

Restrictions on Personnel Actions, Travel and Training



District Personnel Instruction No. 8-78, 9-44, 10-47, 13-12, 36-16 & 38-32

Effective Date	Expiration Date	Related DPM Chapters
July 15, 2016	Until superseded	8, 9, 10, 13, 36 & 38

Overview

The Office of the City Administrator (OCA) issued City Administrator’s (CA) Order No. 2016-1, Restriction on Certain Personnel Actions; Travel and Training Reporting (Order). While the Order was previously sent to agencies, this instruction is being circulated by way of the DPM issuance system to provide added guidance on the restrictions contained in the Order.

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Restrictions/Waivers on Certain Personnel Actions; Reporting Requirements

Restrictions

1. Along with providing details on how to address travel and training requests, the Order outlines the restrictions for specific types of personnel actions. As a result, subordinate agencies should refer to the guidance below prior to initiating an action to determine if a limitation applies. Personnel action restrictions:

Personnel Actions	
Action...	This Restriction...
Promotions	Applies to all promotions unless it is for (1) a temporary promotion for a period of one hundred and twenty (120) days or less; or (2) a career ladder promotion. In addition, for purposes of the CA's Order, a promotion that results from a competitive selection process is not considered a promotion that is subject to this restriction.
Reclassifications	Applies to all position reclassifications that would result in a promotion to a higher grade/salary.
Pay raises and other salary adjustments	Applies to all pay raises and other salary adjustments except step increases or cost-of-living adjustments required by law, regulation, court order, or a collective bargaining agreement.
Additional income allowances (AIA)	Is an authorized amount or rate of additional compensation paid to an employee who occupies a position determined by the Director, D.C. Department of Human Resources, to have a significant recruitment or retention problem.
Bonuses and agency awards	Applies to all bonuses and agency awards, unless funded by private grants or donations.
Payments and reimbursements of expenses incurred by prospective employees for pre-employment interviews	Applies to payments of travel and relocation expenses for a potential employee.
Payments and reimbursement of relocation expenses of new employees	

Waivers

1. The City Administrator, may, at his or her discretion, waive any of the above restrictions if it is concluded that it is:

- a. *Necessary for the public safety or health;*
 - b. *Necessary to ensure compliance with a law, regulation, collective bargaining agreement, or court order;*
or
 - c. *Necessary to carry out the functions of government.*
2. Requests for waivers must be sent to the OCA for review and approval. Each request should be submitted through the Quickbase application.

i **NOTE:** Be advised that if an agency received an approval of a waiver from the OCA pursuant to Mayor's Order No. 2014-230, Fiscal Year 2015 Expenditure Restriction, dated October 2, 2014, that approval extends to a waiver request sought under OCA Order No. 2016-1.

Agency Hiring

1. The D.C. Department of Human Resources (DCHR) is required to submit a report to the OCA detailing hiring activities (for the prior month) in subordinate agencies. The report, which is due by the 15th of each month, is to include a chart depicting the following information on new hires: name, position title, grade/step, hire date, service (i.e. Career Service, MSS, etc.), and employing agency.
2. The OCA will routinely assess hiring activities of subordinate agencies. Upon review of the report, if a determination is made that an agency has inadequate controls over its hiring of new employees, the requirement for the agency to obtain prior approval (of new hires) by the City Administrator may be reinstated, in accordance with Mayor's Order 2014-230, dated October 2, 2014.

i **NOTE:** The hiring of Excepted Service employees will continue to be managed by the Executive Office of the Mayor and the Mayor's Office of Talent and Appointment.

Agency Travel and Training Reporting; Exclusions

Agency Report

1. Subordinate agencies are now required to submit monthly travel and training expense reports to the OCA. The report is due by the 15th of each month, and must include a chart that provides the following information:
 - a. *Name(s) of the traveler(s)/ trainee(s);*
 - b. *Position title(s) of the traveler(s)/ trainee(s);*
 - c. *Date(s) of the travel or training;*
 - d. *Location of the travel or training;*
 - e. *Purpose of the travel or training; and*
 - f. *Total expenditures for the travel or training.*

2. Copies of each training and travel authorization form (signed by the agency head (or designee)) must also be included as an addendum to the report.

