/Nonunion: Union **Affected CBU/Service Code(s):** AKA/B01, AKB/B01, AKG/B01

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0500

% Increase: 3.0%

Resolution Number:

Date of Resolution:

	1	2	3	4	5	6	7	8	9	10
Grade					Steps					
RW-15	\$29.24	\$31.28	\$32.42	\$33.71	\$34.94	\$36.40	\$37.99	\$40.27	\$43.07	\$46.53



**District of Columbia Government Salary Schedule:
Department of General Services Teamsters 730 Boiler Plant Operators (Union)**

Fiscal Year: 2025 **Service Code Definition:** Maintenance, Trades, & Labor

Effective Date: October 6, 2024

Union/Nonunion: Union **Affected CBU/Service Code(s):** AKA/B01, AKB/B01, AKG/B01

Pay Plan/Schedule: RW
Peoplesoft Schedule: WS0500

% Increase: 3.0%

Resolution Number:

Date of Resolution:

	Steps									
Grade	1	2	3	4	5	6	7	8	9	10
RW-15	\$30.12	\$32.22	\$33.39	\$34.72	\$35.99	\$37.49	\$39.13	\$41.48	\$44.36	\$47.93

UDC AFSCME Union Administrative Employees

FY2024

Effective Date

Union/Non Union

Peoplesoft Plan Schedule

Percentage Increase

October 1, 2023

Union

DS0095

3.0%

	1	2	3	4	5	6	7	8	Step Increment
1A	\$ 222,245								
2A	\$ 163,055	\$ 168,207	\$ 173,359	\$ 178,511	\$ 183,663	\$ 188,815	\$ 193,967	\$ 199,119	\$ 5,152
2B	\$ 152,669	\$ 157,729	\$ 162,789	\$ 167,849	\$ 172,909	\$ 177,969	\$ 183,029	\$ 188,089	\$ 5,060
03	\$ 128,918	\$ 133,983	\$ 139,048	\$ 144,113	\$ 149,178	\$ 154,243	\$ 159,308	\$ 164,373	\$ 5,065
04	\$ 114,321	\$ 118,701	\$ 123,081	\$ 127,461	\$ 131,841	\$ 136,221	\$ 140,601	\$ 144,981	\$ 4,380
05	\$ 102,097	\$ 105,972	\$ 109,847	\$ 113,722	\$ 117,597	\$ 121,472	\$ 125,347	\$ 129,222	\$ 3,875
06	\$ 96,043	\$ 99,810	\$ 103,577	\$ 107,344	\$ 111,111	\$ 114,878	\$ 118,645	\$ 122,412	\$ 3,767
07	\$ 86,750	\$ 90,102	\$ 93,454	\$ 96,806	\$ 100,158	\$ 103,510	\$ 106,862	\$ 110,214	\$ 3,352
08	\$ 78,876	\$ 81,897	\$ 84,918	\$ 87,939	\$ 90,960	\$ 93,981	\$ 97,002	\$ 100,023	\$ 3,021
09	\$ 66,155	\$ 68,691	\$ 71,227	\$ 73,763	\$ 76,299	\$ 78,835	\$ 81,371	\$ 83,907	\$ 2,536
10	\$ 60,035	\$ 62,353	\$ 64,671	\$ 66,989	\$ 69,307	\$ 71,625	\$ 73,943	\$ 76,261	\$ 2,318
11	\$ 54,909	\$ 56,967	\$ 59,025	\$ 61,083	\$ 63,141	\$ 65,199	\$ 67,257	\$ 69,315	\$ 2,058
12	\$ 50,093	\$ 52,011	\$ 53,929	\$ 55,847	\$ 57,765	\$ 59,683	\$ 61,601	\$ 63,519	\$ 1,918
13	\$ 45,422	\$ 47,150	\$ 48,878	\$ 50,606	\$ 52,334	\$ 54,062	\$ 55,790	\$ 57,518	\$ 1,728
14	\$ 40,953	\$ 42,549	\$ 44,145	\$ 45,741	\$ 47,337	\$ 48,933	\$ 50,529	\$ 52,125	\$ 1,596
15	\$ 35,364	\$ 36,693	\$ 38,022	\$ 39,351	\$ 40,680	\$ 42,009	\$ 43,338	\$ 44,667	\$ 1,329

UDC AFSCME Union Administrative Employees

FY2025

Effective Date

Union/Non Union

Peoplesoft Plan Schedule

Percentage Increase

October 1, 2024

Union

DS0095

3.0%

	1	2	3	4	5	6	7	8	Step Increment
1A	\$ 228,912								
2A	\$ 167,945	\$ 173,252	\$ 178,559	\$ 183,866	\$ 189,173	\$ 194,480	\$ 199,787	\$ 205,094	\$ 5,307
2B	\$ 157,248	\$ 162,460	\$ 167,672	\$ 172,884	\$ 178,096	\$ 183,308	\$ 188,520	\$ 193,732	\$ 5,212
03	\$ 132,785	\$ 138,002	\$ 143,219	\$ 148,436	\$ 153,653	\$ 158,870	\$ 164,087	\$ 169,304	\$ 5,217
04	\$ 117,752	\$ 122,263	\$ 126,774	\$ 131,285	\$ 135,796	\$ 140,307	\$ 144,818	\$ 149,329	\$ 4,511
05	\$ 105,161	\$ 109,152	\$ 113,143	\$ 117,134	\$ 121,125	\$ 125,116	\$ 129,107	\$ 133,098	\$ 3,991
06	\$ 98,924	\$ 102,804	\$ 106,684	\$ 110,564	\$ 114,444	\$ 118,324	\$ 122,204	\$ 126,084	\$ 3,880
07	\$ 89,351	\$ 92,804	\$ 96,257	\$ 99,710	\$ 103,163	\$ 106,616	\$ 110,069	\$ 113,522	\$ 3,453
08	\$ 81,241	\$ 84,353	\$ 87,465	\$ 90,577	\$ 93,689	\$ 96,801	\$ 99,913	\$ 103,025	\$ 3,112
09	\$ 68,140	\$ 70,752	\$ 73,364	\$ 75,976	\$ 78,588	\$ 81,200	\$ 83,812	\$ 86,424	\$ 2,612
10	\$ 61,838	\$ 64,225	\$ 66,612	\$ 68,999	\$ 71,386	\$ 73,773	\$ 76,160	\$ 78,547	\$ 2,387
11	\$ 56,555	\$ 58,675	\$ 60,795	\$ 62,915	\$ 65,035	\$ 67,155	\$ 69,275	\$ 71,395	\$ 2,120
12	\$ 51,594	\$ 53,570	\$ 55,546	\$ 57,522	\$ 59,498	\$ 61,474	\$ 63,450	\$ 65,426	\$ 1,976
13	\$ 46,784	\$ 48,564	\$ 50,344	\$ 52,124	\$ 53,904	\$ 55,684	\$ 57,464	\$ 59,244	\$ 1,780
14	\$ 42,181	\$ 43,825	\$ 45,469	\$ 47,113	\$ 48,757	\$ 50,401	\$ 52,045	\$ 53,689	\$ 1,644
15	\$ 36,428	\$ 37,796	\$ 39,164	\$ 40,532	\$ 41,900	\$ 43,268	\$ 44,636	\$ 46,004	\$ 1,368

**ATTACHMENT NO. 11
TO MASTER AGREEMENT
BETWEEN THE
GOVERNMENT OF THE DISTRICT OF COLUMBIA
AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
COVERING THE
DISTRICT OF COLUMBIA DEPARTMENT OF PUBLIC WORKS EMPLOYEES
IN THE BARGAINING UNIT REPRESENTED BY
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES
LOCAL 2091**

**ARTICLE 1
RECOGNITION**

The Parties shall file Joint Petitions with the Public Employee Relations Board ("PERB") to clarify and correct unit certifications, which are inaccurate, or confusing as a result of Agency reorganizations, realignments or name changes. Prior to filing of the joint petitions, the Parties shall confer on the revised unit descriptions.

**ARTICLE 2
REST PERIODS**

All employees working eight (8) hour shifts shall be provided a fifteen (15) minute rest period for each half shift or four (4) hours worked to be scheduled by the supervisor to insure continuity of operations. Where possible, rest periods shall be scheduled at the middle of each half-shift or four (4) hours. The same principle shall apply for overtime worked beyond the regular shift except that the employee need work only one (1) or more hours to qualify for the fifteen (15) minute overtime rest period. Where possible, this initial overtime rest period shall be granted prior to the overtime work. The employee shall be given a fifteen (15) minute rest period for every four (4) hours or major portion thereof worked.

**ARTICLE 3
CLEAN-UP TIME**

Employees working eight (8) hour shifts shall be granted a fifteen (15) minute personal clean-up time prior to the end of the shift or prior to the end of overtime.

ARTICLE 4
ICE MACHINES AND WATER COOLERS

Section 1: The Employer agrees to furnish and maintain water coolers, ice machines, and cups wherever and whenever necessary. The Employer agrees to service and keep all water coolers, ice machines and drinking fountains in proper working condition.

Section 2: The Employer agrees to provide a stove or microwave and a refrigerator, at all permanent locations for employees' use. The Employer shall maintain stoves, microwaves and refrigerators in good working order subject to normal wear and tear.

ARTICLE 5
SAFETY COMMITTEES

Section 1: A Safety Committee comprised of five (5) representatives from AFSCME Local 2091 and five (5) representatives from the District are hereby established in the Department Solid Waste Management Administration. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Safety Committee shall:

- A. Meet on a monthly basis unless mutually agreed otherwise. Prior to regularly scheduled monthly meetings the parties shall submit issues for the agenda. A final agenda must be submitted at least five (5) days in advance of the meeting.
- B. Conduct safety surveys, consider training needs and make recommendations to the Agency; and,
- C. Consult with and advise department/agency safety officer and head; and
- D. Cooperate with the Office of Risk Management.

Section 2: Final reports shall be provided to the Safety Committee on all safety matters initiated by the Committee.

Section 3: The Safety Committee may be reorganized upon agreement of both parties.

ARTICLE 6
OVERTIME

Section 1: Management retains the unfettered right to determine necessary job requirements for assignments and to determine the employees who are eligible to work the assignments.

Section 2: Where management determines that employees are equally capable to perform overtime assignments, assignments will be offered to employees on a volunteer basis and distributed equitably among those employees.

Section 3: A list shall be posted for employees to sign up for overtime hours. For work on a Saturday after a Holiday, the list shall be posted for at least five days, two weeks prior to the Holiday. The employee must be present to sign his/her own name on the list. Management will not arbitrarily deny employees overtime. If an employee who volunteers is denied overtime, the supervisor shall notify the employee of the denial.

Section 4: Based on operational demands and/or emergencies when it becomes necessary for management to order mandatory overtime, prior to assigning employees, management will first attempt to request volunteers. If there is an insufficient number of volunteers, mandatory assignments shall be made equitably from among all qualified employees on a reverse seniority basis. For work on a Saturday after a Holiday, the list of mandatory assignments shall be posted at least five days prior to the Holiday.

Section 5: To be eligible for an overtime assignment employees must be able to perform the duties of the assignment as determined by management. Any employee who volunteers and is subsequently assigned to report for duty or is given a mandatory work assignment beyond normal work hours, but fails to report, shall be considered absent without leave (AWOL) and may be disciplined accordingly.

ARTICLE 7 EQUIPMENT AND TOOLS

Section 1: Employees shall be responsible for all equipment and tools issued to the employee by Management or signed out by the employee for temporary use. It shall be the responsibility of each employee to maintain tools and equipment in good working order and to notify management of the need to repair and/or service tools and equipment.

Section 2: Employees may be charged for lost tools and equipment or for loss or damages that result from the failure of an employee to make reasonable efforts to prevent such loss of damage.

Section 3: Employees may submit tools and equipment for replacement based upon a determination that the items are unserviceable; provided that the tools and/or equipment submitted for replacement is an item issued by the Department to the employee. Management shall determine serviceability of the items and establish the procedure to be used by employees to request replacements.

ARTICLE 8 UNIFORMS

Section 1: Employees assigned to the Solid Waste Education and Enforcement Program whose duties require uniforms shall be issued five (5) pairs of pants; five (5) long sleeve shirts; five (5) short sleeve shirts; five (5) winter polo shirts; five (5) summer polo shirts; one (1) pair safety shoes; one (1) raincoat or rain suit; and one (1) winter jacket.

Section 2: All other employees whose duties require uniforms, shall be issued eleven (11) basic uniforms (including shirts, pants and/or coveralls); one (1) set of thermal coveralls for employees who work outside; one (1) light jacket with zip-in lining; one (1) pair safety shoes; one (1) raincoat or rain suit. If appropriate, employees will also be issued one (1) safety vest; one (1) pair of safety goggles and one (1) back brace.

Section 3: Employees issued uniforms and safety equipment are required to wear uniforms and safety equipment on duty.

Section 4: Employees terminating their employment must return all uniforms and safety equipment to the General Foreman prior to receiving their final paycheck.

Section 5: Each employee shall be responsible for the care and upkeep of issued uniforms and safety equipment. Employees may be charged for lost uniforms and equipment or for loss or damages that results from the failure of an employee to make reasonable efforts to prevent such loss or damage.

Section 6: Employees may submit uniform items, including shoes (worn out) or safety equipment for replacement based upon a determination that the items are unserviceable; provided that the uniform and or equipment submitted for replacement is an item issued by the Department to the employee, as described above. The Uniform Committee shall determine serviceability of the items and establish the procedure to be used by employees to request replacements. Requests for replacement shall be submitted to the supervisor.

Section 7: At the request of the employee, the Uniform Committee will consider additional uniforms or protective equipment for employees engaging in brazing, welding, cutting, snow detail, or environmental hazards.

Section 8: Employees assigned to collection of dead animals will be provided appropriate equipment for protection. The Union may recommend new protective equipment and modifications to existing equipment for consideration by the Employer. The Employer shall provide and maintain in working order appropriately refrigerated vehicles used in dead animal collection.

ARTICLE 9
TRASH COLLECTION ROUTE MONITORING

On an as needed basis, the Parties shall form a joint labor-management work group to monitor trash collection routes by: (1) investigating complaints concerning inequities in route structure and (2) recommending to management necessary adjustments for implementation with supporting justification. Reports and recommendations will be a matter of record. The Union shall appoint no more than two employees to the route monitoring work group. An employee designated by the Union must be intimately familiar with the issues being studied. After completion of route inspections or other assigned committee duties, employees will return to their regularly assigned duties. If necessary, the employee shall be furnished transportation by the Employer to perform assigned route monitoring functions.

ARTICLE 10
REFUSE COLLECTION

Section 1 - Refuse Collection: Each workday employees assigned to a refuse collection crew shall be responsible for the satisfactory completion of a scheduled route or task. Upon satisfactory completion of a scheduled route or task, employees shall be considered to have completed their day. If more than eight (8) hours are required to satisfactory complete a scheduled route, the employees shall be compensated for the total number of hours worked. Notwithstanding the above, no crew shall be required to collect more than four (4) loads using a 16-Cubic Yard packer vehicle. A refuse collection crew shall be composed of a crew chief/motor vehicle operator and two sanitation work collectors.

Section 2: Each workday employees assigned to a refuse collection crew shall be responsible for the satisfactory completion of a scheduled route or task.

Section 3: The daily task for employees engaged in the collection of refuse means the satisfactory completion of a refuse collection route by a crew using the following work standards:

- A. All containerized and non-containerized refuse must be collected at the authorized point of collection and containers returned to their original location;
- B. All small bulk items, tree limbs and brush, bagged leaves and grass, Christmas trees, other containerized or bagged yard waste will be collected at the authorized point of collection; and
- C. The clean up of all spillage.

Section 4: In addition to the above work standards, refuse collection crews in the twice a week area shall perform the following task on assigned days.

Mondays and Tuesdays: Satisfactory completion of assigned route, not to exceed four (4) loads using a 16-Cubic Yard packer vehicle.

Wednesdays: Assigned to street and alley cleaning: All crews. Management reserves the right to assign trash collection work in lieu of street and alley cleaning assignments on Wednesdays.

Thursdays and Fridays: Satisfactory completion of assigned route to include all collectible bulky items, as set forth in Article 10, Section 3.B.

Section 5: The Parties agree that the joint labor-management work group, established in Article 9 of this Attachment, shall immediately begin the investigation of trash collection route structure and practices and, within six months of the date of this Agreement, consult, confer and provide recommendations concerning more effective methods of responding to constituent needs and current Agency workload requirements. Thereafter, the parties shall meet and bargain over (or in the alternative, through collaborative processes agree on) any proposed changes to trash collection route structure and practices.

Section 6 - Alley Cleaning: The employer reserves the right to assign trash crews to an alley-cleaning route. Satisfactory completion of an alley cleaning route shall include sweeping, brooming, shoveling and removal of all visible trash, small bulk, tree limbs and brush, bagged leaves and grass, Christmas trees, other containerized or bagged yard waste, and dirt from fence line to fence line. Upon satisfactory completion of a scheduled route or task, employees shall be considered to have completed their day.

ARTICLE 11 ENVIRONMENTAL CRIMES UNIT (ECU)

Section 1: Although employees assigned to the Environmental Crimes Unit (ECU) work under the general oversight of the MPD supervisor (sergeant) for daily operations, it is understood that these employees will remain administratively accountable to the command level DPW (Division Official).

Section 2: The employer agrees to provide employees assigned to ECU access to employee health services as proscribed in Article 9, entitled, *Safety and Health*, Sections 7 and 12.

ARTICLE 12
COMMITTEE TO REVIEW PROCESS OF COLLECTION OF REFUSE AND
RECLYCLABLE PRODUCTS

Section 1: The Union and the Department agree to establish the "Committee to Review the Current Process of Collection of Refuse and Recyclable Products" (the Committee) to review the process of collection of refuse and recyclable products.

Section 2: The parties agree that within one month of the date of the ratification of this Agreement, the Committee to Review the Current Process of Collection of Refuse and Recyclable Products will be established.

Section 3: The Committee shall be comprised of eight (8) members, with four (4) members designated by the Union and four (4) members designated by the Employer. The Committee will submit a report of its findings, including pros and cons of the current system or any proposed system(s); recommendations and conclusion(s) no later than (4) months after the initial meeting. The four (4) month period may be extended by mutual consent of the parties. The arbitration provisions outlined in the collective bargaining agreement may be invoked by either party to resolve issues. The Committee may by consensus discuss and consider other issues that are not mandatory bargaining subjects, if directly related to reviewing the current process of trash collection and recyclable products.

Section 4: The Committee shall meet at least once per month, unless mutually agreed otherwise. Each party may bring a specialist to speak on or clarify.

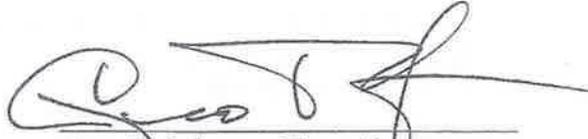
On this ____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

**FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES**



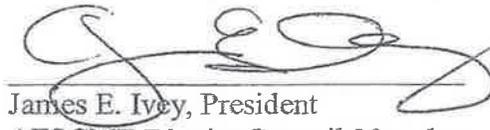
Natasha Campbell
Supervisory Attorney Advisor
Office of Labor Relations
And Collective Bargaining



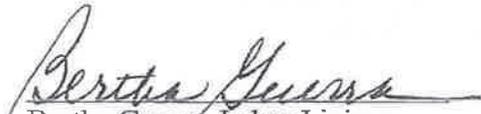
Geo. T. Johnson, Executive Director
AFSCME District Council 20



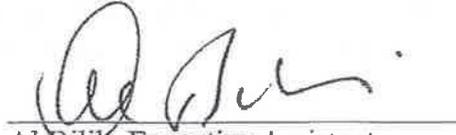
William Howland
Director
Department of Public Works



James E. Ivey, President
AFSCME District Council 20 and
AFSCME Local 2091



Bertha Guerra, Labor Liaison
Department of Public Works



Al Bilik, Executive Assistant
AFSCME District Council 20

APPROVAL

The Collective Bargaining Agreement between the District of Columbia Government and the American Federation of State, County and Municipal Employees, District Council 20 (for Locals 2091, 2743, 2401, 1200 and 2092), dated has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (Section 1-617.15(a), D.C. Official Code, 2001 Edition) and is hereby approved this 28th day of December, 2006.



Anthony A. Williams
Mayor

MASTER AGREEMENT

BETWEEN

**THE AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
DISTRICT COUNCIL 20,
AFL-CIO**

AND

**THE GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

EFFECTIVE THROUGH SEPTEMBER 30, 2010

TABLE OF CONTENTS

ARTICLE		PAGE
	Preamble	3
1	Recognition	4
2	Management Rights	5
3	Union Rights and Security	5
4	Labor-Management Meetings	7
5	Discrimination	7
6	Union Rights and Responsibilities	8
7	Discipline	13
8	Training and Career Ladder	16
9	Safety and Health	17
10	General Provisions	21
11	Bulletin Boards	22
12	Personnel Files	22
13	Seniority	23
14	Inclement Weather Conditions	25
15	Hours of Work	26
16	Administration of Leave	27
17	Administration of Overtime	31
18	Wages	31
19	Reduction-In-Force	32
20	Contracting Out	33
21	Strikes and Lockouts	33
22	Grievance Procedures	34
23	Employee Rights	37
24	New Technology and Equipment	37
25	Job Descriptions	37
26	Savings Clause	38
27	Duration and Finality	38

PREAMBLE

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title I, Chapter 6, Subchapter 1, D.C. Official Code § 1-601.02) states that the Council of the District of Columbia declares that it is the purpose and policy of this act to assure that the District of Columbia Government shall have a modern flexible system of public personnel administration, which shall “provide for a positive policy of labor-management relations including collective bargaining between the District of Columbia and its employees”

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

The District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.01(b) provides for collective bargaining between the Mayor of the District of Columbia and labor organizations accorded exclusive recognition for employee representation for employees of the District of Columbia Government.

Pursuant to the District of Columbia Comprehensive Merit Personnel Act (D.C. Law 2-139, Title 1, Chapter 6, Subchapter XVIII, (D.C. Official Code) Section 1-617.10), various local unions or District Council 20 of the American Federation of State, County and Municipal Employees, AFL-CIO, (herein “AFSCME” or the “Union”) have been certified and/or recognized as the exclusive collective bargaining agent for employees of the District of Columbia Government (hereinafter the “District” or the “Employer”).

Accordingly, AFSCME and the District enter into this Agreement, which shall have as its purposes:

- (1) Promotion of a positive policy of labor-management relations between the District of Columbia Government and its employees;
- (2) Improvement of morale of employees in service to the District of Columbia Government;
- (3) Enhancement of the quality of public service to the citizens of the District of Columbia;
- (4) Creation of a government that works better; and
- (5) Promotion of the rights of District of Columbia Government employees to express their views without fear of retaliation.

AFSCME and the District of Columbia Government declare that each party has been afforded the opportunity to put forth all its non-compensation proposals and to bargain in good faith. Both parties agree that this Agreement is the result of their collective bargaining and each party affirms its contents without reservation. This Preamble is intended to provide the background and purpose of the Collective Bargaining Agreement. Alleged violations of the Preamble per se will not be cited as contract violations.

ARTICLE 1 **RECOGNITION**

Section 1 – Recognition:

The District of Columbia Government (hereinafter referred to as the “District” or “Employer”) hereby recognizes as the sole and exclusive representative for the purpose of collective bargaining, the American Federation of State, County and Municipal Employees, AFL-CIO, District of Columbia District Council 20, and its affiliated Local Unions (hereinafter referred to collectively as the “Union” or “AFSCME”) for each of the bargaining units under the personnel authority of the Mayor for which AFSCME is the certified collective bargaining representative.

Section 2 - Bargaining Units Descriptions:

This Agreement may also include agencies with independent personnel authority if they have executed an addendum opting to be covered by the provisions herein.

Section 3 - Coverage:

AFSCME, the certified exclusive representative of all employees in the bargaining unit referenced above, shall be responsible for representing the interests of employees in the units without discrimination as to membership; provided, however, that an employee who does not pay dues or service fees may be required by the Union to pay reasonable costs for personal representation.

Section 4 – New Units:

Bargaining units of employees under the administrative jurisdiction of the Mayor of the District of Columbia certified during the term of this Agreement shall be covered by the provisions of this Agreement, if agreed to by the parties.

Section 5 – Unit Clarification(s):

The Union and the Employer shall file a Joint Petition with the Public Employee Relations Board (hereinafter referenced as PERB) to clarify and correct inaccuracies contained on the current unit certifications. Prior to filing of the joint petition, the Union and Employer shall confer on the revised unit descriptions.

ARTICLE 2
MANAGEMENT RIGHTS

Section 1 – Management Rights in Accordance with the Comprehensive Merit Personnel Act (CMPA):

(a) Management's rights shall be administered consistent with D.C. Official Code §1-617.08, 2001 edition as amended.

(b) All matters shall be deemed negotiable except those that are proscribed by this subchapter. Negotiations concerning compensation are authorized to the extent provided in Sections 1-617.16 and 1-617.17.

Section 2 - Impact of the Exercise of Management Rights:

Management rights are not subject to negotiations; however, in the Employer's exercise of such rights, the Union may request the opportunity to bargain the impact and effects, where there has been an adverse impact upon employees regarding terms and conditions of employment.

ARTICLE 3
UNION RIGHTS AND SECURITY

Section 1 – Exclusive Agent:

The District shall not negotiate with any other employee organization or group with reference to terms and/or conditions of employment for employees represented by AFSCME. AFSCME shall have the right of unchallenged representation in its bargaining units for the duration of this Agreement in accordance with PERB Interim Rules, Section 502.9(b).

Section 2 – Meeting Space:

Upon request at least one day in advance, the Employer will provide meeting space as available for bargaining unit business. Except as provided elsewhere in this Agreement, meetings will be held on the non-work time of all employees attending the meetings. The Union will be responsible for maintaining decorum at meetings on the Employer's premises and for restoring the space to the same condition to which it existed prior to the meetings.

Section 3 – Access to Employees:

The Union shall have access to all new and rehired employees to explain Union membership, services and programs. Such access shall occur during either a formal orientation session or upon

such employees' reporting to their work site within thirty (30) calendar days of employees' appointment or reappointment.

Section 4 - Dues Checkoff:

The Employer agrees to deduct union dues bi-weekly from the pay of employee members upon proper authorization. The employee must complete and sign Form 277 to authorize the withholding. The amount to be deducted shall be certified to the Employer in writing by the appropriate official of District Council 20. It is the responsibility of the employee and the Union to bring errors or changes in status to the attention of the Employer. Corrections or changes will be made at the earliest opportunity after notification is received but in no case will changes be made retroactively. Union dues withholding authorization may be cancelled upon written notification to the Union and the Employer within the thirty (30) calendar day period prior to the anniversary date of this Agreement. When Union dues are cancelled, the Employer shall withhold a service fee in accordance with Section 5 of this Article.

Section 5 - Service Fees:

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

Section 6 - Cost of Processing:

The Employer shall deduct \$.05 per deduction (dues or service fee) per pay period from each employee who has dues or service fees deducted. This amount represents the fair value of the cost to the Employer for performing the administrative services and is payable to the Office of Labor Relations and Collective Bargaining.

Section 7 - Hold Harmless:

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

ARTICLE 4
LABOR-MANAGEMENT MEETINGS

Section 1 – Labor-Management Partnerships:

Consistent with the principles of the D.C. Labor-Management Partnership Council, the parties agree to establish and support appropriate partnerships within the individual agencies covered by this Agreement. The purpose of such partnership will be to promote labor-management cooperation within a high-quality work environment designed to improve the quality of services delivered to the public.

Agency partnership should ordinarily be made up of equal numbers of high-level officials of labor and management who will meet regularly to consider such issues as they choose to discuss. Decisions by the partnership are by consensus only.

Section 2 – Labor-Management Contract Review Committee:

Appropriate high-level management and union representatives shall meet at least monthly, at either party's request, to discuss problems covering the implementation of this Agreement. The findings and recommendations of the Contract Review Committee will be referred to the Director for action. The Director or his/her designee shall respond in writing to any written finding and recommendation of the committee within a reasonable period.

ARTICLE 5
DISCRIMINATION

Section 1 – General Provisions:

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

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

Neither party to this Agreement will discriminate against any employee with regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, political affiliation, or as otherwise provided by law.

Section 2 – Equal Employment Practices:

The Employer agrees to vigorously continue the implementation of its Equal Employment opportunity Program as approved by the Director, D.C. Office of Human Rights. For the purpose of this Agreement, the Department/Agency's Affirmative Action Plan will be observed. Progress reports will be sent to the Union periodically as to the implementation of the Affirmative Action Plan.

The Union shall designate an Affirmative Action Coordinator who shall, upon request, attend meetings of the Department's Affirmative Action Counselors, and be permitted to meet with Department EEO officials to discuss implementation of the Affirmative Action Plan including Departmental policies and programs.

Vacancy Announcements for Departmental vacancies shall be posted at all work locations. One copy of the notice shall be supplied to appropriate Union Shop Stewards.

Section 3 – Discrimination Charges:

Any charges of discrimination shall be considered by the appropriate administrative agency having jurisdiction over the matter and shall therefore not be subject to the negotiated grievance procedure.

ARTICLE 6 UNION RIGHTS AND RESPONSIBILITIES

Section 1 – Union Stewards:

Union Stewards shall be designated by the Union and shall be recognized as employee representatives. Union Stewards shall be employed at the same work area or shift as employees they are designated to represent. When a union steward is transferred by an action of management (not including promotion or transfer at the employee's request), the steward may continue to act as a steward for his/her former work site for a period not to exceed 45 days from original notification. The Union will supply the Employer with lists of stewards' names, which shall be posted on appropriate bulletin boards. The Union shall notify the Employer of changes in the roster of Stewards. Stewards are authorized to perform and discharge union duties and responsibilities, which may be assigned to them under the terms of this Agreement.

Section 2 – Performance of Duties:

Stewards shall obtain permission from their immediate supervisors prior to leaving their work assignments to properly and expeditiously carry out their duties during a reasonable amount of official time to be estimated in advance whenever possible. Before attempting to see an employee, the Steward will obtain permission from the employee's supervisor. Such permission will be granted unless the employee cannot be immediately relieved from his assigned duties, in which case permission will be granted as soon as possible thereafter. If the immediate supervisor is unavailable, permission will be requested from the next highest level of supervision. Requests by Stewards for permission to meet with employees and/or by employees to meet with Stewards will not require prior explanation to the supervisor of the problems involved other than to identify the area to be visited and the general purpose of the visit i.e., grievance investigation, labor-management meetings, negotiation sessions, etc.

