

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

This instruction should be filed
behind the divider for Part III of
DPM Chapter(s) 8 & 38

DPM Instruction No. 8-66 & 38-22

SUBJECT: Requirements for Processing Temporary
Appointments Pending the Establishment
of a Register (TAPER); and Non-Competitive
Term Appointments in the Career Service

Date: February 26, 2009

NOTE: This District Personnel Manual (DPM) instruction supersedes DPM Instruction No. 8-62 & 38-19, *Requirements for Processing Temporary Appointments Pending the Establishment of a Register (TAPER); and Non-Competitive Term Appointments in the Career Service*, dated September 19, 2008, to clarify the approval process for TAPERs; and make revisions to *D.C. Standard Form (DCSF) 1249B, TAPER Clearance Form*.

1. PURPOSE

The purpose of this DPM instruction is to provide information to subordinate agencies delegated recruitment and selection personnel authority via *Mayor's Order 2008-81, Joint Delegation of Personnel Authority*, dated June 5, 2008, on the requirements for the processing of *Temporary Appointments Pending Establishment of a Register (TAPER)* in the Career Service and Management Supervisory Service (MSS); and *non-competitive Term appointments* in the Career Service.

2. DELEGATION OF RECRUITMENT AND SELECTION PERSONNEL AUTHORITY

Pursuant to Mayor's Order 2008-81 (Order), the Director, D.C. Department of Human Resources (DCHR), and the heads of the 23 subordinate agencies listed in the Order, were jointly delegated the authority vested in the Mayor to function as personnel authority in the area of recruitment and selection for all Career, Legal, and Management Supervisory Services positions.

3. DEFINITIONS

Continuing Position – a permanent **CAREER SERVICE** position; or a **MSS** position without time limitation.

Hiring Official – the individual responsible for making a particular selection.

NOTE: DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9700

Distribution: Heads of Departments and Agencies, HR Advisors and DPM Subscribers

Retain Until Superseded

<i>Initial Appointment</i> – the first (1 st) appointment, regardless of type, as a District government employee.
<i>Open Competition</i> – competition for recruitment of a position open to the general public.
<i>Qualifications Analysis</i> – evaluation conducted to determine whether an applicant meet the eligibility requirements for a position.
<i>Temporary Appointment Pending Establishment of a Register (TAPER)</i> – a time-limited appointment to a continuing position in the Career Service or MSS approved by the DCHR and established when: (a) There are insufficient eligibles on an appropriate register or in the absence of a list of eligibles; and (b) The public interest requires that the vacancy be filled before eligibles can be certified.
<i>Term Appointment</i> – an appointment in the <u>CAREER SERVICE</u> with a specific time limitation in excess of one (1) year, but not exceeding four (4) years, unless extended upon approval of the DCHR, or as otherwise provided by statute.

4. PROVISIONS

a. TAPER

- (1) *TAPERs* are limited to initial appointments.
- (2) A person being considered for a *TAPER* must meet the qualifications requirements for the position.
- (3) Before requesting authorization from the DCHR to process a *TAPER*, the Human Resources (HR) Advisor (or designee) in a subordinate agency delegated recruitment and personnel authority must verify (confirm) that the hiring official has been actively recruiting for the position, and that there are insufficient candidates. If these criteria are not met, the *TAPER* cannot be authorized by the DCHR nor processed by the hiring agency.
- (4) After the hiring agency makes the initial determination to request authorization from the DCHR to fill a position via a *TAPER*, the hiring official, HR Advisor, or other appropriate official must complete *D.C. Standard Form (DCSF) 1249B, TAPER Clearance Form* (copy attached). The form, along with the supporting documentation (i.e. written justification, D.C. 2000 Employment, and verification documentation), is to be submitted to the DCHR for approval.
- (5) Agencies shall refrain from making an offer of appointment to the person being considered for the *TAPER*, and from bringing the person on board, before the DCHR authorizes the request for *TAPER*.

- (6) The signed (approved) original *DCSF 1249B* is to be filed in the case file; and a copy placed in the official personnel folder (OPF) of the *TAPER* appointee.

- (7) Qualifications Analysis

A qualifications analysis must be conducted for each *TAPER* processed. *DCSF 1210A, Applicant Qualifications Rating Record* (copy attached) must be completed for that purpose.

