

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

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District Personnel Manual Issuance System

E-DPM Instruction No. 4-21 & 16-11

SUBJECT: Information on the Advisory Services Provided by the D.C. Department of Human Resources in the Area of Employee Relations (ER) – **REVISED**

Date: September 13, 2012

NOTE: This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 4-20 & 16-10, dated March 9, 2012.

I. Purpose

The purpose of this E-DPM instruction is to inform subordinate agencies of changes to the names of individuals who will be responsible for providing advisory service in the area of employee relations. In addition, this instruction specifically explains the Department of Human Resources' advisory role with respect to this matter; and informs subordinate agencies of the recently established email address dedicated to policy-related concerns or issues.

II. General Provisions

- a. Mayor's Order 2008-92, *Delegation 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, 2008, authorizes each subordinate agency head (or his or her designee) to take corrective or adverse action against employees¹; place of employees on enforced leave²; and provide an administrative review or direct a hearing officer to conduct an adversary hearing.³
- b. Due to subordinate agency heads delegated authority for disciplinary actions and enforced leave as described above, the role of the DCHR regarding these matters (typically referred to as "employee relations" (ER)) is **strictly advisory**.

III. Employee Relations Advice and Assistance

The D.C. Department of Human Resources, Policy Office, will provide advisement on all

¹ Pursuant to D.C. Official Code §§ 1-604.06 and 1-606.04

² Pursuant to D.C. Official Code § 1-616.54

³ Pursuant to D.C. Official Code § 1-604.04 (d)

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 employee under their respective jurisdictions.

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

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

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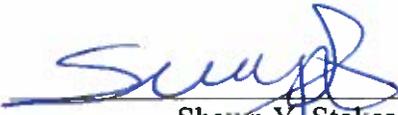
Employee Relations (ER) matters, specifically:

- (a) Adoption/interpretation of applicable/relative legislative provisions regarding corrective or adverse actions and their appropriate penalties.
- (b) Upon request, the review of ER documents such as draft letters/notices of admonition, corrective or adverse action; and
- (c) Policy affairs related to the use of progressive discipline, administrative grievances, and/or dispute resolution (non-labor).

Please email all ER requests for information or advisement to dchr.policy@dc.gov. All escalated matters or requests for information and advisement may be sent to Gregory Evans, Esq., Deputy General Counsel, DCHR at gregory.evans4@dc.gov, or Eboni Gatewood-Crenshaw, Supervisory Human Resources Specialist (Policy), at eboni.gatewood-crenshaw@dc.gov.

IV. **Effective Date**

This E-DPM instruction is effective immediately.



Shawn Y. Stokes
Director