

District Leadership Program



District Personnel Instruction No. 8-75

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Overview

The District Leadership Program (DLP) is a paid internship program that provides undergraduate and graduate students training, leadership development, and on-the-job experience across various functional areas to include Human Resources, Finance and Budgeting, Information Technology, Legal, Contracting and Procurement, Education, and Legislative Affairs. This instruction reviews the application and selection process for the program and provides a general overview of the program requirements, roles, and responsibilities.

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Eligibility and Application Process

Individuals who wish to be considered for the District Leadership Program (“DLP”) must –

- ✓ Be an undergraduate (junior or senior year) or a graduate student currently enrolled and in good academic standing with a minimum grade point average of 2.5 at an accredited college or university in the United States;
- ✓ Be eligible to work in the United States;
- ✓ Complete and submit the application by the due date along with a current resume, transcripts, and any required essays;
- ✓ Complete a panel interview; and
- ✓ Participate in agency interviews during a “meet & greet.”

The application timeline varies, but individuals interested in the DLP may apply for either the Year-Round (October-May) or Summer (June-August) internship program cycle.

Internship Cycle	Application Period	Program Duration	Total Work Hours
Year-Round	August to September	8 Months	52 hrs. per pay period
Summer	February to April	12 Weeks	80 hrs. per pay period

Residency Requirement

While applicants do not have to be residents of the District of Columbia, preference is given to applicants who are District of Columbia residents and graduates of a District of Columbia High School.

Selection and Placement

Applications are reviewed by the D.C. Department of Human Resources’ Center for Learning and Development (CLD), which identifies those applicants who will be invited to a panel interview. If invited to participate in a panel interview, applicants will be asked to answer questions regarding their interests in the program, experiences, and career goals. Applicants will be notified of their selection as candidates for the subsequent “meet & greet” event no later than one week before the event date. Applicants who are not selected as candidates are able to apply again for a future internship cycle of the DLP.

Once selections of candidates are made, agencies across the District will be invited to participate in the “meet & greet” event where they will conduct interviews to determine which candidates they would like to hire. While agencies may request any candidate they choose, CLD will make the final decision on placement based on the current skills and development goals of the candidate, the agency’s request, and the candidate’s preferred agency choice. If no agency selects a particular candidate or CLD makes the final decision against placing the candidate, the candidate will no longer be considered for the internship cycle. However, the candidate may apply for consideration during future DLP internship cycles.

Program Success

The success of the DLP is a shared effort of DCHR, host agencies, and program participants working together to achieve program objectives and goals. Success can be accomplished when all parties fully participate and carry-out their roles and responsibilities.

DLP Intern

Upon being selected to become a DLP intern at a District agency, each DLP Intern is required to sign the DLP Intern Commitment Agreement. The agreement mandates that each intern:

1. Be on time and attend every meeting or obligation;
2. Represent the program with honor and distinction;
3. Keep a journal of reflections that documents his or her work experience;
4. Be responsible for his or her growth and development;
5. Give 100% on all projects and tasks whether assigned or self-initiated; and
6. Report his or her time in PeopleSoft and complete a hard copy timesheet by the deadline.

Additionally, each DLP intern must develop a portfolio that documents what he or she has learned and his or her experiences. At the end of the program, each DLP intern will be required to give a portfolio presentation to CLD staff, District government leadership, and other District government employees.

Program Manager

CLD will select an individual from its staff to serve as the DLP Program Manager. The DLP Program Manager is responsible for providing information about the program; coordinating agency participation; monitoring the applications, interview and selection process for the program; determining the placements of the DLP Interns within participating District government agencies; establishing program related goals for each DLP participant for inclusion in their performance plans; ensuring that the training and development activities provided to DLP participants meet their intended purpose; and attending to issues with time, attendance, and payroll.

Agencies that would like to participate in the program must notify CLD of their intent to participate in the program. Participating host agencies must select a staff member to serve as a Host Agency Supervisor. The Host Agency Supervisor is responsible for the following:

1. Ensuring the worksite and office environment are conducive to a positive experience by providing adequate orientation and onboarding;
2. Establishing a performance plan for the intern within the first week of the internship;
3. Engaging the DLP Intern(s) at the agency by providing meaningful job experiences, interactive workshops, and other experiential learning. This includes making certain that the DLP Intern(s) is released to attend any approved program-sponsored activities;
4. Promoting the professional and personal development of the DLP Intern(s) by encouraging him or her to take courses that support his or her individual and professional interests; allowing him or her to observe and, when possible, contribute to ongoing operations; and exposing him or her to career opportunities within the District government;
5. Reviewing and signing off on bi-weekly timesheets for the DLP Intern(s); and

6. Completing an end-of-program performance evaluation for the DLP Intern(s) and a survey that will help CLD identify future program needs and/or modifications.

