

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

This instruction may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "District Personnel Manual" link; and the "Issuances" link for **Chapter(s): 14**

**District Personnel Manual Issuance System**

**E-DPM Instruction No. 14-22**

**SUBJECT:** Establishment of Agency Processes for the Review of Certain Performance Ratings under Chapter 14, Performance Management, of Title 6B of the District of Columbia Municipal Regulations

**Date:** March 4, 2010

---

**NOTE:** This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 14-18, *Request for Review of Performance Rating to the D.C. Performance Rating Impartial Review Committee*, dated April 5, 2007; and DPM Instruction No. 14-19, *Performance Evaluation Rating Review Process for Employees Covered Under the Performance Management Program (PMP)*, dated December 13, 2007.

---

**1. Purpose**

The purpose of this E-DPM instruction is to remind subordinate agencies covered by Chapter 14, Performance Management, of Title 6B of the District of Columbia Municipal Regulations (DCMR) of the requirement to establish an internal Reconsideration and Resolution Committees (RRC) for the review of certain performance ratings; and other considerations regarding review of performance ratings.

**2. Applicability – Performance Management System**

a. In accordance with section 1415 of Chapter 14 of the regulations, the following employees are covered by the new performance rating review process:

- (1) Employees in the Career Service, including uniformed members of the Fire and Emergency Medical Services Department (FEMSD) in the positions of Deputy Fire Chief, Battalion Fire Chief, Assistant Fire Chief (Operations), and Assistant Fire Chief;
- (2) Employees in the Excepted Service; and

---

**Note:** *E-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.*

**Inquiries:** DCHR Performance Management Unit, CCA (202) 442-9700

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

**Retain Until Superseded**

(3) Employees in the Management Supervisory Service

b. Exclusions

The following employees are **excluded** from the provisions outlined in this E-DPM instruction):

- (1) Employees in the Legal Service appointed as supervisory attorneys in the Office of the Attorney General for the District of Columbia, non-supervisory attorneys who report directly to either the Attorney General for the District of Columbia or the Principal Deputy Attorney General, subordinate agency General Counsel, and other subordinate agency supervisory attorneys in the Legal Service.
- (2) Uniformed members of the MPD at the ranks of Lieutenant, Captain, Inspector, Commander, Assistant Chief Officer, Master Patrol Officer, Detective, Investigator, and Sergeant;
- (3) Unionized employees in the Legal Service; and
- (4) Career Service probationary employees.

**4. New Performance Rating Review Process**

The new agency review processes for performance ratings are as follows:

- a. Each agency is to establish a RRC, tasked with the review of overall performance ratings of “*Inadequate Performer*” (Level 1) and “*Marginal Performer*” (Level 2) (upon employee request); and
- b. Each agency is tasked with conducting paper reviews of performance ratings of “*Valued Performer*” (Level 3) and “*Highly Effective Performer*” (Level 4) (upon employee request).

**5. Responsibilities**

a. Agencies

Agencies are required to:

- (1) Advise all employees of the establishment of the agency RRC, and that oversight of the committee will be handled at the agency level;
- (2) Designate an RRC Coordinator to oversee the overall review process concerning employees’ requests for performance rating reviews; and
- (3) Appoint employees from within their respective agency to serve as RRC panel members.

b. Reconsideration and Resolution Committee Coordinator

The RRC Coordinator is required to:

- (1) Receive and maintain all documentation submitted by an employee and his or her supervisor or other agency official pertaining to a performance rating review request;
- (2) Schedule the performance rating review hearing(s) or paper review, as applicable, once an employee's request is forwarded to the RRC for review and disposition;
- (3) Identify agency employees to serve on scheduled RRC panels; and
- (4) Disseminate the final decision rendered by a RRC panel following the completion of a performance review hearing or a paper review. The final decision is to be forwarded to the employee who submitted the request for performance review (or his or her representative); the employee's supervisor; and the individuals who served as panel members on the employee's hearing.

c. Reconsideration and Resolution Committee/Panel Members

RRC panel members are required to:

- (1) Serve on scheduled panels<sup>1</sup> (on a rotating basis) and review performance rating review requests submitted by agency employees.
- (2) Render final decisions concerning employees' performance rating review requests.

d. Employees

An employee who wishes to have his or her performance rating reviewed by the RRC is required to submit a completed Performance Rating Request for Review form to the agency RRC Coordinator (or designee) within ten (10) calendar days<sup>2</sup> of participating in the performance rating year-end discussion with his or her supervisor.

*Note:* Supporting documentation may be included as an attachment to the Performance Rating Request for Review form.

e. D.C. Department of Human Resources

---

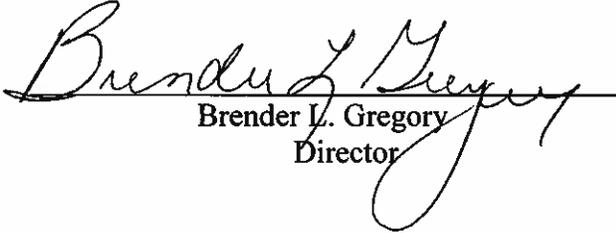
<sup>1</sup> In order for an RRC panel to reach a quorum, the panel must be comprised of no fewer than three (3) employees.

<sup>2</sup> Refer to E-DPM Bulletin No. 4-39 & 14-29, Granting of a Variation to Section 1415.4 of Chapter 14, Performance Management, of Title 6B of the District of Columbia Municipal Regulations, dated March 2, 2010.

Because subordinate agencies have oversight responsibility for the RRC, the role of the DCHR regarding the performance rating review process will be **strictly advisory**.

**6. Additional Guidance**

Additional information on the performance rating review process in *e-Performance* can be accessed on the Department of Human Resources' website under the "*District Personnel Manual*" and "*Performance Management*" links.



Brender L. Gregory  
Director