Exclusions

1. Expenses for the following travel **are not** required to be included on the travel and training expense report:
 - a. *Travel within the District or within fifty (50) miles of the U.S. Capitol;*
 - b. *Travel that is paid for or reimbursed in full by a source other than local or special purpose (0-type) funding;*
 - c. *Expenses associated with training, seminars, or conferences conducted by District government employees at District government facilities, and*
 - d. *Training, seminars, or conferences that are paid for or reimbursed in full by a source other than local or 0-type funding.*
2. In the event an agency fails to submit the reports in the timeframe required by this section, or if the City Administrator determines that an agency has inadequate controls over travel or training expenditures, the City Administrator may require an agency to obtain prior approval by the OCA of the agency's travel and training expenditures.
3. All donations of international travel or international travel expenses must continue to be reviewed and approved by the Mayor's Chief of Staff in accordance with Mayor's Memorandum 2015-001, issued August 21, 2015.
4. The procedures and standards for obtaining approval are those outlined in Mayor's Order 2014-230, issued October 2, 2014.

Exceptions

The provisions of this DPM instruction and the OCA Order shall not apply to the Executive Office of the Mayor (EOM) or to offices or agencies that report to the EOM.

Violations

No officer or employee of a District government subordinate agency may make or authorize an expenditure, obligation, or personnel action that is inconsistent with the provisions of this City Administrator's Order No. 2016-1 or DPM instruction. In the event an officer or employee violates these provisions, he or she will be subject to appropriate administrative discipline, including suspension from duty without pay or removal.

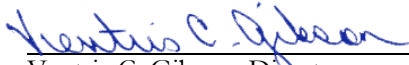
Authorities

- City Administrator's Order No. 2016-1, Restriction on Certain Personnel Actions; Travel and Training Reporting Requirement, dated July 15, 2016
- D.C. Law 21-36, effective October 22, 2015; and D.C. Law 21-160, effective October 8, 2016

- Mayor's Order 2014-230, dated October 2, 2014; and Mayor's Memorandum 2015-001, dated August 21, 2015

Additional Information

Inquiries concerning the provisions of this DPM instruction can be directed to your agency's OCA Analyst or to DCHR's HR Solutions Administration (formerly the Administration for Recruitment and Classification) by calling (202) 442-9700.



Ventris C. Gibson, Director

Attachments

- OCA Order
- Frequently Asked Questions

Attachment 1 –
OCA Order

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GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the City Administrator

Rashad M. Young
City Administrator



**CITY ADMINISTRATOR'S ORDER
NO. 2016-1**

DATE: July 15, 2016

SUBJECT: Restriction on Certain Personnel Actions; Travel and Training Reporting Requirement

By virtue of the authority vested in me as City Administrator by section 422(7) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code § 1-204.22(7)), and Mayor's Order 2015-036, dated January 9, 2015, and pursuant to the authority set forth in sections 422(2) and (3) and 449 of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 790; D.C. Official Code §§ 1-204.22(2) and (3) and 1-204.49), as delegated to the City Administrator by Mayor's Order 2015-036, dated January 9, 2015, it is hereby **ORDERED** that:

I. **RESTRICTION ON CERTAIN PERSONNEL ACTIONS**

- A, There is imposed on each subordinate executive branch agency a freeze on:
1. Promotions (except temporary promotions of one hundred and twenty (120) days or less and career ladder promotions);
 2. Reclassifications;
 3. Pay raises and other salary adjustments (except for step increases or cost of living adjustments required by law, regulation, court order, or a collective bargaining agreement);
 4. Additional income allowances;
 5. Bonuses;
 6. Awards;
 7. Payments and reimbursements of expenses incurred by prospective employees for pre-employment interviews; and
 8. Payments and reimbursement of relocation expenses of new employees.

- B. 1. The Department of Human Resources shall submit a monthly new hires report to the Office of the City Administrator by the fifteenth (15th) day of each month. The report shall include a chart that provides information on each new employee hired by a subordinate executive branch agency during the prior month.
- 2. If the City Administrator determines that an agency has inadequate controls over the hiring of new employees, the City Administrator may require that the agency obtain the prior approval of the Office of the City Administrator before the agency hires each new employee of the agency. The procedures and standards for obtaining such approval shall be those procedures and standards set forth in Mayor's Order 2014-230, issued October 2, 2014.

II. **TRAVEL AND TRAINING REPORTING REQUIREMENT**

- A. Each subordinate executive branch agency shall submit a monthly travel and training expense report to the Office of the City Administrator by the fifteenth (15th) day of each month.
- B. The report shall include a chart that provides the following information for all travel and training expenses that the agency incurred in the prior month:
 - 1. Name of the traveler/trainee;
 - 2. Position title of the traveler/trainee;
 - 3. Dates of the travel or training;
 - 4. Location of the travel or training;
 - 5. Purpose of the travel or training; and
 - 6. Total expenditures for the travel or training.
- C. In addition to the chart required by subsection B of this section, the travel and training expense report shall include a copy of each travel and training authorization form associated with the travel or training listed on the chart. The authorization form shall be signed by the agency director or the agency director's designee.
- D. Expenses for the following travel are not required to be included on the travel and training expense report:
 - 1. Travel within the District or within fifty (50) miles of the U.S. Capitol;

