

Suspension of New Classification Actions



District Personnel Manual Instruction No. 11A-7

Effective Date	Expiration Date	Related DPM Chapters
July 12, 2016	Until superseded	11A

i **NOTE:** This DPM instruction will remain in effect until superseded or rescinded.

Overview

This DPM instruction is being issued to inform District agencies receiving classification services from the D.C. Department of Human Resources (DCHR) of the suspension of classification services due to the Classification and Compensation Reform project.

In this Instruction

Classification Moratorium.....	1
Exceptions	2
Additional Information	2

Classification Moratorium

1. DCHR has instituted a suspension on all new classification actions. This moratorium has been implemented to facilitate the first phase of Classification and Compensation Reform.
2. Due to this moratorium, District government agencies may not submit new classification actions to DCHR. This moratorium includes:
 - a. *Submissions of proposed realignments, reorganizations, reductions-in-force, or any restructuring efforts that require approval or concurrence of DCHR, the Mayor, the City Administrator or Council action;*
 - b. *Submissions for re-certifications, re-descriptions, or re-establishments – during this period, the 3 year re-certification requirement will be waived. Recruitment can occur as long as an established position description accurately reflects the current duties regardless of the last recertified date;*
 - c. *Desk audits and other position reviews of encumbered (filled) positions;*
 - d. *Establishment of new career ladders; and*

e. *Requests to establish new positions.*

i **NOTE:** All classification requests received during the period of June 23, 2016, through June 30, 2016, will be reviewed on a case-by-case basis for possible processing.

Exceptions

1. In certain instances, classification actions may be submitted despite the suspension. These exceptions include, but are not limited to, actions that are deemed mission critical as determined by the agency and DCHR, those that are federally funded, or those actions that are mandated by the Council or the Executive Office of the Mayor. These exceptions will be reviewed by DCHR's Administration for Recruitment and Classification (ARC) on an individual basis.
2. In the event an agency has an action that falls within one of the above exception categories, the agency should submit the action to the attention of Lorraine Green, Supervisory Human Resources Specialist, DCHR/ARC, by calling (202) 442-9731 or via email at lorraine.green@dc.gov.

i **NOTE:** Agencies are required to submit all exception requests by way of signed memorandum from the agency head. A scanned copy of the memorandum must be transmitted to Ms. Green at the email address above, and must include a brief justification explaining the reason(s) the exception is being requested.

Additional Information

Inquiries concerning the provisions of this E-DPM instruction can be directed to DCHR's Administration for Recruitment and Classification at (202) 442-9700.


Ventris C. Gibson, Director