A Steward thus engaged will report back to his/her supervisor on completion of such duties and return to their job. The employer agrees that there shall be no restraint, interference, coercion, or discrimination against a Steward in the performance of such duties.

Section 3 – Union Activities on Employer's Time and Premises:

The Employer agrees that during working hours, on the Employer's premises and without loss of pay, in accordance with Article 6 of this Agreement, Union representatives shall be allowed to:

- A. Post Union notices on designated Union bulletin boards (with a copy given to the Employer);
- B. Attend negotiation meetings;
- C. Transmit communications authorized by the District Council and Local Union or its officers to the Employer or his/her representative;
- D. Consult with the Employer or his/her representative, District Council and Local Union Officers, other Union representatives or employers, concerning the enforcement of any provisions of this Agreement, and other Labor-Management activities. Official time does not include internal Union activities; and
- E. Solicitation of Union membership and distribution of literature shall be confined to the non-working time of all employees involved and out of sight of the public.

Section 4 – Visits by Union Representatives:

The Employer agrees that representatives of the American Federation of State, County and Municipal Employees whether local, Union representatives, District council representatives, or

International representatives shall have full and free access except in secured areas, to the premises of the Employer at any time during working hours to conduct Union business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause minimal disruption of the work activities.

Section 5 – Union Insignia:

The Employer agrees that the employee has a right to participate and identify with the Union as his/her representative in collective bargaining matters; therefore, the Employer agrees that such identification devices as emblems, buttons and pins supplied by the Union to the employees within the bargaining unit may be worn on their uniforms, except for uniformed police.

Section 6 – Official Time:

Union representatives who engage in labor management activities during working hours shall indicate on the “Official Time Report” the activity performed. No Union representative will be disadvantaged in the assessment of his/her performance based on use of documented official time while conducting labor management business.

REPRESENTATIONAL FUNCTIONS OF OFFICIAL TIME (Activity)

1	Labor negotiations.
2	Contacts between employee representatives and employees provided for in the negotiated grievance procedure.
3	Grievance meetings and arbitration hearings.
4	Disciplinary or adverse action meetings, if the Union is designated as representative of the employee.
5	Attendance at an examination of an employee who reasonably believe he or she may be the subject of a disciplinary or adverse action and the employee has requested representation.
6	Attendance at board or other committee meetings on which the Union representatives are authorized membership by the Employer or the Agreement.
7	Attendance at meetings between the Employer and the Union.
8	Attendance at agency recognized/sponsored activities to which the Union has been invited.

Distribution: Original to Office of Labor Relations & Collective Bargaining
 Copy kept by Supervisor & Union Representative

ARTICLE 7
DISCIPLINE

Section 1:

Discipline shall be imposed for cause, as provided in the D.C. Official Code § 1-616.51 (2001 ed.).

Section 2:

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

- a. **Corrective Actions:** Written reprimands or suspensions of nine (9) days or less;
- b. **Adverse Actions:** Removal, suspension for more than nine (9) days; or a reduction in rank or grade or pay for cause.

Section 3:

Discipline will be appropriate to the circumstances, and shall be primarily corrective, rather than punitive in nature. After discovery of the incident, the investigations shall be conducted in a timely manner and discipline shall be imposed upon the conclusion of any investigation or the gathering of any required documents, consistent with the principle of progressive discipline and D.C. Office of Personnel regulations.

Section 4:

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

Section 5:

Unless there is a reasonable cause to believe that an employee's conduct is an immediate hazard to the agency, the employee or other employees, or is detrimental to public health, safety or welfare, an employee against whom adverse action is proposed shall be entitled to at least thirty (30) days advance written notice of proposed adverse action (or fifteen (15) days if corrective action is proposed). The notice will identify the causes and the reasons for the proposed action.

Section 6:

Recognizing that the Union is the exclusive representative of the employees in the bargaining unit, the Department shall in good faith attempt to notify the Union of proposed disciplinary actions. Each Department shall notify the union of the method of notification. Further the Employer agrees

to notify the employee of his or her right to representation in corrective or adverse actions. The material upon which the proposed discipline is based shall be made available to the employee and his/her authorized representatives for review. The employee or his/her authorized representative will be entitled to receive a copy of the material upon written request.

Any information that cannot be disclosed to the employee, his representative, or physician shall not be used to support the proposed action.

Section 7:

Except in the special circumstances referred to in Section 5 above, an employee shall be entitled to at least ten (10) workdays to answer the notice of proposed corrective or adverse action. If the proposed action is removal, the employee shall upon request, be granted an opportunity to be heard prior to a final decision. This opportunity to be heard shall be afforded by a person designated by the agency head. This person shall not be in the supervisory chain between the proposing and/or deciding official(s) and shall not be subordinate to the proposing official. This person shall review the employee's answer, discuss the proposed action with the employee and/or his representative and appropriate representatives of the Employer and make a recommendation to the deciding official who will act upon the recommendation, as he/she deems proper.

Section 8:

The person proposing a disciplinary action shall not be the deciding official unless the proposing official is the agency head or Director of Personnel.

Section 9:

Except in the special circumstances referred to in Section 5 above, an employee against whom a corrective or adverse action has been proposed shall be kept in an active duty status during the notice period.

Section 10:

The deciding official shall issue a written decision within forty-five (45) calendar days from the date of receipt of the notice of proposed action which shall withdraw the notice of proposed action or sustain the proposed action in whole or in part. The forty-five (45) day period for issuing a final decision may be extended by agreement of the employee and the deciding official. If the proposed action is sustained in whole or in part, the written decision shall identify which causes have been sustained and which have been dismissed, describe whether the proposal penalty has been sustained or reduced and inform the employee of his or her right to appeal or grieve the decision, and the right to be represented. The final decision shall also specify the effective date of this action.

Section 11:

In any circumstance in which the Employer has reasonable cause to believe that an employee's conduct is an immediate hazard to the employing agency, to the employee involved or other employees, or is detrimental to public health, safety or welfare the Employer may place an employee on administrative leave whether or not notice of proposed action has been given to the employee.

Section 12:

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

Section 13:

Except as provided in Section 14 of this Article, employees may grieve actions through the negotiated grievance procedure, or appeal to the office of Employee Appeals (OEA) in accordance with OEA regulations but not both. Once the employee has selected the review procedure, that choice shall be the exclusive method of review.

Section 14:

The removal of an employee during his or her probationary period is neither grievable nor appealable and shall be done in accordance with the DPM.

Section 15:

If a final decision is grieved through the negotiated grievance procedure a written grievance shall be filed with the deciding official within fifteen (15) workdays after the effective date of the action.

Section 16 – Troubled Employees:

In appropriate cases, consideration shall be given to correcting the problem through the D.C. Consultation and Counseling Service. When the District implements a new employee assistance program, this shall take the place of the D.C. Consultation and Counseling Service.

Section 17:

Whenever an employee is questioned by a supervisor with respect to a matter for which a disciplinary action is intended against the employee, the employee may, upon request, consult with a union official or other representative. Upon such request, the supervisor will stop the questioning until the employee can consult with such representative, but in no event will such questioning be

delayed beyond the end of the employee's following shift. When and if questioning is resumed, an employee may have a union official or other representative present.

ARTICLE 8

TRAINING AND CAREER LADDER

Section 1 – Basic Training:

Other than skills necessary to qualify for the position, the Employer agrees to provide each employee with basic training or orientation for the safe and effective performance of his/her job. Such training shall be provided at the Employer's expense and, if possible, during the employee's regular workday. If the employee is required to participate in training outside of regular work hours, the employee will be compensated in accordance with the Compensation Units 1 and 2 Agreement. Continued training shall be within budgetary constraints.

Section 2 - Continued Training Opportunities:

The Employer will encourage and assist employees in obtaining career related training and education outside the Department by collecting and posting current information available on training and educational opportunities. The Employer will inform employees of time or expense assistance the Employer may be able to provide.

Section 3 - Career Ladder:

The parties recognize and endorse the value of employee training and career ladder programs. Both parties subscribe to the principles of providing career development opportunities for employees who demonstrate potential for advancement. The feasibility of upward mobility and training programs for unit employees shall be a proper subject for labor-management meetings. Career ladder promotions when effected, shall be in accordance with DPM Chapter 8, Part II, Subpart 8, and Appendix A.

Section 4 - Experience Verification:

When an institution of higher learning provides credit for on-the-job experience, the Employer will, at the request of the employee, provide pertinent information to verify the employee's experience with the District. The employee shall provide the relevant documents and information necessary for the release of the employee's information to the relevant institution.

Section 5 - Union Sponsored Career Advancement Programs:

Management and the Union support the objective of meaningful career advancement for District Government workers in the areas of promotion, transfers and filling of vacancies. In keeping with this objective, the Union will investigate and develop programs to enhance opportunities for

career advancement such as: career counseling services; placement of career planning resource materials on site; correspondence course arrangements with area colleges, universities, vocational and technical schools; and workshops on resume writing and interview skills.

Programs that are developed will be presented and discussed during appropriate labor-management committee meetings for review and consideration.

ARTICLE 9 **SAFETY AND HEALTH**

Section 1 - Working Conditions:

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

B. Matters involving safety and health will be governed by the D.C. Occupational Safety and Health Plan in accordance with Subchapter XXI of the Comprehensive Merit Personnel Act (1980, as amended). The District will promptly make every effort to qualify its plan under the Occupational Safety and Health Administration (OSHA) as established by the U.S. Department of Labor.

C. The District shall furnish and maintain each work place in accordance with standards provided within this Section.

Section 2 - Employees Working Alone:

Employees shall not be required to work alone in areas beyond the call, observation or periodic check of others where dangerous chemicals, explosives, toxic gases, radiation, laser light, high voltage or rotary machinery are to be handled, or in known dangerous situations whenever the health and safety of an employee would be endangered by working alone.

Section 3 - Corrective Actions:

A. If an employee observes a condition, which he or she, believes to be unsafe, the employee should report the condition to the immediate supervisor.

B. If the supervisor and employee agree that a condition constitutes an immediate hazard to the health and safety of the employee, the supervisor shall take immediate precautions to protect the employee.

C. If the supervisor and employee do not agree that a condition constitutes an immediate hazard to the health and safety of the employee, the matter may be immediately referred by the employee to the next level supervisor or designee. The supervisor or designee shall meet as soon as possible with the employee and his or her AFSCME representative, and shall make a determination.

D. Employees shall not be required to operate equipment that has been determined by the Employer or the appropriate D.C. Safety Officer to be unsafe to use, when by doing so they might injure themselves or others.

Section 4 - Medical Service: On-the-Job Injury:

A. The District shall make first-aid kits reasonably available for use in case of on-the-job injuries. If additional treatment appears to be necessary, the District shall arrange immediately for transportation to an appropriate medical facility.

B. The need for additional first-aid kits will be an appropriate issue for Safety Committee determination. Recommendations of the Safety Committee will be referred to the appropriate agency officials.

Section 5 - Safety Devices and Equipment:

Protective devices and protective equipment shall be provided by the District and shall be used by the employees.

Section 6 - Safety Training:

A. The District shall provide safety training to employees as necessary for performance of their job. Issues involving safety training may be presented to the Safety Committee established in Section 8(A).

B. The District shall provide CPR training to all employees who request such training.

Section 7 - Information on Toxic Substances:

Employees who have been identified by the Safety Committee and the Department or District Safety Officer as having been exposed to a toxic substance (including, but not limited to asbestos) in sufficient quantity or duration to meet District Government standards shall receive appropriate health screening. In the absence of District Government standards, the Safety Committee and Safety Officer will refer to standards established by other appropriate authorities such as Occupational Safety and Health Administration (OSHA), National Institute for Occupational Safety and Health (NIOSH) or the Environmental Protection Agency (EPA).

Section 8 - Safety Committees:

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency.

B. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the Agency's representative.

C. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Receive appropriate health and safety training.

D. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

E. In departments/agencies where there is more than one Local Union, there shall be a safety committee for each Local Union, unless otherwise agreed upon.

F. Safety Committees may be reorganized upon agreement of both parties.

Section 9 - Medical Qualification Requirements:

The District agrees to abide by the provisions of Chapter 8, Sections 848.19 and 848.20 of the D.C. Personnel Regulations as published in the D.C. Register, Volume 32, April 5, 1985 (32 DCR 1858, 1911).

Section 10 - Light Duty:

A. The District agrees to provide light duty assignments for Employees injured on the job to the extent that such light duty is available as follows:

1. To be eligible for light duty, the employee must be certified by the employee's attending physician. The certification must identify the employee's impairments and the type of light duty he or she is capable of performing.

2. The Employee will be given light duty assignments for which he or she is qualified, initially within his or her own Bureau or organizational unit. If light duty is not available within the Bureau or organizational unit, suitable work will be sought elsewhere in the department/agency.

3. Light duty assignments shall not normally extend beyond 45 working days. However, if there are no other requests for light duty, this period may be extended until such time as the request is made by another employee. Employees unable to perform their regularly assigned duties after the expiration of that time shall make application for disability compensation or exercise such other options as may be available to employees under the provisions of this Agreement or under law, and in accordance with paragraph 5 below.

4. Where there are more requests for light duty than there are light duty assignments, assignments shall be made in the order of earlier date of request.

5. When light duty is not available, an employee must return to full duty or seek compensation or retirement from appropriate channels, or other assistance as may be available in accordance with Section 9. In the event compensation or retirement is not approved, the employee may be required to take a fitness for duty examination and may be separated if (a) found unfit to perform or (b) found fit but refuses to report for full duty.

Section 11 - Excessive Temperatures in Buildings:

Employees, other than those determined by the Employer to be essential, shall be released from duty or reassigned to other duties of a similar nature at a suitably temperate site because of excessively hot or cold conditions in the building. This determination will be made by the Employer as expeditiously as possible and shall be based upon existing procedures. In lieu of dismissal, the Employer may reassign employees to other duties of similar nature at a suitably temperate site. The cost of authorized transportation will be assumed by the Employer. Administrative leave will be granted if authorized by the Mayor or his or her designee.

Section 12 - Employee Health Services:

Employees covered by this Agreement shall have access to employee health services provided by the Employer consistent with the Comprehensive Merit Personnel Act (D.C. Law 2-139). Employee health services shall include such services as provisions for emergency diagnosis and emergency treatment of illness, physical examination including, but not limited to, pre-employment, fitness for duty or disability retirement evaluation; treatment of minor illness; preventive services; health information to assist employees to protect, conserve, and improve physical and mental health; and counseling and appropriate referrals to the D.C. Consultation and Counseling Service.

Section 13 - Maintenance of Health Records:

Medical records of employees shall be maintained in accordance with the provisions of Chapter 31 of the D.C. Government regulations that maintain confidentiality of those records. Medical records shall not be disclosed to anyone except in compliance with applicable rules relating to disclosure of information. Copies of rules relating to medical information will be made available to AFSCME.

Section 14:

A. The Employer agrees to follow Mayor's order 87-95 regarding ergonomic policy for use of video display terminals.

B. VDT continuous users who operate a VDT for more than two continuous hours shall be allowed to move out of their chairs for brief periods to perform other tasks as specified by their supervisor.

C. If a pregnant employee, who is a continuous VDT user, submits a medical statement from her physician which recommends limiting her use of the VDT during the term of her pregnancy because of exposure to radiation, reasonable consideration will be given to providing the employee with other available duties, within the work unit, for which she is qualified and which her doctor certifies that she can perform.

Section 15:

The Employer agrees to provide the Union with a copy of all current D.C. Safety Officers, and revisions as they occur.

**ARTICLE 10
GENERAL PROVISIONS**

Section 1 – Work Rules:

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

Section 2 - Distribution of Agreement:

The Employer and the Union agree to share equally in the cost of reproducing this contract for employees and supervisors. The parties shall mutually agree upon the cost and number of copies to be printed.

ARTICLE 11
BULLETIN BOARDS

The Employer agrees to furnish suitable Bulletin Boards and/or space to be placed at locations mutually acceptable to the Union and the Employer. The Union shall limit its posting of notices and bulletins to such Bulletin Boards.

ARTICLE 12
PERSONNEL FILES

Section 1 - Official Files:

The Employer shall maintain the official files of all personnel in all units covered by this Agreement in the Office of Personnel. Records of corrective actions or adverse actions shall be removed from an employee's official file in accordance with the DPM.

Section 2 - Right to Examine:

Each employee shall have the right to examine the contents of his/her personnel files upon request.

Section 3 - Right to Respond:

Each employee shall have the right to answer any material filed in his/her personnel file and his/her answer shall be attached to the material to which it relates.

Section 4 - Right to Copy:

An employee may copy any material in his/her personnel file.

Section 5 - Access by Union:

Upon presentation of written authorization by an employee, the Union representative may examine the employee's personnel file and make copies of the material.

Section 6 - Confidential Information:

The DC Office of Personnel shall keep all arrests by the Metropolitan Police, fingerprint records, and other confidential reports in a confidential file apart from the official personnel folder.

Section 7 - Employee to Receive Copies:

A. The employee shall receive a copy of all material placed in his/her folder in accordance with present personnel practices. Consistent with this Article when the Employer sends documents to be placed in an employee's personnel folder which could result in disciplinary action or non-routine documents which may adversely affect the employee, the employee shall be asked to acknowledge receipt of the document. The employee's signature does not imply agreement with the material but simply indicates he/she received a copy.

B. If an employee alleges that he/she was not asked to acknowledge receipt of material placed in his/her personnel folder as provided in this section the employee will be given the opportunity to respond to that document and the response will be included in the folder.

Section 8 – Access by Others:

The Employer shall inform the employee of all requests outside of the normal for information about him/her or from his/her personnel folder. The access card signed by all those who have requested and have been given access to the employee's file shall be available for review by the employee.

ARTICLE 13
SENIORITY

Section 1 - Definition:

Seniority means an employee's length of continuous service with the Employer from his/her date of hire for purposes of this Article only. Employees hired on the same day shall use alphabetical order of surname in determining seniority.

Section 2 - Breaks in Continuous Service:

An employee's continuous service shall be broken by voluntary resignation, discharge for cause or retirement. If an employee returns to his former, or a comparable, position within one year, the seniority he had at the time of his/her departure will be restored but he/she shall not accrue additional seniority during his/her period of absence.

Section 3 - Seniority Lists:

Each agency with employees covered by this Agreement shall provide the Union semi-annually with list of names of employees represented by the Union in that Agency. The list will be in seniority order as defined by Section 1 of this Article. Also, each agency will supply the Union semi-annually with lists of new hires in bargaining unit positions and with names of unit employees who have left the agency since the last seniority list.

Section 4 - Reassignments:

A reassignment requested by an employee to a position in the same classification within an agency/department may be effected by mutual agreement.

Section 5 - Promotions:

A. Whenever a job opening occurs, in any existing job classification or as the result of the development or establishment of a new job classification, a notice of such opening shall be posted on all bulletin boards for ten (10) working days prior to the closing date. A copy of the notices of job openings will be given to the appropriate Union Steward at the time of posting.

B. During this period, employees who wish to apply for the open position or job including employees on layoff may do so. The application shall be in writing, and it shall be submitted to the appropriate Personnel Office.

C. Management has the right to determine job qualifications, provided they are limited to those factors' directly required to satisfactorily perform his/her job. Where all job factors are relatively equal, the employee with the greatest departmental seniority within the unit shall be promoted.

Section 6 - Change to Lower Grade:

A. The term "change to lower grade", as used in this provision means change of assignment from a position in one job classification to a lower paying position in the same job classification.

B. Demotions may be made to avoid laying off employees, to provide for employees who request a change to lower grade for personal convenience, or to change an employee to a lower grade when he/she is unable to perform satisfactorily the duties of his/her position.

Section 7 - Individual Work Schedules:

Work schedule changes initiated by the Employer affecting an individual employee shall be in accord with department/agency seniority, except where specific skills are needed.

Section 8 - Pay for Work Performed in Higher Graded Position:

A. Employees detailed or assigned to perform the duties of a higher graded position for more than four (4) pay periods in any calendar year shall receive the pay of the higher graded position. Assignment to a higher graded position for periods of at least one (1) pay period shall count toward the accumulation of the four (4) pay period requirement. The applicable rate of pay will be determined by application of D.C. government procedures concerning grade and step placement for

temporary promotions, and will be effective the first pay period beginning after the qualifying period has passed. An employee on detail to a lower graded position shall maintain the pay for his/her original position. Advance notice will be given to the Union of any detail exceeding one pay period.

- B. This provision shall not apply to training programs.
- C. Issues involving changed or additional duties assigned to an employee, within his/her present position, shall be considered in accordance with position classification procedures.

ARTICLE 14

INCLEMENT WEATHER CONDITIONS

Section 1 – Inclement Weather Work:

A. Any full-time employee who is scheduled to report for work and who presents himself for work as scheduled shall be assigned to at least eight (8) hours work.

B. If weather conditions do not permit the employee to perform his/her regularly scheduled duties and there is no other work available in line with his/her normal duties, the employee shall be given the option to perform other work or be paid at his/her regular rate for a minimum of four (4) hours and released from duty at his/her election on annual leave or leave without pay.

C. Employees working on snow detail or who are required to shovel snow shall be assigned in the following order:

1. Volunteers
2. In the inverse order of seniority

D. Employees with established health concerns may request to be exempt from snow shoveling assignments.

Section 2 - Reporting Time:

A. During inclement weather where the District Government has declared an emergency, employees (other than those designated emergency employees) will be given a reasonable amount of time to report for duty without charge to leave. Those employees required to remain on their post until relieved will be compensated at the appropriate overtime rate or compensatory leave for the time it takes his/her relief to report for duty.

B. The Employer agrees to dismiss all non-emergency employees when early dismissal is authorized by higher officials during inclement weather.

ARTICLE 15

HOURS OF WORK

Section 1 - Workday:

Except as provided in this Article, the normal workday for full-time employees shall consist of eight (8) hours of work within a 24-hour period. The normal hours of work shall be consecutive except that they may be interrupted by a lunch period.

Section 2 - Workweek:

Except as provided in this Article, the workweek for full-time employees shall normally consist of five (5) consecutive days, eight (8) hours of work, Monday through Friday, totaling forty (40) hours. Special schedules will be established for employees, other than employees in continuous operations, who are required to work on Saturday, Sunday or seasonal schedules as part of their regular workweek.

Section 3 - Continuous Operations and Shifts:

The workday for employees in 24-hour continuous operations shall consist of eight hours of work. Work schedules for employees assigned to shifts, showing the employee's workdays, and hours, shall be posted on appropriate bulletin boards. All employees shall be scheduled to work regular work shifts i.e., each work shift shall have a regular starting and quitting time.

Section 4 - Changes in Work Schedules:

Except in emergencies, regular work schedules shall not be changed without ten (10) working days advance notice.

Section 5 - Flexible/Alternative Work Schedules:

A. The normal work hours may be adjusted to allow for flexible/ alternative work schedules, with appropriate adjustments in affected leave and compensation items (e.g., overtime, premium pay, compensatory leave, etc.). Such schedules may be appropriate where (1) it is cost effective, (2) it increases employee morale and productivity, or (3) it better serves the needs of the public. The Union will be given advance notice (when flexible/alternative work schedules are proposed) and shall be given the opportunity to consult.

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

ARTICLE 16
ADMINISTRATION OF LEAVE

Section 1 – General:

Employees shall be eligible to use leave in accordance with the personnel rules and regulations. Any request for a leave of absence shall be submitted in writing by the employee to his/her immediate supervisor. The request shall state the length of time off the employee desires, the type of leave requested and the reason for the request. An excused absence is an absence from duty without loss of pay and without charge to leave when such absence is authorized by statute or administrative discretion.

Section 2 - Annual Leave:

A. Normal Requests for Leave: A request for a short leave of absence, not to exceed three days, shall be requested in writing on the proper form and answered before the end of the work shift in which the request is submitted. A request for a leave of absence between four to seven days must be submitted five (5) calendar days in advance and answered within five days, except for scheduled vacations, as provided for in Section 2 of this Article. If the request is disapproved, the supervisor shall return the SF-71 with reasons for the disapproval indicated. Requests for annual leave shall not be unreasonably denied.

B. Emergency Requests: Any employee's request for immediate leave due to family death or sickness shall be granted or denied immediately.

C. Carryover: Annual leave, which is not used, may be accumulated from year to year. In general, the maximum allowable leave is thirty (30) days, unless the employee had a greater amount of allowable leave at the beginning of the leave year. Employees shall receive a lump sum leave payment for all accrued annual leave not used at the time of retirement, resignation or other separation from the employer, consistent with the negotiated Compensation Agreement.

D. Vacation Schedules: Every effort will be made to grant employees leave during the time requested. If the operations would suffer by scheduling all requests during a given period of time, a schedule will be worked out with all conflicts to be resolved by the application of seniority. After vacations are posted, no changes shall be made unless mutually agreeable or an emergency arises. Employees will be encouraged to schedule vacations through the year.

Section 3 - Sick Leave:

A. Requests:

1. Supervisors shall approve sick leave of employees incapacitated from the performance of their duties. Employees shall request sick leave as far in advance as possible prior to the start of their regular tour of duty on the first day of absence.

2. Sick leave shall be requested and approved in advance for visits to and/or appointments with doctors, dentists, practitioners, opticians, and chiropractors for the purpose of securing diagnostic examinations, treatments and x-rays.

3. Employees shall not be required to furnish a doctor's certificate to substantiate requests for approval of sick leave unless such sick leave exceeds three work days continuous duration. However, if Management has given written notice to an employee that there is a good reason to believe that the employee has abused sick leave privileges, then the employee must furnish a doctor's certificate for each absence from work, which is claimed as sick leave regardless of its duration. The Union will encourage employees to conserve sick leave for use during periods of extended illness.

4. Advance sick leave requests will be given prompt consideration by the Employer consistent with Section 3(b) of this Article when the following provisions are met:

(a) The request must be submitted in writing and must be supported by acceptable medical certificates.

(b) All available accumulated sick leave to the employee's credit must be exhausted. The employee must use annual leave he/she might otherwise forfeit.

(c) In the case of employees serving under temporary appointments, or under probationary or trial periods, advance sick leave should not exceed an amount which is reasonably assured will be subsequently earned during such period.

(d) The amount of sick leave advanced to an employee's account will not exceed 240 hours at any time. Where it is known that the employee is to be separated, the total sick leave advanced may not exceed an amount which can be liquidated by subsequent accrual prior to the separation.

(e) There must be a reasonable assurance that the employee will return to duty.

B. Advance Sick Leave: Advance sick leave may be granted to permanent or probationary employees in amounts not to exceed 240 hours. Furthermore, an employee may not be indebted for more than 240 hours of sick leave at any one time. Sick leave may be advanced to

employees holding a limited appointment or one expiring on a specific date, but not in excess of the total sick leave that would accrue during the remaining period of such appointment. In either case the employee request must be supported by a statement from his/her physician attesting that the employee has a serious disability or ailment and is incapacitated for duty and stating the period of time expected to be involved. The request should be denied only if the requirements of Section 3 (a) and (b) are not met or there is a reason to believe that the employee will not return to duty or that he/she has abused the sick leave privilege in the past.

C. All accrued and accumulated sick leave must be exhausted before the advance sick leave is credited. Accrued and accumulated annual leave may remain standing to the credit of employees. The Employer will use its best efforts to answer an employee's request for advanced sick leave within fifteen (15) working days. However, an employee is responsible for applying advance sick leave in writing as far in advance as possible. If the request is denied, the reasons for such denial shall be given in writing. Further, the employee will be given consideration for LWOP consistent with the provisions of personnel rules and regulations.

Section 4 – Other Paid Leave:

A. **Military Leave:** Full-time employees are entitled to leave as reserve members of the armed forces or as members of the National Guard to the extent provided in D.C. Official Code Section 1-612.03(m) and applicable rules and regulations and the Compensation Units 1 & 2 Agreement, which provide in part the following:

1. Members of the D.C. National Guard are entitled to unlimited military leave without loss of pay for any parade or encampment with the D.C. National Guard when ordered by the Commanding General, excluding weekly drills and meetings.

2. Additional military leave with pay will be granted to full-time employees who are members of the reserve components of the Armed Forces or the National Guard for the purpose of providing military aid to enforce the law for a period not to exceed 22 workdays per calendar year.

B. **Court Leave:** Employees shall be granted leave of absence with pay anytime they are 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, in accordance with personnel rules and regulations.

C. **Voting Leave:** Where the polls are not open at least three hours either before or after an employee's regular hours of work, he/she may, upon request, be granted an amount of excused time which will permit him/her to report to work three hours after the polls open or leave work three hours before the polls close, whichever requires the lesser amount of time off. Leave for voting will be allowed in accordance with the personnel rules and regulations.

D. **Funeral Leave:** Funeral leave shall be granted in accordance with the Compensation Units 1 & 2 Agreement.

E. **Civic Duty:** Upon advance request and adequate justification employees required to appear before a court or other public body on public business in which they are not personally involved shall be granted leave of absence with pay unless paid leave is prohibited by Federal or District Regulations or Statutes.

F. **Examinations:** Employees shall be excused without charge to leave in accordance with personnel rules and regulations for the purpose of taking an employment medical examination and examination for induction or enlistment in the active Armed Forces, a District Government owned vehicle operator examination, a civil service examination or other examination which his/her department has requested him/her to take in order to qualify for reassignment, promotion, or continuance of his/her present job, but not for the reserve Armed Forces. An employee shall also be excused without charge to leave for the purpose of taking an examination whenever, in the judgment of the Department or agency head, the District Government will benefit thereby. Absence from duty in order to take an examination primarily for the employee's own benefit and not connected to the District Government must be requested in accordance with the general leave provisions.

Section 5 - Leave Without Pay:

A. **General:** Leave of absence without pay for a limited period may be granted at the supervisor's discretion for a reasonable purpose if requested in advance in writing.

B. **Union:** Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall at the written request of the employee and the Union be granted a leave of absence without pay; provided the written request states the purpose and duration of the absence, and is submitted thirty (30) calendar days in advance of the commencement of the desired period of absence. If the Employer indicates that the requested leave will unduly hamper its operations, it may offer an alternative for consideration by the Union.

C. The initial leave of absence shall not exceed one (1) year. Leaves of absence for Union officials may be extended for similar periods. No more than one employee from a bargaining unit shall be on such extended leave at the same time.

