

PERSONNEL ACTION SUBMISSIONS CHECKLIST

PERSONNEL MANUAL ISSUANCE SYSTEM

dchr

**DISTRICT PERSONNEL
ISSUANCE No. 2018-09**

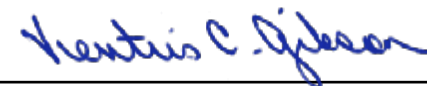
Effective Date:
May 8, 2018

Related DPM Chapters:
31B, 32

A large American flag is shown waving on a flagpole against a blue sky with light clouds. A thick red diagonal stripe cuts across the page from the top right towards the bottom left, partially overlapping the flag and the text area.

Overview

Whenever a subordinate agency makes a personnel change through a competitive or non-competitive procedure, the agency must submit a Personnel Action Request (PAR) to the D.C. Department of Human Resources (DCHR) for processing into the PeopleSoft Human Resource Management System (HRMS). To ensure efficient and accurate processing, agencies should submit personnel actions to DCHR along with a Checklist for Submission of Personnel Actions (DCHR Form No.32-02). This issuance revises the existing form, provides general information on the various types of competitive and non-competitive personnel actions, and provides information on the required documentation for each action.

A handwritten signature in blue ink that reads "Ventris C. Gibson".

Ventris C. Gibson, Director

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Submitting a Request

Submitting a Request

When submitting documents to hire new employees, or to make changes to an employee's record, the employing agency must submit a personal action request (PAR) to DCHR for processing.

To submit a request, agencies must use DCHR Form No. 32-02 (Attachment 1), and submit the form with any supporting documentation that is required according to the types of actions outlined in this issuance. Agencies should submit requests to the DCHR Cluster Operations Administration via dchr.recruitment@dc.gov.

Competitive Personnel Actions

Competitive Personnel Actions

Competitive actions are appointments resulting from open competition after the posting of a vacancy announcement (job requisition). These appointments generally include:

- Initial appointments (first time employment with the District government);
- Conversions (movement from one service to another);
- Promotions (movement to a higher grade level within the same classification system and pay schedule, or movement to a higher representative rate in a different job classification system and pay schedule);
- Reassignments (lateral movement to an agency under the same personnel authority, or movement from one position to another without promotion or demotion); and
- Transfers (lateral movement to an agency within the same service under a different personnel authority).

Required Documents for Processing of Competitive Actions

For competitive actions, agencies must submit DCHR Form No. 32-02 in addition to the following documentation as applicable, unless otherwise noted:

- Job Requisition / Announcement Number;
- OCA Hiring Freeze Appeal Form (Budget Approval or Funding Certificate, if outside of required OCA approval), or Waiver of OCA Hiring Freeze Appeal Form;
- Approved Position Number;
- Position Description (include Optional Form 8);
- Selection Certificate, e-Recruit screening results, Interview Scores, and Notes;
- Signed Employment Application (or Resume);
- Copy of Proposed Offer Letter;
- Enhanced Suitability Clearance Document;
- General Suitability Screening Checklist (e.g., proof of degree, employment references, and professional license);
- Salary verification (as applicable);
- Justification memo (as applicable); and

Additional Documents

When submitting requests for hiring or pay exceptions, proofs of hiring preference(s), additional income allowances, hiring bonuses, or compensation for travel or relocation, agencies must submit the following documents, as applicable:

- Hiring & Pay Exceptions Request Form, DCSF No. 11B-10;
- Proof of preference documents (Foster Care, Residency, or Veteran);
- Additional Income Allowance or Hiring Bonus Forms; or
- Travel and/or Relocation Expense Request.

Non- Competitive Personnel Actions

Non-Competitive Personnel Actions

Non-competitive personnel actions are personnel actions that do not qualify as being “competitive actions,” which change the status of an employee, or updates an employee’s personnel record. Agencies must submit DCHR Form No. 32-O2 in addition to the required documentation for the appropriate non-competitive personnel action¹ outlined in the table provided in the proceeding pages.

¹ The definitions and procedures for these actions are non-exhaustive and are meant to serve as general guidance for the non-competitive personnel actions that require the submission of documentation to DCHR.

