



HRA Checkpoint

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Employment Offer Letters – Revised

HR Checkpoint No. 2020-3

Effective:

June 2, 2020

From:

Ventris C. Gibson, Director

Expiration:

Until superseded

Overview

This HRA Checkpoint provides revised “Standard Employment Offer Letters and Enclosures” for use by subordinate agencies with sub-delegated recruitment and selection authority under Mayor’s Order 2012-28, Sub-Delegation and Delegation of Personnel Authority – Director, D.C. Department of Human Resources and Chief of Police, dated February 21, 2012, as amended by Mayor’s Order 2015-167, dated June 16, 2015.

I. Revisions to Standard Employment Offer Letters

- The standard employment offer letters have been revised to include updated language consistent with District of Columbia (District) government personnel regulations, including updated residency and suitability requirements. HR advisors and specialists responsible for extending offers of employment may use these templates outside of PeopleSoft until the D.C. Department of Human Resources (DCHR) finalizes the electronic employment offer letter process in e-Recruit. The templates will be accessible at the HR Advisors Information Center on the DCHR’s intranet at dchr.in.dc.gov.
- For consistency, HR advisors/specialists shall not edit/change the text of the standard employment offer letters, except for the omission of inapplicable statements.

II. Pre-Employment Offer Letter Process

HR advisors and specialists should follow the below process for extending offer letters of employment to candidates:

1. Verbally initiate an approved offer of employment to the candidate.

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2. Follow-up with the candidate via email that outlines the pre-employment process. In the email, include:
 - A copy of the DCSF No. 04-05, Authorization for Release of Information Form. The Authorization for Release of Information Form must be signed and returned via email by the candidate no later than three (3) business days after receipt of the email.
 - If a candidate claims residency preference, include a copy of the D.C. Form 300, Notification and Certification of Residency Preference for Employment. The D.C. Form 300 contains a list of acceptable documents that may be submitted as proof of District residency. The candidate must provide these documents no later than three (3) business days after receipt of the email.
3. Once you receive the DCSF No. 04-05 from the candidate, conduct a pre-employment background investigation in accordance with Chapter 4, Suitability, of the D.C. Municipal Regulations (DCMR).
4. Upon completion of the candidate's pre-employment background investigation, and if the candidate is found suitable, prepare and issue the offer of employment letter through e-Recruit.
5. If the pre-employment background investigation results in the candidate being found unsuitable, inform the candidate that:
 - The results of the check were unsatisfactory. The candidate is unsuitable for employment and will be denied examination for or appointment to the position for which he or she has been considered. If the candidate began employment before the pre-employment check was completed, he or she will be terminated from District government service.
6. If a pre-employment check results in a candidate's disqualification pursuant to 6-B DCMR §408, elevate the matter by contacting DCHR's Policy and Compliance Administration in writing for review and approval before any further action is taken concerning the final (formal) offer of employment. DCHR will make a final suitability determination after consulting the guidelines regarding disqualification prior to any further action being taken.
7. If a candidate is under consideration for a position that is subject to the enhanced suitability program (safety, protection, or security sensitive), you must provide a written referral of the candidate to DCHR's Policy and Compliance Administration. Prior to the effective date of the candidate's appointment, the candidate must undergo a criminal background check, traffic record check, and drug and alcohol test, as applicable.

III. Extending Offers of Employment through e-Recruit

HR Advisors and specialists extending offers of employment through e-Recruit should refer to the process below:

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1. Generate an offer of employment through e-Recruit for all candidates who are found suitable after the pre-employment investigation is completed. To ensure that relevant records are maintained online, use the employment offer letters in PeopleSoft for recruitment actions processed through e-Recruit.
2. Wait five (5) business days for the candidate to accept the offer of employment. The candidate must accept the offer of employment within this timeframe and must notify the HR Advisor/Specialist via email if additional time is needed prior to the expiration date of the original offer of employment.
3. You will receive a system-generated email through e-Recruit if the candidate "accepts," "declines," or "would like to discuss further" the offer of employment.
4. If your agency wishes to rescind an offer of employment, you must submit a written request to the Director of DCHR for approval in advance of any rescission and receive the Director of DCHR's approval.

IV. List and Description of Attachments

The agency's Human Resources Advisor and DCHR's Specialist shall ensure that the attached letters are used when issuing offers of employment:

- **Attachment No. 1** – Sample Emails to be Issued to Selectee
- **Attachment No. 2** – Career Service Appointment (Probational/Permanent); Reinstatement Career (Probational); or Reinstatement Career (Permanent) [Written Notification of Career Service Appointment]
- **Attachment No. 3** – Career Service Term Appointment (New Appointment) [Written Notification of Career Service Term Appointment]
- **Attachment No. 4** – Career Service Temporary Appointment (New Appointment) [Written Notification of Career Service Temporary Appointment]
- **Attachment No. 5** – Conversion to Career Service Appointment (Probational/Permanent) [Written Notification of Conversion to Career Service Appointment]
- **Attachment No. 6** – Conversion to Career Service Term Appointment [Written Notification of Conversion to Career Service Term Appointment]
- **Attachment No. 7** – Conversion to Career Service Temporary Appointment [Written Notification of Conversion to Career Service Temporary Appointment]
- **Attachment No. 8** – Educational Service "With Tenure" or "Without Tenure" Appointment (Office of the State Superintendent of Education (OSSE) only) [Written Notification of OSSE-Educational Service Appointment]

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- **Attachment No. 9** – Conversion to Educational Service “*With Tenure*” or “*Without Tenure*” Appointment (Office of the State Superintendent of Education (OSSE) only) [Written Notification of Conversion to OSSE-Educational Service Appointment]
- **Attachment No. 10** – Management Supervisory Service Appointment (Initial Appointment Only) [Written Notification of MSS Appointment]
- **Attachment No. 11** – Conversion to Management Supervisory Service Appointment (Competitive) [Written Notification of Competitive Conversion to MSS Appointment]
- **Attachment No. 12** – Senior Executive Attorney Service Appointment (Initial Appointment Only) [Written Notification of SEAS Appointment]
- **Attachment No. 13** – Legal Service Appointment (Initial Appointment Only) [Written Notification of LS Appointment]
- **Attachment No. 14** – Conversion to Legal Service Appointment [Written Notification of Conversion to LS Appointment]
- **Attachment No. 15** – Conversion to Senior Executive Service Appointment [Written Notification of Conversion to SEAS Appointment]

V. Notifications and Instructions on Enclosures for Standard Employment Offer Letters

A. Notifications

- (1) For consistency, except for the omission of inapplicable statements, agencies shall not edit (change) the text of the standard employment offer letters attached.
- (2) **Reminder:** New Employee Orientation check-in starts at **8:30 a.m.**

B. Instructions

- (1) Included with this checkpoint are Enclosures A through E.
- (2) Include Enclosures A and E for Attachments Nos. 2, 3, 4, 8, 10, 12, and 13.
- (3) Include Enclosures B, C, and D only as applicable.
- (4) For Attachments Nos. 5, 6, 7, 9, 11, 14, and 15 – include Enclosures only as applicable.

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VI. Additional Information

For additional information and guidance on the material presented in this HRA Checkpoint, please contact the DCHR's Human Resources Solutions Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.recruitment@dc.gov.

Ventris C. Gibson, Director

Attachments