D. **Parenthood Leave:** Maternity leave before and following childbirth shall be granted at the request of the employee. The employee is obligated to advise her supervisor substantially in advance of the anticipated leave date. This period of absence shall be determined by the employee, her physician and her supervisor. Maternity leave is chargeable to sick leave or any combination of sick leave, annual leave, or leave without pay. Paternity leave may be granted for a period of up to two (2) weeks following childbirth, and may be extended at the supervisor's discretion. Such leave shall be a combination of annual leave or leave without pay.

E. Leave may be granted for a period of up to two (2) weeks to an employee who is adopting a child, with extensions made at the discretion of the supervisor. Such leave shall be a combination of annual leave or leave without pay.

F. Union Officer Leave: Attendance at Union sponsored programs may be approved annual leave or leave without pay in accordance with normal leave practices unless Administrative Leave has been approved.

G. Educational Leave: After completing one (1) year of service an employee upon request may be granted a leave of absence for educational purposes provided that successful completion of the course will contribute to the work of the Department. The period of leave of absence may not exceed one (1) year, but may be extended at the discretion of the Employer. If an employee is returning from educational leave during which he/she has acquired the qualification of a higher rated position he/she shall not have lost any of his/her rights in being evaluated for the higher graded position.

ARTICLE 17 **ADMINISTRATION OF OVERTIME**

Section 1 -Distribution:

Overtime work shall be equally distributed among employees. Specific arrangements for the equitable distribution of overtime shall be agreed to at Union Management Cooperation Meetings. Individual employee qualifications shall be considered when decisions are made on which employees shall be called for overtime work.

Section 2:

Management will solicit volunteers when overtime work is required. In the event a sufficient number of qualified volunteers are not available to perform the job functions, overtime work will be assigned to equally qualified employees in inverse order of seniority, unless a different system is worked out on a local-by-local basis. Instances of hardship should be presented to the supervisor and shall be considered on a case-by-case basis.

ARTICLE 18 **WAGES**

Section 1:

The salaries and wages of employees shall be paid bi-weekly. In the event the scheduled payday is a holiday, the preceding day shall be the payday. If, for any reason, an employee's paycheck is not available on the prescribed day, or if it does not reflect the full amount due, that employee will be paid as quickly thereafter as is possible, and under no circumstances will he or she be required to wait until the next regular payday.

Section 2:

If an employee's paycheck is delayed, the employee shall immediately notify his/her supervisor. The supervisor shall initiate efforts through the agency controller to obtain a supplemental payment. Supplemental payments will not effectuate normal payroll deductions. Appropriate payroll deductions will be deducted from the employee's subsequent paycheck. (Except DHS, see Attachment 6.)

ARTICLE 19
REDUCTION-IN-FORCE

Section 1 - Definition:

The term reduction-in-force, as used in this Agreement means the separation of a permanent employee, his/her reduction in grade or pay, or his/her reduction in rank because of (a) reorganization, (b) abolishment of his/her position, (c) lack of work, (d) lack of funds, (e) new equipment, (f) job consolidation or (g) displacement by an employee with greater retention rights who was displaced because of (a) through (f) above.

Section 2 – Consultation:

The Employer agrees to consult in advance with the Union prior to reaching decisions that might lead to a reduction-in-force in the bargaining unit. The Employer further agrees to minimize the effect and such reduction-in-force on employees and to consult with the Union toward this end.

Section 3 - Procedure:

A reduction-in-force will be conducted in accordance with the provisions set forth in the Comprehensive Merit Personnel Act [(CMPA), D.C. Official Code § 1-624].

Section 4 – Impact and Effects Bargaining:

In the event of a reduction-in-force, the Employer shall, upon request, provide the Union with appropriate information to insure that the Union can engage in impact and effects bargaining over the reduction-in-force.

Section 5 - Review of Procedures:

In the event of reduction-in-force, the affected employee will receive credit for his/her performance in accordance with the Comprehensive Merit Personnel Act, [D.C. Official Code Ann., Title 1, Section 1-624 (2001 Edition)].

ARTICLE 20
CONTRACTING OUT

Section 1:

During the term of this Agreement the Department shall not contract out work traditionally performed by employees covered by this Agreement, except where Manpower (including expertise and technology) and/or Equipment in the department/agency are not available to perform such work, when it is determined by the Mayor that budgetary conditions exist requiring contracting out, or when it is determined by the Department that emergency conditions exist requiring such contracting out (provided however that the contracting out is for a period of time that the emergency exists). The Agency shall consult with the Union prior to any formal notice to contract out bargaining unit work.

Section 2:

When there will be adverse impact to bargaining unit employees, the Employer shall consult with the Union thirty (30) 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 position and give reasons in writing to the Union for any contracting out action. The Agency shall consult with the Union to determine if the needs of the Government may be met by means other than contracting out work traditionally performed by bargaining unit employees.

ARTICLE 21
STRIKES AND LOCKOUTS

Section 1 - Definition:

The term strike as used herein means any unauthorized concerted work stoppage or slowdown.

Section 2 - Strikes:

It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District.

Section 3 - Lockouts:

No lockout of employees shall be instituted by the Employer during the term of this Agreement except that the Employer in a strike situation retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

Section 4 - Other Considerations:

At no time however, shall employees be required to act as strikebreakers.

ARTICLE 22
GRIEVANCE PROCEDURES

Section 1:

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, shall be settled as described in this Article unless otherwise agreed to by the parties.

Section 2 - Procedure:

This procedure is designed to enable the parties to settle grievances at the lowest possible administrative level. Therefore, grievances should be filed at the lowest level where resolution is possible. Accordingly, a grievance may be filed at the Step in the grievance procedure where the alleged action, which precipitated the grievance, occurred.

Step 1: The employee and/or the Union shall take up the grievance or dispute with the employee's immediate supervisor as soon as is practicable, but no later than fifteen (15) working days from the date of the occurrence or when the Union and/or the employee first had knowledge of or should have known of the occurrence. The supervisor shall attempt to adjust the matter and shall respond to the Steward as soon as is practicable, but not later than fifteen (15) working days after the receipt of the grievance.

Step 2: If the grievance has not been settled, it shall be presented in writing by the employee and/or the Union to the second level supervisor within ten (10) working days after the Step 1 response is due or received, whichever is sooner. The written grievance shall be clearly identified as a grievance submitted under the provisions of this Article, and shall list the contract provision violated, a general description of the incident giving rise to the grievance, the date or approximate date and location of the violation and the remedy sought. The second level supervisor shall respond to the Union and/or employee in writing within ten (10) working days after receipt of the written grievance.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the employee and/or Union to the third level supervisor within ten (10) working days after the Step 2 response is due or received, whichever is sooner. The third level supervisor shall respond in writing (with a copy to the Local President) within ten (10) working days after receipt of the written grievance.

Step 4: If the grievance is still unresolved, it shall be presented by the employee and/or the Union to the Office of the Director or his/her designated representative, in writing within fifteen (15) working days after the Step 3 response is due or received, whichever is sooner. The office of the Director, or his/her designated representative shall respond in writing (with a copy to the Local President) within fifteen (15) working days after the receipt of the written grievance and a copy to the Office of Labor Relations and Collective Bargaining.

Step 5: If the grievance is still unresolved, the Union may by written notice request arbitration within twenty (20) days after the reply at Step 4 is due or received, whichever is sooner.

Section 3 - Union Participation:

A. The Employer shall notify the Union in writing of all grievances filed by the employees, all grievance hearings and determinations when such employees present grievances without the Union. The Union shall have the right to have a representative present at any grievance hearing and shall be given forty-eight (48) hours notice of all grievance hearings.

B. Any grievance of a general nature affecting a large group of employees and which concerns the misinterpretation, misapplication, violation or failure to comply with the provisions of the Agreement shall be filed at the option of the Union at the Step or level of supervision where the grievance originates without resorting to previous steps.

Section 4 - Who May Grieve:

Either an employee or the Union may raise a grievance, and if raised by the employee, the Union may associate itself therewith at any time if the employee so desires. Whenever the Union shall raise or is associated with a grievance under this procedure, such a grievance shall become the Union's grievance with the Employer. If raised by the Union, the employee may not thereafter raise the grievance him/herself, and if raised by the employee, he/she may not thereafter cause the Union to raise the same grievance independently.

Section 5 - Selection of the Arbitrator:

A. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer, through the Office of Labor Relations and Collective Bargaining, and by the Union as soon as possible after notice of intent to arbitrate is received. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service (FMCS) or the American Arbitration Association (AAA) shall be requested to provide a list of seven (7) arbitrators from which an arbitrator shall be selected within seven (7) days after receipt of the list by both parties.

B. Both the Employer and the Union may strike three (3) names from the list using the alternate strike method. The party requesting arbitration shall strike the first name. The arbitration hearing shall be conducted pursuant to the American Arbitration Association guidelines unless modified by this Agreement.

Section 6 - Decision of the Arbitrator:

The decision of the arbitrator shall be final and binding on the parties and shall not be inconsistent with the terms of this Agreement. The arbitrator shall be requested to render his/her decision in writing within thirty (30) days after the conclusion of the arbitration hearing.

Section 7 - Expenses of the Arbitrator:

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

Section 8 - Time Off For Grievance Hearings:

The Employee, Union Steward and/or Union representative shall upon request, be permitted to meet and discuss grievances with designated management officials at each step of the Grievance Procedure within the time specified consistent with Section 3 of Article 6 on Union Stewards.

Section 9 - Time Limits:

All time limits set forth, in this Article may be extended by mutual consent, but if not so extended, must be strictly observed. If the matter in dispute is not resolved within the time period provided for in any step, the next step may be invoked.

Section 10:

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

Section 11:

A. The parties agree that a process of grievance mediation may facilitate satisfactory solutions to grievances prior to arbitration. Therefore, on an experimental basis and when mutually agreed to by the parties, a mediator may be selected and utilized to facilitate settlements. The mediator may not impose a settlement on the parties, and any settlement reached will not be precedential unless otherwise agreed to by the parties on a case-by-case basis.

B. Grievances may be combined for the purpose of mediation upon mutual agreement by the parties.

ARTICLE 23
EMPLOYEE RIGHTS

Employees of the Unit shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist the Union or to refrain from any such activity. Except as expressly provided herein, the freedom shall be recognized as extending to participation in the management of the Union and acting for it in the capacity of a union representative, including representation of its views to the officials of the Mayor, D.C. Council or Congress.

ARTICLE 24
NEW TECHNOLOGY AND EQUIPMENT

Section 1:

Whenever new equipment or technological changes will significantly affect operations, the Employer shall provide notice to the Union at least 60 days in advance. This time limit does not apply to the introduction of equipment or technological changes on an experimental basis. When the Employer introduces such equipment or technological changes on an experimental basis the Employer will notify the Union upon introduction as where the experiment is being conducted and its nature and intended duration and will provide 60 days notice if the experiment is to be instituted permanently.

Section 2:

The Employer shall provide any reasonable training for affected employees to acquire the skills and knowledge necessary for new equipment or procedures. The training shall be held during working hours, when reasonably available. The Employer shall bear the expense of the training.

Section 3:

If training is required by the Agency for employment and the training is held outside the employee's normal tour of duty, the employee shall receive compensatory time.

ARTICLE 25
JOB DESCRIPTIONS

Each employee within the unit shall receive a copy of his/her current job description upon request. When an employee's job description is changed, the employee and the Union shall be provided a copy of the new job description.

ARTICLE 26
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section, or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to immediately negotiate a substitute for the invalidated Article, Section or portion thereof.

ARTICLE 27
DURATION AND FINALITY

Section 1 - Duration of Agreement:

This Agreement shall be implemented as provided herein subject to the requirements of Section 1715 of the CMPA (Section 1-617.15(a), D.C. Official Code, 2001 Edition). This Agreement shall be effective as of the day of final approval, and shall remain in full force and effect until the 30th day of September, 2010. Should either party desire to renegotiate, renew, extend or modify this Contract, notice will be given in writing in accordance with the requirements of the Comprehensive Merit Personnel Act. This Agreement shall remain in full force and effect during the period of negotiations.

Section 2 - Finality:

This Agreement was reached after negotiations during which the parties were able to negotiate on any and all negotiable non-compensation issues, and contains the full agreement of the parties as to all such non-compensation issues that were or could have been negotiated. The Agreement shall not be reconsidered during its life unless by mutual consent or as required by law.

On this ____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

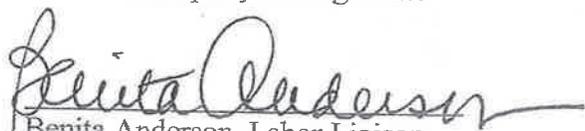


Edward Reiskin
Interim City Administrator/
Deputy Mayor for Public Safety
And Justice

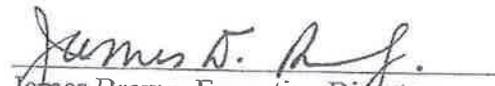


Natasha Campbell, Esq.
Supervisory Attorney Advisor
Office of Labor Relations
and Collective Bargaining

Carol Mitten, Director
Office of Property Management

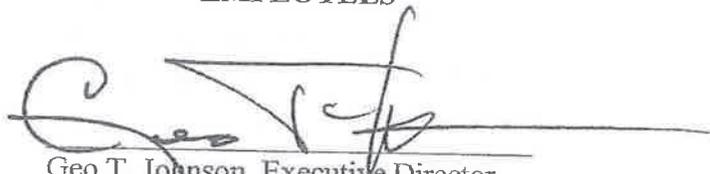


Benita Anderson, Labor Liaison
Office of Property Management



James Brown, Executive Director
Office of the Cable Television and
Telecommunications

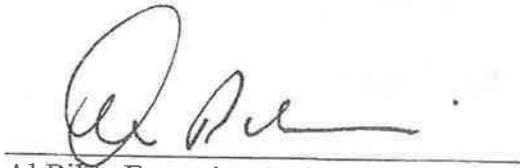
**FOR THE AMERICAN FEDERATION
OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES**



Geo T. Johnson, Executive Director
AFSCME District Council 20



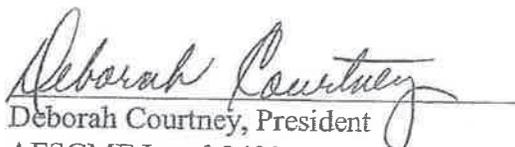
James E. Ivey, President
AFSCME District Council 20 and
AFSCME Local 2091



Al Bilik, Executive Assistant
AFSCME District Council 20



Brenda Featherstone, President
AFSCME Local 1200



Deborah Courtney, President
AFSCME Local 2401

Robin M. Yeldell

Robin Yeldell, Labor Liaison
Office of Cable Television and
Technology

Cliff Dedrick

Cliff Dedrick, President
AFSCME Local 2743

Suzanne Peck

Suzanne Peck, Chief Technology Officer
Office of the Chief Technology Officer

Earl Tasco Jr.

Earl Tasco Jr., President
AFSCME Local 2092

Janet Mahaney

Janet Mahaney, Labor Liaison
Office of the Chief Technology Officer

Sheena Benjamin

Sheena Benjamin, President
AFSCME Local 2776

William Howland
William Howland, Director
Department of Public Works

Bertha Guerra

Bertha Guerra, Labor Liaison
Department of Public Works

Brian Wilbon

Brian Wilbon, Interim Director
Department of Human Services

Jaki Buckley
Jaki Buckley, Labor Liaison
Department of Human Services.

Eugene A. Adams

Eugene Adams, Acting Attorney General
Office of the Attorney General

Patricia Higgins

Patricia Higgins, Labor Liaison
Department of Health

Gail Elkins Davis

Gail Elkins Davis, Labor Liaison
Office of the Attorney General

Dr. Gregg Lane

Dr. Gregg Lane, Director
Department of Health

Bernadine Booker Brown

Bernadine Booker-Brown, Labor Liaison
Department of Health

Thomas Hampton

Thomas Hampton, Director *Comissions*
Department of Insurance, Securities
and Banking

Patricia Haylock

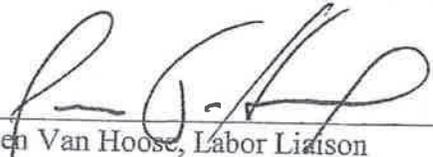
Patricia Haylock, Labor Liaison
Department of Insurance, Securities
and Banking

Dr. Patrick Canavan, Director
Department of Consumer and
Regulatory Affairs

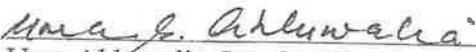
Deborah Bonsack, Labor Liaison
Department of Consumer and
Regulatory Affairs



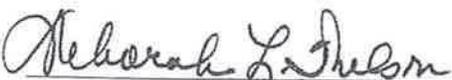
Dr. Natwar Gandhi, Chief Financial Officer
Office of the Chief Financial Officer



Ben Van Hoose, Labor Liaison
Office of the Chief Financial Officer



Uma Ahluwalia, Interim Director
Child and Family Services Agency



Debra Wilson, Labor Liaison
Child and Family Services Agency

**DEPARTMENT OF HUMAN SERVICES AND THE
AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES
LOCAL 2401**

PARTIES

The parties to this Supplemental Agreement and Attachment to the Master Agreement between the American Federation of State, County and Municipal Employees (AFSCME), District of Columbia Council 20, AFL-CIO and the District of Columbia Government" are AFSCME, Local 2401 and District of Columbia agencies under the personnel authority of the Mayor that have collective bargaining units for which AFSCME, Local 2401 is the certified exclusive collective bargaining representative.

CASELOAD SIZE AND COVERAGE

Unmanageable caseloads and workloads in social service programs are a national problem, which has led to worker burnout, high turnover rates and service gaps for clients. Although, the Union recognizes the Agency's obligation to provide the optimum level of service to all eligible residents of the District of Columbia, consistent with statutory and court-mandated obligations; and to accomplish this within the budgetary and manpower resources which are available for that purpose, the Parties agree that a joint labor-management effort is appropriate to address this problem and the impact on the employees represented by AFSCME, Local 2401.

Accordingly, the parties agree to establish a joint labor-management committee to examine caseload size and coverage and the impact of workload assignments on bargaining unit employees. The committee shall explore solutions to the problem of unmanageable caseloads within the Department of Human Services (DHS) and Office of the Attorney General, Child Support Division and consider issues related to caseload size and coverage in agencies providing direct service delivery and those focusing on oversight or monitoring functions. Membership on the committee shall be determined and appointed by the parties but shall include individuals who have a working knowledge of the issues to be examined by the committee.

The parties agree that the committee shall:

1. Focus immediate attention on the DHS, Income Maintenance Agency;
2. Determine relevant comparisons for analysis of the District's caseload issues, e.g. national standards in relevant program areas, studies and reports, guidance of relevant industry associations and governing bodies;

3. Seek the participation and assistance of the Child and Family Service Agency.
4. Recommend maximum caseload assignments that will allow employees to effectively perform their job responsibilities.

Within one year of its establishment, the committee shall issue its report and recommendations for a joint labor-management strategy for a long-term solution to the issue of unmanageable caseloads. During the initial year, the committee shall also explore the implementation of pilot programs within relevant agencies to as a means of developing more immediate options for addressing impacts on employees while allowing agencies to provide the optimum level of service to all eligible residents of the District of Columbia, within the budgetary and manpower resources, that include reasonable, obtainable performance requirements for bargaining unit employees.

This provision shall not be interpreted, in any way, to preclude management from assigning work or assigning employees. Rather, this provision represents the parties' joint commitment to work collaboratively to accomplish agency mission requirements and strategic plan goals, while recognizing the rights of employees and their desire for reasonable terms and conditions of employment.

OFFICIAL TRAVEL

The Employer agrees to provide and maintain vehicles for all field related duties in safe operating condition, and to present them for D.C. Safety Inspection at the prescribed time.

Management shall reimburse its employees for expenses incurred for official travel. Employees who have official approval to use their personnel vehicles for agency business shall be paid in accordance with the Compensation Agreement between the District of Columbia and Compensation Units 1 and 2. Reimbursement will be paid directly to the employee with a reasonable time after said expenses have been properly vouchered by said employee.

REST PERIODS

When an employee is required to work two (2) consecutive eight (8) hour shifts, the employee shall be afforded fifteen (15) minutes after the first shift and before the second shift providing there is no interruption of client services.

SAFETY COMMITTEE

A. A Safety Committee of three (3) representatives from AFSCME and three (3) representatives from the District is hereby established in each department/agency. One (1) AFSCME and one (1) District representative shall each serve as co-chairpersons

of the Committee. The Agency's Risk Management official shall serve on the Safety Committee as one of the agency representatives. The Safety Committee shall:

1. Meet on a monthly basis, unless mutually agreed otherwise. Prior to regularly scheduled monthly meeting, labor and management must submit their respective agendas to each other at least five (5) days in advance;

2. Conduct safety surveys, consider training needs, and make recommendations to the agency/department head and the Office of Risk Management;

3. Make recommendations to the Office of Risk Management and the department/agency heads; and,

4. Receive appropriate health and safety training.

B. Final reports or responses from agency/department heads (or designees) shall be provided to the Safety Committee within a reasonable period of time on safety matters initiated by the Committee.

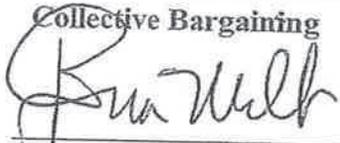
C. Safety Committees may be reorganized upon agreement of both parties.

On this ____ day of October, 2006 and in witness to this Agreement, the parties hereto set their signatures.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**



**Natasha Campbell
Supervisory Attorney Advisor
Office of Labor Relations and
Collective Bargaining**

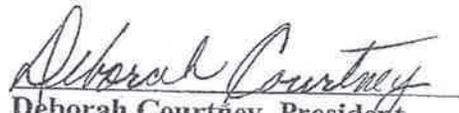


**Brian Wilson, Interim Director
Office of Human Services**

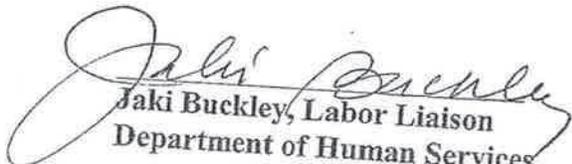
**FOR THE AMERICAN
FEDERATION OF STATE,
COUNTY AND MUNICIPAL**

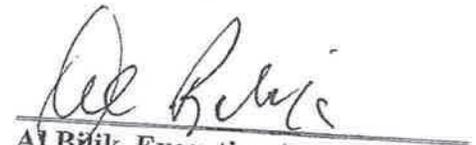


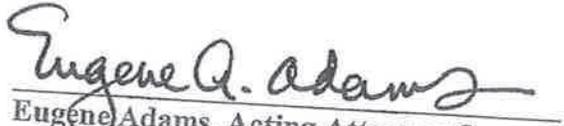
**Geo. T. Johnson,
Executive Director, AFSCME,
District Council 20**

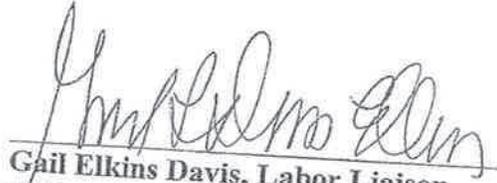


**Deborah Courtney, President
AFSCME, Local 2401**


Jaki Buckley, Labor Liaison
Department of Human Services


Al Brik, Executive Assistant
AFSCME District Counsel 20


Eugene Adams, Acting Attorney General
Office of the Attorney General


Gail Elkins Davis, Labor Liaison
Office of the Attorney General



MURIEL BOWSER
MAYOR

July 11, 2022

The Honorable Phil Mendelson
Chairman, Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

I am pleased to submit, for your introduction and approval by the Council of the District of Columbia, the "Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022". The resolution will approve the negotiated compensation collective bargaining agreement between the District of Columbia government and the nurses employed at the Department of Behavioral Health represented by the District of Columbia Nurses Association.

The agreement provides approximately 136 Compensation Unit 13 bargaining-unit employees employed by the District of Columbia Department of Health, Department of Youth Rehabilitation Services, Department on Disability Services, the Child and Family Services Agency, the Department of Corrections and Fire and Emergency Medical Services Department to receive a wage increase of 3.5 percent in each of fiscal years 2021 and 2022, a wage increase of 2.5% in fiscal year 2023, and a wage increase of 3.0% in fiscal year 2024. The agreement also provides that the District will pay a bonus for employees on the payroll as of October 1, 2021, of \$500 for employees staying through September 30, 2022; \$1000 for employees staying through September 30, 2023; and \$1500 for employees staying through September 30, 2024.

I appreciate your attention to this important legislation that directly benefits many of our valued District of Columbia employees. Please contact me or E. Lindsey Maxwell II, Director, Office of Labor Relations and Collective Bargaining, at (202) 724-4953, should you have questions concerning this transmittal.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser
Mayor



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To approve the Compensation Collective Bargaining Agreement between the District of Columbia Department of Health, Department of Youth Rehabilitation Services, Department on Disability Services, Department of Health Care Finance, Child and Family Services Agency, Department of Corrections and Fire and Emergency Medical Services Department (Compensation Unit 13) and the District of Columbia Nurses Association submitted by the Mayor for certain employees who comprise Compensation Unit 13.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022".

Sec. 2. Pursuant to section 1717(j) of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-617.17(j)), the Council approves the compensation agreement for Compensation Unit 13 bargaining-unit employees employed by the District of Columbia Department of Health, Department of Youth Rehabilitation Services, Department on Disability

1 Services, the Child and Family Services Agency, the Department of Corrections and Fire and
2 Emergency Medical Services Department, which was transmitted to the Council by the Mayor on
3 _____, 2022.

4 Sec. 3. Transmittal.

5 The Secretary to the Council shall transmit a copy of this resolution, upon its adoption, to
6 Compensation Unit 13 and to the Mayor.

7 Sec. 4. Fiscal impact statement.

8 The Council adopts the fiscal impact statement of the Chief Financial Officer as the fiscal
9 impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act,
10 approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

11 Sec. 5. Effective date.

12 This resolution shall take effect immediately.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



ATTORNEY GENERAL
KARL A. RACINE

Legal Counsel Division

MEMORANDUM

TO: Bryan Hum
Director
Office of Policy and Legislative Affairs

FROM: Brian K. Flowers
Deputy Attorney General
Legal Counsel Division

DATE: June 13, 2022

SUBJECT: Legal Sufficiency Review of the “Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022”
(AD-22-393)

This is to Certify that this Office has reviewed the above-referenced resolution and that we have found it to be legally sufficient. If you have any questions in this regard, please do not hesitate to call me at 724-5524.

Brian K. Flowers

Brian K. Flowers

Government of the District of Columbia
Office of the Chief Financial Officer



Fitzroy Lee
Chief Financial Officer

MEMORANDUM

TO: The Honorable Phil Mendelson
Chairman, Council of the District of Columbia

FROM: Fitzroy Lee
Chief Financial Officer 

DATE: June 21, 2022

SUBJECT: Fiscal Impact Statement – “Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022”

REFERENCE: Draft resolution as provided to the Office of Revenue Analysis on June 13, 2022

Conclusion

Funds are sufficient in the fiscal year 2022 budget and fiscal year 2023 through fiscal year 2026 budget and financial plan to implement the bill.

The resolution will approve salary payments that will cost District agencies approximately \$1.6 million in fiscal year 2022, \$1.0 million in fiscal year 2023, and a total of \$7.9 million from fiscal year 2022 through fiscal year 2026. The total cost of the negotiated collective bargaining provisions that must be paid with local funds is approximately \$861,000 in fiscal year 2022, \$537,000 in fiscal year 2023, and a total of \$4.1 million from fiscal year 2022 through fiscal year 2026. Funding is available in the Workforce Investments Fund to cover these costs. The non-local portion of the cost will be covered by federal funds, private funds, special purpose revenue funds, or absorbed by the agencies.

Background

The resolution approves a compensation agreement between seven District agencies and the District of Columbia Nurses Association (Compensation Unit 13). The agencies are Department of Health, Department of Youth Rehabilitation Services, Department of Disability Services, Department of Health Care Finance, Child and Family Service Agency, Department of Corrections, and the Department of Fire and Emergency Medical Services. The agreement covers approximately 136

The Honorable Phil Mendelson

FIS: "Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022," Draft Resolution as provided to the Office of Revenue Analysis on June 13, 2022

positions¹ with an average base salary of \$114,000. It is in effect from October 1, 2020 through September 30, 2024. The agreement provides the following pay increases and bonus payments, including retroactive increases for employees still on the payroll as of the date of the resolution's approval:

- In FY 2021, an increase in the salary schedule of 3.5%;
- In FY 2022, a bonus payment of 3.5%; and
- In FY 2023, an increase in the salary schedule of 2.5%.
- In FY 2024, an increase in the salary schedule of 3.0%

Employees actively on the payroll as of October 1, 2021, shall be eligible for the following bonus payments, to be paid by March of the following year:

- \$500 for employees staying through September 30, 2022;
- \$1000 for employees staying through September 30, 2023; and
- \$1500 for employees staying through September 30, 2024

All other compensation terms are unchanged from the prior agreement.

Financial Plan Impact

Funds are sufficient in the fiscal year 2022 budget and approved fiscal year 2023 through fiscal year 2026 budget and financial plan to implement the bill. The resolution will approve salary payments that will cost District agencies approximately \$1.6 million in fiscal year 2022, \$1.0 million in fiscal year 2023, and a total of \$7.9 million from fiscal year 2022 through fiscal year 2026. The total cost of the negotiated collective bargaining provisions that must be paid with local funds is approximately \$861,000 in fiscal year 2022, \$537,000 in fiscal year 2023, and a total of \$4.1 million from fiscal year 2022 through fiscal year 2026. Funding is available in the Workforce Investments Fund to cover these costs. The non-local portion of the cost will be covered by federal funds, private funds, special purpose revenue funds, or absorbed by the agencies.

Cost of the FY 2021 - FY 2024 Compensation Agreement between the District and DCNA Comp Unit 13 (Dollars in thousands)						
	FY 2022^(a)	FY 2023	FY 2024	FY 2025^(b)	FY 2026^(b)	Five-Year Total
Total Cost of Pay Increases and FY22 Bonus ^(c)	\$1,586	\$909	\$1,384	\$1,670	\$1,961	\$7,510
Retention Bonuses ^(d)	\$58	\$116	\$174	\$0	\$0	\$348
Total Gross Funds Cost	\$1,644	\$1,025	\$1,558	\$1,670	\$1,961	\$7,858
Total Local Cost^(e)	\$861	\$537	\$816	\$875	\$1,027	\$4,116
Less: Funding Available in Financial Plan ^(f)	(\$0)	(\$122)	(\$245)	(\$371)	(\$499)	(\$1,237)

¹ Approximately twenty positions are vacant.