- b. *Non-Competitive Term Appointments*

- (1) In accordance with section 823.4 of Chapter 8 of the D.C. personnel regulations, *non-competitive Career Service term appointments* may be made at grade levels CS-12 and below.
- (2) A person being considered for a *non-competitive Term appointment* must meet the qualifications requirements for the position.
- (3) As appropriate, the DCHR and HR staff person in the subordinate agency delegated recruitment and selection personnel authority who has been assigned to process a *non-competitive Term appointment* must conduct a qualifications analysis and complete a *DCSF 1210A* to document the qualifications analysis for each candidate being considered.

5. **TAPER/NON-COMPETITIVE TERM APPOINTMENT CASE FILES**

- a. As appropriate, DCHR staff and appropriate staff within the subordinate agency delegated recruitment and selection personnel authority must create a *case file** for each *TAPER* and *non-competitive Term appointments* processed. *DCSF 1249A, TAPER/Non-Competitive Term Appointment Case File Checklist* (copy attached) must be used to create the *case file*.
- b. The *case file* is to be maintained in a secured location. **To eliminate paper, case files may be maintained electronically.**

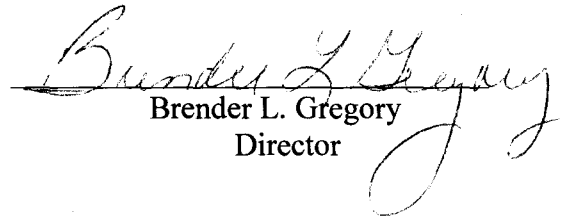
***Note:** The *TAPER/Non-Competitive Term Appointment Case File* is the equivalent of the *Merit Staffing Case File* or “MSCF” that is created and maintained for competitive recruitment actions.

6. **MAINTAINING INFORMATION ON *TAPERs* AND NON-COMPETITIVE TERM APPOINTMENTS**

- a. The DCHR and subordinate agencies with recruitment and selection personnel authority shall be responsible for developing a ***tracking database*** or other similar devices to track and maintain information on *TAPERs* and *non-competitive Term appointments*, including the tracking of information on any extension(s) to such appointments.

b. Information that must be tracked includes:

- Position title, series, and grade of the position;
- Name of candidate for the position;
- The effective date of action;
- NTE date of the appointment;
- Any extension(s) to *TAPERs* and *non-competitive Term appointments*; and
- Final disposition (i.e., if the *TAPER* appointee was converted to a continuing position, etc.).


Brender L. Gregory
Director

Attachments:

- *Q & A – General Guidelines for TAPER*
- *DCSF 1249B, TAPER Clearance Form (Rev. 2/09)*
- *DCSF 1249A, Non-Competitive Appointment Recruitment Case File Checklist (Rev. 2/09)*
- *DCSF 1210A, Applicant Qualifications Rating Records (Rev. 9/08)*

**Q & A – GENERAL GUIDELINES FOR
TEMPORARY APPOINTMENTS PENDING ESTABLISHMENT OF A REGISTER (“TAPER”)**

<p>WHAT IS A TAPER?</p>	<p>A <i>TAPER</i> is a temporary time-limited appointment to a <i>continuing position</i> <u>authorized by the D.C. Department of Human Resources (DCHR)</u>, and established <u>when</u>:</p> <ul style="list-style-type: none"> • There are insufficient eligibles on an appropriate register or in the absence of a list of eligibles; <u>and</u> • The <u>public interest</u> requires that the vacancy be filled before eligibles can be certified. <p>PRIOR to attempting to fill a position via a <i>TAPER</i>, a continuing position <u>must</u> have been advertised, and the recruitment effort must have “produced” insufficient eligibles or no eligibles.</p>
<p>WHAT IS A LIST OF ELIGIBLES?</p>	<p>A “<i>list of eligibles</i>” is the list of applicants eligible for a position, compiled in order of relative standing for certification.</p>
<p>WHAT IS A CONTINUING POSITION?</p>	<p>A <i>continuing position</i> is either:</p> <ul style="list-style-type: none"> • A permanent Career Service position; or • A Management Supervisory Service (MSS) position without time-limitation.
<p>WHAT STEPS MUST AGENCIES FOLLOW FOR A TAPER?</p>	<ul style="list-style-type: none"> • After consulting with HR staff within the agency to ensure that all pertinent criteria has been met; and deciding to request authorization for a <i>TAPER</i>, the hiring official must: <ol style="list-style-type: none"> (1) complete <u>Part I</u> of <i>DCSF-1249B, Temporary Appointment Pending Establishment of Register (TAPER) Clearance Form</i>; (2) provide <u>written justification</u>; (3) provide the D.C. 2000 Employment Application for the <i>TAPER</i> candidate; (4) provide verification documentation (salary, references, and degree) and a classified position description; and (5) forward the form and supporting documentation to the agency HR Advisor, who in turn will complete <u>Part II</u> of <i>DCSF-1249B</i> and submit it to the DCHR for approval. • The <u>written justification</u> must include all of the following: <ol style="list-style-type: none"> (1) A statement detailing the recruitment efforts or special outreach undertaken in trying to fill the position, and the date on which recruitment efforts to fill the position began; and (2) A statement explaining the special need or public interest that requires the position to be filled on an immediate basis.

