

# District-Wide New Employee Orientation



*District of Columbia Government*

# Overview of DC Government

- We serve:
  - More than 650,000 residents\*
  - More than 21,000 private businesses\*
  - More than 19 million visitors each year\*\*
- You will be part of a team that provides:
  - Key services
  - Essential programs
  - World-class customer care



# GOVERNMENT OF THE DISTRICT OF COLUMBIA

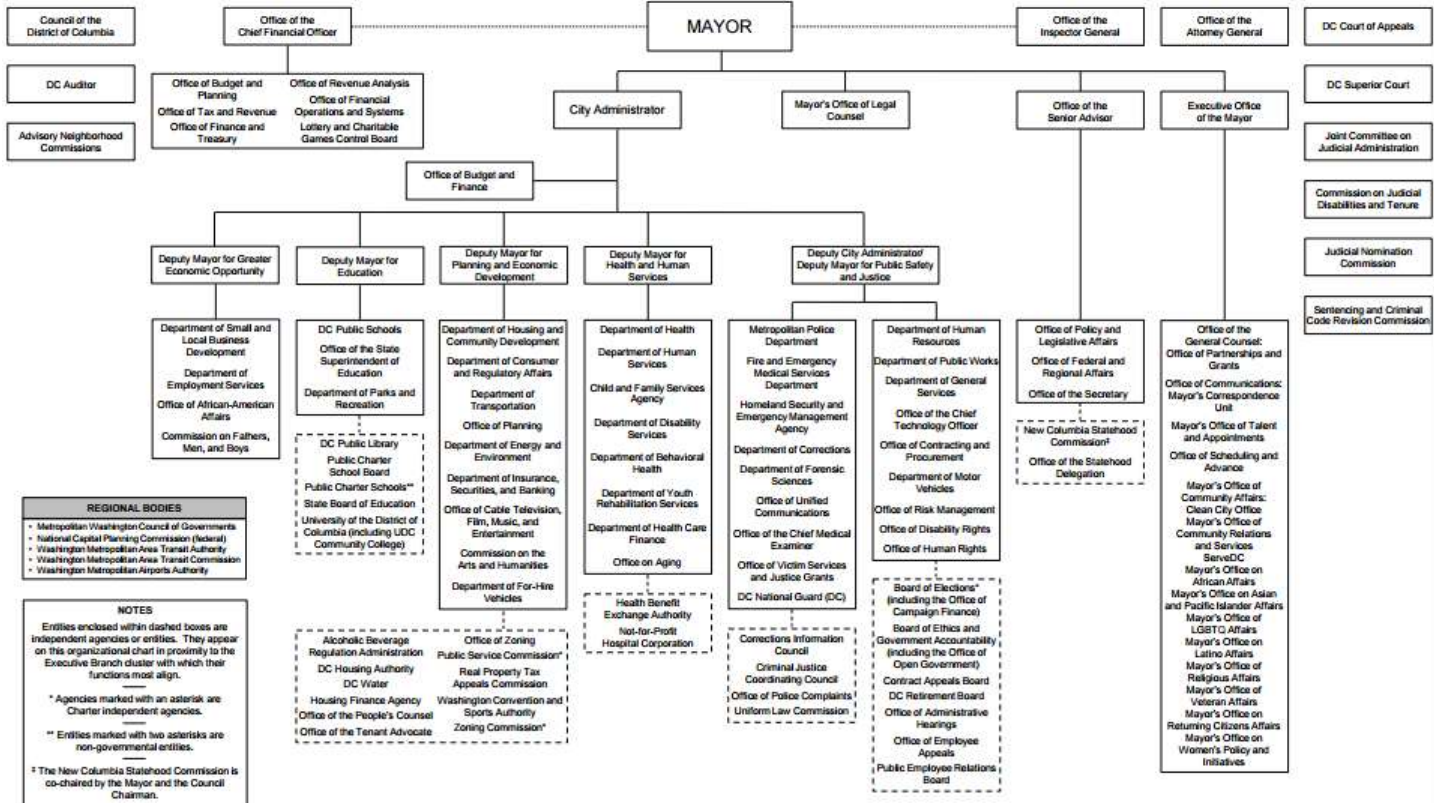
RESIDENTS

EXECUTIVE  
BRANCH

MAYOR

LEGISLATIVE  
BRANCH

JUDICIAL  
BRANCH



## REGIONAL BODIES

- Metropolitan Washington Council of Governments
- National Capital Planning Commission (Federal)
- Washington Metropolitan Area Transit Authority
- Washington Metropolitan Area Transit Commission
- Washington Metropolitan Airports Authority

## NOTES

Entities enclosed within dashed boxes are independent agencies or entities. They appear on this organizational chart in proximity to the Executive Branch cluster with which their functions most align.

\* Agencies marked with an asterisk are Charter independent agencies.

\*\* Entities marked with two asterisks are non-governmental entities.

† The New Columbia Statehood Commission is co-chaired by the Mayor and the Council Chairman.