Appointment Types, Grade, and Benefits

Depending on the program cycle, DLP participants will be hired into either a full-time or part-time temporary appointments. Undergraduate DLPs are appointed at Grade 5, Step 1 on the Non-Union Career Service Schedule. Graduate Students are appointed at Grade 7, Step 1 on the Non-Union Career Service Schedule. The following outlines the approved appointment types by internship cycle and associated benefits:

Internship Cycle	Temporary Appointment Type	Schedule	Benefits and Leave
Year-Round	Part-Time Temporary	Max 52 hrs./pay period	Annual and Sick Leave, Holiday Pay, Administrative Closing Pay, and ACA Health Benefits
Summer	Full-Time Temporary NTE 89 Days	80 hrs./pay period	Annual and Sick Leave, Holiday Pay, Administrative Closing Pay, and ACA Health Benefits

 **Holiday Leave and Administrative Closing Pay:** DLP participants will only be provided pay for Holidays and Administrative Closings when their scheduled tour of duty falls on that day. For example, if an intern is scheduled to work Monday through Thursday, and Monday is a Holiday, they would be entitled to Holiday Pay. However, if there was an unplanned administrative closing on Friday, they would not be entitled to receive Administrative Closing Pay, because they were not scheduled to work.

Annual and Sick Leave

Year-Round DLP participants will accrue one (1) hour of annual leave and one (1) hour of sick leave for each twenty (20) hours in a pay status. Summer DLP participants will only be provided annual leave when they **work full-time for 90 or more days**. In the event a Summer DLP's appointment is extended to or beyond 90 days, they will receive a retroactive credit of annual leave they would have earned since the first day of their appointment.

Required Screening

All DLP interns occupy Security Sensitive positions as defined in Chapter 4 of the District Personnel Manual. Therefore, DLP Interns are subject to both a pre-employment criminal background check and, if warranted, a consumer credit check. Certain DLP Interns may be required to undergo additional checks depending on their final placement and duties. DCHR will provide Interns specific instructions for completing the required forms after the conditional offer of employment is made. If a candidate is found unsuitable, they will not be able to participate in the program. During their tenure, DLP's are subject to reasonable suspicion and post-accident or incident drug and alcohol testing.

Health Benefits

Year-Round and summer DLP Interns who work for at least 90 days within a 12-month period and are paid at least 30 hours per week (or 120 hours per month) may be eligible to participate in an HMO health care plan under the District of Columbia Employees' Health Benefits Program. DCHR

will notify individuals of their eligibility to participate in the program. Additional information on health insurance coverage for temporary employees can be found in Instruction 21B-18, [Health Insurance Coverage for Temporary Employees](#).

Creditable Service and Probationary Periods

Participation in the DLP will be credited towards required vesting periods in the District retirement program so long as there is no break in service. Time worked is only creditable if the participant is converted or appointed to a Career Appointment (Permanent) or Career Appointment (Probational) position during or immediately following the completion of the temporary DLP appointment.

Hiring DLP Participants

DLP Interns have varying skill levels and backgrounds. Agencies with DLP Interns who perform exceptionally well are encouraged to consider those DLP interns for positions with the District government. Agencies who wish to hire DLP Interns should evaluate their individual skills to determine if they meet or exceed the qualifications for the positions they seek to fill through approved hiring processes.

Termination

DLP Interns serve in temporary appointments and may be terminated at any time prior to the completion of the DLP's appointment. If a manager or supervisor believes that the DLP Intern is not meeting performance or other expectations or is not engaged in the experience, the manager or supervisor should report these concerns with the Host Agency Supervisor and the Host Agency Supervisor should discuss these concerns with the DLP Program Manager in advance of having the conversation with the DLP Intern. The DLP Program Manager will follow up with the DLP Intern to discuss his or her experience and the DLP Program Manager will communicate his or her findings with the Host Agency Supervisor and the direct supervisor or manager of the DLP Intern regarding the performance of the DLP Intern before taking any action. Based on this discussion, the DLP Intern may be given an alternate assignment within their current agency, transferred, or terminated from the program. DLP Interns do not have the right to formally grieve or appeal their termination from the program.

Legal

Authorities

1. **Statutory Authority:** D.C. Official Code §§ 1-608.01 and 1-612 *et seq.*; and
2. **Regulatory Authority:** 6B DCMR § 824 —Temporary Employment.

Applicability

The information in this instruction is applicable to District Leadership Program applicants, participants, and participating agencies.

Additional Information

Additional information on the DLP including the application process can be found under the Center for Learning & Development navigation tab by visiting DCHR's website (dchr.dc.gov).

For additional information concerning this instruction, please contact DCHR's Policy and Compliance Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.policy@dc.gov.



Ventris C. Gibson
Director

Attachment 1 – Intern Commitment Agreement

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District Leadership Program Year Round FY16

Intern Commitment Agreement

As a member of the Year Round FY16 District Leadership Program (DLP), I commit to the following:

- **Duration of the program** – October 12th to May 26th
- **Time Obligation** – **3 days per week (no less than 24 hours per week)**
- **Meet & Greet** – September 29th 1 to 5 pm
- **Closing week** – May 24th, 25th & 26th
- **Friday afternoon Seminars** – Projected Dates (Nov 6th, Dec 4th, Jan 8th, Feb 5th, Mar 4th, Apr 8th, May 6th)
- **Schedule for Orientation** – **Mandatory for every single member of the cohort.**
 - **Tuesday, October 13th** – Everyone must be in attendance
 - **Wednesday, October 14th or Thursday, October 15th** – You must attend one
 - **Friday, October 16th** -- Everyone must be in attendance
- **Attendance** – To be on time and attend every meeting or obligation.
 - 100% attendance and participation is the expectation
 - Be on time and prepared for all activities
 - Orientation
 - Friday afternoon seminars
 - All other meetings and events

If you are going to be late or absent; email and call both your supervisor and Willair St.Vil.

