

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

**District Personnel Manual Issuance System**

**E-DPM Instruction No. 16-08**

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 DPM Chapter(s) 16

**SUBJECT:** Guidelines for the Delegation of Authority to Take Disciplinary Action and Place Employees on Enforced Leave

**Date:** July 10, 2009

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**NOTE:** This Electronic-District Personnel Manual (E-DPM) instruction supersedes DPM Instruction No. 16-7, *Guidelines for the Delegation of Authority and Administrative Review of Removals – General Discipline*, dated August 9, 2000.

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**1. Purpose**

The purpose of this E-DPM instruction is to provide guidelines for the delegation of authority to take disciplinary action and place employees on enforced leave, including a sample *Request for Authorization to Initiate Disciplinary Action* (see Attachment).

**2. Authority**

- D.C. Official Code § 1-616.51 *et seq.*;
- Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances; and
- Mayor's Order 2008-92, *Delegations and Sub-Delegations of Authority – Director of the D.C. Department of Human Resources and Agency Heads and Rescission of Mayor's Order 2000-83*, dated June 26, 2009.

**3. General Guidelines on the Authorization to Initiate Disciplinary Actions**

- a. Section 1603.1 of Chapter 16 of the regulations provides that "no corrective or adverse action may be initiated ... unless the action is first authorized by a manager or supervisor who the Mayor or an agency head may remove from his or her position at-will." This means that:
  - (1) The authorization required in above-cited section 1603.1 shall be obtained before an advance written notice or notice of summary action, as appropriate, is issued to

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*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.*

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

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an employee. That is, the proposing official must wait until after the authorization to initiate the action is obtained from the appropriate at-will employee before issuing the advance written notice or notice of summary action to the employee.

(2) Whether or not the proposing official serves at-will him or herself, authorization to initiate the disciplinary action shall be obtained before an advance written notice is issued. That is:

- (a) A proposing official who does not serve at-will (i.e., a Career Service supervisor) must submit his or her request for authorization to initiate the disciplinary action to the appropriate Management Supervisory Service (MSS) or Excepted Service employee within the agency; or to the subordinate agency head (Executive Service employee).<sup>1</sup>
- (b) A proposing official in an at-will position (other than the agency head) must submit his or her request for authorization to initiate disciplinary action to another at-will agency employee occupying a position at a higher grade level (or other at-will employee, regardless of grade level, if so specified by appropriate agency officials).

b. Agencies should establish internal protocols<sup>2</sup> for the authorization of disciplinary actions; and communicate such protocols to all agency managers and supervisors.

**4. Recommended Delegations of Authority**

**For Employees at Grade Levels 13 and below or Equivalent against whom Disciplinary Action is being Proposed; or who are being placed on Enforced Leave:**

<b>TYPE OF ACTION</b>	<b>PROPOSING OFFICIAL</b>	<b>DECIDING OFFICIAL</b>
<b>Official reprimands; suspensions of less than 10 days (other than summary suspensions)</b>	<b>1<sup>st</sup> level supervisor</b>	<b>No lower than 2<sup>nd</sup> level supervisor</b>
<b>Summary suspensions; suspensions of 10 days or more; reductions in grade; removals or summary removals</b>	<b>1<sup>st</sup> level supervisor</b>	<b>No lower than 3<sup>rd</sup> level supervisor</b>
<b>Placement on enforced leave</b>	<b>1<sup>st</sup> level supervisor</b>	<b>No lower than 3<sup>rd</sup> level supervisor who serves at-will</b>

<sup>1</sup> MSS, Excepted Service, and Executive Service employees serve at-will.

<sup>2</sup> For instance, an internal protocol may establish a process under which all requests are submitted to a specific "unit" (component) within the agency (i.e., the Human Resources Unit); or to a specific at-will employee.

**For Employees at Grade Levels 14 and above or Equivalent against whom  
Disciplinary Action is being Proposed; or who are being placed on Enforced Leave:**

TYPE OF ACTION	PROPOSING OFFICIAL	DECIDING OFFICIAL
All corrective actions and adverse actions	1 <sup>st</sup> level supervisor	Agency head (or *designee)
Placement on enforced leave	1 <sup>st</sup> level supervisor	Agency head (or *designee who serves at-will)

\*Designated in writing.



Brenden L. Gregory  
Director

Attachment:

- Sample *Request for Authorization to Initiate Disciplinary Action*

# REQUEST FOR AUTHORIZATION TO INITIATE DISCIPLINARY ACTION

## REQUEST:

In accordance with the requirement in section 1603.1 of Chapter 16 of the D.C. personnel regulations, General Discipline and Grievances, I hereby request authorization to initiate disciplinary action against agency employee \_\_\_\_\_.  
[Name of Employee]

Type of Disciplinary Action Proposed: \_\_\_\_\_

Proposing Official: \_\_\_\_\_  
[Name - Print] [Position Title - Print]

Type of Service (Proposing Official):  Career Service  MSS  Excepted Service

Signature of Proposing Official \_\_\_\_\_ Date \_\_\_\_\_

## AUTHORIZATION:

I hereby **APPROVE** the request to initiate disciplinary action against the above-named employee

The request to initiate disciplinary action against the above-named employee is **DENIED**  
[Briefly state reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.]

Authorizing Official: \_\_\_\_\_  
[Name - Print] [Position Title - Print]

Type of Service (Authorizing Official):  MSS  Excepted Service  Executive Service

Signature of Authorizing Official \_\_\_\_\_ Date \_\_\_\_\_