# **2018 Benefits**

## **District-Wide New Employee Orientation**

# Benefits Overview

- The District Government offers a comprehensive benefits package. Our benefits program is designed to support many aspects of your life – from health and wellness to income protection and retirement.
- We provide employees:
  - Medical, Dental, and Vision Plans
  - Flexible Spending Accounts
  - Group Life, Optional Life, Long-Term Disability (LTD), Short-Term Disability (STD) Insurance
  - Wellness Benefits

# Benefits Eligibility

## ***Federal Employee Health Benefits (FEHB)***

- Employees hired before October 1, 1987
  - Elect coverage under the FEHB and/or federal dental vision program (FEDVIP).
  - 2017 FEHB and FEDVIP premium rates and enrollment forms can be found on the U.S. Office of Personnel Management (OPM) website at [www.opm.gov/insure](http://www.opm.gov/insure).
- ~~DC Employee Health Benefits Program (DCEHBP)~~  
Employees hired on or after October 1, 1987.

# Benefits Eligibility

- Benefits-eligible employees include:
  - All full-time permanent employees.
  - Part-time permanent employees who generally work at least 30 hours per week.
  - Employees with temporary full-time appointments of at least 13 months who are employed by agencies under authority of the Mayor.
  - Temporary and intermittent employees who work for at least 90 days within a 12-month evaluation period and are paid at least 30-hours per week (HMO health care plan only).
  - Several of the District's independent agencies also participate in benefits programs provided to agencies under full authority of the Mayor.

# Benefits Eligibility

- Benefits-eligible dependents include:
  - Legal spouse
  - State-registered domestic partner or legal union
  - Foster children
  - Dependent children under age 26
    - Dependent children under age 21 for life insurance (Option C)
  - Adult children with disabilities

# Dependent Eligibility Verification

- If you add family members to your coverage, you are required to provide documentation to verify coverage eligibility for your dependents.
- Failure to comply will result in a cancelation of health care coverage for that dependent.
- Complete list of required documents and instructions can be found at <http://dchr.dc.gov/page/dependent-eligibility-verification>

# How to Enroll

- Employees may enroll in/change plans:
  - During the annual Open Enrollment period.
  - Within 31 days of their initial employment.
  - Within 30 days of a qualifying life event.
- All enrollment changes are to be made through Employee Self Service (ESS), which can be accessed at <https://ess.dc.gov> on any computer with an internet connection.

# How to Enroll

## Resources:

<http://dchr.dc.gov/publication/how-enroll-your-dc-government-benefits-guide>

<http://dchr.dc.gov/publication/how-add-and-or-change-beneficiaries>

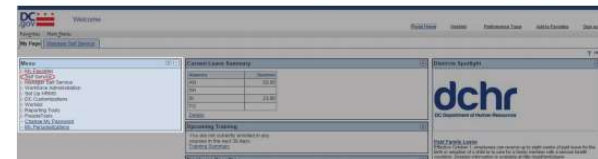
## How to Enroll: Instructions

1. Log in to **Employee Self Service (ESS)** at <https://ess.dc.gov>.

**Please Note:** ESS is accessible online through PeopleSoft on any computer. Computers are available for employee use at the DCHR Customer Care Center located at 441 4th Street, NW in the lobby of One Judiciary Square.



2. From the Main Menu, select **Self Service** under the Menu options on the upper-left side.



# Meet ALEX, the Virtual Benefits Counselor

ALEX® is an easy-to-use online tool that will help you select the best-fit employee benefit plans for you and your family.



# Meet ALEX, the Virtual Benefits Counselor

- ALEX will ask you a few questions about your health care needs (your answers remain anonymous), crunch some numbers, and recommend a plan that's best for your personal needs. It's that easy!
- Visit ALEX online at [www.myalex.com/dchr](http://www.myalex.com/dchr).



# Coverage Effective Dates

- Health benefits and life insurance coverage begin the first pay period in which a payroll deduction was made to pay for the benefit.
- Other benefit programs (such as Defined Contribution Pension Plan) may have additional requirements.
- For Flexible Spending Accounts (FSA), including Health Care FSA and Dependent Care FSA, coverage begins after your first payroll deduction.

# Medical Plans

- For employees hired on or after October 1, 1987.
- The cost is shared by the employee and the District.
- Eligible employees have a choice of the following plans:
  - Aetna Healthcare HMO, PPO or CDHP
  - Kaiser Permanente HMO
  - UnitedHealthcare Choice HMO

# Medical Plan 2018 Bi-Weekly Premium Rates

	Aetna HMO	Aetna CDHP	Aetna PPO	Kaiser Permanente HMO	UnitedHealthcare HMO Choice
Self Only	\$87.53	\$49.91	\$89.58	\$68.32	\$81.60
Self + 1	\$172.05	\$98.10	\$176.09	\$130.50	\$155.86
Family	\$252.93	\$144.23	\$258.87	\$200.19	\$239.10

For side-by-side plan comparisons, please see the 2018 Benefits Guide available online at <http://dchr.dc.gov/publication/dc-government-benefits-guide>.

# Dental Plans

- Provider: Cigna Dental
- DHMO: District pays 100% of premium costs.
- DPPO: District pays a portion of premium costs for eligible Compensation Units 1 and 2 Collective Bargaining Agreement employees.

# Dental Plan 2018 Premium Rates

	Cigna DPPO	Cigna DHMO
Self Only	\$26.92	\$0
Self + 1	\$38.20	\$0
Family	\$49.54	\$0

For detailed plan information, please see the 2017 Cigna Dental HMO Patient Charge Schedule and 2017 Cigna Dental PPO Benefit Summary, available online at <http://dchr.dc.gov/page/dental-and-optical-coverage>.