(OVER)

<p>MUST A QUALIFICATIONS ANALYSIS BE CONDUCTED FOR A TAPER?</p>	<p><u>Yes</u>, a person being considered for a <i>TAPER</i> <u>must</u> meet the qualifications requirements for the position, as determined by appropriate staff within the DCHR.</p> <p><i>DCSF 1210A, Applicant Qualifications Rating Record</i>, must be completed for the qualifications analysis.</p>
<p>WHAT IS THE DURATION OF A TAPER?</p> <p>CAN A TAPER BE EXTENDED?</p>	<p>A <i>TAPER</i>:</p> <ul style="list-style-type: none"> • <u>Shall not</u> exceed ninety (90) days; and • <u>Shall not</u> be extended more than one (1) time for a period of up to ninety (90) days, and ONLY IF the DCHR determines that a list of eligibles cannot be created. <p>The TAPER must be TERMINATED as soon as a list of eligibles for the <i>continuing position</i> can be established and a selection is made by OPEN COMPETITION.</p>
<p>WHAT DOES THE TERM OPEN COMPETITION MEAN?</p>	<p>The term “open competition” means recruitment achieved thru competition <u>open to the general public</u>.</p>
<p>ARE THERE ANY CIRCUMSTANCES UNDER WHICH A PERSON HIRED IN A TAPER MAY BE CONVERTED TO THE CONTINUING POSITION?</p>	<p>A person hired in a <i>TAPER</i> may be <u>converted</u> to a <i>continuing position</i> only if he or she:</p> <ul style="list-style-type: none"> • Is otherwise eligible for such a conversion under the provisions of Chapter 8 of the regulations, Career Service; or • Is selected as a result of <i>open competition</i>.
<p>DOES THE PERSON HIRED IN A TAPER HAVE ANY JOB PROTECTION RIGHTS?</p>	<ul style="list-style-type: none"> • <u>Career Service</u> – A person hired in a <i>TAPER</i> in the Career Service <u>shall not</u> have any job protection rights under Chapter 16 (General Discipline and Grievances) and Chapter 24 (Reductions-In-Force) of the D.C. personnel regulations. The person will receive rights and benefits in accordance with section 824 (<i>Temporary Employment</i>) of Chapter 8 of the D.C. personnel regulations, Career Service. • <u>MSS</u> – MSS employment is at-will employment. Thus, a person hired in a <i>TAPER</i> in the MSS shall not have any job protection rights.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

Temporary Appointment Pending Establishment of Register (TAPER) Clearance Form

Part I – GENERAL INFORMATION

Part I of this form is completed by the hiring official; Part II is completed by the agency HR Advisor/Specialist, or DCHR HR Specialist handling the *TAPER*, as applicable. Initial *TAPERs* and *TAPER* extension(s) must be cleared and approved by the **D.C. Department of Human Resources (DCHR)** prior to processing.

1. Department (Agency)/Date Received by the DCHR:

Agency Name _____

Date _____

2. Position Title, Series, and Grade of Position Being Filled:

2A. Salary Proposed by Employing Agency: _____

3. Name of Candidate: _____
Last First MI

3A. Candidate's Current Position Title and Salary: _____

4. SERVICE: ☐ **CAREER** ☐ **MANAGEMENT SUPERVISORY SERVICE**

5. Type of *TAPER*:

- ☐ Initial *TAPER*: NTE ____ Days (Up to 90 days)
- ☐ *TAPER* Extension: NTE ____ Days (Up to 90 days).
[Specify the number of extensions processed: ____]
(If total days of extension exceed 90, return to agency without action).