TYPE OF ACTION	DESCRIPTION	REQUIRED DOCUMENTATION
Change to Lower Grade	When an employee is changed to a lower grade as a result of performance issues, or a voluntary move on the part of the employee.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Position description with Optional Form 8 (classified within the last 3 years) • If the change is requested for a disciplinary or performance reason, a Notification of Final Decision • If the change to a lower grade is requested by the employee, a signed and dated memorandum requesting the change • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate
Detail	A detail is a temporary assignment of an employee to a different position for a specified period of no more than 120-days to an established position, or 240-days to an unestablished position. Details that last for a duration beyond the 120-days for established positions and the 240-days for unestablished positions must be approved by DCHR.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Position description with Optional Form 8 (classified within the last 3 years) • Statement of Duties (if detailed to an unclassified position) • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate
Time-Limited Appointments (TAPER, Temp, or Term Appointments)	Time-limited appointments are temporary appointments used to meet limited administrative needs, fill a temporary position, or fill a continuing position for a temporary period of time.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Approved position number • Position description with Optional Form 8 (Classified within the last 3 years) • Signed Employment Application • General Suitability Screening Checklist • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate
Extension of a Time-Limited Appointment	Extensions of time-limited appointments may not exceed the total amount allowed for the appointment type.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft)
Leave Without Pay (LWOP) and Extensions of LWOP	When an employee is going on LWOP for 30 days or more, the agency must inform DCHR. Extensions of LWOP beyond 30 days should also be submitted to DCHR prior to expiration of the original request. If the initial LWOP is over 52 weeks, or the extension results in LWOP for over 52 weeks, DCHR approval is required.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Completed Form 1199, Request for Advance Leave or Leave Without Pay • Supporting documentation for why the employee needs LWOP
Employee Name Changes	When an employee legally has a new name that is different from their name at birth, marriage, or adoption.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Legal documentation to support the name change
Promotion (Non-Competitive)	When an employee is moved to a higher-graded level within the same job title and salary schedule.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Approved position number • Position description with Optional Form 8 (classified within last 3 years) • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate

Temporary Promotion	Temporary promotions are promotions for periods of thirty (30) days or more, not to exceed one hundred twenty (120) days if made without competition.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Approved position number • Justification memorandum • Position description with Optional Form 8 (classified within the last 3 years) • Employment Application • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate
Reassignment	When an employee moves from one position to another without a promotion or demotion.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Approved position number • Position description with Optional Form 8 (classified within last 3 years) • OCA Hiring Freeze Appeal Form (or waiver), or Budget Approval Funding Certificate
Return to Duty	Placement of an employee back in a pay and duty status after absence for non-pay reasons (e.g., furlough, suspension, or leave without pay).	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft)
Separations (excluding retirements)	Voluntary or involuntary actions when an employee is no longer employed with the District government. Coordinate with DCHR's Benefits and Retirements Administration for separations due to retirement or death.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Supporting documentation (e.g., expiration of appointment notice, removal notice, termination notice, or resignation letter)
Suspension	Temporary placement of an employee in a non-duty, non-pay status for disciplinary reasons.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Supporting documentation (e.g., notification of final decision)
Transfer	A transfer is the movement of an employee to another position within the same service under a different personnel authority.	<ul style="list-style-type: none"> • Personnel Action Request (Signed/Approved in PeopleSoft) • Approved position number • Position description with Optional Form 8 (classified within the last 3 years) • OCA Hiring Freeze Approval Form (or waiver), or Budget Approval Funding Certificate



Legal

Authorities

1. [D.C. Official Code § 1-604.06\(a\) & \(b\)](#)
2. Delegations and Sub-Delegations of Authority - Director of the D.C. Department of Human Resources and Agency Heads, [Mayor's Order 2008-92](#) (June 26, 2008)

Applicability

The provisions of this issuance apply to those District government agencies which are subordinate to the Mayor's personnel authority, and independent agencies serviced by or who use the HRMS maintained by DCHR.

Additional Information

For additional information concerning this instruction, please contact the DCHR's Cluster Operations Administration, by calling (202) 442-9700 or by sending an e-mail to dchr.recruitment@dc.gov.

Attachments

[Attachment 1 - Checklist for Submission of Personnel Actions, Form No. 32-02](#)