# Vision Plans

- Provider: Quality Plan Administrators
- Vision coverage is available at no cost to eligible employees.
- The District pays 100% of the vision premium.
- For detailed plan information, please see the 2018 Vision Summary Plan Description, available online at <http://dchr.dc.gov/page/dental-and-optical-coverage>.

# Flexible Spending Accounts (FSAs)

	Health Care FSA	Dependent Care FSA	Commuter Benefits Program
<b>You may contribute:</b>	<ul style="list-style-type: none"> <li>Up to \$2,650*</li> </ul> <i>*If you enroll in the CDHP plan you are not eligible to elect a health care FSA.</i>	<ul style="list-style-type: none"> <li>Up to \$5,000 each year*</li> </ul> <i>*\$2,500 if married and you and your spouse file a separate tax return.</i>	<ul style="list-style-type: none"> <li>Transit: \$260 per month</li> <li>Parking: \$260 per month</li> </ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"> <li>Out of pocket medical, prescription, dental or vision expenses</li> <li>Copays, deductibles, and co-insurance</li> </ul>	Expenses to care for dependent children under the age of 13	Transit and parking services for commuting expenses to and from work

# Group & Optional Life Insurance

Life Insurance	Coverage	Cost
<b>Group Life</b>	Annual salary rounded to the next thousand, plus and additional \$2,000	You pay two-thirds of the total cost and the government pays one-third
<b>Option A – Standard Optional</b>	Per \$10,000 coverage	Based on your age
<b>Option B – Additional Optional Insurance</b>	Additional optional life insurance (multiples from 1x -5x basic salary)	Based on your age
<b>Option C – Family Optional Insurance</b>	Spouses and dependent children under the age of 21	Based on your age

# Disability Insurance

	Short-Term Disability (STD)	Long-Term Disability (LTD)
<b>Policy Type</b>	Group	Group
<b>Benefit Salary Replacement</b>	Up to 60%; between \$15 -\$1,154	Income replaced at 66 2/3 percent of your pre-disability earnings
<b>Elimination Period</b>	20 days	180 days
<b>Premium</b>	Based on age	Based on age

- Standard Insurance Company is the District Government disability insurance provider.
- Deductions for both disability programs are deducted on an after-tax basis.

# Retirement Program

Plan Type	Employer Contribution	Employee Requirements
<b>401(a) Defined Contribution Pension Plan</b>	<ul style="list-style-type: none"> <li>• 100% Employer-Funded: 5% of the base salary (5.5% for Corrections Officers)</li> <li>• Begins the first pay period after one year of service</li> </ul>	<ul style="list-style-type: none"> <li>• Must have one year of continuous service to participate</li> <li>• Fully vested after five years of continuous service.</li> </ul>
<b>457(b) Deferred Compensation Plan</b>	n/a	Open to all employees who can contribute the minimum of \$20 per pay period.

# Retirement Program

Plan Type	Employer Contribution	Employee Requirements
<b>Civil Service Retirement System (CSRS) for Employees Hired Before October 1, 1987</b>	<ul style="list-style-type: none"><li>• CSRS covered employees contribute 7, 7 1/2 or 8% of pay to CSRS and, while they generally pay no Social Security retirement, survivor and disability (OASDI) tax, they must pay the Medicare tax (currently 1.45% of pay).</li><li>• The employing agency matches the employee's CSRS contributions.</li></ul>	
<b>Police Officers and Firefighters Plan</b>	<ul style="list-style-type: none"><li>• Employee required to make retirement contributions to the plan while employed by the Police or Fire Department:<ul style="list-style-type: none"><li>○ 7% of base pay if hired before November 10, 1996</li><li>○ 8% base pay if hired on or after November 10, 1996.</li></ul></li></ul>	

# Retirement Program

Plan Type	Employer Contribution	Employee Requirements
<b>Teacher Retirement Plan</b>	<ul style="list-style-type: none"><li>• Upon hire, employees classified ET begin automatically contributing 8% (if hired on or after November 1, 1996) or 7% (if hired prior to November 1, 1996) of their salary on a biweekly basis into this retirement plan.</li><li>• Employees that are not classified ET do not contribute to this plan.</li></ul>	

# Employee Assistance Program (EAP)

The Inova Employee Assistance Program (EAP) is a comprehensive, top-ranked employee assistance services provider that offers practical, real-world solutions to employee life issues that may derail productivity and satisfaction.

# Employee Assistance Program (EAP)

- Inova's 24/7 EAP hotline and convenient online resources provide employees with easy, confidential access to professionals and resources, including:
  - Confidential counseling
  - Legal services, financial services, Savings Center
  - Identity theft services
  - Webinar training
  - Work-life referral services
  - Lactation support
- Visit Inova online at <http://www.inova.org/eap>
- Online account login information:
  - Username: DCGOV
  - Password: DCGOV

# Family & Medical Leave

	Eligibility
<b>Family &amp; Medical Leave</b>	DC Family and Medical Leave Act was effective October 1, 1990, for employees whose actual work location is in the District of Columbia as of April 1, 1991. To be eligible you must work at least 1,000 hours (DCFMLA) or 1,250 hours (FMLA) for one (1) year with no break in service during the 12-month period immediately preceding the request for leave
<b>DCFMLA Statutory Medical Leave</b>	Allows up to 16 weeks of unpaid leave in any 24-month period for specified reasons, as prescribed by DCFMLA. Medical certification/documentation is required.
<b>DCFMLA Statutory Family Leave of Absence</b>	Allows up to 16 weeks of unpaid leave in any 24-month period for specified reasons, as prescribed by DCFMLA. Medical certification/documentation is required.
<b>DC Family Leave Program</b>	Effective October 1, 2014, employees may receive up to eight (8) weeks of paid leave for the birth of adoption of a child or to care for a family member with a serious health condition.