The Honorable Phil Mendelson

FIS: "Compensation Collective Bargaining Agreement between the District of Columbia Government (Compensation Unit 13) and the District of Columbia Nurses Association Approval Resolution of 2022," Draft Resolution as provided to the Office of Revenue Analysis on June 13, 2022

Cost of the FY 2021 - FY 2024 Compensation Agreement between the District and DCNA Comp Unit 13 (Dollars in thousands)						
Cost to be Covered by Workforce Investments	\$861	\$415	\$571	\$504	\$528	\$2,879

Table Notes

- a) Includes retroactive amounts due for FY 2021.
- b) Assumes salaries increase by 1.75%
- c) Includes fringe rate of 12.65% to account for fringe benefits that increase with higher pay.
- d) Assumes 100% retention
- e) approximately 52% of affected FTEs are funded with local funding.
- f) Increases of 1.75% built into the financial plan costs for the agency are used toward the cost of the agreement.

**COMPENSATION
COLLECTIVE BARGAINING AGREEMENT**

BETWEEN THE

GOVERNMENT OF THE DISTRICT OF COLUMBIA

**(DEPARTMENT OF HEALTH,
DEPARTMENT OF YOUTH REHABILITATION SERVICES,
DEPARTMENT ON DISABILITY SERVICES,
DEPARTMENT OF HEALTH CARE FINANCE,
CHILD AND FAMILY SERVICES AGENCY
DEPARTMENT OF CORRECTIONS**

AND

**THE DEPARTMENT OF FIRE AND EMERGENCY MEDICAL
SERVICES)**

(COMPENSATION UNIT 13)

AND

THE DISTRICT OF COLUMBIA NURSES ASSOCIATION

EFFECTIVE OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2024

Table of Contents

ARTICLE 1:	WAGES	4
ARTICLE 2:	NIGHT DIFFERENTIAL.....	5
ARTICLE 3:	OVERTIME REST PERIODS	6
ARTICLE 4:	OUT OF TITLE WORK.....	6
ARTICLE 5:	UNIFORM ALLOWANCE.....	6
ARTICLE 6:	EDUCATION	6
ARTICLE 7:	ANNUAL LEAVE/COMPENSATORY TIME BUYOUT	7
ARTICLE 8:	SICK LEAVE INCENTIVE PROGRAM	7
ARTICLE 9:	OVERTIME.....	8
ARTICLE 10:	CALL-BACK/ON-CALL.....	9
ARTICLE 11:	PREMIUM PAY FOR WEEKEND WORK	11
ARTICLE 12:	BENEFITS	11
SECTION A:	LIFE INSURANCE	11
SECTION B:	HEALTH INSURANCE.....	12
SECTION C:	OPTICAL AND DENTAL.....	13
SECTION D:	SHORT-TERM DISABILITY INSURANCE PROGRAM.....	13
SECTION E:	ANNUAL LEAVE.....	13
SECTION F:	SICK LEAVE	14
SECTION G:	OTHER FORMS OF LEAVE	14
SECTION H:	PRE-TAX BENEFITS	15
SECTION I:	RETIREMENT	16
SECTION J:	HOLIDAYS	17
ARTICLE 13:	ADMINISTRATIVE CLOSINGS.....	17
ARTICLE 14:	BACK PAY	18
ARTICLE 15:	TERM & TEMPORARY EMPLOYEES	18
ARTICLE 16:	EMPLOYEE EDUCATIONAL LOAN REPAYMENT REIMBURSEMENT PROGRAM.....	18
ARTICLE 17:	EMPLOYEE METRO CARD INCENTIVE.....	18
ARTICLE 18:	SAVINGS CLAUSE.....	19
ARTICLE 19:	IMPROVED BENEFITS	19
ARTICLE 20:	MILEAGE PAY WHEN FLOATING BETWEEN LOCATIONS.....	19

ARTICLE 1: WAGES

SECTION A: FISCAL YEAR 2021

Effective the first day of the first full pay period beginning on or after October 1, 2020, bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by D.C. Council, shall receive a three and one-half percent (3.5%) increase.

SECTION B: FISCAL YEAR 2022

In lieu of a wage-increase for FY 2022, employees will receive a three and one-half percent (3.5%) bonus payment. Bargaining unit employees actively on the payroll as of October 1, 2021, and still actively on payroll as of the date of approval of this Compensation Agreement by D.C. Council shall receive a one-time payment that is equivalent of 3.5% of an employee's annual base salary for the first full pay period on or after October 1, 2021.

The payment will be made no later than ninety (90) days after the implementation of the wage increases for FY 2021.

SECTION C: FISCAL YEAR 2023

Effective the first day of the first full pay period beginning on or after October 1, 2022, bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by D.C. Council, shall receive a two and one-half percent (2.5%) increase.

SECTION D: FISCAL YEAR 2024

Effective the first full pay period beginning on or after October 1, 2023, bargaining unit employees actively on the payroll as of the date of approval of this Compensation Agreement by D.C. Council, shall receive a three percent (3.0%) increase.

SECTION E: STEP MOVEMENT

1. All employees shall be eligible for step increases based on the following schedule, provided that the employee's last performance rating was at least at the "Valued Performer" or a comparable level.

Employees at Steps 1-4 – One (1) year at the current step.

Employees at Steps 5-9 – Two (2) years at the current step.

2. Once an employee reaches Step 5, there will be a two-year waiting period before moving to Step 6.

3. All government service shall be credited toward the waiting period for step increases.

SECTION F: CERTIFICATION

Any bargaining unit employee who receives a nationally recognized certification (e.g., from the American Nurses Association) that enhances his or her capacity to perform nursing functions shall receive a bonus in the amount of \$ 500.00.

SECTION G: ADDITIONAL DEGREES

1. Any bargaining unit nurse who attains a BSN or MSN degree will receive a Quality Step Increase (a single basic pay adjustment of one step within the occupied grade). Any nurse who is at the top basic rate of pay for the grade at the time of becoming eligible shall receive a one-time cash lump sum payment equal to 3.5% of salary. The obligation to supply proof of qualification will rest with the nurse.

2. Any bargaining unit nurse who attains a degree in a health related field, which is determined by the Employer to be directly related to performance of assigned duties and that enhances his or her capacity to perform nursing functions will receive a Quality Step Increase (a single basic adjustment of one step within the occupied grade). Any Nurse who is at the top basic rate of pay for the grade at the time of becoming eligible shall receive a one-time cash lump sum payment equal to 3.5% of salary. The obligation to supply proof of qualification will rest with the nurse .

SECTION H: NEW HIRES

The Employer shall place newly-hired bargaining unit employees as follows at the appropriate step:

Years of RN experience	Step
0 - <1	1
1 - <2	2
2 - <3	3
3 - <4	4
4 - <5	5
5 - <7	6
7 - <9	7
9 - <11	8
11 - <13	9
13+	10

SECTION H: RETENTION BONUSES

1. \$500 bonus - for all active employees employed with an agency under Compensation Unit 13 on payroll since October 1, 2021 and provided that they remain employed with this agency through the end of FY 2022 on September 30, 2022. This bonus will be paid by March 31, 2023, the end of the second quarter in FY 2023;
2. \$1,000 bonus - for all active employees employed with an agency under Compensation Unit 13 on payroll since October 1, 2021 and provided that they remain employed with this agency through the end of FY 2023 on September 30, 2023. This bonus will be paid by March 31, 2024, the end of the second quarter in FY 2024; and
3. \$1500 bonus - for all active employees employed with an agency under Compensation Unit 13 on payroll since October 1, 2021 and provided that they remain employed with this agency through the end of FY 2024 on September 30, 2024. This bonus will be paid by March 31, 2025, the end of the second quarter in FY 2025.

ARTICLE 2: NIGHT DIFFERENTIAL

SECTION A:

A differential of ten percent (10%) will be paid to bargaining unit employees for the entire night shift except when a Sunday differential applies, provided that the employee performs regularly scheduled night work between 6:00 p.m. and 6:00 a.m.

SECTION B:

All part-time employees working evening or night shifts or employees assigned temporarily to perform night work, as referenced above, shall receive the appropriate differential. Night differential shall not be considered basic pay for any purpose except for computing overtime under the Fair Labor Standards Act.

SECTION C:

An employee who performs regularly scheduled non-overtime work shall be entitled to pay at a rate equal to ten percent (10%) of his or her basic pay for that work, payable on an hour-for-hour basis, in increments of one-quarter (1/4) of an hour for each fifteen (15) minutes and portion thereof in excess of fifteen (15) minutes.

SECTION D:

An employee shall be entitled to a night differential for night work performed when he or she is assigned temporarily, except on an overtime basis, to a tour of duty other than his or her own.

ARTICLE 3: OVERTIME REST PERIODS

Any bargaining unit employee who is required to work three (3) hours or more beyond his/her regularly scheduled tour of duty shall be entitled to a thirty (30) minute paid rest period, to be taken at such time as patient care or work needs permits. If no such time occurs during the overtime period, he/she shall receive an additional one-half hour of pay.

ARTICLE 4: OUT OF TITLE WORK

If a nurse is assigned a position normally filled by an employee of a higher grade for longer than thirty (30) consecutive days, he/she shall receive the rate of pay for the higher graded position for the balance of his/her service in that job. A temporary promotion in excess of 120 days shall be subject to the competitive promotion procedures.

ARTICLE 5: UNIFORM ALLOWANCE

The Uniform allowance of \$350.00 shall be paid annually to eligible employees required to wear uniforms in accordance with management-established practices. To the extent that lab coats are required by the Employer, they will be supplied by the Employer, and the uniform allowance does not apply.

ARTICLE 6: EDUCATION

SECTION A:

The District shall provide a minimum of \$750.00 per bargaining unit employee for annual training/educational opportunities, and tuition reimbursement for health-related degree or certification, in accordance with the terms of the applicable working conditions agreement covering the bargaining unit employee or District-wide regulations (if not addressed in the applicable working conditions agreement). Requests for training or tuition reimbursement shall be submitted a minimum of 30 days in advance of the training/course and must be approved by the employee's supervisor prior to attendance. Attendance at such training/course must occur in the fiscal year in which the payment for training is made or reimbursement is required.

The availability for tuition reimbursement under this Article will not be applicable to Comp Unit 13 Agencies that have an agency wide tuition reimbursement program.

SECTION B:

Tuition reimbursement and administrative leave shall be provided for training in accordance with the applicable regulations.

SECTION C:

Employees will be eligible for no more than five (5) days administrative leave to attend professional meetings, workshops, seminars, etc. related to the performance of nursing duties or job responsibilities as long as staffing needs permits. Requests for administrative leave shall be submitted as far in advance as possible to permit appropriate staffing adjustments, if necessary.

ARTICLE 7: ANNUAL LEAVE/COMPENSATORY TIME BUYOUT

SECTION A:

An employee who is separated or is otherwise entitled to a lump-sum payment under the District 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 8: SICK LEAVE INCENTIVE PROGRAM

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

SECTION A:

A full-time employee who is in a pay status for the Leave Year shall accrue annually:

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

SECTION B:

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

SECTION C:

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

SECTION D:

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

SECTION E:

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

ARTICLE 9: OVERTIME

SECTION A:

Hours of work authorized in excess of eight hours in a pay status in a day or forty hours in a pay status in a work week shall be overtime work for which an employee shall receive either overtime pay or compensatory time unless the employee has used unscheduled leave during the eight hours shift or the forty hours work week. The unscheduled leave rule will not apply when an employee has worked a sixteen hour shift (back to back) and takes unscheduled leave for an eight hour period following the back to back shift or where an employee has indicated his or 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:

Overtime work, as described in section A, above, shall be compensated at one and one-half (1.5) times the employee's regularly scheduled hourly rate. The employee, at his/her option, may elect to receive compensatory time at the rate of one and one-half (1.5) hours for each hour of work for which overtime is payable.

SECTION C:

Overtime will not be paid for employees on a compressed schedule. A compressed schedule for a full-time employee is an 80-hour bi-weekly basic work requirement which is scheduled for less

than ten (10) workdays. A compressed schedule for a part-time employee is less than an 80-hour bi-weekly basic work requirement which is scheduled for less than ten (10) workdays.

ARTICLE 10: CALL-BACK/ON-CALL

SECTION A:

A minimum of four hours of work shall be credited to any employee who is called back to perform unscheduled work either on a regular workday after he/she has completed the regular work schedule and has left his/her place of employment, or when not scheduled and informed in advance, on one of the days when he/she is off duty. Only time spent actually performing work, shall count as “hours worked” and be credited toward overtime compensation under the provisions of this Agreement and the requirements of the Fair Labor Standards Act (FLSA). In addition, employees shall be paid the night shift differential for all overtime hours actually worked between 6:00 p.m. and 6:00 a.m.

SECTION B:

1. An employee may be required to be on call prior to or 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 (25%) of his/her basic rate of pay for each hour the employee is on call.
2. For the purpose of this Agreement, time spent in an on-call status for which an employee will be considered on duty and time spent on standby duty shall be considered hours of work, and therefore eligible for compensation, if:
 - a. The employee is restricted to an agency’s premises, or so close thereto that the employee cannot use the time effectively for his or her own purposes;
or
 - b. The employee, although not restricted to the agency’s premises:
 - (1) Is restricted to his or her living quarters or designated post of duty;
 - (2) Has his or her activities substantially limited; and
 - (3) Is required to remain in a state of readiness to perform work.
3. The employee’s schedule must specify the hours during which he/she shall be required to remain on call.

SECTION C:

An employee will not be considered off duty and time spent shall not be considered off work if:

1. The employee is requested to leave a telephone number or to carry an electronic device for the purpose of being contacted, or, if the employee is allowed to make arrangements of such that any work, which may arise during the on-call period, will be performed by another person approved by management; and
2. The restrictions in section B.2.a and B.2.b.(1), (2) and (3) do not apply.

ARTICLE 11: PREMIUM PAY FOR WEEKEND WORK

The District shall pay premium pay at the rate of twenty-five percent (25%) of the employee's basic rate of pay for each hour the employee performs work on Saturday and Sunday. All part-time employees working Saturdays and Sundays shall also receive premium pay for weekend work at the rate set forth, above.

ARTICLE 12: 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 (2016 Repl.) and Chapter 87 of Title 5 of the United States Code.
 - (a) District Official Code §1-622.03 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 Official Code §1-622.01 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 office to enroll or make changes in their life insurance coverage.

SECTION B: HEALTH INSURANCE

1. Pursuant to D.C. Official Code §1-621.02, 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 Unit 13 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 Unit 13 representatives notice of the proposed additions.
 - (c) The employee contribution for total premium cost of the employee’s selected plan is established by the D.C. Official Code.

2. Pursuant to D.C. Official Code §1-621.01, 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 the 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 advanced request.
4. The Department shall provide an employee health services program that provide treatment, counseling and prevention health programs for the treatment of alcoholism, drug dependence and mental illness, consistent with its obligations under D.C. Official Code Section 1-620.07.

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 Unit 13 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, 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 Personnel Manual (DPM).

SECTION F: SICK LEAVE

1. In accordance with the D.C. Official Code §1-612.03 (2016 Repl.) a full-time employee covered by the terms of this agreement may accumulate up to thirteen (13) sick days per annum.

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 the D.C. Official Code §1-612.03(m) (2016 Repl.)

2. Court Leave: An employee is entitled to leave, without loss of pay, leave, or service credit during a period of absence in which he or she is required to report for jury duty or to appear as a witness on behalf of the District of Columbia Government, or the Federal or a state or local Government to the extent provided in D.C. Official Code §1-612.03(l) (2016 Repl.)

3. Funeral Leave:

a. An employee is entitled to three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or

memorial service for an immediate relative. In addition, the Employer shall grant an employee's request for annual or compensatory time up to three (3) days upon the death of an immediate relative. Approval of additional time shall be at the Employer's discretion. However, requests for leave shall be granted unless the Agency's ability to accomplish its work would be seriously impaired.

- b. For the purpose of this section "immediate relative" means the following relatives of the employee: spouse (including a person identified by an employee as his/her "domestic partner" as defined in D.C. Official Code § 32-701 (2017 Supp.), married same-sex individuals, and related laws and parents thereof, children (including adopted and foster children and children of whom the employee is legal guardians and spouses thereof, parents, grandparents, grandchildren, brothers, sisters, and spouses thereof. For the purposes of certification of leave, employees shall provide a copy of the obituary or death notice, a note from clergy or funeral professional or a death certificate upon the Employer's request.
- c. An employee is entitled to not more than three (3) days of leave, without loss of pay, leave, or service credit to make arrangements for or to attend the funeral or memorial service for a family member who died as a result of a wound, disease or injury incurred while serving as a member of the armed forces in a combat zone to the extent provided in D.C. Official Code §1-612.03(n).

SECTION H: PRE-TAX BENEFITS

- 1. Employee contributions to benefits programs established pursuant to the D.C. Official Code §1-611.19, 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. **DEFINED CONTRIBUTION PENSION PLAN:** All eligible employees hired by the District on or after October 1, 1987, are enrolled into the defined contribution pension plan. As prescribed by D.C. Official Code §1-626.09(c), 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. Employees shall vest pursuant to the vesting schedule established by law.
3. **DEFERRED COMPENSATION PROGRAM:** As prescribed by §1-626.05 and related Chapters of the D.C. Official Code, all District Government employees covered by this agreement shall be eligible to participate in the District's Deferred Compensation Program. The Deferred Compensation Program is a savings system through pre-tax deductions and allows employees to accumulate funds for long-term goals, including retirement. The portion of salary contributed reduces the amount of taxable income in each paycheck. The Internal Revenue Service determines the annual maximum deferral amount. Under the program, employees can choose from various fixed or variable investment options.

SECTION J: HOLIDAYS

1. As prescribed by the D.C. Official Code §1-612.02, 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) Memorial Day, the last Monday in May of each year;
 - (e) Independence Day, July 4th of each year;
 - (f) Labor Day, the 1st Monday in September of each year;
 - (g) Columbus Day, the 2nd Monday in October of each year;
 - (h) Veterans Day, November 11th of each year;
 - (i) Thanksgiving Day, the 4th Thursday in November of each year;
 - (j) Christmas Day, December 25th of each year; and
 - (k) Emancipation Day.

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 13: ADMINISTRATIVE CLOSINGS

SECTION A:

1. Premium pay or leave due to an administrative closing will be paid and administered pursuant to the DPM, Section 1135.

2. Emergency employees or essential employees, as defined by the DPM, who are required to work when all other District Government employees are released for administrative closings by the Mayor, in lieu of compensation, shall earn administrative closing leave on an hour for hour basis for each hour worked during an administrative closing. A determination as to whether the employee receives administrative closing pay or administrative closing leave will be made by joint agreement between the employee and his/her supervisor.

SECTION B:

Each Department shall identify emergency positions. DCNA and each emergency employee shall be notified in writing of the emergency status of his/her position.

ARTICLE 14: BACK PAY

To the extent the authority to pay the award is delegated to the Agency, arbitration awards or settlement agreements shall be processed within 60 days of receipt from the employee or the Union of necessary and relevant documentation, including documentation of interim earnings or other potential offsets.

ARTICLE 15: TERM & TEMPORARY EMPLOYEES

The District recognizes that agencies and departments have extended many temporary and term employees' appointments 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 parties agree to the following:

1. Joint Labor-Management committees shall be established in each agency/program to identify temporary and term employees whose term or temporary appointment extend through six months after the effective date of this Agreement.
2. Each committee shall review all temporary and term appointment to determine whether each is consistent with law. If an appointment is not consistent with law, the Employer and the Union shall meet to resolve the matter. Employees shall be converted to permanent appointments consistent with the D.C. Official Code.
3. The Employer shall convert bargaining unit temporary and term employees identified by the committees, who perform permanent services, are in a pay status as of six months after the effective date of this Agreement, and who are paid from appropriated funds, to the career service prior to the expiration of this Agreement.
4. Prior to the expiration of this Agreement and if not inconsistent with law, the Employer shall make every effort to convert bargaining unit temporary and term employees identified by the committees, who perform permanent services, are in a pay status as of six months after the effective date of this Agreement, and who are paid through intra-District or federal grant funds, to the career service.
5. District agencies retain the authority to make term and temporary appointments as appropriate for seasonal and temporary work needs.

ARTICLE 16: EMPLOYEE EDUCATIONAL LOAN REPAYMENT REIMBURSEMENT PROGRAM

SECTION A:

Consistent with the application criteria, bargaining unit employees may apply to the District of Columbia Health Professional Loan Repayment Program. The Program will repay the cost of education necessary to obtain a health professional degree. The Program will pay toward the outstanding principal, interest, and related expense of federal, state or local government loans and commercial loans obtained by the employee for school tuition and required fees incurred by the employee and reasonable educational expenses.

SECTION B:

Under the guidelines of this program, bargaining unit employees may be eligible for up to \$66,000 over four years of service. Specifically, for each year of participation, the Program will repay loan amounts according to the following schedule:

1. First year of service, 18% of the total debt, up to \$11,800
2. Second year of service, 26% of the total debt, up to \$17,200
3. Third year of service, 28% of the total debt, up to \$18,500
4. Fourth year of service, 28% of the total debt, up to \$18,500

ARTICLE 17: EMPLOYEE METRO CARD INCENTIVE

The District of Columbia Government shall subsidize the cost of monthly transit passes for personnel use by employees by not less than fifty (\$50) 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 18: SAVINGS CLAUSE

SECTION A:

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

SECTION B:

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

ARTICLE 19: IMPROVED BENEFITS

SECTION A:

Any future legislation, ordinance or order which improves the benefits employees covered by this contract now receive shall not automatically be applied to such employees, but will be negotiated.

SECTION B:

If a similar action results in a reduction in benefits, the affected articles of the agreement shall be renegotiable at the option of DCNA.

ARTICLE 20: MILEAGE PAY WHEN FLOATING BETWEEN LOCATIONS

Any DCNA bargaining unit employee at DYRS who is floated between their assigned location to another location, that is, between New Beginnings Youth Services Center and the Youth Services Center, shall be entitled to receive compensation for mileage for the actual distance between the two locations.

Bargaining unit members who are reassigned to the new location are not entitled to this benefit.

Signed and executed this ____ day of _____, 2022.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

FOR THE UNION

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Collective Bargaining

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Department of Youth Rehabilitation Services

Trey Stanback, Labor Liaison
Department of Youth Rehabilitation Services

APPROVAL

This compensation collective bargaining agreement between the District of Columbia and the District of Columbia Nurses Association, dated _____, 2022, has been reviewed in accordance with Section 1-617.17 of the District of Columbia Official Code (2016 Repl.) and is hereby approved on this _____ day of _____, 2022.

Muriel E. Bowser, Mayor

WORKING CONDITIONS BARGAINING AGREEMENT

BETWEEN

**THE GOVERNMENT OF THE DISTRICT OF
COLUMBIA**

AND

**THE DISTRICT OF COLUMBIA NURSES
ASSOCIATION**

(COMPENSATION UNIT 13)

EFFECTIVE

FROM OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2020

TABLE OF CONTENTS

PREAMBLE 4

RECOGNITION 4

SAVINGS 5

DURATION..... 5

FINALITY OF AGREEMENT 5

PART I: NON-COMPENSATION 6

ARTICLE 1: UNION SECURITY AND DUES DEDUCTIONS 6

ARTICLE 2: EMPLOYEE LISTS..... 7

ARTICLE 3: UNION RIGHTS 8

SECTION A: UNION ACTIVITIES ON EMPLOYER'S TIME AND PREMISES..... 8

SECTION B: VISITS BY BARGAINING UNIT REPRESENTATIVES 8

SECTION C: BULLETIN BOARDS..... 8

ARTICLE 4: BARGAINING UNIT REPRESENTATIVES 8

ARTICLE 5: DISCRIMINATION 11

ARTICLE 6: STRIKES AND LOCKOUTS 12

ARTICLE 7: ORIENTATION 12

SECTION A: GENERAL ORIENTATION..... 12

SECTION B: STAFFING PATTERN 12

SECTION C: UTILIZATION 13

SECTION D: ORIENTATION MATERIALS..... 13

SECTION E: UNION ORIENTATION..... 13

SECTION F: AGENCY REFERRALS 13

ARTICLE 8: LABOR-MANAGEMENT COMMITTEE 13

ARTICLE 9: MERIT PROMOTION 14

ARTICLE 10: WORK SCHEDULE 15

PART 1: WORK SCHEDULES FOR EMPLOYEES IN CLINICAL WORK AREAS
SECTION..... 15

SECTION A: POSTING OF WORK SCHEDULES 15

SECTION B: GUARANTEE OF WEEKENDS OFF..... 16

PART 2: WORK SCHEDULES FOR EMPLOYEES IN NON-CLINICAL WORK
AREAS 16

SECTION A: SHIFT SCHEDULING 16

PART 3: 16

SECTION A: ALTERNATIVE WORK SCHEDULES 16

SECTION B:	LUNCH.....	17
SECTION C:	NEW PROGRAMS AND SERVICES.....	17
SECTION D:	EMERGENCY SITUATIONS.....	17
SECTION E:	FLEXIBLE SCHEDULE ARRANGEMENTS.....	17
ARTICLE 11:	VACATION SCHEDULES.....	17
SECTION A:	VACATION AND HOLIDAY TIME.....	17
SECTION B:	ANNUAL LEAVE (THREE DAYS OR LESS).....	18
SECTION C:	GENERAL PROVISIONS.....	18
ARTICLE 12:	ADMINISTRATION OF OVERTIME.....	18
ARTICLE 13:	OFFICIAL TRAVEL.....	19
ARTICLE 14:	GRIEVANCE PROCEDURE AND ARBITRATION.....	20
SECTION A:	GENERAL.....	20
SECTION B:	PROCEDURE.....	21
SECTION C:	ARBITRATION.....	22
ARTICLE 15:	CORRECTIVE OR ADVERSE ACTIONS.....	22
ARTICLE 16:	PERSONNEL FILE.....	23
ARTICLE 17:	EDUCATION.....	24
ARTICLE 18:	TRANSFERS.....	26
ARTICLE 19:	HEALTH AND SAFETY.....	26
ARTICLE 20:	INCLEMENT WEATHER.....	27
ARTICLE 21:	EQUIPMENT AND SUPPLIES.....	28
ARTICLE 22:	PROFESSIONAL PRACTICE.....	28
SECTION A:	NON-NURSING DUTIES.....	28
SECTION B:	JOB DESCRIPTION.....	28
SECTION C:	POLICY MANUALS.....	28
SECTION D:	SUBJECT MATTER OF MEETINGS.....	28
SECTION E:	ASSIGNMENTS TO DUTIES REQUIRING SPECIAL TRAINING OR EXPERIENCE.....	28
SECTION F:	PROFESSIONAL PRACTICE AND TRAINING COMMITTEE.....	29
ARTICLE 23:	CIVIC DUTY.....	29
ARTICLE 24:	IMPROVED BENEFITS.....	29
ARTICLE 25:	WORK PERFORMANCE EVALUATION.....	29
ARTICLE 26:	PRINTING COSTS.....	30
ARTICLE 27:	REORGANIZATION, REALIGNMENT AND PRIVATIZATION.....	31

PREAMBLE

SECTION A:

This Agreement is entered into between the District of Columbia, hereinafter referred to as the Employer or Management or District, and the District of Columbia Nurses Association, hereinafter referred to as the Union, the Association, or DCNA, and covers employees in Compensation Unit 13 who are represented by DCNA. The Employer and Union are jointly referred to herein as "the Parties".

SECTION B:

1. This preamble is intended to provide the background and purpose of the collective bargaining agreement (Agreement herein). Alleged violations of the Preamble per se will not be cited as contract violations.
2. The Employer and the Union recognize the need to provide professional, efficient nursing services to the public and to maintain and increase the quality of the nursing services. The Parties mutually agree to continue working toward this goal. The Parties have been afforded the opportunity to put forth all their proposals and to bargain in good faith. The Parties agree that this Agreement expresses the result of their negotiations and affirms without reservation the contents of this Agreement. Therefore, to ensure the stability of the Agreement, no new provisions shall be proposed during its term unless provided for elsewhere in the Agreement or such proposals are entertained by mutual agreement of the Parties.

SECTION C:

1. The Employer and the Union agree that in all instances in the Agreement (except as stated) in which the feminine form of the third person is used, such pronoun shall refer to both male and female employees.
- 2, Now therefore, in consideration of the mutual covenants and promises contained herein, the Employer and the Union do hereby agree as follows:

RECOGNITION

SECTION A:

The District of Columbia Nurses Association has been certified as the exclusive collective bargaining representative for the following appropriate unit (the Unit) herein:

"All full-time registered nurse positions at all agencies under the personnel authority of the Mayor of the District of Columbia and the District of Columbia Child and Family Services Agency, , management executives, confidential employees, supervisors, employees engaged in personnel work in other than a purely clerical capacity and employees engaged in

administering the provisions of Title XVII of the District of Columbia Comprehensive Merit Personnel Act of 1978."

SECTION B:

Should the Public Employee Relations Board certify or modify any collective bargaining unit as under the exclusive collective bargaining representation of DCNA, the District of Columbia will recognize the DCNA as such. The parties shall proceed promptly to negotiate concurrently any working conditions, other non-compensation matters, and coverage of the compensation agreement.

SAVINGS

In the event that any provision of this Agreement shall at any time be declared invalid by a court of competent jurisdiction or any other competent authority, such decision shall not invalidate the entire Agreement it being the intent of the parties that all valid provisions shall remain in full force and effect.

Upon such an occurrence both parties will, if appropriate, immediately meet and enter into negotiations of the specific portion of the Agreement declared illegal by law to arrive at a substitute clause for the invalidated section.

DURATION

This Agreement shall be in full force and effect from the date this Agreement is signed by the Mayor. This Agreement shall be implemented in accordance with the requirements of the District of Columbia Comprehensive Merit Personnel Act of 1978, as amended, D.C. Official Code Section 1-617.15. (2001 Ed.). The Agreement shall be automatically renewed from year to year thereafter until changed by the parties in the following manner: written notice at least ninety (90) days and not more than 180 days prior to the stated termination date of its desire to renegotiate this Agreement. Upon a mutually agreeable date, after notice of the renegotiation is given and all legal procedures have been followed, the parties will exchange proposed changes in the contract simultaneously.