- **Represent the District Leadership Program with honor and distinction.**
 - DLP is a leadership development initiative that is viewed very highly by leaders in the District and DC Department of Human Resources (DCHR).
 - While at your agency, in the presence of a leader, and or participating in a seminar; you are a chosen member of this cohort. Always be mindful of how you represent yourself and the program.
- **e-Journaling** – To journal daily either electronically or hard copy
 - You are expected to journal every day. It is a way to reflect on the day at work.
 - You are required to email me journal at the end of each week.

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DLP Intern Commitment Agreement – Year Round FY16

- **Be responsible for my own growth and development.**
 - Everyone you will meet during this experience is a resource. You have to be open and strategic in your approach, demeanor, and thought process.
 - At your host agency, you have to make the most of your relationship with your supervisor and the leadership. Seek opportunities to participate and or take on additional tasks/projects.
 - You should take 4 classes during this experience with the DCHR Center for Learning and Development. You to secure the approval of your supervisor to take these classes.
 - You should seek out coaching, mentoring, and assistance of caring individuals at your host agency.

- **Give 100% on all projects and tasks assigned and or self-initiated.**
 - Approach all projects, tasks, and assignments with complete professionalism and urgency to produce the highest quality product possible.
 - Always imagine that your work product may end up in front of the agency director or the Mayor.

- **Report my time.**
 - Every two weeks, you must submit your time online via PeopleSoft and with a hardcopy timesheet that must be signed by your supervisor.
 - This must be done by Wednesday afternoon.

- **Portfolio presentation – Develop and give a portfolio presentation at the end of experience.**
 - Prepare for a portfolio presentation at the end of this experience. It is the culmination of all that you have learned, done, and experienced.
 - It is an opportunity to show growth, development, and creativity.
 - The e-Journal and the Friday seminars should serve as a tremendous resource for your portfolio presentation.

- **Deliver excellent customer care at all times.**
 - The number one priority for the Mayor is “serving the residents of the District.”
 - As an intern, no matter where you are, it is expected that you will deliver high quality customer care at all times.
 - You will experience a Customer Care Excellence seminar to prepare you for that responsibility.

- **Follow all rules, regulations, and expectation of the District Leadership Program.**

Intern’s Name (Print): _____

I agree to follow all that is outlined in this agreement (Signature): _____

Attachment 2 – Host Agencies Roles and Responsibilities

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District Leadership Program

Host Agency Roles & Responsibilities



Year Round FY16 Internship

Schedule

- ✦ Orientation week October 12, 2015
- ✦ On site at host agency October 19th to May 20th
- ✦ Closing activities Week of May 23rd
- ✦ Closing Ceremony Friday, May 26th at 2:30 pm.
- ✦ Monthly afternoon seminars (1 to 5 pm)

Role of Host Agency Supervisor

- ✦ A high level of commitment to the professional and personal development of their assigned intern
- ✦ Prepared work assignments to consistently engage the intern in meaningful job experiences during their tour of duty
- ✦ Engaging and interactive workshops, meetings, and other meaningful mode of experiential learning
- ✦ Consistent and supportive communication with their supervisor, coach, mentor, and other relevant individuals at the host agency

Promoting Professional and Personal Development

- ✦ Guide interns in their professional development
- ✦ Expose interns to career opportunities within the DC Government
- ✦ As a supervisor you are proactive in seeking ways to promote the career growth of the interns (i.e., allow intern to observe daily operations, ask questions, attend meetings, etc.)
- ✦ Encourage interns to take courses that might support their Individual Development Plan (IDP) and professional interests

Program Evaluation

- ✦ Complete evaluation survey at the end of the program

Checklist of Essential Information

- ✦ Ensure that your office is ready for the intern when he/she arrives on the week of October 19th
- ✦ Work with your agency's IT team to ensure that the intern's email is operational as of October 19th
- ✦ Secure a work station with computer, office supplies, telephone, and reference materials required for their projects.
- ✦ Notify your office that the intern is arriving and discuss his or her role in the agency.
- ✦ Work with your intern to establish a **performance plan** during the first week of the internship.
- ✦ Discuss the following with your on the first day as part of their orientation into your office/agency:
 - Expected tour of duty
 - How to obtain supplies
 - Mission, vision, and strategic of the agency
 - Standard business practices/policies and procedures for your agency
 - Leave procedures and who maintain time and attendance. In addition to the PeopleSoft documentation of the time, DCHR must receive a signed copy of the timesheet by Wednesday afternoon of each pay period.