

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

## **District Personnel Manual Issuance System**

**E-DPM Instruction No. 4-22 & 16-12**

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) **4 & 16**

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

**Date:** March 25, 2013

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**NOTE:** This Electronic-District Personnel Manual (E-DPM) instruction supersedes E-DPM Instruction No. 4-21 & 16-11, dated September 13, 2012.

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### **1. Purpose**

The purpose of this E-DPM instruction is to inform subordinate agencies of changes to the name(s) of individual(s) who will be responsible for providing advisory service in the area of employee relations. In addition, this instruction reiterates the Department of Human Resources' advisory role with respect to this matter.

### **2. 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 employees<sup>1</sup>; place of employees on enforced leave<sup>2</sup>; and provide an administrative review or direct a hearing officer to conduct an adversary hearing.<sup>3</sup>
- 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**.

### **3. Employee Relations Advice and Assistance**

The D.C. Department of Human Resources, Policy and Compliance Administration, will provide advisement on all Employee Relations (ER) matters, specifically:

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<sup>1</sup> Pursuant to D.C. Official Code §§ 1-604.06 and 1-606.04

<sup>2</sup> Pursuant to D.C. Official Code § 1-616.54

<sup>3</sup> Pursuant to D.C. Official Code § 1-604.04 (d)

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**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:** Policy, Office of the Director, DCHR (202) 442-9700

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

**Retain Until Superseded**

- (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](mailto:dchr.policy@dc.gov). All escalated matters or requests for information and advisement may be sent to Eboni Gatewood-Crenshaw, Associate Director, Policy and Compliance Administration, at [eboni.gatewood-crenshaw@dc.gov](mailto:eboni.gatewood-crenshaw@dc.gov).

4. **Effective Date**

This E-DPM instruction is effective immediately.



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Shawn Y. Stokes  
Director