# Annual & Sick Leave

- Eligible employees accrue annual leave each pay period:

Years of Service	Hours Accrued	Number of Days
0-2 Years	4 hours per pay period	13 Days
3-15 Years	6 hours per pay period	20 Days
15+ Years	8 hours per pay period	26 Days

- All regular full-time employees annually accrue 13 days of sick leave (4 hours per pay) period regardless of employment.

# Part-Time & Executive Service Employees

- Part-Time employees who work at least 40 hours per pay period earn annual leave and sick leave at a proportional rate.
- Executive Service Employees receive 26 days of universal leave per calendar year to be used for any purpose (prorated depending on start date).

# Annual Leave Bank

- A fund of accumulated annual leave donated by employees for the use of other leave bank members.
- To become a member and receive leave from the bank, an **employee must donate a minimum of four hours** of annual leave each year.



- Employees receive 11 paid holidays per year:
  - New Year's Day
  - Martin Luther King, Jr. Birthday
  - Washington's Birthday
  - DC Emancipation Day
  - Memorial Day
  - Independence Day
  - Labor Day
  - Columbus Day
  - Veteran's Day
  - Thanksgiving Day
  - Christmas Day

# Discounts

- Wireless Discounts:
  - AT&T Discount
  - Sprint Discount
  - T-Mobile Advantage
  - Verizon FiOS
- Apple Employee Purchase Program
  - All District of Columbia Government employees (full-time, part-time, and contractors) may now purchase Apple products at a reduced price.

<http://dchr.dc.gov/page/discount-programs-district-employees>

# Discounts

- Health & Fitness:
  - Capital Bikeshare
  - Department of Parks & Recreation Fitness Centers
  - MINT Health Club
  - VIDA Fitness
- Other
  - Six Flags America
  - Zipcar

# Connect & Learn More

Contact DCHR's Benefits & Retirement Administration:

- Phone: (202) 727-7627
- Email: [dchr.benefits@dc.gov](mailto:dchr.benefits@dc.gov)
- Web: <http://dchr.dc.gov>
- Office: One Judiciary Square  
441 4th Street, NW, Suite 340 North  
Washington, DC 20001

<https://dchr.dc.gov/node/1019752>

# UNIVERSITY OF THE DISTRICT OF COLUMBIA

*WHERE LIVES ARE CHANGED*



*Excellence. Collaboration. Sustainability. Innovation. Integrity.*

# Schools and Colleges

---

- College of Agriculture, Urban Sustainability and Environmental Sciences
- College of Arts and Sciences
- School of Business and Public Administration
- School of Engineering and Applied Sciences
- David A. Clarke School of Law
- Community College

# School of Business and Public Administration

---

## *Degree Programs*

### **Undergraduate Programs**

- B.B.A. Accounting; B.B.A. Finance
- B.B.A. Business Management  
*With concentrations offered in Marketing, and Management Information Systems*

### **Graduate Programs**

- Master in Business Administration (MBA)
- Master in Public Administration (MPA)  
*With concentrations in Public Management, Nonprofit Management and Procurement and Contracting*

NEW – 8 week format starting August 2017

### **Certificate Programs**

- Entrepreneurship
- Nonprofit Management and Leadership (*graduate and undergraduate*)
- Procurement and Public Contracting

*Building the Leaders of Tomorrow*



# Registration

---

**UDC.EDU**

**2018 - 2019 Academic Year**

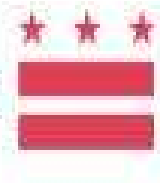
**Fall Term August 20 through December 07, 2018**

Deadline is May 15

**Spring Term January 8 through May 10, 2018**

Deadline is October 15

**Board of Ethics  
and Government  
Accountability**



# What We Do



Ethics  
Training



Advice

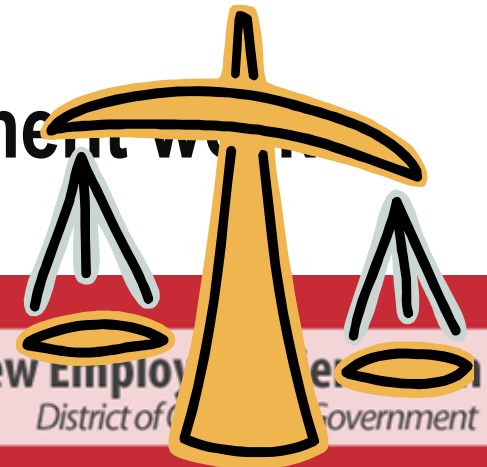
**Investigations**



**Enforcement**

# Ten Principles of Ethical Conduct

1. Public office is a public trust
2. Avoid financial conflicts of interest
3. Avoid representational conflicts of interest
4. Avoid gifts and payments from interested parties
5. Avoid outside payment for government work



# Ten Principles of Ethical Conduct

- 6. Act impartially
- 7. Safeguard government resources
- 8. Safeguard confidential non-public information
- 9. Disclose waste or illegal conduct by government officials to the appropriate authorities
- 10. Abide by revolving door restriction



# Contact Us

**For advice or to make a complaint**

- **BEGA Hotline: (202) 535-1002**
- **BEGA Email: [BEGA@dc.gov](mailto:BEGA@dc.gov)**
- **Main Number: (202) 481-3411**
- **Address: 441 4<sup>th</sup> Street, NW, Suite 830 South**

# **The Role of The Office of the Inspector General Government of the District of Columbia**



*District of Columbia Government  
Human Resources  
Orientation*

# The Mission of OIG

- The mission of the OIG is to conduct independent audits, investigations, and inspections to:
  - detect and prevent fraud, waste and mismanagement, and
  - help the District of Columbia government improve its programs and operations by promoting economy, efficiency and effectiveness.