FINALITY OF AGREEMENT

The Parties acknowledge that this Agreement represents the complete agreement of the Parties 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 parties waive the right to negotiate with respect to any matter referred to or not referred to herein for the duration of the Agreement, except that matters not covered herein may be negotiated upon mutual agreement of the parties.

PART I: NON-COMPENSATION

ARTICLE 1: UNION SECURITY AND 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:

Consistent with D.C. Official code (2001 ed.), Management agrees to deduct dues from each employee's bi-weekly pay upon authorization on D.C. Form 277 or other appropriate form. An Employee's Dues Authorization Form along with Form 277, or other appropriate form, shall be forwarded to the Office of Labor Relations and Collective Bargaining. Dues withholding authorization may be cancelled upon written notification to the Union and Management. When Union dues are cancelled, Management shall withhold a service fee in accordance with Section C of this Article.

SECTION C:

The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of 10 cents per deduction per pay period.

In keeping with the principle that employees who benefit by the Agreement should share in the cost of its administration, and as provided by D.C. Official Code §§ 1-617.07 and 1-617.11(a), upon the Union's request that employees who do not pay Union dues shall pay a services fee amount (not to exceed Union dues) consistent with law, the Employer shall withhold the requested service fee. The Union retains the sole responsibility to develop and maintain procedural safeguards consistent with existing applicable law with regard to the administration of the payments of service fees.

SECTION D:

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

SECTION E:

The Union shall indemnify, defend and otherwise hold the Employer harmless for mistakes, omissions, timely deductions made or not made, etc., for deductions provided to the Union under this Article. Should any employee pursue a claim for recovery of any monies, it shall be a matter solely between the Union and the employee. Whenever it has been shown that the dues or service fees have been incorrectly deducted and forwarded to the Union, the Union shall refund them. The District Government shall only be liable to the Union for any dues or service fees deducted from the employee's pay.

SECTION F:

1. The service fees for bargaining unit employees who are not members of the union shall be equal to the proportionate share of the Union's costs of negotiating and administering the collective bargaining agreement and adjusting the grievances and disputes of collective bargaining unit employees.
2. Employees hired subsequent to the effective date of this Agreement when a service fee is in effect shall normally have the service fee of Union dues withheld no later than the beginning of the third pay period after his/her date of entry on duty.
3. The Union shall be solely responsible for providing notices to bargaining unit employees who are not members and for maintaining procedures consistent with the constitutional rights of employees. Should the Union's annual "Hudson Plan" result in any challenges or objections, the arbitration award shall establish the amount of service fees for non-member employees. The Union shall annually, on the first Monday in January, notify management of the pro-rata amount to be paid for service fees and the results of any arbitration award should it result in a change in service fees payable by any unit member.

SECTION G:

When a service fee is not in effect, the Union may require that an 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 arbitrations, grievance or adverse action proceedings in accordance with provisions of the CMPA.

ARTICLE 2: EMPLOYEE LISTS

Upon written request, the Employer, through the Office of Labor Relations and Collective Bargaining, shall furnish the Union a list of all employees in the bargaining unit including:

1. responsibility center;
2. last name, first name;
3. position title;
4. grade/step;
5. tour of duty;
6. DC appointment date; and
7. termination date, code and reason for termination In addition, on a monthly basis the Agency shall supply a list of new hires and separations.

ARTICLE 3: UNION RIGHTS

SECTION A: UNION ACTIVITIES ON EMPLOYER'S TIME AND PREMISES

1. The Employer agrees that during working hours, on the Employer's premises and without loss of pay, Union representatives shall be allowed to:
 - a. Post Union notices on designated bulletin boards;
 - b. Transmit communications authorized by the Union's Executive Director to the Employer or its representative;
 - c. Consult with the Employer, his/her representative, District or local officials, other Union representatives or employees, concerning the enforcement of any provisions of the Agreement.
2. Any collection of Union dues on the Employer's premises, solicitation of membership and distribution of literature shall be confined to the non-working time of all employees involved, except as provided below.

SECTION B: VISITS BY BARGAINING UNIT REPRESENTATIVES

The Employer agrees that authorized representatives of the DCNA shall have access to the premises of the Employer during working hours to conduct Union/Management business. Advance notification will be given to the appropriate supervisor of the facility to be visited to permit scheduling that will cause a minimum disruption of work activities. If the time requested in the notice is not possible, the visit will be rescheduled within three (3) working days for a specific date and time.

SECTION C: BULLETIN BOARDS

1. The Employer agrees to provide bulletin board space where notices of official Union matters may be posted by the DCNA. Provisions will be made for DCNA use of space on existing bulletin boards in all bargaining unit facilities.
2. Notices shall not contain any political, derogatory or libelous statements or materials. The Agency agrees to notify the Union upon determination that such materials violate this section. The Union agrees to remove any material in violation of this Section not more than three (3) working days from the Department's request.

ARTICLE 4: BARGAINING UNIT REPRESENTATIVES

SECTION A: BARGAINING UNIT REPRESENTATIVES

1. Unit representatives shall be designated by the Union and shall be recognized as employee's representatives. The Union shall supply the labor liaison at each agency with lists of names of unit representatives and areas of assignments, which shall be posted on appropriate bulletin boards. Copies of such lists shall also be provided to the Office of

Labor Relations and Collective Bargaining (OLRCB). The Union shall notify the labor liaison at each Agency of changes in the roster of representatives within ten (10) days of such change. A copy of such changes shall also be provided to the OLRCB.

Representatives are authorized to perform and discharge representational activities and responsibilities, which may be assigned to them under the terms of this Agreement. In the event such performance would require the employee to leave his/her post of duty, he/she must first obtain the permission of his/her immediate supervisor and the supervisor in the area he/she will visit to permit scheduling that will cause a minimal disruption of work activities. Requests for official time must be submitted on the form that is attached hereto as Appendix A.

2. Union representational rights, as established by the Agreement, will be extended only to those individuals designated on those lists provided to Management as referenced in this Article. For the purpose of this Agreement, the term "Union Representatives" and 'bargaining unit representatives' includes Union stewards and officers.

SECTION B:

In assigning Representatives, the Union will make every effort to designate an equitable distribution of Representatives. The Union will work toward establishing an equitable distribution of representatives at the division level.

SECTION C:

Any leave of absence for bargaining unit business shall be in accordance with the contract. The Employer has the right to grant or deny leave of absence (without pay) or annual leave for the purpose of attending a Union sponsored convention, caucus, conference, or training seminar. Employees must submit a request for leave of absence (without pay) or annual leave two (2) weeks prior to the date of such event. The Employer may grant leave only if the employee can be released from his/her duties at that time.

SECTION D:

1. The Agency shall provide Union representatives official time in the manner hereinafter described to receive, investigate, prepare and present grievances. For purposes of this Article, preparation does not encompass drafting, editing, or legal research of arguments, briefs or memoranda involving matters before an arbitrator, administrative forum or court.
 - a. When it is necessary for contacts to be made between employees and Union Representatives in connection with the prosecution of a grievance/complaint the Union representative who desires the meeting shall request authorization from his/her immediate supervisor to be relieved from duty for this purpose. Such request will include a general statement regarding the nature of the meeting (i.e. to process a grievance/complaint) and notification of the location to be visited.

Requests for official time must be submitted on the form that is attached hereto as Appendix A.

b. If it is necessary for an employee to leave his/her immediate work area, the employee shall contact the supervisor of the employee's work area who he/she is contacting. The supervisor shall advise the employee if the employee to be contacted can be relieved of his/her duties. Such arrangements, as described above, shall be coordinated prior to the requesting employee leaving his/her work area. Upon return to his/her work area, each employee shall report to his/her supervisor that he/she is ready to return to his/her tour of duty.

c. Upon request, employees shall be granted administrative leave, to be estimated in advance, upon individual request within their scheduled working hours to present their own grievances or complaints to Management consistent with the D.C. Official Code § 1-617.06 (2001 Ed.).

d. Union stewards shall be granted official time authorized as administrative leave, to be estimated in advance, to investigate, receive, and present grievances or complaints in accordance with the negotiated grievance procedure.

2. The Department agrees that permission for Union representatives/employees to conduct Union representational activities as defined in Section F below will not be unreasonably delayed; however, the Union recognizes that workload and scheduling considerations will not always allow for release of Union representatives/employees from their assignments, nor shall the presentation or receipt of a grievance or complaint interfere with the performance and reporting requirements of employees. Supervisors disapproving official time for representational activities shall provide a written statement setting forth the reasons therefore, notwithstanding the language on the Official Time Form.
3. The Union agrees that an employee who requests Union representation shall be represented at each stage of the grievance procedure by no more than one (1) Union/employee representative, provided that one (1) DCNA staff member may also attend at any step. However, one (1) additional person may attend for training purposes.

SECTION F:

Bargaining unit business as used in this Article is defined as follows:

1. Preparation and presentation of grievances and appeals.
2. Consultation between Union representatives and authorized management officials affecting employees in bargaining unit.
3. Representation on committees established under this agreement.
4. Representation on the Partnership Council or committees, subcommittees or task forces established by the Council.
5. Preparation, investigation and participation in matters before the Public Employee Relations Board.

SECTION G:

In no case will internal Union business be conducted on official time, but rather the employee must request annual leave or leave without pay for internal Union business or Union-only training. The Employer recognizes however, that Union members may be authorized administrative leave to attend contract ratification meetings.

SECTION H:

Where committees are established pursuant to this Agreement, the Union will provide the Employer with a list of bargaining unit members and alternates designating the committee(s) they will serve on. The Union shall notify the Employer of changes in the list within ten (10) days of such change. Committee representation shall be provided only to those members and alternates designated on such list.

SECTION I:

The Employer shall endeavor to locate two (2) excess file cabinets near the program area of the union president for the exclusive use of the Union. Should the union desire to have a facsimile machine and separate line for the exclusive use of the Union, the Union shall contact the Labor Liaison and arrange to have it installed and maintained at the expense of the Union.

ARTICLE 5: DISCRIMINATION

SECTION A: EQUAL EMPLOYMENT OPPORTUNITY

1. Management and the Union agree to cooperate in providing equal employment opportunity for all members of the bargaining unit. The Employer pledges to ensure enforcement of the D.C. Human Rights Law, D.C. Official Code Section 2-1401, et seq. (2004).
2. Alleged violations of this Article shall be subject solely to the provisions of Equal Employment Opportunity Rules Governing Complaints of Discrimination in the District of Columbia Government, 31 D.C. Reg. 56 (January 6, 1984), and are not grievable under the grievance/arbitration provisions of this collective bargaining agreement.

SECTION B: SEXUAL HARASSMENT

No employee shall be subject to sexual harassment. A statement of commitment to this principle will be posted where notices to employees are generally posted. Complaints of sexual harassment will be brought to the appropriate management official's attention and will be expeditiously investigated. If, after a claim of sexual harassment is resolved, the employee feels unable to continue in his/her job he/she may apply for a transfer; transfers will be accomplished in accordance with applicable regulations and this Agreement.

ARTICLE 6: STRIKES AND LOCKOUTS

1. It shall be unlawful for any District Government employee or the Union to participate in, authorize or ratify a strike against the District. The term "strike" as referred to herein means a concerted refusal to perform duties or any concerted work stoppage or slowdown not authorized by the Employer. The Union agrees that it has an affirmative duty to disavow any strike, and to publicly encourage employees to return to work, in accordance with the Comprehensive Merit Personnel Act, D.C. Official Code Sections 1-617.04 and 1-617.05.
2. No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Employer retains the right to close down any facilities to provide for the safety of employees, equipment or the public.

ARTICLE 7: ORIENTATION

SECTION A: GENERAL ORIENTATION

1. New nurses shall be given general orientation for bargaining unit employees followed by specific orientation to the program area assigned. General orientation shall include, but not be limited to the following:
 - a. An explanation of the organizational structure of the Agency;
 - b. The Agency's policies and procedures as they relate to the performance of the employee's duties;
 - c. Legal rights of clients and staff including HIPAA; and,
 - d. Familiarization with allied patient services and employee benefits.
2. All unit orientations for newly assigned/reassigned nurses will vary in length of time depending on the area and individual nurse's ability and experience as determined by the nurse's supervisor.
3. Orientation of nurses will include orientation to all units to which the employee is assigned.
4. When the Agency contemplates the assignment of the employee to a different work area/location or unit, the Agency shall provide unit specific orientation
5. The orientation program shall be structured and in writing to allow monitoring of the implementation and the progress of the employee.
6. Rehires and inter- or intra-agency transfers will receive orientation as required. Such orientation period may vary depending on the experience of the nurses.

SECTION B: STAFFING PATTERN

For the purpose of patient coverage, a nurse being oriented is not to be considered as a regular staff member in the staffing pattern of the unit.

SECTION C: UTILIZATION

A nurse being oriented is not to be utilized during her orientation period to provide coverage. A nurse can only be utilized before the conclusion of their orientation period during an emergency situation as defined by Article 28 of this Agreement.

SECTION D: ORIENTATION MATERIALS

Appropriate materials shall be provided for review. Orientation schedules will include an outline of the content to be included.

SECTION E: UNION ORIENTATION

A Union representative will be given thirty (30) minutes during orientation to explain the role and status of the Union to new employees. The Union will provide each new employee with an orientation package including the current contract, membership application and other literature regarding the Union. Management shall notify the designated representative of DCNA of the orientation schedule no later than fourteen calendar days prior to the date of orientation.

SECTION F: AGENCY REFERRALS

1. The Employer recognizes that it may receive referrals from other agencies, resulting in the assignment of additional duties to bargaining unit employees. The Employer shall, prior to assigning bargaining unit employees referrals, provide thorough and complete orientation on the agency's policies, procedures, guidelines and protocols relating to all aspects of the referral (including legal requirements and court responsibilities, if applicable).
2. If extensive additional job duties are required due to the high acuity of referred clients, the supervisor will work with individual employees to provide additional orientation and determine the impact on scheduled caseload.
3. Management shall insure that nursing policies and procedures are promulgated and in effect throughout all divisions, offices and programs. Management shall insure that bargaining unit employees receive orientation on all relevant promulgated policies and procedures and are provided a copy of such.

ARTICLE 8: LABOR-MANAGEMENT COMMITTEE

Upon the request of either party, there shall be labor-management committees for each Agency established and maintained during the course of this Agreement, which shall be comprised and function as follows:

1. The management side shall consist of either: the Agency Director or his or her designee, a representative of the highest level of nursing management in the respective Agency; and up to two other persons whose presence is determined by the Employer to be necessary for discussion of the agenda items. Additional participants may be added by the Agency if necessary for discussion of agenda items, but the number shall not be unreasonably large.
2. The Labor side shall consist of the Chapter Chairperson, the DCNA representative responsible for collective bargaining with the Employer, and up to two persons whose presence is determined by the Union to be necessary for discussion of the agenda items. Additional employee participants may be added by DCNA if necessary for discussion of agenda items, but the number shall not be unreasonably large.
3. The Committee shall meet upon the request of either party at a mutually agreed upon time that will assure attendance of the Committee members.
4. At least five (5) working days before the scheduled meeting date, the Parties shall exchange agendas listing the subjects proposed for discussion. The agenda may be amended upon notice at least two (2) days in advance. The parties shall try to avoid postponing the meetings. The scheduled meetings may be cancelled by either party if an agenda is not presented five (5) working days in advance of said meeting.
5. Topics for discussion may include any issue relating to working conditions that could affect members of the bargaining unit. Grievances may be discussed upon mutual agreement. Nothing shall be agreed to in these meetings that will have the effect of altering or amending the Agreement.
6. Reasonable efforts will be made to schedule committee and subcommittee meetings on working time of all members. Union officials who are scheduled to work at the time of a meeting will receive appropriate time to attend meetings, including if necessary, meetings in Section 7 of this Article. In no case, will overtime be paid to anyone as a result of the implementation of this Article.
7. If necessary, based on the mutually agreed upon need to address District- or Agency-wide issues, labor-management meetings may be convened. The Committee members for the respective sides shall consist of all individuals referenced in Subsections 1 and 2 above.

ARTICLE 9: MERIT PROMOTION

SECTION A:

Bargaining unit vacancies and promotion opportunities shall be filled in accordance with D.C. government rules and regulations, and this Agreement, as applicable.

SECTION B: POSTING

Vacancy announcements shall be posted by the Employer within five (5) working days after receipt from the District of Columbia Office of Personnel.

SECTION C:

1. Any unit member who applies for a vacancy in a higher graded position will be considered for that position if he/she is qualified, in accordance with established rules and regulations and this Agreement.
2. Management has the right to determine job qualifications, provided they are limited to those factors directly required to satisfactorily perform the job.

SECTION D:

1. Where two of the best qualified candidates for unit positions are equal, as determined by the Department, the employee with the longest continuous service as a registered nurse with the Department or its predecessors, or Federal government agencies as presently recognized will be selected.
2. Upon any selection from a list of best qualified applicants for bargaining unit positions, the Union, upon request, shall be notified of the result and rationale of the selection.

SECTION E:

No employee may grieve non-selection unless there has been a procedural violation of the D.C. government rules and regulations and/or this Agreement. Complaints of non-selection due to discrimination are appealable to the D.C. Office of Human Rights and are not subject to the negotiated grievance procedure.

ARTICLE 10: WORK SCHEDULE

PART 1: WORK SCHEDULES FOR EMPLOYEES IN CLINICAL WORK AREAS SECTION

SECTION A: POSTING OF WORK SCHEDULES

1. Time schedules are to be posted at least five (5) to eight (8) weeks in advance. If, due to an unavoidable emergency in which the scheduler is unable to provide minimum coverage for patient care, the scheduler may request employees to work different shifts than those originally posted. Volunteers must be solicited before making such changes. At least five (5) calendar days' notice will be given for involuntary changes. An emergency is any situation that develops suddenly and/or unexpectedly or an unforeseen combination of circumstances and results thereof that demands immediate action. An emergency is not chronic or recurring shortages of staff.
2. All requests for extended annual leave are to be submitted prior to the posting of a work schedule.

3. Thereafter, nurses requesting annual leave or sick leave (for scheduled appointments) must make their own arrangements for replacements without the use of overtime. The scheduler will assist the nurses in emergency situations.

SECTION B: GUARANTEE OF WEEKENDS OFF

The Employer will schedule each nurse every other weekend off. This provision shall be suspended under emergency situations or upon mutual agreement between individual employees and the Employer. An emergency is any situation that develops suddenly and/or unexpectedly or an unforeseen combination of circumstances and results thereof that demands immediate action. For the purposes of this section, the term "weekend" shall mean Saturday and Sunday. The determination of whether a shift is considered a Saturday or Sunday shift shall be in accordance with existing practices.

PART 2: WORK SCHEDULES FOR EMPLOYEES IN NON-CLINICAL WORK AREAS

SECTION A: SHIFT SCHEDULING

1. Management has the right to establish work schedules to satisfy the District's needs to provide services. The Employers will notify the Union at least thirty (30) days prior to the implementation of new work schedules, and will upon request, bargain to the extent permissible by law. However, in applying this provision, the Employer will give consideration to accommodating employees with special needs relating to their work schedule. Requests for such accommodation shall be made in writing, to the employee's immediate supervisor, within five (5) days of notification of the new work schedule.
2. Where permanent shifts exist or are established, qualified volunteers shall be considered. In the event that more than one (1) qualified volunteer requests placement in the available permanent shift, selection shall be based on seniority (entrance on duty (EOD) date). The most senior volunteer, as indicated above, shall be placed in the available permanent shift.

PART 3:

SECTION A: ALTERNATIVE WORK SCHEDULES

1. Prior to implementing an alternative work schedule, the Employer shall notify the Union and, upon request, bargain to the extent permissible by law. Overtime premium pay will be paid in accordance with the AWS policy. Other premiums shall be based on the regularly scheduled workday of the employees. An alternative work schedule shall not affect the existing leave system. Leave will be earned at the same number of hours per pay period as for employees on five-day, forty-hour schedules and will be charged on an hour-by-hour basis.
2. Nurses who do not wish to work an alternative work schedule may request to maintain their regular schedule or request to be reassigned to another unit. The Agency shall make reasonable efforts to grant such requests, provided however, that granting the request will not disrupt service to the public.

SECTION B: LUNCH

Each employee scheduled to work at least eight and one-half (8.5) hour shifts shall receive a thirty (30) minute lunch break. Management shall assure that coverage for lunch breaks will be provided where necessary.

SECTION C: NEW PROGRAMS AND SERVICES

In the event that the Employer adds new programs, services, units or divisions, it shall negotiate with Union over the impact and effect on work schedules of bargaining unit members.

SECTION D: EMERGENCY SITUATIONS

The parties understand that work schedules may be temporarily modified to permit the Agency to more effectively respond during health-related incidents requiring increased nursing services to the public or in emergencies. In the case of emergency, such as flood, fire, epidemic, disaster, catastrophe or other unforeseen major contingency, this Agreement shall not be deemed to apply in connection with reasonable measures taken by the Employer for the care and protection of patients, the public, the equipment and buildings, or reasonably necessary to repair and place the same in condition for occupancy.

SECTION E: FLEXIBLE SCHEDULE ARRANGEMENTS

To the extent possible, Management shall provide flexible work schedule arrangements to employees in its discretion.

ARTICLE 11: VACATION SCHEDULES

SECTION A: VACATION AND HOLIDAY TIME

Vacation Time - Annual Leave:

1. All vacation requests for prime time (May 15th September 15th) must be submitted by March 1st. Vacations will be approved or disapproved by April 1st. Vacation requests for non-prime time must be submitted no later than two (2) weeks before taking the requested vacation in compliance with Article 11, Work Schedule, Section A.
2. CFSA Vacation Time – All requests for leave to be taken from June 15th – September 15th must be submitted by April 1st. Leave will be approved or disapproved by May 1st. Leave requests for periods other than from June 15th to September 15th must be submitted no later than two (2) weeks before taking the requested leave in compliance with Article 11, Work Schedule, Section A.

Holiday Time:

1. Requests for days off during the holiday season (Thanksgiving through the end of the leave year) must be submitted by September 15. Holiday time will be approved or disapproved by October 15.
2. CFSA - Requests for days off during the holiday season (Thanksgiving through the end of the leave year) must be submitted by October 15. Holiday time will be approved or disapproved by October 31.
3. The Employer will make good faith efforts without resort to overtime to grant at least four (4) consecutive days off during the holiday period, to include scheduled days off, holiday, accrued compensatory time and annual leave.

SECTION B: ANNUAL LEAVE (THREE DAYS OR LESS)

A request for a short leave of absence shall be answered before the end of the work shift in which the request is submitted. Such requests shall be made during the first half of the shift.

SECTION C: GENERAL PROVISIONS

1. Leave shall be provided in accordance with the District Personnel Manual and this Agreement. Vacations should not be denied solely on the basis of failure of the employee to comply with the stipulated deadlines for submission of requests. However, if a conflict results due to a late request, the employee who submitted her request in compliance with the deadline will receive priority consideration for the requested time and will not have her approved vacation changed in order to accommodate a late request.
2. An employee will not be denied the opportunity to change a vacation request either before or after it has been approved. Such requests will not conflict with either approved or already submitted vacations.
3. Unless an employee asks to change her vacation, Management will not revoke an approved vacation except in emergencies, such as but not limited to, an unanticipated inability to meet critical minimum staffing needs, major disasters -- either natural or man-made -- or civil disturbances, and then only after consultation with the parties involved.
4. The Employer will consider individual employee circumstances in addition to the needs of the Agency when approving or denying leave requests.

ARTICLE 12: ADMINISTRATION OF OVERTIME

Voluntary sign-up lists for overtime will be posted with each work schedule posting. The Employer will initiate and maintain a current list of covered employees, and their specialties, who request overtime work. On those occasions when there are more employees available than overtime, work will be assigned to the employees on the list on a rotating basis by length of service as a registered nurse in the Agency/Component, and by specialty. On those occasions when there are not enough volunteers available, overtime will be assigned to employees within the facility according to specialty on a rotating basis starting with the least senior person, except when the need of the program requires otherwise.

ARTICLE 13: OFFICIAL TRAVEL

SECTION A:

The employer agrees to reimburse each bargaining unit employee authorized to use his/her personal car for official business at the rate established for employees of the Federal Government.

SECTION B:

In the event that an employee who is required to travel away from an office environment utilizes his or her personal vehicle, the Department shall provide a government issued notification indicating that the employee is working on government business.

SECTION C:

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment during the workday to perform official duties with a cellular phone or access to a cellular phone for the period that they are away from office. The Employer shall insure that the phone is properly equipped and maintained.

SECTION D:

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment with the opportunity to be transported by a Government vehicle or public transportation or taxi as appropriate.

SECTION E:

The Employer shall provide each bargaining unit employee who is required to travel away from an office environment with the opportunity to be escorted by a security or special police officer if the employee has a reasonable belief that there is imminent threat of harm or danger.

SECTION F:

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 §§ 1-411 — 1-416) (2001 ed.) The 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.

SECTION G:

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. § 3721).

SECTION H:

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.

SECTION I:

The Employer agrees that employees using public transportation for official business shall be provided bus tokens, fare cards or reimbursements.

ARTICLE 14: GRIEVANCE PROCEDURE AND ARBITRATION

SECTION A: GENERAL

1. This procedure is established for use in the resolution of grievances. The term "Grievance" means a complaint by an employee of the bargaining unit that there has been a violation, misinterpretation or misapplication of this Agreement, or the Compensation Agreement, or a violation, misinterpretation or misapplication of the Agencies or District of Columbia rules, regulations or procedures which adversely affects the bargaining unit member's terms and conditions of employment.
2. No step of this procedure may be skipped except by mutual consent. The time limits set forth in this Article may be extended only by mutual consent.
3. Matters submitted under negotiated grievance procedures will not be grieved or appealed through other established administrative mechanism including the Office of Employee Appeals.
4. If otherwise in a duty status, the employee and his or her Union representative, if employed by the District Government, are entitled to a reasonable amount of official time to present and pursue the grievance.
5. A copy of all grievances filed at step 2, or above will be submitted simultaneously to the Agency's labor liaison. A copy of all grievance replies and information requests under section B, Step 2 will be submitted simultaneously to the DCNA Office.
6. Work days for purpose of filing or processing grievances only shall mean Monday through Friday.
7. Grievances may be filed by the Union alleging a contract violation of general applicability. Union grievances shall be filed at the appropriate step of the grievance procedure; that is, with the supervisor or other official whose alleged contract violation is at issue.
8. The parties, or their authorized representatives, have the authority to settle any grievance at any stage of the grievance procedure.

9. Issues of procedural arbitrability shall be presented first at the arbitration proceeding and must be decided before a hearing on the merits. Disputes concerning substantive arbitrability will be determined by the courts.
10. At the request of either party a meeting to discuss the grievance will be held at either Step 2 or Step 3 at the relevant agency.

SECTION B: PROCEDURE

Step 1: The aggrieved employee, with or without the Union representative, shall take up the grievance orally with the employee's immediate supervisor within ten (10) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall respond orally to the Union representative (or to the employee in cases where the employee brought a grievance without the Union representative) within ten (10) working days. If the grievance is presented in writing, the response will be in writing.

Step 2: If the grievance is unresolved, it shall be presented in writing by the Union representative to the second level supervisor within ten (10) working days after the supervisor's response is due. The second level supervisor shall respond in writing to the Union representative within ten (10) working days.

Each grievance filed at Step(s) 2, 3, 4 and 5 of this procedure shall contain: (1) Date(s) grievance occurred; (2) Name of Union representative filing the grievance; (3) the date the grievance was filed; (4) Name(s) of grievant and work site; (5) Name of the management official with whom grievance was filed; (6) Nature of grievance; (7) Article(s) and section(s) of contract violated; (8) the remedy requested, and (9) any responses received.

Should the grievance not contain the above information, management shall specify in writing, to the Grievant and the Union representative the information required to correct the grievance. The Grievant or Union representative shall have ten (10) working days from receipt of notification to respond to the Step 2 official's request.

Step 3: If the grievance is still unresolved, it shall be presented in writing by the Union Representative to both the Deputy Director or other appropriate Agency designee and the Administrator within fifteen (15) working days after the second level manager's response is due. The Deputy Director or other appropriate Agency designee or Administrator may convene an informal hearing prior to replying to the grievance, and shall respond in writing to the Union Representative within fifteen (15) working days after the date of hearing.

Step 4: If the grievance is still unresolved, it shall be presented in writing by the Union representative to the appropriate Agency Director within fifteen (15) working days after the response from Step 3, is due. The director or the director's designee shall reply in writing to the Union representative within thirty (30) working days.

Step 5: If the grievance is still unresolved, either party may, within twenty (20) calendar days after the reply at the previous step is due, invoke arbitration by written notice to the other.

The request for arbitration must be served on the OLRCB with copies to the Agency's labor liaison.

SECTION C: ARBITRATION

1. The parties agree on a list of three (3) arbitrators to hear and decide all grievances: Robert T. Simmelkjaer, Roger Kaplan, Joseph Sharnoff. One arbitrator will be assigned to each grievance referred to arbitration in the order listed starting from the first and proceeding to the last listed. Additional arbitrators may be added to, or an arbitrator deleted from, the list of arbitrators by the parties mutual written agreement. Once a grievance has been assigned to an arbitrator, the next grievance assigned to an arbitrator will be referred to the next arbitrator listed regardless of the resolution of the first grievance.
2. Once the arbitrator is appointed, no new or different claims may be submitted except by the mutual agreement of the parties.
3. The parties will make reasonable efforts to schedule hearings within 120 days of the demand for arbitration.
4. The decision of the arbitrator shall be final and binding on the parties, except as otherwise provided by law, and shall not be inconsistent with the terms of this Agreement. The arbitrator shall render his/her decision within, thirty (30) calendar days after the conclusion of testimony, argument, and/or after the filing of post-hearing briefs (whichever is later).
5. Expenses for the arbitrator's service and proceedings shall be borne equally by the Employer and the DCNA. However, each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made. The parties shall endeavor to reach mutual agreement concerning shared cost for transcription services. If the parties cannot agree to share the cost for transcription services, the party ordering transcription services shall arrange to have a copy provided to the Arbitrator. Hearing will be held at a location agreed to by the parties.

ARTICLE 15: CORRECTIVE OR ADVERSE ACTIONS

SECTION A:

Any corrective or adverse action shall be taken for just cause, in accordance with the current provisions of Section 1-617.51 of the Comprehensive Merit Personnel Act and Chapter 16 of the DPM.