2. Travel that is paid for or reimbursed in full by a source other than local or special purpose (O-type) funding; and
- E. Expenses associated with the following types of training, seminars, and conferences are not required to be included on the travel and training expense report:
1. Training, seminars, or conferences conducted by District government employees at District government facilities, and
 2. Training, seminars, or conferences that are paid for or reimbursed in full by a source other than local or O-type funding.
- F. If an agency fails to timely submit the reports required by this section, or if the City Administrator determines that an agency has inadequate controls over travel or training expenditures, the City Administrator may require an agency to obtain prior approval by the Office of the City Administrator of the agency's travel and training expenditures. The procedures and standards for obtaining such approval shall be those procedures and standards set forth in Mayor's Order 2014-230, issued October 2, 2014.

WAIVER OF RESTRICTIONS

- A. The City Administrator may waive any of the restrictions set forth in section I of this Order pursuant to the standards set forth in paragraph B of this section.
- B. A waiver may be granted for actions or expenditures that are:
1. Necessary for the public safety or health;
 2. Necessary to ensure compliance with a law, regulation, collective bargaining agreement, or court order; or
 3. Necessary to carry out the functions of government.

RELATION TO PRIOR MAYOR'S ORDERS, PRIOR MAYOR'S MEMORANDA, AND OTHER PROCESSES

- A. A waiver granted by the Office of the City Administrator under Mayor's Order 2014-230, issued October 2, 2014, shall be deemed to be a waiver granted under this Order.

- B. Donations of international travel or international travel expenses shall continue to be subject to review and approval by the Mayor's Chief of Staff pursuant to Mayor's Memorandum 2005-001, issued August 21, 2015.
- C. The hiring of Excepted Service employees shall continue to be managed by the Executive Office of the Mayor and the Mayor's Office of Talent and Appointments.

V. **PROHIBITIONS**

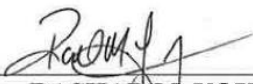
- A. No officer or employee of the District of Columbia may make or authorize an expenditure, obligation, or personnel action that is inconsistent with this Order.
- B. An officer or employee violating this Order shall be subject to appropriate administrative discipline, including, when circumstances warrant, suspension from duty without pay or removal from office.

VI. **EXEMPTION**

This Order shall not apply to the Executive Office of the Mayor or to offices or agencies that report to the Executive Office of the Mayor.

VII. **EFFECTIVE DATE**

This Order shall be effective immediately.



RASHAD M. YOUNG
CITY ADMINISTRATOR

Attachment 2 – Frequently Asked Questions

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Frequently Asked Questions (FAQs)

- Q1 Why are the restrictions in place?**
A1 The restrictions are in place to ensure that the District government maintains a balanced budget and continues to address certain spending issues.
- Q2 How long will the restrictions be in place?**
A2 The restrictions do not have an expiration date, although the City Administrator may modify or rescind the restrictions at a later date.
- Q3 Do the OCA restrictions apply to independent agencies?**
A3 The OCA restrictions outlined in OCA Order No. 2016-1 and this DPM instruction do not apply to independent agencies.
- Q4 Do the OCA restrictions apply to subordinate agencies with independent personnel authority?**
A4 The OCA restrictions outlined in OCA Order No. 2016-1 and this DPM instruction do apply to subordinate agencies with independent personnel authority.
- Q5 Are subordinate agencies required to obtain prior approval from the OCA before hiring new employees?**
A5 No.
- Q6 Does agency travel within the U.S. have to be pre-approved by the OCA?**
A6 No. An agency does not have to obtain prior approval from the OCA before approving a travel request.
- Q7 Does a donation of international travel or an international travel expense have to be pre-approved by the OCA?**
A7 The OCA does not approve donations. However, all donations of international travel and international travel expenses must be reviewed and approved by the Mayor's Chief of Staff in advance and in accordance with Mayor's Memorandum 2015-001, dated August 21, 2015.
- Q8 What is a "reclassification"?**
A8 A reclassification involves a change from one job position/title to another that typically results in an increase in pay.
- Q9 If a personnel action covered by OCA Order 2016-1 and the provisions of the instruction was initiated prior to the effective date of the Order (July 15, 2016), is an agency still bound by these restrictions?**
A9 Yes.
- Q10 Despite the restrictions identified in OCA Order No. 2016-1 and this instruction, can an agency be granted a waiver of the restrictions?**
A10 Yes. Upon request by an agency, a waiver may be granted if the waiver is essential for public safety or health; is to ensure compliance with a law, regulation, collective bargaining agreement, or court order; or is required to carry out the functions of government.