Inspector General Daniel Lucas

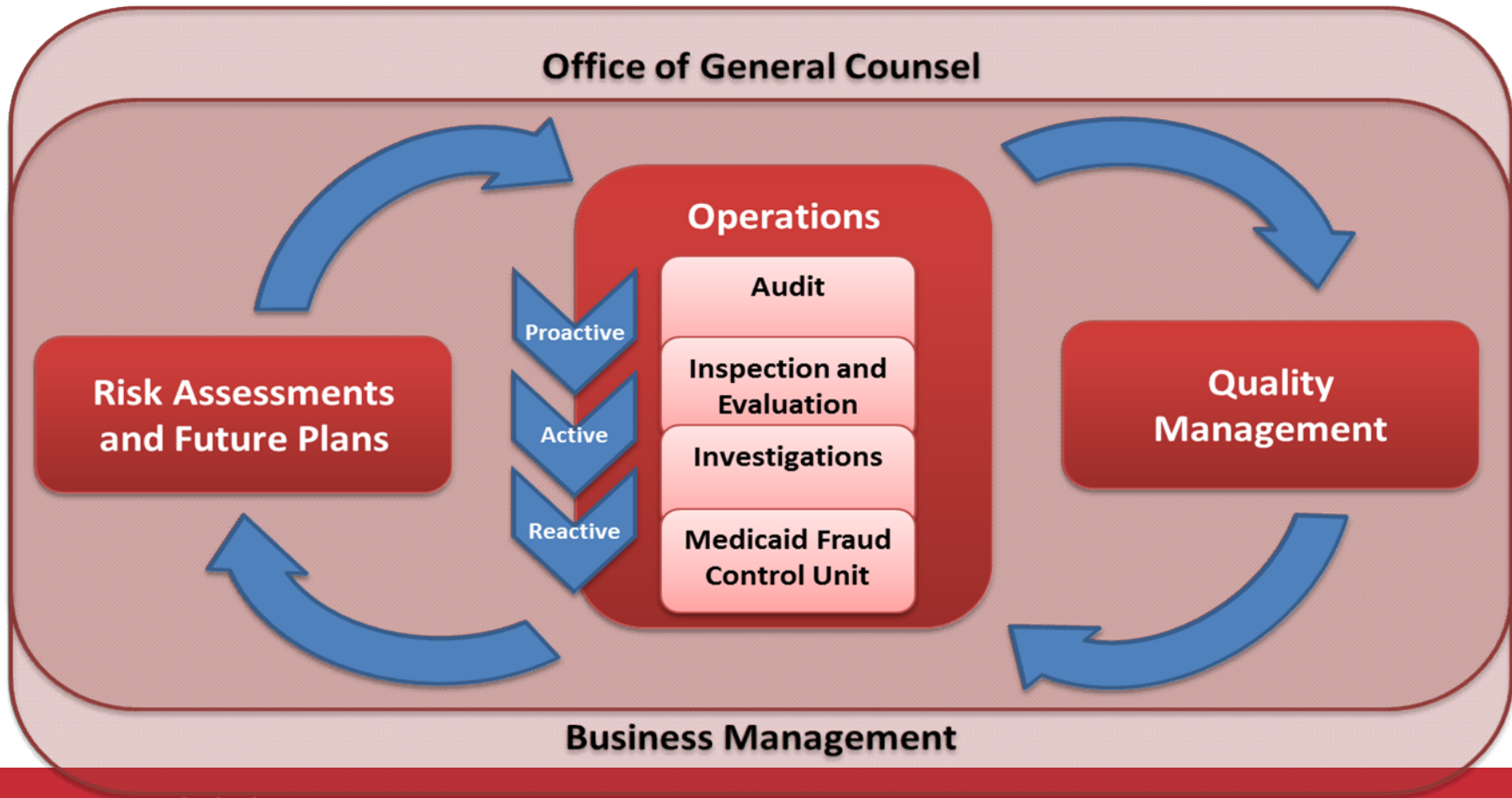
# Enabling Legislation

## DC Code § 1-301.115a (2015)



- Initiating and conducting independent fiscal and management audits, inspections, and investigations of District government operations.
- Serving as the principal liaison between the District government and the US Government Accountability Office.
- Conducting other special audits, assignments, and investigations.
- Annually conducting a performance audit of procurement activities of the District government.
- Forwarding to the appropriate authorities evidence of criminal wrongdoing that is discovered as the result of any audit, inspection, or investigation conducted by the Office.
- Entering into a contract with an outside auditor to perform the Comprehensive Annual Financial Report (CAFR) of the District government for the fiscal year.

