



**Policy and Compliance
Administration**

September 10, 2015

Rachel Lukens
Supervisory Attorney Advisor
Office of Administrative Hearings

Subject: **Temporary Promotion to Higher Grade Position – DPM Op. 2015-839**

Dear Ms. Lukens:

This correspondence is in response to your August 13, 2015 email to the Department of Human Resources (DCHR) and the Office of Labor Relations and Collective Bargaining (OLRCB). In your email you raise two questions relating to temporary promotions: (1) if an employee can be asked to perform higher grade duties on a temporary basis without additional compensation; and (2), if so, for how long. In response to the questions you raise, and as explained further below, an agency may detail an employee to a higher grade position without competition and without providing additional compensation for an initial period not exceeding 120 days.

A detail, as shown in [Chapter 8 of the District Personnel Manual, Career Service](#), refers to the temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail. As previously stated, in the event an agency details an employee to an established higher grade position for a compelling reason, with no change in pay, such a detail should only be done for brief periods, not exceeding 120 days.¹ While the provisions of Chapter 8 allow for an extension of a detail beyond the 120 days with DCHR's approval, any detail beyond 240 days must be accomplished through the competitive process. It is important to note that details for longer periods of time deny the employee the salary he or she would otherwise be entitled to under a temporary promotion.

In consideration of the specific issues you provided to DCHR, you may wish to consider a temporary promotion. A non-competitive temporary promotion² of a Career Service employee is for a period of 30 days or more, not exceeding 120 days. Continuation of the temporary promotion beyond 120 days must be accomplished through the competitive process.

¹ District Personnel Manual § 841

² District Personnel manual § 839



Temporary Promotion – 6B DCMR §§ 841 & 839

As you alluded to in your email, the provisions of a collective bargaining agreement (CBA) do take precedence over the provisions in the regulations to the extent there is a difference. Consequently, any applicable CBA should be reviewed to determine if it contains provisions on this matter.

In closing, below are links to information contained in Chapter 8 of the D.C. personnel regulations. I hope that this correspondence as well as the information provided below adequately addresses your inquiries.

Additional Information

For additional information, please see:

- [6B DCMR 839, Temporary Promotion](#)
- [6B DCMR 841, Detail](#)

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Zimmerman", with a horizontal line extending to the right.

Justin Zimmerman
Associate Director