SECTION B:

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

SECTION C:

A charge of AWOL is not a form of discipline but may result in corrective or adverse action when charged in a procedurally correct manner.

SECTION D:

Corrective or adverse actions may be grieved through the grievance procedure contained in this Agreement, or appealed to the Office of Employee Appeals (OEA), but not both. An employee's election to appeal to the Office of Employee Appeals shall be in writing, with copies to the Employer and the union, and shall be irrevocable.

SECTION E:

Any employee required to attend a disciplinary conference or investigatory interview which may result in discipline may elect to have union representation, if no union representatives are available, the meeting shall be rescheduled within three (3) workdays for a specific date and time. Such meeting can occur more than three (3) days later.

SECTION F:

If a disciplinary action is dismissed on procedural grounds, the disciplinary action and all references to it shall be removed from the employee's official personnel file and adverse action file. Should it be necessary for any record relating to the disciplinary action to be kept (e.g., risk management), the employee will be notified of the location and purpose of such record.

SECTION G:

Matters related to investigations and discipline shall be processed consistent with this Agreement, Chapter 16 of the DPM, applicable laws, regulations and existing policies.

ARTICLE 16: PERSONNEL FILE

Official personnel files shall be maintained in accordance with the procedures of Chapter 31 of the D.C. Personnel Rules, "Records Management and Privacy of Records."

1. An employee and her authorized representative shall be permitted to examine his or her personnel file upon request in accordance with Personnel Rules. The employee or his or her representative shall indicate in writing, to be placed in the file, that she has examined said file. Where an employee provides written authorization for his or her representative to review the employee's personnel file, the written authorization shall specify the documents and /or records to be disclosed or the degree of access permitted by the employee to the representative.
2. Only those personnel who have an official right and reason for inspecting an employee's file may do so. Such personnel shall indicate in writing, to be placed in the employee's file, that he/she has examined said file and reason for said examination, except for persons filing documents in a purely clerical capacity and for use in conjunction with litigation, administrative hearings, and classification and compensation reform efforts.

3. Upon request Administrators shall continue to place in an employee's file, information of a positive nature indicating competencies, achievements, performance or contributions of an academic, professional or civic nature. In addition, all other pertinent information shall be placed in the employee's file. Management officials shall notify an employee of letters of appreciation or commendations that management received concerning said employee from the public or other District employees.
4. In accordance with the provisions of the guidelines and regulations of the District Personnel Manual, Chapter 31, Records Management and Privacy of Records, confidential inquiries and replies of any such material received from competent responsible outside sources, such as recommendations and references, which are included in the employee's file, are to be expunged from said file, upon the employee's request, after completion of the employee's probationary period of employment. In any event, this material shall not be used against the employee. This shall not apply to confidential medical information relevant to the employee's fitness to perform the duties of her position.
5. No material related to an employee's conduct, character or personality shall be placed in the official personnel folder unless it is signed and dated by the person submitting the information. The employee shall be made aware of information described in this paragraph being placed in the file. The employee shall have the right to answer any material filed, and the answer shall be attached to the file copy.

ARTICLE 17: EDUCATION

SECTION A:

1. In order to keep abreast of current practices in nursing and health care, employees are encouraged to apply for job related education and training. The Employer will seek to increase related educational opportunities and distribute such educational opportunities among all employees.
2. If a formal request for funds, as referenced in the provisions regarding compensation in this agreement, is submitted prior to forty-five (45) calendar days before the approved training, Management shall make every effort to pay the funds prior to the training taking place.
3. If a formal request for funds, as referenced in the provisions regarding compensation in this agreement, is submitted less than forty-five (45) calendar days before the approved training, Management shall make every effort to reimburse the employee within forty-five (45) days of the request.
4. On or about January 1 of each year, the District shall send a statement to all Agency Directors and managers indicating that the negotiated collective bargaining agreement entitles each bargaining unit employee to an annual training allowance provided for in Article 6, Section A.

SECTION B: PROFESSIONAL PRACTICE AND TRAINING COMMITTEE

The committee's training responsibilities shall also include the following:

1. Making recommendations regarding the specific needs for in-service education programs.
2. Receiving requests for the addition of programs or courses for nursing education. The committee will review and recommend programs for the education calendar.
3. Report quarterly on its activities and on available and proposed training and educational opportunities.
4. Develop a proposed training calendar of proposed training and educational opportunities to be offered by the Agency.
5. Reviewing education/training requests in accordance with the following procedures.
 - a. All training requests are to be submitted on Training Form 1 in accordance with agency procedures and time limits. If training is requested by the employee, the supervisor shall request approval or shall deny the request on the Form 1. Management shall respond to requests for leave related to obtaining a BSN or MSN degree or other health related graduate degrees within a reasonable time after receipt of the request. Management will not arbitrarily or unreasonably deny a request. If management denies a request, it will provide the employee a written explanation.
 - b. Requests for training shall be responded to within three (3) work days after the Form 1 is submitted.
 - c. Copies of all training requests, whether approved or denied, will be referred to the education committee on a quarterly basis. The committee shall review training requests and shall submit reports to the District, Commissioners and the Union on their findings and recommendations concerning operations of the training program.
 - d. The training committee shall have access to any available information concerning training, including sources and amounts of money available for training and education. They may recommend an in-service education program calendar, within their Agency, if appropriate.

SECTION C:

Educational leave denials may be grieved through the contract grievance procedure. Denial of administrative leave and annual leave to facilitate attendance at training relevant to the employee's employment constitutes a denial of educational leave. If the educational leave request

is denied the employee may grieve the denial within three (3) workdays of being notified of the denial at the step corresponding with the next grievance level above which the request was denied. The grievance may continue through succeeding steps on the three (3) day interval basis provided for in the preceding sentence. If the grievance reaches step 4, the Director or his/her designee shall respond within no more than ten (10) calendar days. Should the grievance go to arbitration, the parties will seek an arbitrator familiar with nursing education.

ARTICLE 18: TRANSFERS

SECTION A:

Bargaining unit members may submit requests for transfer or reassignment to other positions and work locations within the Agency in which they are employed.

SECTION B:

When vacancies occur in bargaining unit jobs, the Agency official responsible for maintaining the reassignment requests shall review the reassignment request file and shall notify employees who have requested reassignments to that position or work location that such vacancy exists. Nurses who are so notified will have an opportunity to timely submit a DC 2000 application to personnel. Applications solicited in this manner will be considered at the same time and in the same manner as other applications for that vacant position. Approved non-competitive transfers will be granted in order of request. In the case of ties, such transfers will be granted in order of longest service computation date.

SECTION C:

Requests for reassignment may be acted upon in the absence of a vacant position when the Agency official responsible for maintaining reassignment requests identifies situations in which a nurse is qualified and able to perform the work at the other work locations and nursing management officials at each location approve the reassignments.

SECTION D:

Reassignment requests will be reviewed in January and July. Reassignments or details, when necessary, shall be rotated in order of reverse seniority (as determined by individuals service computation dates) if there are no-volunteers; provided that the nurse has the appropriate qualifications to fulfill the duties of the position to which reassigned/detailed.

ARTICLE 19: HEALTH AND SAFETY

SECTION A:

The Employer shall provide and maintain adequate, safe and sanitary facilities in compliance with D.C. health and safety laws, licensure requirements and requirements of regulatory agencies. The Center for Disease Control guidelines are used to provide a central reference containing recommendations for preventing and controlling nosocomial infections.

SECTION B:

Any time a nurse is required to perform tasks which she believes would endanger her health, safety or well-being or that of the patient, she is to notify her supervisor or designee. If not resolved at that level, the nurse can bring the matter to the immediate attention of the next level of supervision. The nurse shall document the incident in the appropriate incident sheet, as determined by management.

SECTION C:

When clinics are closed for unsafe conditions or otherwise closed, nurses shall be reassigned or, based upon needs of the services as determined by the Employer, granted leave. If clinics are closed during the course of a workday and employees are reassigned, the employer will provide transportation to the assigned site, if needed.

SECTION D:

Issues involving environmental conditions will be reported and processed in accordance with agency procedures. However, if relief is not provided in a reasonable period of time, individuals may file grievances involving safety and health at Step 2, and proceed with the grievance through step 4, but may not invoke step 5.

SECTION E:

Nothing in this article shall prevent employees or the Union from filing reports under the D.C. Occupational Safety and Health plan in accordance with Title 21 of the CMPA, 1987 Repl. Vol. as amended.

SECTION F:

The Union may designate one (1) health and safety officer for each work site to facilitate the implementation of this Article. The Union shall provide each Department Director and labor liaison with the names of the respective designated Health and Safety Officer and alternate and will notify the Director and labor liaison of any changes in these designations.

SECTION G:

The Union shall have an opportunity to designate a representative and alternate to serve on each Committee which exists or may be established that addresses bargaining unit members' health and safety issues.

ARTICLE 20: INCLEMENT WEATHER

Nurses declared essential for work in weather emergencies shall report for duty as scheduled. Inability to report for duty as described above shall be considered in accordance with existing policies and practices on an individual basis.

ARTICLE 21: EQUIPMENT AND SUPPLIES

Routine patient care equipment and supplies (excluding personal use items such as watches) are to be furnished by the Employer and used by the nurses in the unit only for carrying out their duties. Any actual or perceived shortages or defects in equipment and supplies furnished by the Employer shall be brought to the immediate attention of nursing supervisors.

ARTICLE 22: PROFESSIONAL PRACTICE

SECTION A: NON-NURSING DUTIES

In support of the concept that patient care is the primary responsibility of registered nurses, management shall seek to minimize assignment of registered nurses to duties not related directly to patient care and the related documentation.

SECTION B: JOB DESCRIPTION

The Employer shall make available to each new nurse a copy of the written job descriptions. Nurses already employed may receive a copy of their job description upon request. The Department shall solicit the nurses' input while developing proposed changes in job descriptions.

SECTION C: POLICY MANUALS

Upon request the Union shall be provided a copy of applicable nursing policy manuals created or in effect by January 1 of each year, and as updated. The applicable nursing policy manual(s) shall be placed in all work locations where nurses are assigned.

SECTION D: SUBJECT MATTER OF MEETINGS

Matters related to staffing, non-nursing duties and professional nursing practice will be considered during labor-management meetings, in accordance with Article 9, "Labor-Management Committees, of this Agreement.

SECTION E: ASSIGNMENTS TO DUTIES REQUIRING SPECIAL TRAINING OR EXPERIENCE

1. The Employer shall not deploy, detail or assign bargaining unit registered nurses to perform duties where special training or experience is required without first assuring that the nurses currently possess the special training or experience needed to perform the duties or providing the necessary training to permit the nurses to successfully perform such duties; provided however, this provision shall not be interpreted to prevent the Agency from assigning nurses in emergencies. The parties recognize that registered nurses must adhere to statutory licensing and nursing requirements.
2. Orientation or training shall be provided for any new patient care procedure or new type of equipment to be utilized.

SECTION F: PROFESSIONAL PRACTICE AND TRAINING COMMITTEE

Within sixty (60) days of execution of this Agreement, the parties shall establish a Professional Practice Training Committee, which shall be comprised of representatives from each Agency and the Union. The Committee shall:

1. Assess the skills of bargaining unit nurses (including those with specialized training or experience);
2. Discuss Agency needs for nursing skills (including those that may be required intermittently, during health-related incidents requiring increased nursing services to the public, or emergencies);
3. Assess bargaining unit nurses training needs in light of anticipated or projected need for nursing services;
4. Within one hundred and eighty (180) days of the establishment of the committee, draft recommendations for submission to each Agency concerning ongoing nursing training programs for bargaining unit nurses;
5. Within one hundred and eighty (180) days of the establishment of the committee, draft recommendations for procedures that permit agencies to more effectively respond during health-related incidents requiring increased nursing services to the public, or emergencies.

ARTICLE 23: CIVIC DUTY

Volunteers shall be solicited first for civic duty jobs. If sufficient numbers of employees do not volunteer, each Administration shall assign nurses on the existing rotational basis. The District of Columbia will be responsible for reimbursement for services of nurses selected in accordance with this Section.

ARTICLE 24: IMPROVED BENEFITS

Any future legislation, ordinance or order which improves the benefits employees covered by this contract now receive, shall not automatically be applied to such employees. If a similar action results in a reduction in benefits, the affected articles of the agreement shall be renegotiable, at the option of DCNA.

ARTICLE 25: WORK PERFORMANCE EVALUATION

SECTION A:

The parties agree that until a new performance plan is developed, as required by Section 1-613.53 of the D.C. Official Code (2001 Ed.), the rating plan currently in place will continue in effect.

SECTION B:

Every employee shall be carefully evaluated periodically, in accordance with District Personnel Manual, in order to promote effective and economical operation of the Government of the District of Columbia and to strengthen supervisory employee relations. Such evaluation shall be made with a view toward identifying deficiencies, taking corrective action, and providing recognition and incentive for outstanding performance of duties.

SECTION C:

1. An employee's request for an impartial review of a performance rating by D.C. Performance Rating Impartial Review committee must be in writing, outlining the reasons for his request, and submitted in quadruplicate.
2. Requests to this Committee must be filed within thirty (30) calendar days after the employee has been informed of his rating.

SECTION D:

An employee may elect to appeal the Impartial Review Board Committee's decision to the Office of Employee Appeals (OEA) in the manner specified in OEA's regulations or, if applicable, grieve the decision under the provisions of Article 15 of this Agreement.

SECTION E:

The District of Columbia Nurses' Association, in its capacity as a labor organization, may send an observer to hearings on performance ratings in accordance with the District Personnel Manual.

SECTION F:

1. All nurses in the bargaining unit shall be supervised and evaluated in the areas of nursing practice issues by Registered Nurse Managers/Supervisors. Bargaining unit nurses shall be supervised and evaluated by employees of the District of Columbia, consistent with law and regulation.
2. Before assigning a contract nurse as a charge nurse for any particular shift or unit, Management shall first determine whether any bargaining unit nurse on the unit qualifies for the assignment of charge nurse. If management determines that unit nurses are qualified, the assignment shall be made from among the qualified nurses.

ARTICLE 26: PRINTING COSTS

Each party is responsible for providing its stakeholders with copies of the Agreement.

**ARTICLE 27: REORGANIZATION, REALIGNMENT AND
PRIVATIZATION**

SECTION A:

Consistent with the D.C. Official Code, the District shall notify the Union no later than thirty (30) days prior to the implementation of any agency reorganization or realignment affecting bargaining unit employees and, upon demand, bargain the impact and effects of any such reorganization or realignment.

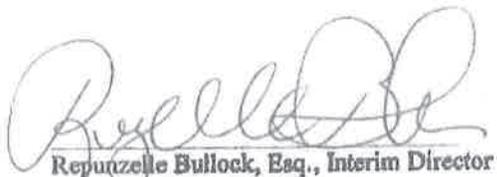
SECTION B:

If during the term of this Agreement, the Employer awards any contract that displaces bargaining unit employees, the D.C. Official Code §2-301.05b shall govern the rights of any bargaining unit employees

Signed and executed this ____ day of _____, 2017.

**FOR THE DISTRICT OF COLUMBIA
GOVERNMENT**

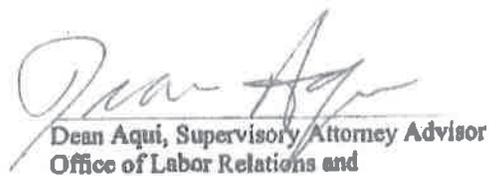
FOR THE UNION



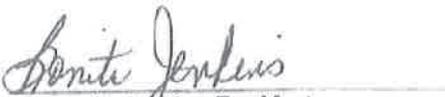
Repunzelle Bullock, Esq., Interim Director
Office of Labor Relations and
Collective Bargaining



Walakewon Blegay, Esq.
Chief Negotiator
D.C. Nurses Association



Dean Aqvi, Supervisory Attorney Advisor
Office of Labor Relations and
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Dr. Bonita Jenkins, President
D. C. Nurses Association



Brenda Donald, Director
Child and Family Services Agency



Jeanine Carter, RN, Secretary
D. C. Nurses Association



Eboni Z. Gatewood-Crenshaw
Director of Human Resources
Child and Family Services Agency



Chinyere Otuya, RN
D. C. Nurses Association

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

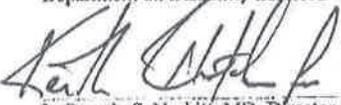


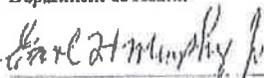
Patricia Brown, RN
D. C. Nurses Association

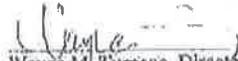
Beverly Fields, Labor Liaison
Office of the Chief Medical Examiner

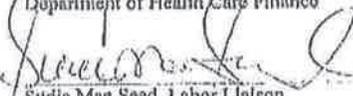

Andrew Rease, Director
Department on Disability Services

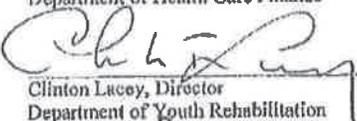

Jessica Gray, Labor Relations Specialist
Department on Disability Services

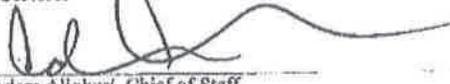

LaQuanda S. Nesbitt, MD, Director
Department of Health


Earl Murphy, Labor Liaison
Department of Health


Wayne M. Furnage, Director
Department of Health Care Finance

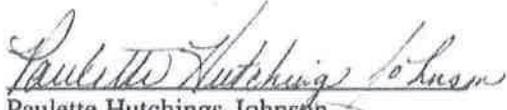

Stacie Mae Seod, Labor Liaison
Department of Health Care Finance


Clinton Lacey, Director
Department of Youth Rehabilitation
Services


Adam Aljobori, Chief of Staff
Department of Youth Rehabilitation
Services



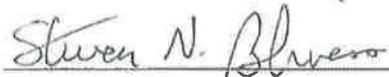
Quincy L. Booth, Director
Department of Corrections



Paulette Hutchings-Johnson
Department of Corrections



Gregory Dean, Chief Fire and EMS Chief
Fire and Emergency Services Department



Steven N. Blivess, Esq.
~~Assistant General Counsel~~ Sr. Labor Relations Specialist *SNB*
Fire and Emergency Services Department

APPROVAL

This collective bargaining agreement between the District of Columbia and the District of Columbia Nurses Association, dated _____, 2018 has been reviewed in accordance with the Section 1-617.17 of the District of Columbia Official Code (2001 Ed.) and is hereby approved on this ____ day of _____, 2018.



Muriel Bowser
Mayor

MASTER AGREEMENT

BETWEEN

THE AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES
LOCALS 383, 2737, 2741, 3406, 3444 AND 3871

AND

THE GOVERNMENT OF THE DISTRICT OF COLUMBIA

EFFECTIVE THROUGH SEPTEMBER 30, 1995

TABLE OF CONTENTS

ARTICLE

PAGE

	PREAMBLE	1
1	RECOGNITION	1
2	GOVERNING LAWS AND REGULATIONS	1
3	UNION SECURITY AND DUES DEDUCTION	2
4	UNION RIGHTS	3
5	LABOR-MANAGEMENT RELATIONS	6
6	EMPLOYEE RIGHTS	7
7	CLASSIFICATION AND POSITION DESCRIPTION	9
8	MERIT STAFFING	10
9	CAREER LADDER	12
10	DETAILS AND TEMPORARY PROMOTIONS	13
11	SPECIALLY FUNDED POSITIONS	14
12	TEMPORARY AND TERM EMPLOYEES	15
13	REASSIGNMENT	15
14	PERFORMANCE EVALUATION	16
15	TRAINING AND UPWARD MOBILITY	17
16	CONTRACTING OUT/PRIVATIZATION	18
17	REORGANIZATION OR REALIGNMENT	19
18	REDUCTION IN FORCE (RIF)/FURLOUGHS	20
19	EQUAL EMPLOYMENT OPPORTUNITY	22
20	CONSULTATION AND COUNSELING	23
21	LEAVE ADMINISTRATION	25
22	USE OF PRIVATE VEHICLES	30
23	SAFETY	31
24	CORRECTIVE AND ADVERSE ACTION	35
25	HOLIDAYS	36
26	IMPROVED BENEFITS	37
27	PERSONNEL ISSUES	37
28	SUPPLEMENTAL NEGOTIATIONS	37
29	WORK ON HOLIDAYS	38
30	GRIEVANCE PROCEDURE	38
31	MANAGEMENT RIGHTS	44
32	NO STRIKE OR LOCKOUT	45
33	SAVINGS CLAUSE	45
34	DURATION	45

PREAMBLE

This Agreement is entered into between the District of Columbia (hereinafter referred to as the Employer) and the American Federation of Government Employees, District of Columbia Locals (hereinafter referred to as the Union).

The Employer and the Union recognize the need to provide efficient service to the public and to maintain and increase the quality of service. Both parties further agree to the need for establishing and maintaining a sound labor-management relationship and mutually agree to continue working toward this goal. Each side has been afforded the opportunity to put forth all its proposals and to bargain in good faith. Both parties agree this Agreement expresses the results of their negotiations. Each party declares without reservation the contents of the Agreement. Therefore, to ensure the stability of the Agreement, no new provisions shall be proposed during the term of this Agreement, unless provided for elsewhere in this Agreement or such proposal is entertained by mutual agreement of the parties.

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

ARTICLE 1 RECOGNITION

The District of Columbia Government (Metropolitan Police Department, Office of Planning, Office of Energy, Department of Administrative Services, Department of Recreation and Parks, and Department of Human Services), pursuant to the appropriate Employer recognition, certifications of the Public Employee Relations Board (PERB) and its predecessor, the Board of Labor Relations, hereby recognizes for the purposes of collective bargaining the following American Federation of Government Employees, District of Columbia Locals: 383, 2737, 2744, 3406, 3444 and 3871.

ARTICLE 2 GOVERNING LAWS AND REGULATIONS

SECTION 1:

In the event any D.C. Government-wide rule or regulation or Department rule, issuance or policy is in conflict with this Agreement, the terms of this Agreement shall prevail.

SECTION 2:

Except in emergency situations, the Department will consult with the Union prior to implementing any Department-wide rule, regulation or policy which is in conflict with this Agreement.

ARTICLE 3
UNION SECURITY AND DUES DEDUCTION

SECTION 1:

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

SECTION 2:

The Employer agrees to deduct Union dues from each employee's bi-weekly pay upon authorization of D.C. Form 277. Union dues withholding authorization may be canceled upon written notification to the Union and the Department thirty (30) days prior to each annual anniversary date (effective date) of this Agreement, regardless of the provisions of D.C. Form 277. When Union dues are canceled, the Department shall withhold a service fee in accordance with Section 3 of this Article. This provision shall supersede any other dues deduction agreement in effect prior to the effective date of this Agreement.

SECTION 3:

Because the Union is responsible for representing the interests of all bargaining unit employees without discrimination and without regard to Union membership, Management agrees to deduct a service fee from each non-Union member's bi-weekly pay, without written authorization. Upon the showing of the Local Union that sixty percent (60%) of the eligible employees in the bargaining unit for which it has certification, are Union members, the Department shall begin withholding, not later than the second pay period after this Agreement becomes effective and the showing of sixty percent (60%) is made, a service fee applicable to all employees in the bargaining unit(s) who are not Union members. The service fee and/or Union dues withheld shall be transmitted to the Union, minus a collection fee of five cents (\$.05) per deduction per pay period. The service fee withholding shall continue for the duration of this Agreement. Payment of dues or service fees through wage deductions shall be implemented in accordance with procedures established by the Department and this Article. Employees who enter the bargaining unit where a service fee is in effect shall have the service fee or Union dues withheld by the appropriate Department after the sixty percent (60%) showing is made.

SECTION 4:

The service fee applicable to non-Union members shall not exceed the amount of the Union dues. Payment of dues or service fees shall not be a condition of employment.

SECTION 5:

When a service fee is not in effect, the Union may require that an employee who does not pay dues or service fee shall pay all reasonable costs incurred by the Union in representing such employee(s) in grievance, adverse actions or appeal proceedings in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA).

SECTION 6:

The Union shall indemnify, defend and otherwise hold the Department harmless for any good faith errors, or omissions in carrying out the provisions of this Article.

SECTION 7:

When an employee is permanently separated from the bargaining unit, he/she will submit a request to have Union dues or service fee deductions canceled. Upon request, on a quarterly basis, Management will provide the Union with a list of names of bargaining unit members.

ARTICLE 4
UNION RIGHTS

SECTION 1:

- A. Officers, stewards, and all other official representatives are authorized to perform Union duties during duty hours and will suffer no loss of pay, no adversarial action, no retaliatory action or loss of any other benefits as a result thereof. Performance evaluations of an employee will be adjusted to accommodate the performance of these official duties.
- B. Officers and stewards shall not be denied the right to meet with employees or to act on behalf of employees in the bargaining unit.

SECTION 2:

- A. Presidents and their designee shall be granted reasonable official time to carry out their responsibilities as

authorized representatives of the Local. They shall not be denied official time except under conditions of unusual work necessity.

- B. Reasonable official time shall also be granted to other Local Union Officers and stewards to carry out their responsibility as authorized representatives of the Local.
- C. If Management denies official time to a Union representative, the representative will be notified, at the time of denial, when they will be released. If the release is delayed for more than twenty-four (24) hours, the Local President or designee may request that the Management Official state the denial and the reason for denial. Such statement will be provided in writing within two (2) work days.
- D. Labor-Management business shall include, but not be limited to the following:
 - 1. Preparation, investigation, and presentation of all grievances and appeals heard by the Agency, OEA, PERB, OHR, Personnel, Arbitration, etc.;
 - 2. Negotiations, consultations meetings and training involving Union representatives exclusively and/or between Union representatives and authorized Management officials concerning topics of interest to employees in the bargaining unit or subject which will enhance and improve labor-management relations;
 - 3. Representation on labor-management committees; and
 - 4. Other Union related matters such as assisting, investigating, researching regulations in conjunction with representational responsibilities.

SECTION 3:

The Union shall supply in writing, and shall maintain with the Employer on a current basis, a complete list of all authorized stewards, which shall be posted on appropriate bulletin boards.

SECTION 4:

Employee representatives are authorized to perform and discharge labor-management duties related to representing employees in the unit.

A Union representative may be required to leave his/her assigned work area to transact permissible labor-management business. When it becomes necessary for an officer or steward to transact permissible labor-management business away from the

assigned work area during work hours, the officer or steward must request and receive permission from his/her immediate supervisor. If the immediate supervisor is unavailable, permission shall be requested from the next level Management official.

Before entering a work area other than his/her own, a Union representative shall request from the appropriate supervisor of his/her desire to visit or meet and confer with an employee in that work area. If the supervisor is unable to grant the request, the representative will be advised of an appropriate time to meet with the employee.

SECTION 5:

Management agrees to recognize the officers and duly designated representatives of the Union who are not employees and shall be advised by the Union of the names of its officers and representatives.

SECTION 6:

The Union will be consulted prior to any change in shift assignments of duly appointed stewards. The Union will be consulted prior to the organization of new shifts that would affect the members of the unit. The Union will have the right to select a steward for each newly organized shift. In the event a shop steward is detailed or reassigned, he/she will be given reasonable time to complete all pending matters in which he/she is involved.

SECTION 7:

e-m Management agrees to inform all new or rehired employees to the Union's exclusive recognition and to have them introduced to their shop steward when they are assigned to a duty post. The shop steward will be given an opportunity to meet with the new employee.

SECTION 8:

During orientation of new employees or when new employees come on board, the Union president or his/her designee shall be granted up to one (1) hour for the purpose of informing employees of the Union's exclusive recognition, union benefits, and employee rights under the negotiated agreement as well as distribution of any Union related materials.

SECTION 9:

The Employer agrees, upon request, to notify the Union of new employees in the bargaining unit listed by organization unit with title and grade.

SECTION 10:

Upon request, the Employer agrees to provide the Union with a list in alphabetical order, of all employees in the Department. The list shall contain name, job title, grade, date of employment, job status, date of NTE for temporary/term employees, when applicable, and CBU codes.

SECTION 11:

Each Local shall notify the Office of Labor Relations and Collective Bargaining (OLRCB) in advance of Union sponsored training, with the names of the Union officials and stewards who are to attend. The Employer shall grant official time, up to forty (40) hours, for stewards and officers and up to eighty (80) hour each for the local president and one (1) designee from January 1 through December 31 of each year. It is understood that these hours pertain to the positions described and not individuals.

ARTICLE 5

LABOR-MANAGEMENT RELATIONS

SECTION 1 - CONSULTATION AND COMMUNICATION:

The parties agree that consultation and communication on working conditions matters should be maintained at all levels between the Union and Management.

SECTION 2 - LABOR-MANAGEMENT RELATIONS COMMITTEE:

A. The parties agree to establish a Labor-Management Relations Committee. Unless agreed to otherwise on a Departmental Basis, this Committee will be composed of five (5) Union representatives and five (5) Management representatives. Union and Management shall independently establish methods related to appointment and tenure of Committee representatives. The Committee shall meet quarterly or on an as needed basis mutually agreed upon. The parties shall provide an agenda five (5) working days prior to the scheduled meeting. The meetings will be co-chaired by one (1) Union and one (1) Management representative.

B. The Labor-Management Relations Committee may establish subcommittees as may be necessary and agreed upon by the Committee representatives. The Labor-Management Committee may make recommendations to the Department but shall have no authority to renegotiate, amend or otherwise alter this Agreement. The parties agree that appeals, grievances or problems of individual employees shall not be subjects of discussion at these meetings.

C. When either party has agreed to furnish to the other party information relevant to a topic discussed in the Labor-Management Relations Committee, the information shall be provided within fifteen (15) working days. The fifteen working day time limit may be waived upon mutual agreement.

SECTION 3 - LEVEL MEETINGS:

For the purpose of establishing open communications, upon request, Management will meet on an as needed basis to confer with or consult with the unit's Local Presidents or designated officials provided either party furnishes the other with an itemized agenda setting forth the topics of discussion five (5) working days prior to the meeting. When preparing the agenda called for in this Section, Management and Union will provide space on the agenda for appropriate issues which may arise after the agenda is submitted. If the parties mutually agree that other meetings are necessary, such meetings shall be scheduled to discuss the specific issue(s).

SECTION 4:

The Department Director may meet quarterly with Local President and the Executive Board in his/her Department provided either party furnishes the other an itemized agenda fifteen (15) working days prior to the meeting.