# Organizational Approach





# Why You Should Report:

## DPM Chapter 18

- Each employee has a responsibility to the District of Columbia and its citizens to place loyalty to the laws and ethical principles above private gain. To ensure that every citizen can have complete confidence in the integrity of the District government, each employee shall respect and adhere to the principles of ethical conduct set forth in this section, as well as the District of Columbia Employee Ethics Pledge and in supplemental agency regulations and policies.
- Employees shall immediately and directly report credible violations of the District Code of Conduct and violations of this chapter to the District of Columbia Office of Government Ethics, the District of Columbia Office of the Inspector General, or both.

# What Happens After OIG Receives a Complaint

- If you submit an email complaint or written letter, you will receive an acknowledgement letter.
- OIG then does one of the following:
  - Open a preliminary investigation to determine whether the case should be a criminal matter
  - Refer the complaint to another state or federal agency because the OIG lacks jurisdiction to address the complaint;
  - Refer the matter to the appropriate District agency and request a response; or
  - Close out a complaint that does not provide a sufficient basis to initiate and investigation and/or sufficient contact information to follow-up with the complainant to obtain sufficient information to evaluate the complaint.

# Sense Something...

- (202.724-TIPS (8477) or 1-800-521-1639



- Visit our office (717 14th Street NW)



- Send a letter to the OIG



- send an email to [oig@dc.gov](mailto:oig@dc.gov)



- Fill out an online form at:
  - [http://app.dc.gov/apps/about.asp?page=atd&type=dsf&referrer=\[SDSF\\_SERVER\\_NAME\\$\]&agency\\_id=1070](http://app.dc.gov/apps/about.asp?page=atd&type=dsf&referrer=[SDSF_SERVER_NAME$]&agency_id=1070)

DC.gov The District of Columbia

Ask the Inspector General

Thank you for visiting the Office of the Inspector General website. We welcome your comments.

Contact Information Outside U.S.

Prefix First Name Initial Last Name Suffix

Company:

Address: Home Work

City: State Zip

Phone: Home Work

\* Email:

Message

\* Subject: Select Subject

\* Message:

Fields marked with an asterisk (\*) are required.

Submit Message Reset



# Follow us...



@OIGDC



@OIGDC



<https://nextdoor.com/profile/17056188/>

# Office of the State Superintendent of Education





## District Residency and Public School Enrollment

A free District public and public charter school education is provided to students who are bona fide District residents.

The District of Columbia Municipal Regulations (DCMR) (DCMR 5001.5(a)) define a bona fide resident as a person who:

1) Establishes physical presence in the District of Columbia; and 2) Submits valid and proper documentation.

Acceptable documentation is listed below.

### **One Residency-Supporting Document Required**

- Valid paystub
- Current document of DC Government financial assistance
- Certified copy of D40 for most recent tax year
- Current military housing orders
- Embassy letter

### **Two Residency-Supporting Documents Required**

- Current DC Government issued identification
- Current DC motor vehicle registration
- Valid lease of rental agreement with separate proof of payment
- Valid utility bill (electricity, gas or water utility bills only) with separate proof of payment



## Penalties for Residency Fraud

Participation in residency fraud for public education purposes can result in prosecution by the Office of the Attorney General per the below identified DC Code.

### **DC Code § 38-312**

Any person, including any District of Columbia public schools or public charter school official, who knowingly supplies false information to a public official in connection with student residency verification shall be subject to charges of tuition retroactively, and payment of a fine of not more than \$2,000 or imprisonment for not more than 90 days, but not both a fine and imprisonment. The case of a person who knowing supplies false information may be referred by the Office of the State Superintendent of Education to the Office of the Attorney General for consideration for prosecution.



# Who we are?

- The Office of the Chief Technology Officer (**OCTO**) is the central technology organization of the District of Columbia Government.

