

## A Message from the Director

DCHR Team:

I'm excited to announce the launch of our brand-new employee newsletter, **The Star**.

This monthly publication will deliver DCHR news, announcements and information to assist the HR community with supporting District employees, residents and applicants.

Well, 2011 is almost over – and we have a lot to be proud of this year.

### We worked hard to...

- Launch DCHR's **core values**, which guide us every day, as we serve District employees and applicants – Accountability, Loyalty, Integrity, Vision, and Ethics (ALIVE).
- Host the first-ever **HR Summit** on September 21, which provided D.C. government HR professionals and practitioners with a forum to gain valuable insights and access to industry best practices, training and professional networks that will allow them to provide better service.
- Expand our **partnership with the Community College of the District of Columbia** (CCDC) to deliver an array of continuing education offerings to District employees. Through this partnership CCDC will: provide two free online courses to all District government employees; develop core online classes for Management Supervisory Service employees; and create Transgendered Awareness training for all District employees.
- Acquire **Citywide Credentialing** in October – providing ID badges for all District government employees. Since late FY2011, DCHR has assumed responsibilities for providing ID Credentialing and Badging services to District employees. Previously provided in our lobby service center at One Judiciary Square, we have since relocated the services to the 330 South lobby.
- Negotiate **new health benefits contracts and hosted Open Enrollment**. More than 4,000 employees accessed Employee Self Service to review or elect their 2012 benefits. Excellent job to everyone who supported this year's Open Enrollment season!
- Revamp the District's **Telecommuting policy**. The updated policy formalizes telecommuting within each agency and helps identify essential and emergency employees. You can read more about the enhancements below. Great job to everyone who worked on the update to the Telecommuting policy!

### And we played hard!

- The DCHR team had lots of fun this year – especially at our first-ever **staff retreat** on September 2, 2011.
- We also had a good time while we raised money for a good cause. In November, we kicked off the **D.C. One Fund campaign at DCHR**. FEMS Chief Ellerbe was on-hand to help us start our fundraising effort. We raised money, learned to dance and had a few laughs. Take a look at the [pictures from the event](#).
- **The DCHR Holiday Party** was a great time! Take a look at the [photos from the party](#).

Thank you for all of your hard work this year. Your dedication to this city and its residents make this a great place to work.

I hope you all have a safe and happy holiday!

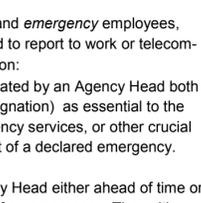


Shawn Y. Stokes  
Director

## Administration News

### DCHR Enhances the District's Telecommuting Program

The Policy team has been hard at work over the last several months making enhancements to the District's Telecommuting program and policy. The policy is being updated to make telecommuting a more formal process within the District – giving more individuals the ability to work from a remote location with the approval of their agency director.



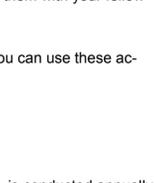
The policy now will also include definitions of *essential* and *emergency* employees, which will help identify those individuals who are needed to report to work or telecommute during a snowstorm or declared emergency situation:

- **Essential** employees are personnel, who are designated by an Agency Head both in advance and in writing (within one day of the designation) as essential to the continuity of medical facilities, public safety, emergency services, or other crucial operations and who must report to work in the event of a declared emergency. Essential employees may not telework.
- **Emergency** employees are designated by an Agency Head either ahead of time or on a case by case basis, depending on the nature of an emergency. They either report to work, stay at work or telecommute during a declared emergency. These employees perform duties an Agency Head deems vital to the continuity of operations and mission critical functions.

The policy is expected to be finalized by the end of 2011 and will be sent to agency directors and HR advisors to begin implementation. If you have questions about telecommuting or the enhancements made to the policy, please contact HR Specialist [Denise LaRue](#).

### DCHR Launches Twitter and Facebook

DCHR has a Twitter and Facebook presence! DCHR hopes to use these sites to communicate with D.C. employees, residents and job seekers.



- Follow us on Twitter – [twitter.com/DCgovDCHR](http://twitter.com/DCgovDCHR)
- Like us on Facebook – [facebook.com/DCHumanResources](http://facebook.com/DCHumanResources)

**We need Fans and Followers!** We need your help spreading the word. Add DCHR's new Twitter and Facebook links to your e-mail signature. Share them with your fellow D.C. employees and job seekers.

**Tweet or post for DCHR!** Contact [Alex McCray](#) to learn how you can use these accounts to get your message out there.

### CAFR Audit – Coming Soon

The Comprehensive Annual Financial Report – or CAFR audit – is conducted annually to test and confirm that the Government of the District of Columbia's internal business and IT controls, processes and procedures are operating effectively and in accordance with the applicable laws and regulations. The CAFR is being conducted by the District's external auditor, which is responsible for completing their audit work by the end of January each year.