ARTICLE 6 EMPLOYEE RIGHTS

SECTION 1:

The Employer and the Union agree that all employees shall have the right to join, organize or affiliate with the Union or to refrain from any such activity. Except as expressly provided herein, the Comprehensive Merit Personnel Act (CMPA) or the District Personnel Manual (DPM), the freedom shall be recognized to extend to participation in the management of the Union and acting for it in the capacity of a Union representative, including representation of its views to the officials of the Executive Branch, the D.C. City Council or other appropriate authority.

SECTION 2:

Employees shall be free from restraint, interference, coercion, or discrimination in the exercise of their right to organize and designate representatives of their own choosing for the purpose of collective bargaining and the prosecution of grievances.

SECTION 3:

The parties agree that employees and Management shall maintain mutual respect. Therefore, to the extent possible, communication pertaining to employee guidance should be made in an atmosphere that avoids public embarrassment.

SECTION 4:

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

SECTION 5:

The terms of this Agreement do not preclude any bargaining unit employee from bringing matters of a personal concern to the attention of the appropriate officials of Management and/or the Union.

SECTION 6:

Employees may be granted administrative leave when requested to attend scheduled meetings with Management officials outside the Department, officials of the Executive Branch, the D.C. City Council, or other appropriate authorities.

The employee receiving such a request is responsible for immediately informing the appropriate Management official in advance of the request. The employee is also responsible for informing the official of its source, as well as submitting a written request.

SECTION 7:

Employees elected to Union office which takes them away from their employment with the Department may, at the written request of the employee and the Union at least thirty (30) working days in advance, be granted a leave of absence without pay. The leave of absence shall not exceed one (1) year. Contributions for continued benefits shall be paid by the Union.

SECTION 8:

A labor representative of the appropriate bargaining unit will be given the opportunity to be present at any examination of an employee by a Management official in connection with an investigation (1) if disciplinary action could result, and (2) the employee requests representation.

If a Union representative is not available, the employee will be given a reasonable amount of time to obtain representation.

Employees requested to reply to proposed disciplinary actions will be informed of their right to have present a Union representative or representative of their choosing if the employee so desires.

ARTICLE 7
CLASSIFICATION AND POSITION DESCRIPTION

SECTION 1 - CLASSIFICATION:

An employee may request a review of his/her classification in terms of title, series, grade or description with his/her supervisor. Such a request must be presented orally or in writing to the supervisor. If the review does not settle the matter, the employee may request a review through the D.C. Office of Personnel, using the District Personnel procedures.

Any appeal of a classification action shall be processed exclusively in accordance with the grievance procedure outlined in the District Personnel Manual.

SECTION 2 - POSITION DESCRIPTIONS:

Employees shall be furnished a copy of the description of the position to which assigned at the time of the assignment or upon request. An employee detailed or reassigned to an established position shall be given a position description at the time of assignment. An employee detailed to an unestablished position shall be furnished with statements of duties at the time of assignment to the detail.

SECTION 3:

If the Union is representing an employee or group of employees and needs a position description to facilitate the representation, the Union may request a copy(ies) of the position description(s) from the D.C. Office of Personnel. All requests must be submitted in writing, identifying the name(s), series, and grade(s) of position(s) requested.

SECTION 4:

The Union will be given the opportunity to review and consult on substantial changes in job descriptions prior to implementation.

SECTION 5:

When changes are made to a position description, the affected employee will be informed, prior to implementation.

SECTION 6:

When the phrase "other duties as assigned" is used in a position description, the phrase shall mean the employee(s) may be

assigned to other duties related to those listed in the position description.

SECTION 7:

The principle of equal pay for equal work will be supported in accordance with the provisions of D.C. Code Section 1-612.1 and applicable D.C. Personnel regulations and instructions.

SECTION 8:

Alleged violations of equal pay for equal work law shall be handled in accordance with law and procedures of the District Personnel Manual.

ARTICLE 8

MERIT STAFFING

SECTION 1:

The parties agree that merit promotion principles should be applied as prescribed in the DPM.

SECTION 2:

All vacancies in the bargaining unit shall be filled in accordance with the D.C. Office of Personnel Merit Staffing and Employment Plan.

SECTION 3:

The Department agrees that vacancy announcements shall be posted in accordance with Personnel regulations for a period of at least ten (10) workdays prior to the expiration date throughout the Department. If such announcements are limited to Department only, they may be posted five (5) working days, consistent with District Personnel regulations. Such announcements shall provide a synopsis of duties to be performed, qualifications required, any special knowledge, skills or ability that will be given consideration. The Union president or designee shall be furnished a copy of all vacancy announcements, cancellations, corrections or amendments, when issued.

SECTION 4:

All vacancy announcements will contain appropriate information specific to the position advertised.

SECTION 5:

When there are more than ten (10) qualified applicants for a position, and qualified applicants are excluded from the certificate, the Union shall be notified, and if requested, a rating panel shall be convened.

SECTION 6:

When a rating panel is convened for positions in the bargaining unit, the Union may send one (1) representative. The panel shall meet to review the candidates' applications and rank the candidates in accordance with the District's Merit Staffing Plan. Such Union representative must meet qualifications for panel membership as required by the District Merit Staffing Plan.

↳ grade must be equal to or greater than.

SECTION 7:

The Department agrees to notify the Union at least five (5) working days prior to the convening of the rating panel. The Union agrees to furnish the name of the Union representative appointed to the panel. Such Union representative must meet all conditional qualifications for panel membership as required by the D.C. Office of Personnel's Merit Staffing Plan.

SECTION 8:

Employees wishing to be considered for the vacancy(ies) will apply in writing to the appropriate Personnel Office.

SECTION 9:

Applicants will be evaluated based on established guidelines, and a list of best qualified candidates will be referred to the selecting official. If one candidate on the best qualified list is interviewed for the position, all candidates on the list shall be interviewed.

SECTION 10:

All applicants will be notified by the D.C. Office of Personnel of the action taken on their applications.

SECTION 11:

No employee may grieve non-selection unless there has been a procedural violation of the Merit Staffing and Employment Plan, as cited in this Article. Complaints of non-selection due to discrimination are appealable to the D.C. Office of Human Rights and are not subject to the negotiated grievance procedure.

SECTION 12:

In accordance with the Merit Staffing Plan, an employee is entitled to request the following information from the Personnel Office concerning any position for which he/she has applied pursuant to specific Merit Staffing announcement:

a. Any record of performance or supervisory evaluation not submitted by the candidate which was used in considering him or her for selection;

b. Whether he or she was found eligible on the basis of minimum qualifications;

c. The name of the individual selected; and

d. His or her categorical ranking. → *just the ranking not the score*

Such requests must meet the criteria set forth in the Merit Staffing Plan.

SECTION 13:

Prior to the hiring or transfer of employees into specially funded term positions, the D.C. Office of Personnel will adequately explain all employment and funding contingencies of the position and will document such employment and funding contingencies on the Personnel Action Form 1 and provide a copy to the employee.

ARTICLE 9
CAREER LADDER

SECTION 1:

A career ladder is a series of positions in the same line of work with increase in difficulty from the entrance level to the level established as full performance. Employees may be promoted without further competition until reaching the full performance level when competition was held at an earlier stage. Management and the Union agree that career ladder promotion will be made only when:

1. Recommended by the appropriate supervisor;

2. The Employee meets the appropriate minimum qualifications, including selective factors. For example:

a. Time in grade requirement,

- b. Demonstrated potential for the skill involved,
- c. Demonstrated to the satisfaction of the supervisor, the ability to perform at the next higher level.

SECTION 2:

An employee may receive successive career promotions until he/she reaches the full performance level in a career ladder after meeting the qualifications requirements for each level. At grades above the journeyman level, positions are filled under competitive promotion procedures.

SECTION 3:

An employee in a trainee position may receive a career promotion upon satisfactory completion of the training period.

SECTION 4:

An employee who is an apprentice in a recognized trade or craft may receive career promotions through the various phases of is/her apprentice program, up to and including assignment to a journeyman position.

ARTICLE 10
DETAILS AND TEMPORARY PROMOTIONS

SECTION 1 - DETAILS:

- A. A detail is the temporary official assignment of an employee to a different position for a specified time period with the employee returning to his/her regular duties at the end of the detail. The employee on detail shall at all times be considered the incumbent of his/her regular position.
- B. Details shall not be made as a means of retaliation or discipline. Nothing in this Agreement prevents the Department from detailing an employee to maintain and preserve the efficiency of the service or the health, safety or welfare of the Department.
- C. Details may be rotated among qualified employees.
- D. Details may be used for meeting temporary needs of the Department's work program and for on-the-job training. Details may be appropriately used to meet emergencies occasioned by, among other things, abnormal work loads, changes in mission or organization, unanticipated absence, or to complete special projects.

- E. Employees will be detailed to lateral positions in accordance with the time limits provided in the DPM.
- F. Employees detailed to work in a higher graded position shall be entitled to the pay associated with that position after undertaking the duties of the higher grade for a period of ninety (90) consecutive days. Therefore, beginning on the ninety-first (91st) day, the employee is entitled to acting pay as long as he/she remains in the detail.
- G. A record of all employee details or assignments to higher-graded positions in excess of thirty (30) working days shall be documented and placed in his/her personnel file. Notification of a detail or assignment shall be given to the affected employee as soon as practicable prior to the proposed detail.
- H. Any employee covered by this Agreement shall not forfeit any benefits to which otherwise entitled under this Agreement while on detail or assignment to another activity, provided, however, such employee will be expected to conform to the rules and regulations governing such matters as hours of work in effect at the temporary duty activity.
- I. Employees on detail to a lower-graded position shall maintain the pay of his/her incumbent position.

SECTION 2 - TEMPORARY PROMOTIONS:

- A. A career employee may be given a temporary promotion to meet a temporary need. At the end of the specified period of time, the employee shall be returned to the same or comparable position from which the employee was temporarily promoted.
- B. Except in emergency circumstances, advance notice shall be given to the Union of temporary promotions of the Local Officers and Stewards. The notification shall include the position, title, grade, effective date, and location.
- C. A temporary promotion of 120 days or less may be made without regard to merit promotion requirements.
- D. A temporary promotion of more than 120 days shall be made in accordance with merit promotion procedures.

ARTICLE 11
SPECIALLY FUNDED POSITIONS

The Employer agrees, prior to the hiring or transfer of employees into specially funded positions, to adequately explain all employment and funding contingencies of the position and to

document such employment and funding contingencies on the Personnel Action Form 1 and provide a copy to the employee.

ARTICLE 12
TEMPORARY AND TERM EMPLOYEES

SECTION 1:

Subject to fund availability, Agency needs and in keeping with the Comprehensive Merit Personnel Act (CMPA) and governing regulations, term or temporary positions may be converted to permanent positions.

SECTION 2:

Employees appointed non-competitively to such term or temporary positions who have performed at a satisfactory level shall be given the opportunity to apply for permanent status under the provisions of the CMPA and governing regulations should such positions be converted to permanent.

SECTION 3:

Employees appointed competitively to such term or temporary positions who have performed at a satisfactory level may be converted to permanent status without further competition, provided that the position vacancy announcement from which the employee was selected so stated.

ARTICLE 13
REASSIGNMENTS

SECTION 1:

Requests for reassignments may be made by an employee. Employees requesting reassignment within the same organizational unit or to other organizational units shall submit a request in writing, inclusive of the supportive reasons, to their immediate supervisor. The supervisor will respond to the written request in writing within fifteen (15) days. The notification periods in Sections 2 and 3 below will not apply to reassignments made pursuant to request.

SECTION 2:

If an employee is reassigned, he/she will be given advance notice of the reassignment except in cases of shortage or emergencies. If a reassignment involves relocation to a different facility or building, seven (7) working days advance notice will be

given to the employee, unless an emergency situation necessitates the reassignment. When an employee is reassigned, a personnel action will be prepared to initiate the action.

SECTION 3:

If a reassignment or relocation of a Union representative is planned, the Union President will be given a ten (10) day advance written notice provided that the Department has been notified that the employee listed is an authorized Union representative prior to reassignment.

ARTICLE 14
PERFORMANCE EVALUATION

The present system used to evaluate performance will continue in use until such time as the performance rating plan described in Title XIV of the CMPA is established.

1. Each Department shall ensure that each employee's supervisor discusses performance with him or her, employees shall be commended for good work and counseled where improvement is necessary; this shall be done in the course of day-to-day activities as the supervisor observes the employee's performance.
2. When the annual performance appraisal is issued by the immediate supervisor, a conference shall be held. The performance appraisal rating shall make allowances for job related factors beyond the control of the employee, mutually agreed to by the employee and the supervisor, which may have caused him or her not to have achieved a specific level of performance. Performance evaluations shall not be carried out in a retaliatory manner. At such conference, the supervisor will discuss the rating with the employee and describe how the employee can receive a higher rating.
3. Supervisors shall not ask employees and an employee shall not be required to sign incomplete or blank forms. Any alterations, changes, corrections, modifications, deletions or additions shall require the initials of the employee being rated. The employee shall, upon signing, receive a copy of the appraisal and be advised in writing of his/her appeal rights.
4. If an employee disagrees with his/her rating, then the employee may exercise his/her rights under relevant provisions of the DPM.

5. Employees who are alleged to be working at an unsatisfactory level will be given an opportunity to improve performance for a period of at least ninety (90) days. The employee and supervisor will develop a work plan that will enable the employee to improve his/her deficiencies.

ARTICLE 15
TRAINING AND UPWARD MOBILITY

The Employer and the Union recognize the need for cooperation in the areas of employee training and upward mobility.

SECTION 1 - INFORMATION:

The Department will assist employees in implementing individual career development plans by publicizing training programs and current training opportunities.

SECTION 2:

When information on training is received the Department agrees to post such information on bulletin boards.

SECTION 3 - RECORDS:

A record of satisfactorily completed training courses may be filed by each employee in his/her Official Personnel File.

SECTION 4 - IN-HOUSE TRAINING:

Training which is authorized and approved by the Department under the terms of this Agreement shall be conducted during duty hours where practicable. This does not apply to reading assignments given as part of training. The Department reserves the right to schedule training sessions. Multiple training sessions will not be scheduled to accommodate all duty hours. Nothing in this Article prevents an employee from choosing to participate in a training program on his/her own time. Shift employees shall not lose any monies because of training in accordance with the District Personnel Manual, Chapters 12 and 13.

SECTION 5 - MANDATORY TRAINING:

When the Department introduces new equipment into the work site which impacts upon the position and/or duties of an employee in the bargaining unit, the Department will provide necessary training.

SECTION 6 - OPTIONAL TRAINING:

a. Bargaining unit employees will be given an opportunity to apply for and participate in appropriate training and educational programs. Requests for training and educational opportunities shall be processed timely.

b. Employees shall be notified in timely manner of their selection or non-selection for a training or educational opportunity for which they applied or were nominated. In cases where a training request or nomination has been denied, the employees may request and receive an explanation for the denial.

SECTION 7:

Subject to availability of training and educational funds, the Department may pay or help pay tuition for approved training offered outside of the Department.

SECTION 8 - LABOR REPRESENTATIVE TRAINING:

The Department agrees that administrative leave, not to include travel or per diem, may be granted to an employee representative to attend training approved by the Office of Labor Relations and Collective Bargaining (OLRCB), which is designed to advise representatives on matters of mutual concern to the Department and Union within the scope of the Comprehensive Merit Personnel Act (CMPA).

ARTICLE 16
CONTRACTING OUT/PRIVATIZATION

SECTION 1:

The parties agree that, the decision to contract out is a Management Right pursuant to applicable laws, regulations and policies.

SECTION 2:

It is agreed that issues regarding contracting out or privatization, are appropriate for Labor/Management meetings. The Department agrees to discuss such issues, as well as alternatives to contracting out or privatization (existing and future work) with the Union. The Employer agrees to consider existing resources, to consult with the Union, and further agrees to consider the views, recommendations, and suggestions offered by the Union. When requested by either party, Union proposals and Agency responses will be reduced to writing.

SECTION 3:

The Employer agrees to give the Union at least thirty (30) days advance notice, except in emergency situations, of the intent to contract out work which has not previously been contracted out.

SECTION 4:

The Employer agrees to notify the Union at least sixty (60) days in advance of any contracting out actions which may displace any bargaining unit employees. The Employer agrees to minimize displacement actions by reassigning, retraining, restricting hiring, and taking other actions necessary to retain bargaining unit employees consistent with applicable laws and regulations.

SECTION 5:

When requested, the Employer agrees to provide the Union with current information on contracts within the Agency.

ARTICLE 17
REORGANIZATION OR REALIGNMENT

SECTION 1:

Reorganization is defined as that action which results in the transfer of, consolidation of, abolition of, or authorization with respect to functions and hierarchy, between or among agencies, and which affects the structure or structures thereof; which reorganization is subject to adoption by legislative action, including consideration of the District of Columbia Council in accordance with the Government Reorganization Procedures Act of 1981, Sections 4-1-299.1 through 1-299.7, D.C. Code (1981).

SECTION 2:

Realignment is defined as a change in the internal structure or functions of the Agency which affects a substantial number of employees in the bargaining unit but which does not constitute a reorganization.

SECTION 3:

At least thirty (30) days prior to a Department's effecting a reorganization, the Department shall notify the Union in writing and shall provide the following information:

- a. A description of the purpose and nature of the changes;
- b. Organizational chart(s) existing and proposed;

- c. Mission and function statements existing and proposed;
- d. Staffing patterns existing and proposed; and,
- e. Any relevant information deemed necessary for consultation.

SECTION 4:

When a realignment occurs, the Director or his/her designee shall confer with the Union and provide the relevant information deemed necessary prior to the action.

SECTION 5:

Within ten (10) working days after written notice to the Union of the Department's intent to effect a reorganization, the Director or his/her Designee shall arrange to confer with the Union prior to the implementation of the reorganization.

ARTICLE 18
REDUCTION IN FORCE (RIF)/FURLOUGHS

SECTION 1:

The Employer agrees to explore and consider possible alternatives prior to implementing a RIF/Furlough. When RIFs/Furloughs are under consideration the Union shall be notified and when possible given thirty (30) days to offer alternatives for further consideration. The City shall notify the Union of all alternatives considered, whether they have been accepted or rejected and on what basis.

SECTION 2:

The Employer agrees to immediately notify the Union in writing of the Mayor's intent to approve the conducting of a RIF/Furlough. Such notice shall be prior to a general notice to employees and will include:

- a. The reason for the action to be taken;
- b. The approximate number of employees who may be affected initially;
- c. The types of positions anticipated to be affected initially; and
- d. The anticipated effective date.

SECTION 3:

- A. The Employer further agrees to minimize the effect on bargaining unit employees to whatever extent possible through reassignment, retraining, or restructuring recruitment and any other means to avoid separation of employees in full compliance with all laws and regulations of the District of Columbia.
- B. Priority re-employment rights will be afforded to employees separated through reduction in force, prior to filling vacant positions of the same or similar job classifications, (except when the Employer fills positions through in-service placement action) in accordance with the District Personnel Manual (DPM).

SECTION 4:

Once a RIF/Furlough is announced, employees will be granted time to update their personnel folders and provide any other information necessary for retention registers. The Employer will provide a memorandum to all employees instructing them to this and notifying them of what type of information should be provided to personnel.

SECTION 5:

Upon request, the Union shall be provided reports on positions filled by priority reemployment and any other positions filled.

SECTION 6:

The Unions shall be provided a copy of the relevant retention register. Prior to the effective date of a RIF, the Union shall at its option, meet with Management to resolve issues which may impact an bargaining unit employee. The Union in accordance with the collective bargaining agreement shall have the right to file grievances on unresolved issues.

SECTION 7:

The Employer shall implement reductions in force in accordance with Title 1, Chapter 6, Subchapter XXV of the D.C. Code (1981 ed.) and Chapter 24 of the D.C. personnel regulations.

SECTION 8:

Furlough days will not effect holiday pay or overtime pay.

SECTION 9:

The Agency and Union shall bargain on the impact of furloughs and RIF's.

SECTION 10:

Any alleged violation(s) of this Article and/or RIF procedures may be grieved in accordance with the negotiated Grievance Procedure or may be appealed to the Office of Employee Appeals (OEA).

SECTION 11:

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

ARTICLE 19
EQUAL EMPLOYMENT OPPORTUNITY

SECTION 1:

Management and the Union agree to cooperate in providing equal opportunity for all qualified persons, to prohibit discrimination because of age, sex, race, creed, color, national origin, or other criteria prohibited and, to promote the full realization of equal opportunity through positive and continuing efforts. Complaints of discrimination are not subject to the grievance procedure and must be processed in accordance with the Equal Employment Opportunity Rules governing complaints of discrimination in the District of Columbia Government, 31 DCR 56. All employees shall be provided these rules.

SECTION 2:

Through the procedures established for Union-Management cooperation each party agrees to advise the other of equal opportunity problems of which they are aware. The Employer and the Union will jointly seek solutions to such problems through personnel management procedures and programs provided in the Agreement and in the Employer's rules and regulations.

SECTION 3:

Management agrees to promote the Affirmative Action Program ensuring that:

- A. All personnel actions and employment practices are based on merit and fair and equitable treatment; and,
- B. Any complaints of, or known discriminatory personnel management policy, procedure or practice, shall be given prompt and fair consideration and corrected where found.

SECTION 4:

Upon request, the Employer shall provide the Local Presidents with a copy of the Affirmative Action Plan.

SECTION 5:

The Employer agrees that the Union may submit names of Employees for consideration for appointment as an EEO Counselor. The Union shall be promptly notified in writing of the name and telephone number of the EEO Counselor.

SECTION 6:

The name and telephone number of the EEO Counselor shall be posted on all bulletin boards.

SECTION 7:

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

SECTION 8:

Employees alleging discrimination or sexual harassment shall contact the Department's EEO Counselor for assistance in processing such complaints. EEO complaints are not grievable under the collective bargaining agreement.

ARTICLE 20
CONSULTATION AND COUNSELING

SECTION 1:

The parties recognize that alcoholism, drug abuse and emotional illness or other personal problems may cause excessive absenteeism, disruptive behavior, or directly affect an employee's

job performance. As such, the Department shall make best efforts to assist employees experiencing these conditions by referring them to the appropriate District Government counseling or treatment program.

SECTION 2:

Prior to initiation of discipline, employees accepting a referral will be provided reasonable time to improve work performance and/or attendance, provided, however, that the employee adheres to the requirements of the service or program and the employee's work performance and/or attendance satisfactorily improves.

SECTION 3:

If the employee refuses to seek counseling and/or there is not an adequate improvement in work performance and/or attendance, as determined by the supervisor, disciplinary action or appropriate administrative action may be taken by the Department.

SECTION 4:

The Department may grant excused leave, in accordance with the DPM (i.e., annual leave, sick leave, advanced sick leave, or leave without pay), to an employee who accepts referral for the time he/she participates in a program. Such leave must be requested in advance.

SECTION 5:

To the extent available, the Department will post a notice describing the D.C. Government consultation or treatment program.

SECTION 6:

With respect to any programs or counseling attended by employees pursuant to this Article, the employee shall sign a release of information form to provide the Department or supervisor with information on the employee's attendance and adherence to the program or service.

SECTION 7:

Management reserves its right to take disciplinary action against employees. In appropriate cases, when an employee accepts a referral, Management will give due consideration to an employee's satisfactory attendance and/or conduct and/or improved job performance prior to initiating disciplinary action. Due consideration will be given to the recovery process. Management may also verify an employee's participation in a program or service prior to initiating disciplinary action.

ARTICLE 21
LEAVE ADMINISTRATION

SECTION 1 - APPLICATION OF LEAVE:

Any request for a leave of absence shall be submitted in writing on SF-71 by the employee to his immediate supervisor. The request shall state the type of leave requested and the length of time off the employee desires.

Any employee's request for immediate sick leave due to family sickness or death shall be answered immediately.

An advance request for a short leave of absence, not to exceed three (3) days shall be answered as soon as possible, or no later than twenty-four (24) hours after the request is submitted.

Any advance request for a leave of absence exceeding two (2) weeks shall be answered within five (5) days, except for scheduled vacations, as provided for elsewhere in this Agreement. If the request is disapproved, the supervisor shall return the SF-71 with the reasons for the disapproval indicated.

Employees shall be returned to the same grade and classification they held at the time the leave of absence was granted. However, if an employee is returning from an excused leave for educational purposes during which he/she has acquired the qualifications for a higher rated position, he/she shall not have lost any of his/her rights in being evaluated for a higher graded position.

SECTION 2 - CALL IN TIME

A. The Employer agrees that the request for leave shall not be unreasonably denied. However, the Union and employees recognize that workload and scheduling considerations ~~will not always allow~~ the grant of previously unscheduled leave requests. Employees are required to request leave for illness or emergencies at least one (1) hour before the start of their tour of duty and normally no later than two (2) hours after the normal reporting time.

B. All requests shall be called into the employee's immediate supervisor. If the immediate supervisor is not on duty, or cannot be reached, the employee should call the Ward Office/ Facility Manager's Office. The supervisor receiving the call shall convey the request to the proper supervisor.

SECTION 3 - VACATION SCHEDULES:

The Employer reserves the right to determine the number of

employees in each job category who may be on scheduled annual leave at any given time. Vacation schedules shall be based on employee requests and upon supervisory approval and shall be posted as early in the leave year as possible. Once posted, the schedule may not be changed except by mutual agreement of the parties concerned or in case of emergency. Scheduling conflicts will be resolved first by discussion with employees involved and then based on the needs of the service. When the needs of the service are met, scheduling of leave will be resolved on a first come, first served basis.

SECTION 4 - PAID LEAVE:

A. ANNUAL LEAVE: Employees shall earn annual leave from the date of hire if the appointment is for ninety (90) days or longer. Employees shall be eligible to take vacation (annual leave) as of the first day of employment if the appointment is for ninety (90) days or longer.

Requests to use annual leave shall be submitted by the employee on Standard Form-71, Application for Leave, normally in advance of the date such leave is to commence. Leave may be used for personal business in hourly amounts.

1. Accumulation: Annual leave will be earned as follows:
(Based on full-time employment in a pay status)

- a. Less than three years service - 1/2 day each pay period.
- b. More than three years service - 3/4 day each pay period.
- c. More than fifteen years service - 1 day each pay period.

2. Annual leave may be accrued, however no more than 30 days annual leave may be carried forward into the next leave year unless any of the following conditions are met:

- a. to correct an Administrative error;
- b. when annual leave was scheduled in advance but its use denied because of exigencies of the public business; or,
- c. when the annual leave was scheduled in advance but its use was precluded because of illness or injury.

If at the end of any leave year an employee has annual leave in excess of the normal permissible carry over because of one or more of the above reasons, he/she shall not forfeit the excess. All restored annual leave

must be taken within two (2) years from the date of restoration. It is understood that all decisions relating to this matter are in the authority of the Office of Financial Management, D.C. Controller.

Employees shall receive a lump sum payment for all annual leave not used upon resignation, retirement or separation.

B. SICK LEAVE:

1. Call in and reporting time for request for emergency annual or sick leave shall be specified in the Article "Call In Time" of this Agreement.

2. Advance sick leave may be granted to permanent or probationary employees up to thirty (30) days. Employees requesting such leave must submit a satisfactory medical certificate.

3. Sick leave shall be granted to employees incapacitated by illness, for appointments with physicians, dentists, diagnostic examinations, x-rays or for any other purposes set forth in DPM Chapter 12. Employees shall request sick leave in advance when appointments have been previously scheduled for medical, dental or optical treatment.

4(a) In accordance with Chapter 12B of the DPM, an employee may be required to furnish a satisfactory medical certificate to the Employer for any absence of more than three (3) days. When a physician's services are not used, the employees signed statement and Form 71 may be accepted in lieu of the medical certificate if the Supervisor is assured sick leave privileges are not being abused.

(b) Such certificate for shorter periods can be required from employees proven to have abused sick leave privileges.

(c) An ongoing review shall be made of the employee's sick leave record. Once the employee has demonstrated an improvement in this use of sick leave, a notice rescinding the medical certification requirement shall be issued to the employee.

5. Employee shall start to earn sick leave from their date of hire, at the rate of one-half day each bi-weekly pay period, and shall accumulate sick leave as long as they are in the service of the Employer in a pay status.

6. Employees shall be credited unused sick leave by having such leave counted as time in service for retirement purposes. Sick leave for employees who terminate employment

other than by retirement shall remain to their credit for three (3) years.

C. MILITARY LEAVE:

Military leave shall be granted in accordance with Title XII of the Comprehensive Merit Personnel Act, D.C. Law 2-139.

D. COURT LEAVE:

Employees shall be granted leave of absence with pay any time they are required to report for jury duty or to appear as a witness on behalf of the District Government or the U.S. Government.

If an employee testifies in a non-official capacity on behalf of a private party, thereby having to take annual leave or leave without pay, he/she is entitled to the usual fees and expenses related to such witness service as provided by Court.

E. VOTING AND REGISTRATION:

Where the polls are not open at least three (3) hours either before or after an employee's regular hours of work, he/she may be granted an amount of excused leave which will permit him/her to report for work three (3) hours after the polls open or leave work three (3) hours before the polls close, whichever requires the lesser amount of time off.

F. FUNERAL LEAVE:

1. Funeral leave not to exceed three (3) work days shall be granted to an employee in connection with the funeral of, or memorial service for his/her immediate relative who died as a result of wounds, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone, without loss of pay, charge to leave or credit for time or service, and without affecting his/her performance or efficiency rating.

2. In the event of a death in the immediate family (parents, sister, brother, spouse, child, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law) of any employee, Annual Leave or LWOP will be granted.

G. OTHER (ADMINISTRATIVE LEAVE):

Duty time (administrative leave) may be granted for other purposes as provided by the DPM, or elsewhere in this Agreement.

SECTION 5 - UNPAID LEAVE:

A. Leave Without Pay (LWOP):

Leave of absence without pay for limited period may be granted for a reasonable purpose. Such leave shall be requested on SF-71 for an absence of eighty (80) hours or less and on the appropriate Department Form for an absence of more than eighty (80) hours. Reasonable purposes in each case shall be agreed upon by the employee and the Employer.

B. Union Business:

1. Employees elected to any Union office or selected by the Union to do work which takes them from their employment with the Employer shall, at the written request of the employee and the Union, be granted a leave of absence without pay. The initial leave of absence shall not exceed one (1) year. Leave of absence for Union officials may be extended for similar periods. No more than one (1) employee of the bargaining unit shall be on such leave at the same time.