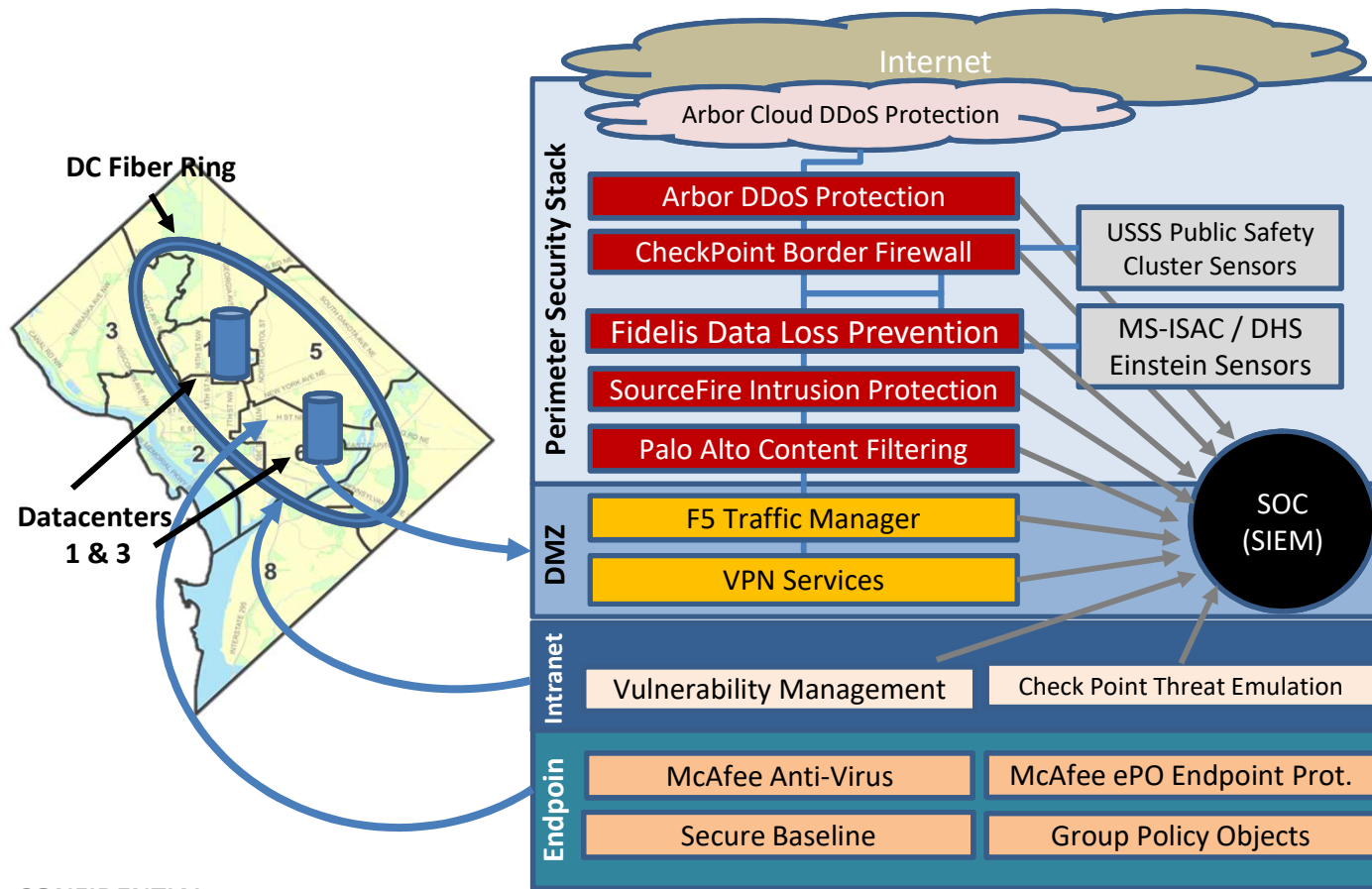


# What we do?

- OCTO develops, implements, and maintains the District's technology infrastructure
- develops and implements major enterprise applications
- establishes and oversees technology policies and standards for the District
- provides technology services and support for District agencies, and develops technology solutions to improve services to businesses, residents and visitors in all areas of District government.



# Cyber Security Core Infrastructure



CONFIDENTIAL

# OCTO HQ & DC-NET



**200 I St SE Washington, DC 20003**



**655 15th St NW Washington, DC  
20005**

# Employee Relations

DCHR's ER team provides educational outreach to both agency officials and employees on a wide range of ER topics, and supports agency officials and employees by providing the following supports:



# People Policies

DCHR develops regulations and procedures that govern the employee lifecycle.



## DPM Policies

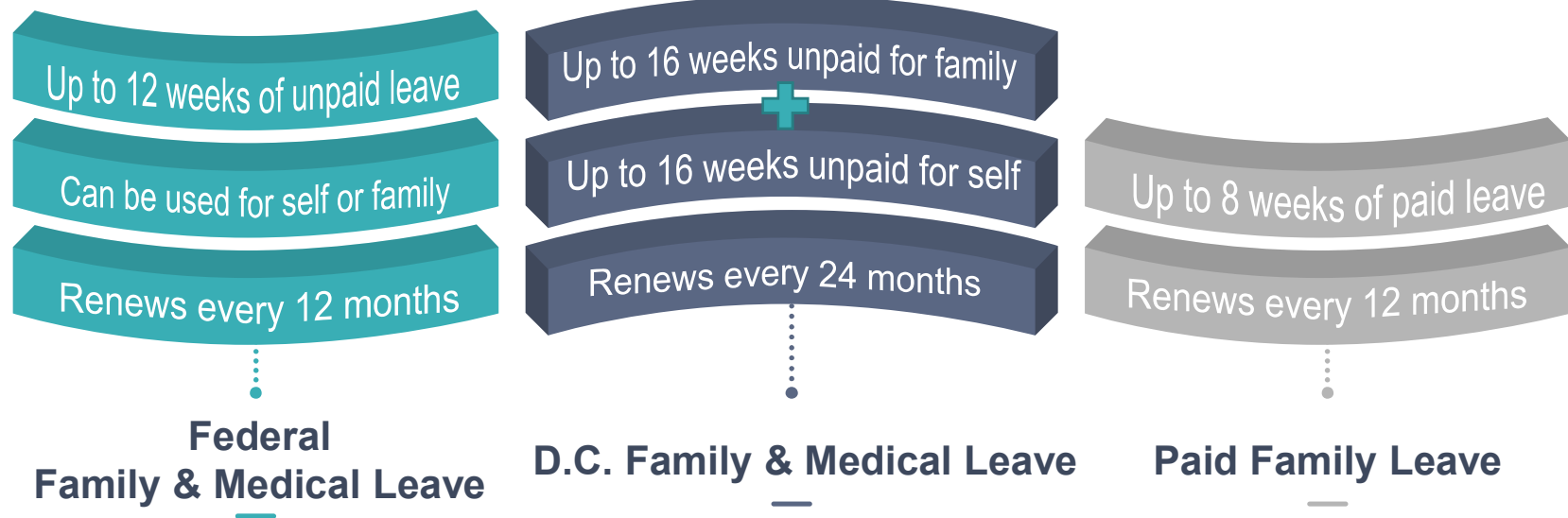
The DPM contains all of the regulations and procedures that pertain to your employment. It can be accessed anytime by visiting [DCHR.DC.GOV](http://DCHR.DC.GOV)

## CBA

If you belong to a union, there may be specific policies that relate to your employment that deviates from what is in the DPM. Consult with your union rep or HR Advisor for more info.