Over the course of the next three to four weeks, KMPG will periodically be located on-site here within our offices to review selected Official Personnel Files (OPFs), gather additional supporting documentation and discuss issues and matters with staff members, as appropriate. Throughout this engagement, our DCHR representatives, working closely with the CAFR auditors, KPMG, will be our DCHR Measurements, Analysis & Planning (MAP) group under the direction and leadership of Associate Director, Rehva Jones and our Deputy Director, John Chisholm. In the conclusion of the audit, KMPG will issue its formal report of findings and recommendations that affect the District as a whole and DCHR specifically. Shortly thereafter, the MAP Group will complete its review of the findings and share them with DCHR leadership, staff as well as the District's HR Advisors through a series of training sessions so that we can improve our business processes and comply with the established standards.

Stay tuned for an update on the CAFR Audit, but in the meantime, your continued cooperation and support given to the MAP Group in support of this critical audit is much appreciated. Thanks again, and if you have any CAFR related questions, contact [Rehva Jones](#) or [John Chisholm](#).

### Use or Lose...or Donate!

In case you are in a quandary about what to do with that pesky "use or lose" annual leave (any annual leave amount over 240 hours), consider donating to the Annual Leave Bank Program. The D.C. personnel regulations contain provisions to allow eligible employees in subordinate agencies to donate a portion of their annual leave to employees in subordinate agencies who experience a medical emergency.

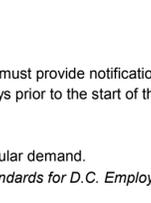


To view the policy on the Annual Leave Bank, access [Chapter 12](#) of the regulations, Hours of Work, Legal Holidays and Leave, online at [dchr.dc.gov](http://dchr.dc.gov), under the District Personnel Manual link. Additional information also is in E-DPM Instruction No. 12-41, Annual Leave Bank Administered by the D.C. Department of Human Resources, dated October 24, 2008, also on our website.

Periodically through *The Star*, the Policy Group, Legal and Compliance Administration, will briefly share with employees a "blurb" on a policy and information contained in the E-DPM. Stay tuned for the next issue.

### DCHR Offers Its First Ranking Factors Class

On Dec. 16, HR Specialist **David Ramirez** led the first-ever class on writing ranking factors for District residents and employees. The class is designed to help individuals learn about the importance of ranking factors and how to respond to the questions included in them.



Eleven individuals participated in the first class. David commented, "This class is one that will really help people. It will not only help them understand the process for applying for a job in the District, but also the importance of being able to demonstrate their work experience and skills in the application."

Some of the comments from the students included:

- "It was very interesting – with a lot of in-depth knowledge."
- "The group project and discussions were very helpful and effective."
- "...Mr. Ramirez was very well versed on this topic. I appreciate the frankness and tips."

If you have any questions about the class, please contact [David Ramirez](#). The next Ranking Factors Writing Class is scheduled for [Friday, January 13 at 10 a.m.](#)

### WDA FY12 Course Catalog



The Workforce Development Administration is putting the finishing touches on the FY12 Course Catalog.

#### Highlights of the FY12 Course Catalog

- Employees who wish to withdraw from a registered class must provide notification to the agency training coordinator at least five (5) workdays prior to the start of the class.
- *MindLeaders* is still available for self-paced e-learning.
- The Health and Wellness Series classes are back by popular demand.
- The Values and Ethics class has a new name, *Ethics Standards for D.C. Employees*.
- The *Multi-Generation Appreciation in the Workplace* class is now open to all employees.
- *Myers-Briggs Type Indicator and Teams* – a class can be customized for your agency and specific department teams.
- *D.C. Family Medical Leave Act and Language Access* classes are new this year.
- DCHR has a Toastmasters International Chapter, *D.C. Stars and Bars*. Take advantage of this opportunity to enhance your communication and speaking skills.

If you have any questions, please contact [Brittany Fields](#) at (202) 442-9724. Stay tuned to [wda.dc.gov](http://wda.dc.gov) for the release of the catalog.

### Did You Know?

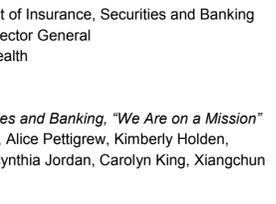
Benefits, Retirement and Staffing Services (BRASS) has dedicated mailboxes for requests and inquiries:

- For all recruitment requests, please e-mail [dchr.recruitment@dc.gov](mailto:dchr.recruitment@dc.gov).
- For all benefits questions, please e-mail [dchr.benefits@dc.gov](mailto:dchr.benefits@dc.gov).

