



**Policy and Compliance
Administration**

March 4, 2016

Fredline Lebrun
Human Resources Officer
D.C. Office on Aging

Subject: **Inquiry Concerning Re-Promotion to Former Grade/Step – DPM Op. 2016-829**

Dear Ms. Lebrun:

This correspondence is in response to your inquiry to the D.C. Department of Human Resources (DCHR). Specifically, you asked if a D.C. Office on Aging (DCOA) employee could be reinstated to her prior grade/step (CS-11/7) following the employees placement on a performance improvement plan and subsequent demotion (CS-9/10) due to inadequate performance that occurred in fiscal year 2014. Based on provisions in the D.C. personnel regulations, an action, such as the one referenced above, may be effected competitively.

First, please know that as referenced in [Chapter 8 of the D.C. personnel regulations, Career Service](#), a reinstatement allows an individual (if he or she meets the requirements) to be reinstated competitively or non-competitively to a position following a separation from the District government of no more than three years. As a result, the above request would not apply in this instance. The chapter does, however, contain additional provisions on competitive and non-competitive placement (§ 829 and 830, respectively). As the action you want to take does not meet the requirements for a non-competitive appointment, the competitive process should be followed in accordance with applicable provisions in Chapter 8 and [Chapter 11B of the D.C. personnel regulations, Compensation](#) (i.e. time in grade, setting pay, etc.). In addition to the regulations, further guidance is available in the [Strategic Recruitment Guide](#) and through DCHR's Administration for Recruitment and Classification. That office may be reached by calling (202) 442-9700.

Lastly, in addition to the information provided, please be aware that the provisions of a collective bargaining agreement (CBA) 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 the above matter.

In closing, below are links to pertinent provisions in Chapters 8 and 11B of the regulations. I hope that this correspondence as well as the information provided below adequately addresses your inquiry.

Inquiry from DCOA

Additional Information

For additional information, please see:

- [6B DCMR 816, Career Service Employment by Reinstatement](#)
- [6B DCMR 829, Competitive Placement](#)
- [6B DCMR 1130, Career Service Position Changes - Setting Pay](#)

Sincerely,

A handwritten signature in black ink, appearing to read "Justin Zimmerman". The signature is written in a cursive style with a long horizontal stroke at the end.

Justin Zimmerman
Associate Director

cc: Laura Newland