# Extended Leave Benefits

When you require time to attend to a personal or family medical related issue, you may be eligible for extended leave.



Contact your agency's **FMLA Coordinator** for additional information.

# Office of Risk Management (ORM) New Employee Orientation

Jed Ross

*Chief Risk Officer*

441 4th Street, NW, Suite 800S, Washington, DC 20001  
Phone: 202-727-8600; Website: <https://orm.dc.gov/>



# Office of Risk Management

The mission of the Office of Risk Management is to reduce the probability, occurrence and cost of risk to the District of Columbia government through the provision of risk identification and insurance analysis and support to District agencies.

The Office of Risk Management provides risk management direction, guidance and support to District government agencies through the following divisions:

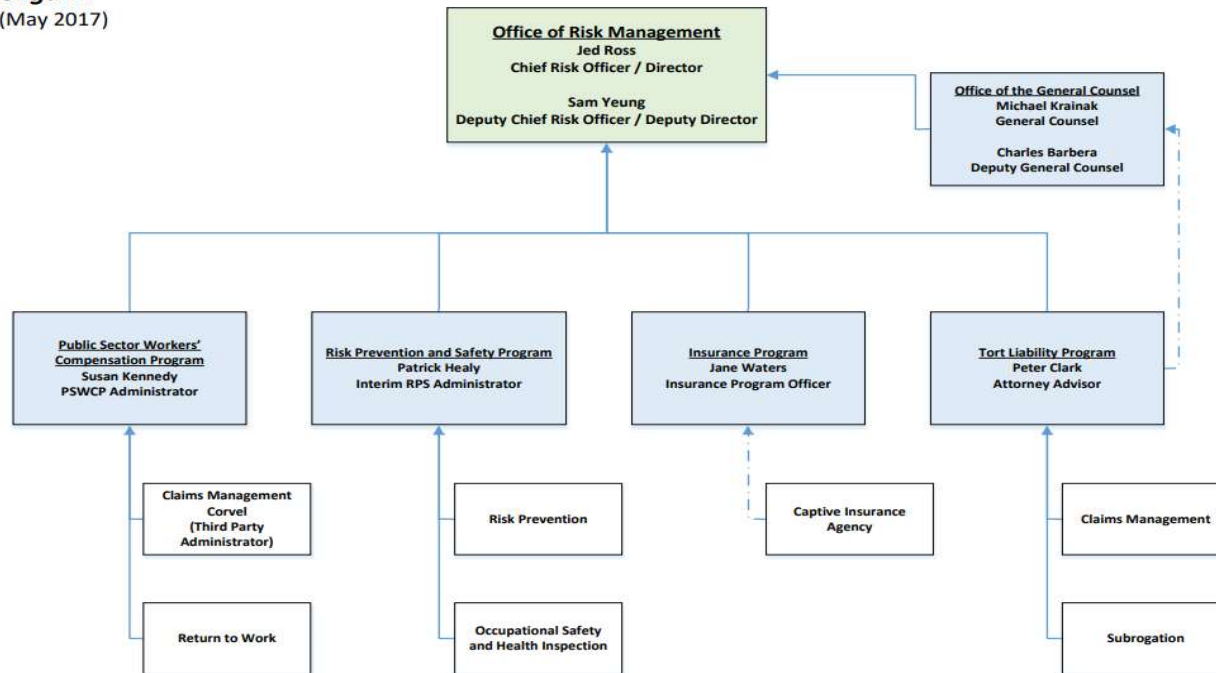
- [Insurance Program](#)
- [Public Sector Workers' Compensation Program](#)
- [Risk Prevention and Safety Program](#)
- [Tort Liability Program](#)



**Organiz**  
(May 2017)

## OFFICE OF RISK MANAGEMENT

441 Fourth Street, NW, Suite 800S  
Washington, DC 30001  
(202) 727-8600



# ORM Primary Programs and Services

Insurance	Public Sector Worker's Compensation	Risk Prevention and Safety	Tort Liability
Procure Insurance	Claims Management	Safety Inspections	Un-liquidated Damages Claims Management
Manage Self-Insurance Request	Indemnity Calculation and Payments	Risk Assessment and Agency Complaints	Investigations
Review Insurance Requirements for Contractors and Vendors	Medical Payments	Coordination of District Agency Risk Managers	Case Defense
	Investigations	Emergency Response Plans	Case Settlement
	Agency Reporting Analysis	Vehicle Accountability Policy	Subrogation
	Program Orientations	How's My Driving	Trend Analysis

# Center for Learning and Development (CLD)

<https://youtu.be/xGjHQjHXgvc>

Navigating Peoplesoft

<https://dchr.dc.gov/page/navigating-peoplesoft>