### In the News

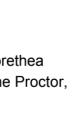
#### Women of the Administration Lunch

Director Stokes, Laverne Harvey-Johnson, Rehva Jones, Karla Kirby and Anna Howell represented DCHR at Mayor Gray's *Women of the Administration* luncheon on December 14. The lunch celebrated the accomplishments made by the women of Mayor Gray's administration.



#### DCHR Team Member Invited to Chair Committee for Local Association

Congratulations to Michael Rumberg, HR Specialist, for being named Chair of the Survey Committee for the [Local Government Personnel Association](#) (LGPA) of Virginia, Maryland and Washington D.C. area.



The LGPA publishes an annual survey of salaries for the most common job classifications and major benefit programs used by most local area jurisdictions. The compiled recent LGPA Benchmark Salary and comprehensive Benefits Survey compiled salary and benefit data from nearly 30 government organizations in the Baltimore-Washington region.

Mike has been involved with the LGPA for years and commented, "I am very aware of how important the survey is to the region. I am honored to serve as the Chair of the Survey Committee."

Well done, Mike!

#### New COTR Selected for Classification and Compensation Reform Project

DCHR's Program Analyst and Contracting Officer, LaTasha Moore, has been selected to be the Contracting Officer Technical Representative (COTR) for the District's Classification and Compensation Reform project. LaTasha will monitor contracts within this project for performance.

Stay tuned for an update on the Classification and Compensation Reform project from the Labor Management Task Force (LMTF).

#### Congratulations to Thrive Across America Participants



The *Thrive Across America* campaign was an exciting wellness event challenging District government employees to engage in 30 minutes of physical activity per day.

We are pleased to announce 458 employees participated and recorded 383,718 minutes of physical activity.

**Individual Winners\***  
1st Place - Margaret Schruender, Department of Insurance, Securities and Banking  
2nd Place - Eduardo Torre, Office of the Inspector General  
3rd Place - Kaleb Johnson, Department of Health

**Team Winners\***  
1st Place - *Department of Insurance, Securities and Banking, "We Are on a Mission"*  
Team Members: Joyce Lewis, Monica Myers, Alice Pettigrew, Kimberly Holden, Jacqueline Cole, Shelia Johnson-Parker, Lucynthia Jordan, Carolyn King, Xiangchun (Jessie) Li, Shawnee Palmer  
2nd Place - *Office of Administrative Hearings, "Run for the Hills"*  
Team Members: Elizabeth Wess, Meredith Saladyga, Sharon Goodie, Arlette Fornis, Mattamara  
3rd Place - *Department of Health "Snapettes"*  
Team Members: Lynnitta Lockett, Autumn Saxton-Ross, Danita Tucker, Dorethea Brown, Nazneen Ahmad, Brittney Berlin, Anne Gaines, Ivy Isong, Jacqueline Proctor, Janille Thompson

The Thrive Across America website can still be utilized to record activities until August 2012. Congratulations to all of the participants and winners!

\*Prizes will be delivered to the winners January 2012.

### December 2011

The Star provides employees with DCHR news and information via e-mail. If you would like to submit a story or information, please send your content to your team's newsletter point of contact or to [Alex McCray](mailto:Alex.McCray).

### HR Advisors' Corner

The following information is for HR Advisors. If you have any questions, please contact HR Specialists, [Nicole Cook](#) or [Troy Higginbotham](#).

### Domicile Requirement Reminder

All Executive and Excepted Service employees are reminded that they must submit their 15 required proofs of residency within 180 days of their appointment or confirmation date. Any Executive or Excepted Service employee who has not submitted their document proofs should contact the DCHR Office of the Director at (202) 442-9600.

### New Employee Orientation – Tuesdays in January

Due to the upcoming January holidays, please be advised that New Employee Orientation will be held on Tuesday, January 3 and Tuesday, January 17.

NOTE: Please ensure that your candidates are aware that they will not accrue leave and will only be paid a maximum of 72 hours.

[Click here](#) for a complete list of all 2012 New Employee Orientation dates.

### Performance Management

This is a reminder that the deadline for submitting 2011 Employee Performance Evaluations has been extended to Friday, January 27, 2012. If you have any questions or require additional support, please call (202) 442.9700.

### Next HR Advisors' Meeting - January 19

Remember, the next HR Advisors' meeting is scheduled for Thursday, January 19 from 10 a.m. to noon at One Judiciary Square (room1107). See you there!

### Welcome to DCHR



**Renee Valdez**  
Supervisory Human Resources Specialist, Workforce Development Administration

Renee comes to us with an extensive background in non-profit program management, postsecondary education, with a specialty in professional leadership training and development.

Welcome!

### Links

[dchr.dc.gov](http://dchr.dc.gov)

[DCHR Intranet](#)

[Employee Benefits](#)

[Training and Development](#)

[Employment Opportunities](#)

[Employee Self Service](#)

[find us on facebook](#)

[follow us twitter](#)