2. Attendance at Union sponsored programs will be on approved annual leave or leave without pay unless Administrative leave has been approved by the Director, D.C. Office of Labor Relations and Collective Bargaining.

C. TRAINING LEAVE:

After completing one (1) year of service, an employee, upon request may be granted a leave of absence for educational purposes. The period of the leave of absence may not exceed one (1) year but it may be extended at the Employer's discretion.

D. MATERNITY/ PATERNITY LEAVE:

Maternity/ Paternity leave before child-birth and following child-birth shall be granted at the request of the employee. Extensions of this period not to exceed a total of one (1) year shall be made for medical reasons upon proper certification. Extensions for non-medical reasons shall be at the option of the Employer. (NOTE: Maternity leave may be accumulated annual leave, sick leave, or leave without pay). Sick leave shall be requested and approved in accordance with Section 3B of this Article.

E. MILITARY FURLOUGH:

An employee who enlists or is ordered to active duty in the Armed Forces can claim restoration rights within ninety (90) days of release from active duty under honorable conditions.

The Department shall restore an eligible employee as soon as possible after he/she applies, but in any case it shall restore him/her within thirty (30) days after it receives his/her application.

ARTICLE 22
USE OF PRIVATE VEHICLES

SECTION 1:

A. To the extent possible, the Department may provide vehicles for the use of employees who need transportation to perform their duties.

B. In the event a vehicle is not available for an employee who needs transportation to perform his/her duties, the employee may use either his/her private vehicle or public transportation.

SECTION 2:

A. Employees who use their personal vehicles in the performance of their duties shall be reimbursed at the rate provided in the Compensation Units 1 and 2 Agreement, consistent with Departmental rules and regulations. The Department shall reimburse employees for the actual cost of public transportation use consistent with Departmental rules and regulations.

B. Employees who use public transportation in the performance of their official duties shall not be adversely affected in the Department's evaluation. An employee's use of public transportation will not be used as an excuse for non-performance of duties.

SECTION 3:

The Department will make available to employees information concerning the procedures for, and the Department's role in the adjudication of parking violations received during the performance of official duties.

SECTION 4:

Employees shall not be required to operate government vehicles that are not properly registered.

SECTION 5:

An employee whose vehicle is rendered inoperable during the course of official duties shall be granted reasonable time, upon notification to the supervisor, to make minor repairs or get the vehicle to a garage and return to the office.

ARTICLE 23

SAFETY

SECTION 1:

The Employer, the Union and the Employees shall work cooperatively to provide and maintain safe and healthful working conditions.

SECTION 2:

The Employer and the Union will cooperate in keeping each other informed of unhealthy and unsafe conditions in the work place.

SECTION 3:

An employee shall not be required to work in dangerous conditions until such conditions have been removed, remedied, rendered reasonably safe or adequate protection provided for the condition encountered. The Employer agrees that an employee will not be required to operate equipment that he/she is not qualified to operate, which by doing so might endanger himself/herself or other employees. The Employer shall ensure that equipment and work areas are maintained at a level to insure safe working conditions.

SECTION 4:

- A. The Employer agrees to furnish the appropriate protective clothing and equipment necessary for the performance of assigned work. The Union may, at its discretion, recommend new protective clothing and equipment modifications to existing equipment for consideration by the Employer.
- B. Safety and protective equipment that is issued or made available by the Employer shall be worn or utilized, as the case may be, by the employees.
- C. The Employer will provide proper eye protection for all employees where duty responsibilities so require.

SECTION 5:

Employees shall report to Management when first aid kits need maintenance. Management shall be responsible for replenishing first aid kits.

SECTION 6:

The Union, the employee and the Employer will make every effort to prevent accidents of any kind. Should accidents occur,

however, a primary consideration will be the welfare of the injured personnel.

SECTION 7:

When it becomes known that an accident has resulted in a work injury, the Employer agrees to notify a Union representative promptly, and provide the injured employee with the proper Workmans Compensation forms/information, including but not limited to the workers hotline within 72 hours.

SECTION 8:

Transportation shall be provided if needed, to the nearest health facilities in the event of an injury requiring emergency medical treatment beyond immediate first aid.

SECTION 9:

The Employer is committed to providing safety training. Such safety training, (e.g., CPR and other first aid techniques) shall be provided to Union and Management volunteers by the Employer within six (6) months after the effective date of this Agreement. This training will be scheduled by the Employer in conjunction with each safety committee covered by this Agreement.

SECTION 10:

The Employer will provide upon request, the manufacturer's material safety data sheet concerning chemicals used at the Employer's facilities to the Union.

SECTION 11:

The Employer agrees to maintain clean and sanitary locker and lunch rooms and other related personal facilities. Employees are responsible for leaving such facilities in an orderly condition.

SECTION 12:

No employee will be required to perform duties involving hazards without first receiving sufficient training concerning the hazards, proper work methods, and the protective measures and equipment to be used.

SECTION 13:

In the event of excessive temperatures or equipment failure, employees shall be reassigned or released.

Excessive temperatures are listed her for informational

purposes:

- 85 degrees Fahrenheit - 50% humidity (minimum)
- 86 degrees Fahrenheit - 47% humidity
- 87 degrees Fahrenheit - 45% humidity
- 88 degrees Fahrenheit - 42% humidity
- 89 degrees Fahrenheit - 40% humidity
- 90 degrees Fahrenheit - 37% humidity.

Any temperature above 95 degrees Fahrenheit during extremely cold weather conditions, the Employer agrees that affected employees, working inside building will be dismissed or relocated when the temperature in a particular building is below 65 degrees Fahrenheit.

Employees who are required to work outside shall not be required to perform those duties during period of severe inclemency.

SECTION 14:

A safety committee of three (3) representatives from the Union and three (3) representatives from Management, one (1) of whom shall be the Agency Safety Officer, will be established in the Agency. One (1) Management and one (1) Union representative shall serve as co-chairpersons. The Committee will:

- A. Meet once a month, or at the call of either co-chairperson to review special conditions which may develop.
- B. Conduct safety surveys and make joint recommendations to the appropriate administrator, through the safety officer. Final reports from the appropriate administrator shall be provided to the Safety Committee within a reasonable period on all matters initiated by the Committee.
- C. Coordinate the development and conduct of appropriate health and safety training programs. All training must be coordinated with the Office of Administration and Management.
- D. Consult with, and render assistance to the Agency safety officer upon request.

SECTION 15:

The Employer and the Union mutually recognize the need for protection of employees from assault and intimidation and will work cooperatively to obtain appropriate protective measures in this regard.

SECTION 16:

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

SECTION 17:

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

SECTION 18:

- A. The Employer shall provide full yearly physical examinations to all employees upon request of the employee, who because of the nature of their work may be exposed to biological or man made health risks.
- B. The Employer shall provide full yearly physical, hearing and optical examinations to all employees, who because of the nature of their work may suffer physical or optical damage.
- C. The examinations in A and B above shall be on official time and at no cost to the employee.

SECTION 19:

The Employer will institute measures to control the spread of occupationally acquired infectious diseases. The Employer will consider all patients and clients as potentially infected and will rigorously apply infection control precautions to minimize the risk of exposure to blood and body fluids of all clients and patients. Rubber gloves and other appropriate equipment will be provided to all employees who may be subject to exposure.

ARTICLE 24
CORRECTIVE AND ADVERSE ACTION

SECTION 1:

1. Corrective and Adverse Actions, as defined in Personnel regulations, may be imposed on employees only for cause, in accordance with the provisions of the Comprehensive Merit Personnel Act (CMPA) D.C. Law 2-139, as amended and the DPM.
2. Corrective and Adverse Actions will be appropriate to the circumstances, with due regard to the principles of progressive discipline in accordance with Chapter 16 of the DPM.
3. Employees may either grieve these actions through the negotiated grievance procedure or appeal them to the Office of Employee Appeals (OEA), but not both. Employees shall select either of these procedures in writing and once the selection is made, it cannot be changed. Adverse Action grievances shall be filed in accordance with Article 16, Section 5.

SECTION 2:

1. It is understood that correction and discipline by supervisors will be done in accordance with the circumstances so as not to subject the employee to unnecessary embarrassment, i.e., privacy.
2. An employee and the Union shall be notified in writing of any proposed disciplinary or adverse action within forty-five (45) days, no including Saturdays, Sundays, or legal holidays, after the date that the Employer knew or should have known of the act or occurrence.

In the event that the act or occurrence allegedly constituting cause for discipline is the subject of an ongoing criminal investigation, the 45-day limit imposed by the previous paragraph of this section shall be tolled until the conclusion of the criminal investigation.

The failure of the Employer to issue such notice shall preclude the discipline pursuant to the law.

Employees are also entitled to a written final decision of the proposed action within 45 calendar days of the date charges are preferred against the employee, except that in the event there is an ongoing criminal prosecution.

3. Employees requested to reply during investigative or proposal stages of a disciplinary action shall be informed of their right to have a Union representative present.

4. Employees shall not be required to write or sign incident statements in regard to possible disciplinary actions.
5. Employees shall be given a copy of the Report of Findings Determination made by the disinterested designee at the time of its issuance.
6. The removal of an employee during his/her probationary period is not grievable and shall be done in accordance with the DPM.

ARTICLE 25
HOLIDAYS

The District of Columbia Government Comprehensive Merit Personnel Act (CMPA) and the District Personnel regulations prescribe the procedures for legal public holidays for employees of the District Government.

1. As stipulated in D.C. Code, §1-613.2(a) (1987 Repl.), the following days are legal public holidays for employees of the District Government:

- a. New Year's Day, January 1;
- b. Dr. Martin Luther King, Jr.'s Birthday, the third Monday in January;
- c. President's Day, the third Monday in February;
- d. Memorial Day, the last Monday in May;
- e. Independence Day, July 4;
- f. Labor Day, the first Monday in September;
- g. Columbus Day, the second Monday in October;
- h. Veteran's Day, November 11;
- i. Thanksgiving Day, the fourth Thursday in November;
and,
- j. Christmas Day, December 25.

2. January 20th of each 4th year starting in 1981, Inauguration Day, is a legal public holiday for the purpose of pay and leave of employees scheduled to work on that day. When January 20th of any 4th year falls on Sunday, the next succeeding day selected for public observance of the Inauguration of the President is a legal public holiday.

ARTICLE 26
IMPROVED BENEFITS

Any future legislation, ordinance, or order of the D.C. Government which improves the benefits now received by employees covered by this Contract automatically will be applied to such employees.

ARTICLE 27
PERSONNEL ISSUES

SECTION 1:

The Department, through the D.C. Office of Personnel, will continue to provide counseling to employees who are of retirement age. This counseling will include information on voluntary deductions, benefits, insurance, and assisting employees in preparing all necessary retirement papers. Further, to the extent training is available, the Department, in conjunction with the DCOP, shall continue to provide training on the retirement program, and shall ensure that notices announcing the program will be posted on appropriate bulletin boards.

SECTION 2:

The Department agrees that employees shall be directed to the appropriate Office of Personnel for such questions as: retirement, death benefits and disability compensation.

ARTICLE 28
SUPPLEMENTAL NEGOTIATIONS

SECTION 1:

Each of the Local's listed in Article One (1) of this Agreement is free to negotiate supplemental agreements on working conditions not covered by this Agreement.

SECTION 2:

Any such supplemental agreement may include subjects such as, transfer of facility; uniforms; transportation of clients; etc.

SECTION 3:

Any such supplemental agreement shall be incorporated by reference in this Agreement and shall be enforced by Article 36 of this Agreement.

ARTICLE 29
WORK ON HOLIDAYS

SECTION 1:

In accordance with the DPM Chapter 12, for full-time employees whose basic workweek is Monday through Friday, if a legal holiday occurs on Saturday, the Friday immediately before is a legal public holiday and if a legal holiday occurs on Sunday, the Monday immediately following is a legal public holiday.

SECTION 2:

In accordance with the DPM Chapter 12, when a holiday falls on a regular weekly nonworkday of an employee whose basic workweek is other than Monday through Friday, the workday immediately before that regular weekly nonworkday is a legal public holiday for the employee.

The DPM issuance regarding the holiday schedule for the calendar year will be posted on the employee bulletin boards.

SECTION 3:

Except for emergency operations or continuous or shift operations, any necessary work performed on a holiday may be performed by qualified volunteers. If there are insufficient qualified volunteers to perform the work, the Department reserves the right to require employees to work on holidays.

ARTICLE 30
GRIEVANCE PROCEDURE

SECTION 1 - PURPOSE:

A. The purpose of this grievance procedure is to establish an effective procedure for the fair, expeditious and orderly adjustment of grievances. Grievances may be settled informally at any step of the process. Therefore, the parties or their authorized representatives have the authority to settle a grievance at any stage of the grievance procedure.

B. Most grievances arise from misunderstandings or disputes which can be settled promptly and satisfactorily on an informal basis at the immediate supervisory level. The Employer and the Union agree that every effort will be made by Management and the aggrieved party(ies) to settle grievances at the lowest possible level. Inasmuch as dissatisfactions and disagreements arise occasionally among people in any work situation, the filing of a grievance shall not be construed as reflecting unfavorably on an

employee's good standing, his/her performance, or his/her loyalty or desirability to the organization. Reasonable time during working hours will be allowed for employees and the Union representative to discuss, prepare for and present grievances, including attendance at meetings with Employer officials.

C. All time limits may be extended by mutual consent.

SECTION 2 - SCOPE:

A grievance is any alleged violation of this Agreement or applicable provision of the Compensation Agreement, or any misapplication or misinterpretation of Personnel rules, regulations or statutes that affect terms and conditions of employment. It is agreed that EEO complaints shall not be grievable.

SECTION 3 - PRESENTATION OF GRIEVANCES:

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

B. Grievances not responded to by Management in a timely manner may be advanced to the next level by the Union.

C. Categories of Grievances:

1. PERSONAL - A grievance of a personal nature requires the consent of the aggrieved employee at Step 2 of this procedure even if the Grievant is represented by his/her Union. In the case of an individual Grievant proceeding without Union representation, the Union must be given an opportunity to be present and offer its views at any meeting held to adjust the grievance.

2. GROUP - A grievance involving a number of employees in the unit may be filed at whatever step resolution is possible.

3. UNION/CLASS - A grievance involving employees in the bargaining unit may be filed and signed by the Union President or designee directly at Step 3 of the grievance procedure. Grievances so filed will be processed only if the issue raised is common to bargaining unit employees. A class grievance must contain all information specified in Section 4 of the grievance procedure and the Administrator or his/her designee shall respond in writing within twenty-one (21) working days of receipt.

SECTION 4 - PROCEDURAL STEPS/PERSONAL AND GROUP GRIEVANCES:

A. STEP 1:

Grievances (except Adverse Action and Union/Class) shall first be taken up orally or in writing by the concerned employee or Union representative with the appropriate Employer representative in an attempt to settle the matter. Grievances must be presented within twenty (20) work days from the date the employee or Union became aware of the grievance. The Union representative must be present if the employee so desires. However, if an employee(s) presents a grievance directly to the Employer for adjustment consistent with the term of this Agreement, the Union shall have an observer present. The Employer representative shall communicate the decision within ten (10) working days from the presentation of the grievance. The Employer shall present a written response when the grievance is presented in writing and an oral response when the case is presented orally.

B. STEP 2:

If the matter is not satisfactorily settled at Step 1 of the presentation of grievance, the employee(s) or the Union representative may, within ten (10) working days, submit the matter in writing to the next level Employer representative. The Employer representative will meet with the Union representative and the aggrieved employee(s) within five (5) working days after receipt of the grievance. The Employer representative shall give the employee(s) and the Union her/his written response within five (5) working days after the meeting.

The grievance at this and at every further step shall contain:

1. A statement of the specific provision(s) of the Agreement alleged to be violated.
2. The date(s) on which the alleged violation occurred.
3. A brief description of how the alleged violation occurred.
4. The specific remedy or adjustment sought.
5. Authorization by the employee if Union representation is desired.

Should the grievance not contain the required information, the Grievant or Union representative shall be so notified and given fifteen (15) working days from receipt of notification to resubmit the grievance. Failure to resubmit the grievance within the fifteen (15) day period shall void the grievance.

C. STEP 3:

If the grievance is not settled at Step 2, the employee(s) or the Union may within ten (10) working days forward the grievance to the Department Head for further consideration. The Department Head will review the grievance, consult with the employee(s) and the Union, and give the employee(s) and the Union his/her written answer within ten (10) working days after receipt of the grievance.

D. STEP 4:

If the grievance is not satisfactorily settled at Step 3, the Union may refer the matter to arbitration.

SECTION 5 - ADVERSE ACTION GRIEVANCES:

A. STEP 1:

A grievance which involves an adverse action, a removal or reduction in grade based on unacceptable performance shall be presented in writing by the concerned employee and the Union representative with the Agency Head within forty-five (45) calendar days of the final notice of action. The Employer will have fifteen (15) working days in which to answer the complaint in writing.

B. STEP 2:

If the matter is not satisfactorily settled at Step 4, the Union can invoke arbitration within twenty (20) working days of receipt of the Employer's decision at the Step 4 level.

The Union may, prior to the implementation of the penalty, request that the deciding official consider delay of the implementation of the decision pending the outcome of the arbitration. The Union and Management agree that such arbitrations will be scheduled and heard within 30 days after the Agency Head's decision to delay implementation. A withdrawal of the arbitration or delay in scheduling of such arbitration by the Union will result in the immediate implementation of the penalty. If the Agency Head denies the request to consider the delay of the implementation of the penalty, then Steps 1 and 2 of this Section shall apply.

SECTION 6 - UNION/CLASS GRIEVANCES:

STEP 1: The Employer and the Local President or his/her designee will meet within five (5) working days after receipt of the grievance to discuss the grievance.

STEP 2: The Department Head shall give the Local President his/her written response within ten (10) working days after the meeting. If the grievance is not settled by this method, the Union may refer the matter to arbitration. Nothing herein will preclude

Other party from attempting to settle such grievances informally at the appropriate level.

SECTION 7 - ARBITRATION:

A. SELECTION OF AN ARBITRATOR: The parties agree that a panel of arbitrators will be selected by the parties within thirty (30) working days of the signing of this Agreement to hear arbitrations. The panel will consist of seven (7) arbitrators who will be selected alternately to hear cases.

B. A committee of Union representatives and Management officials that are party to this agreement will meet quarterly to review the status of grievances, the selection of arbitrators and other issues related to this grievance procedure.

C. When mutually agreed by both parties, the following expedited arbitration procedures shall be used:

1. The arbitration will be held within thirty (30) working days of the request to arbitrate.

2. There shall be no stenographic record of the proceedings.

3. The hearing shall be conducted by the Arbitrator in whatever manner that will most expeditiously permit full presentation of the evidence and arguments of the parties. The Arbitrator shall make appropriate minutes of the proceedings. Normally, the hearing shall be completed within one (1) day. In unusual circumstances and for good cause shown, the Arbitrator may schedule an additional hearing to be held within seven (7) days.

4. There shall be no posthearing briefs.

5. Time of Award - The award shall be rendered promptly by the Arbitrator and unless otherwise agreed by the parties, no later than seven (7) days from the date of the closing of the hearing.

6. Form of Award - The award shall be in writing and shall be signed by the Arbitrator. If the Arbitrator determines that an opinion is necessary, it shall be in summary form.

D. The parties agree that arbitrations not heard under the expedited arbitration procedure will be scheduled and heard within ninety (90) days unless the parties mutually agree to extend the time limits.

SECTION 8 - GENERAL:

1. Witnesses shall be sequestered upon request of either party.
2. If either party desires a verbatim record of the proceedings, it may order such record. The party desiring the record shall make the record available to the other party and pay full costs of the transcript. Upon mutual agreement, the expenses may be shared.
3. The parties shall request that the arbitration award be in writing and set forth the Arbitrator's findings, reasoning and conclusions, within thirty (30) days after the conclusion of the hearing. Time limits may be extended by mutual agreement except in the case of expedited arbitrations.
4. The Arbitrator shall not have the power to add to, subtract from, or modify the provisions of this Agreement through the award.
5. The Arbitrator's award shall be binding upon both parties. Nothing in this Section prevents either party from appealing an award pursuant to the negotiated grievance procedure, in accordance with D.C. Code §1-605.2. Either party may submit the award for reconsideration by filing an Arbitration Review Request with the Public Employee Relations Board (PERB) within the time prescribed by law and regulation. Whenever an Arbitrator's decision is appealed, the decision shall remain in effect pending the outcome of the appeal process.
6. A statement of the Arbitrator's fee and expenses shall accompany the award. The fee and expense of the Arbitrator shall be born by the losing party. In cases where it is unclear whether or not a party has lost the case, the Arbitrator will make the determination.
7. Any dispute over the application of an Arbitrator's award, the Arbitrator shall retain jurisdiction.

SECTION 9 - APPEAL AND GRIEVANCE OPTIONS:

An aggrieved employee affected by a removal or reduction in grade based on unacceptable performance, or adverse action may at his/her option raise the matter under a statutory appellate procedure or the negotiated grievance procedure, but not both.

For the purpose of this Section and employee shall be deemed to have exercised his/her option under this Section when the employee files a notice of appeal under the appellate procedure or files a grievance in writing under the negotiated grievance procedure.

SECTION 10 - QUESTIONS OR GRIEVABILITY:

In the event either party should assert a grievance non-grievable or non-arbitrable, the original grievance shall be considered amended to include this issue. Any dispute of grievability or arbitrability shall be referred to arbitration as a threshold issue(s).

ARTICLE 31
MANAGEMENT RIGHTS

The Department shall retain the sole right, authority and complete discretion to maintain the order and efficiency of the public service entrusted to it, and to operate and manage the affairs of the District in all aspects, including but not limited to, all rights and authority held by the Employer prior to the signing of this Agreement.

Such management rights shall not be subject to the negotiated grievance procedure or arbitration, unless specifically abridged and abrogated in a separate distinctive Article of this Agreement. The Employer retains the following rights, which in accordance with applicable laws, rules and regulations which in no way are wholly inclusive:

1. To direct employees of the Department;
2. To hire, promote, transfer, assign and retain employees in positions within the agency and to suspend, demote, discharge or take other disciplinary action against employees for cause;
3. To relieve employees of duties because of lack of work or other legitimate reasons;
4. To maintain the efficiency of the District government operations entrusted to them;
5. To determine the mission of the agency, its budget, its organization, the number of employees and the number, types and grades of positions or employees assigned to an organizational unit, work project or tour of duty, and the technology of performing its work; or its internal security practices; and,
6. To take whatever actions may be necessary to carry out the mission of the District government in emergency situations.

ARTICLE 32
NO STRIKE OR LOCKOUT

SECTION 1:

Under the provisions of D.C. Code Section 1-618.5, it is unlawful to participate in, authorize or ratify a strike.

SECTION 2:

The term "strike," as used herein means a concerted refusal to perform duties/attend work or any unauthorized concerted work stoppage or slowdown.

SECTION 3:

The Union agrees to disarm any strikes or any unauthorized concerted work stoppage or slowdown.

SECTION 4:

No lockout of employees shall be instituted by the Employer during the term of this Agreement, except that the Department in a strike situation retains the right to close down any facilities to provide for the safety of employees, property or the public.

ARTICLE 33
SAVINGS CLAUSE

In the event any Article, Section or portion of the Agreement shall be held invalid and unenforceable by any court or higher authority of competent jurisdiction, such decision shall apply only to the specific Article, Section or portion thereof specified in the decision, and upon issuance of such a decision, the Employer and the Union agree to negotiate a substitute Article, Section or portion thereof.

ARTICLE 34
DURATION

SECTION 1:

This agreement shall remain in full force and effect until September 30, 1995. This Agreement shall become effective upon the Mayor's approval in accordance with provisions of Section 1715 of the CMP. If disapproved because certain provisions are asserted to be contrary to applicable law, the parties shall meet within thirty (30) days to negotiate a legally constituted replacement provision for the offensive provision, or the offensive provision shall be deleted.

SECTION 2:

This Agreement shall automatically be renewed for a one (1) year period thereafter, unless either party gives to the other party written notice of intention to terminate or modify the Agreement one-hundred fifty (150) days and no later than ninety (90) days prior to its anniversary date. In the event that either party requests modification of any Article or parts of any Article, or the inclusion of additional provisions, only the related Articles and/or parts of the Articles shall be affected and unrelated Articles or parts of Articles shall continue in full force and effect.

SECTION 3:

The parties acknowledge that this Agreement represents the results of negotiations during which both parties had unlimited right and opportunity to make demands and proposals with respect to any mandatory negotiable subject matter.

SECTION 4:

It is agreed that any request by either party for further negotiations due to change in legislation, rules or regulations affecting any article in this Agreement shall be for the purpose of amending, modifying or supplementing provisions agreed to and included in this Agreement. If the parties mutually agree in writing during the term of this Agreement that modifications to the Agreement are necessary, it may be modified.

Signed this _____ day of _____, 1994.

FOR THE EMPLOYER

FOR THE UNION

Debra McDowell, Director
D.C. Office of Labor Relations
and Collective Bargaining

David Schlein

David Schlein, National V.P.
American Federation of
Government Employees, AFL-CIO

Vincent Gray, Director
Department of Human Services
Services

Hugh Battle, President
AFGE Local 383

Carole Hill Lowe, Director
Department of Recreation
and Parks

Thomas M. Proctor
Thomas Proctor, President
AFGE Local 2741

Bruce Marshall, Director
Department of Administrative
Services

Sandra Addison
Sandra Addison, President
AFGE Local 3406

Chief Fred Thomas
Metropolitan Police Department

Ralph Bell
Ralph Bell, President
AFGE Local 3444

Al Dobbins, Director
Office of Planning and
and Energy

Paul Hart
Paul Hart, President
AFGE Local 3871

Claretta Carpenter
Claretta Carpenter, President
AFGE Local 2737

APPROVAL

This Collective Bargaining Agreement between the District of Columbia Government and the American Federation of Government Employees Locals 383, 2737, 2741, 3406, 3444 and 3871 dated _____ has been reviewed in accordance with Section 1715(a) of the District of Columbia Comprehensive Merit Personnel Act of 1978 (§1-618.15(a), D.C. Code, 1987 Repl.), and is hereby approved this 12th day of September, 1994.


Sharon Pratt Kelly
Mayor

Q8

DDS FY24 MOUs							
Fiscal Year	Amount	Agency	DDS Program	Service (Per MOU Doc)	Person Responsible	Buyer/Seller	Expiration Date
FY24	\$324,414	CFSA	DDA	Provide care for youth in CFSA care	Winslow Woodland	Seller	30-Sep-24
FY24	\$483,782	DACL	AMP	Office Space for DAACL Employees	Thomas Morris	Seller	30-Sep-24
FY24	\$4,462,743	DHCF	QAP/MA	ARPA	Shasta Brown	Seller	30-Sep-24
FY24	\$128,958	DACL	RSA	Independent Living Services	Darryl Evans	Buyer	30-Sep-24
FY24	\$10,689	DCHR	AMP	To provide suitability & employment screening	Jessica Gray	Buyer	30-Sep-24
FY24	\$17,300	DCPL	RSA	Newsline Services	Darryl Evans	Buyer	30-Sep-24
FY24	\$550,054	OCP	AMP	Procurement Reform for FY24	Thomas Morris	Buyer	30-Sep-24
FY24	\$235,233	DC Workforce Investment Council	RSA	Workforce Innovation and Opportunity Act	Darryl Evans	Buyer	30-Sep-25
FY24	\$101,159,843	DHCF	DDA	2nd Year Option - IDD HCBS Waiver Program	Winslow Woodland	Buyer	30-Sep-24
FY24	\$1,031,750	DHCF	DDA	2nd Year Option - IFS HCBS Waiver Program	Winslow Woodland	Buyer	30-Sep-24
FY24	\$25,000	DLCP	RSA	RSVFP business licensing services	Darryl Evans	Buyer	30-Sep-24
FY24	\$430,609	DCPS	RSA	Pre-ETS	Darryl Evans	Buyer	30-Sep-24

**ADDENDUM NO. 2 TO
MEMORANDUM OF UNDERSTANDING
BETWEEN
THE DEPARTMENT OF HEALTH CARE FINANCE
AND
THE DEPARTMENT ON DISABILITY SERVICES
FOR IMPLEMENTATION OF SECTION 9817 OF
THE AMERICAN RESCUE PLAN ACT
(Term: October 1, 2023 – September 30, 2024)**

This serves as Addendum No. 2 to the Memorandum of Understanding (“MOU”) between the Department of Health Care Finance (“DHCF” or “Buyer Agency”) and the Department on Disability Services (“DDS” or “Seller Agency”), collectively referred to herein as the “Parties”. The MOU was initially executed by the Parties on September 23, 2022, to be effective through September 30, 2022, allowing for an additional three (3), one-year option periods. The Parties executed Addendum No. 1 on September 26, 2023, to exercise the first one-year option period from October 1, 2022, to September 30, 2023. This Addendum No. 2 is developed in accordance with Section V.B to exercise the second option year to continue DDS’s partnership with DHCF to provide funding each fiscal year (“FY”) to implement the provision of services through projects authorized under Section 9817 of the American Rescue Plan Act of 2021 (Pub. L. No. 117-2; 135 Stat. 4) and approved on May 3, 2022, within the ARPA § 9817 District of Columbia Narrative and Spending Plan. Pursuant to Section VII (AMENDMENTS AND MODIFICATIONS) of the MOU, the Parties modify the following sections of the MOU as stated below:

1. Section V (DURATION OF MOU) is modified by amending Subsection A to read as follows:

A. The funding period of this MOU shall be from October 1, 2023, through September 30, 2024, unless terminated in writing by the Parties prior to the expiration pursuant to Section XI of this MOU.

2. Section VI (FUNDING PROVISIONS), Subsection A (COST OF SERVICES), is modified to read as follows:

The total cost to the Buyer Agency for the goods and/or services provided under this MOU shall not exceed \$4,462,743.00 for Fiscal Year 2024. The total cost of the goods and/or services is based on the Buyer Agency’s and Seller Agency’s estimate of the actual cost of the goods and/or services that will be provided under this MOU in Fiscal Year 2024 for the following ARPA initiatives:

A. DD Expansion

- a. Supervisory Eligibility Service Coordinator: \$153,190.00
- b. Eligibility Service Coordinator 1: \$125,405.00
- c. Eligibility Service Coordinator 2: \$128,870.00
- d. Community Liaison Specialist: \$125,405.00