6. Indicate any Recruitment Action Taken Prior to this Request (Recruitment must be for a Non-Temporary Position):

- ☐ Advertisement or other recruitment efforts
- ☐ No advertisement or other recruitment efforts (If checked, request will be returned to agency without action)

7. Provide brief description of the recruitment efforts that have taken place on the continuing position (attach written justification and supporting documentation):

Part II – HR SPECIALIST RECOMMENDATION

I recommend that the following action be taken regarding the attached proposed *TAPER*:

☐ Approve ☐ Disapprove* [*State reason: _____.]

Pertinent information verified by:

Typed or Printed Name _____

Signature _____

Position Title _____

Date _____

Part III – DCHR SUPERVISORY CERTIFICATION

☐ Approve ☐ Disapprove* [*State reason: _____.]

Pertinent information verified by:

Signature of HR Supervisor _____

Date _____

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TAPER/Non-Competitive Term Appointment Case File Checklist

Name of Candidate: _____ **Department/Agency:** _____

Position Title, Series, Grade and Step, and Salary: _____

Type of Appointment: ☐ **TAPER** ☐ **Non-Competitive Term Appointment**

ITEMS	IN Case File	NOT IN Case File*
1. COPY OF THE PERSONNEL ACTION REQUEST (PAR)		
2. REQUEST FOR PROCESSING COMPETITIVE & NON-COMPETITIVE APPOINTMENT FORM		
3. D.C. 2000 EMPLOYMENT APPLICATION AND OTHER APPLICATION MATERIAL RECEIVED FROM CANDIDATE (AS APPROPRIATE)		
4. TAPER CLEARANCE FORM (DCSF 1249B)		
5. POSITION DESCRIPTION		
6. QUALIFICATION STANDARDS		
7. APPLICANT QUALIFICATION RATING RECORD (DCSF-1210A)		
8. REQUEST FOR SUPERIOR QUALIFICATIONS APPOINTMENT (DCSF 11B-01) AND SUPPORTING DOCUMENTATION (Copy)		
9. AGENCY REQUEST FOR AUTHORIZATION OF HIRING BONUS (DCSF 11B-3) AND SUPPORTING DOCUMENTATION (Copy)		
10. AGENCY REQUEST FOR AUTHORIZATION OF ADDITIONAL INCOME ALLOWANCE AND SUPPORTING DOCUMENTATION (COPY)		
11. ALL OTHER WRITTEN MATERIAL RELATED TO THE CASE, SUCH AS REASON FOR REQUESTING ADDITIONAL CERTIFICATION		
12. COPY OF APPOINTEE'S FORM 50		

I certify by my signature, that all the required documentation concerning this case file has been properly executed and filed.

Signature of HR Representative

Date

Signature of HR Reviewing Official

Date

*If this column is checked, use the reverse side to explain the reasons for the missing material.

(OVER)

REASON(S) FOR THE MISSING MATERIAL (Specify Item No.)

Item No.: _____

Item No.: _____

Item No.: _____

D.C. Department of Human Resources

**APPLICANT QUALIFICATIONS RATING RECORD
(Competitive & Non-Competitive Recruitment)**

A. Agency: _____ **Reference Number:** _____

Position Title/Series/Grade: _____

Applicant's Name: _____

Current/Previous Position Title, Series and Grade: _____

B. Position Qualification Requirements:

Qualification Standard Used: _____

Number of Years of Experience Required: Specialized _____ General _____ Total _____

Selective Placement Factor (If applicable): _____

C. Qualifying Experience (list qualifying experience only): Use a separate sheet for additional experience.

Dates		Position Title/Series/Grade and Type of Experience	General		Specialized	
From	To		Yrs	Mos	Yrs	Mos
TOTALS:						

D. Education: (Include college/university, degree, date, major subject areas.)

E. List any training and/or awards relevant to the position: (Include date and type of award)

F. Qualification Decision:

☐ QUALIFIED ☐ NOT QUALIFIED

Remarks: _____

Signature of HR Specialist: _____

Date: _____

