
Office of Employee Appeals

www.oea.dc.gov
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Table CH0-1

Description	FY 2018 Actual	FY 2019 Actual	FY 2020 Approved	FY 2021 Approved	% Change from FY 2020
OPERATING BUDGET	\$2,098,885	\$2,100,673	\$2,235,527	\$2,234,311	-0.1
FTEs	15.0	15.0	15.0	15.0	0.0
CAPITAL BUDGET	\$0	\$0	\$0	\$0	N/A
FTEs	0.0	0.0	0.0	0.0	N/A

The mission of the Office of Employee Appeals (OEA) is to render impartial, legally sufficient, and timely decisions on appeals filed by District of Columbia government employees. OEA has jurisdiction over appeals in which an employee has been removed as a result of an adverse action for cause, placed on enforced leave for 10 days or more, suspended for 10 days or more, reduced in grade, or been subjected to a reduction in force.

Summary of Services

OEA offers District government agencies and employees the following three-part appeal process: mediation, adjudication, and petitions for review. The mediation process allows the employee and the agency an opportunity to resolve their disputes without going through the lengthy and costly adjudication process. The adjudication process results in disputes being resolved by an administrative judge who issues an initial decision and finds in favor of either the agency or employee. The petition for review process provides an impartial review of initial decisions by OEA's Board.

The agency's FY 2021 approved budget is presented in the following tables:

FY 2021 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table CH0-2 contains the approved FY 2021 budget by revenue type compared to the FY 2020 approved budget. It also provides FY 2018 and FY 2019 actual data.

Table CH0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual	Actual	Approved	Approved	Change	%	Actual	Actual	Approved	Approved	Change	%
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2020	Change*	FY 2018	FY 2019	FY 2020	FY 2021	FY 2020	Change
GENERAL FUND												
Local Funds	2,099	2,101	2,236	2,234	-1	-0.1	15.0	15.0	15.0	15.0	0.0	0.0
TOTAL FOR GENERAL FUND	2,099	2,101	2,236	2,234	-1	-0.1	15.0	15.0	15.0	15.0	0.0	0.0
GROSS FUNDS	2,099	2,101	2,236	2,234	-1	-0.1	15.0	15.0	15.0	15.0	0.0	0.0

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2021 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2021 Approved Operating Budget, by Comptroller Source Group

Table CH0-3 contains the approved FY 2021 budget at the Comptroller Source Group (object class) level compared to the FY 2020 approved budget. It also provides FY 2018 and FY 2019 actual expenditures.

Table CH0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2018	Actual FY 2019	Approved FY 2020	Approved FY 2021	Change from FY 2020	Percentage Change*
11 - Regular Pay - Continuing Full Time	1,355	1,570	1,621	1,581	-40	-2.5
12 - Regular Pay - Other	115	129	134	176	42	31.8
13 - Additional Gross Pay	1	0	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	291	321	363	361	-2	-0.5
15 - Overtime Pay	0	0	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	1,762	2,020	2,118	2,118	0	0.0
20 - Supplies and Materials	8	9	3	3	0	-2.0
31 - Telecommunications	16	0	0	0	0	N/A
34 - Security Services	0	7	0	0	0	N/A
40 - Other Services and Charges	251	26	84	83	-1	-1.4
41 - Contractual Services - Other	33	33	30	30	0	0.0
70 - Equipment and Equipment Rental	28	7	1	1	0	-2.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	337	81	118	117	-1	-1.0
GROSS FUNDS	2,099	2,101	2,236	2,234	-1	-0.1

*Percent change is based on whole dollars.

FY 2021 Approved Operating Budget and FTEs, by Division/Program and Activity

Table CH0-4 contains the approved FY 2021 budget by division/program and activity compared to the FY 2020 approved budget. It also provides FY 2018 and FY 2019 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CH0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2018	Actual FY 2019	Approved FY 2020	Approved FY 2021	Change from FY 2020	Actual FY 2018	Actual FY 2019	Approved FY 2020	Approved FY 2021	Change from FY 2020
(1000) AGENCY MANAGEMENT										
(1020) Contracting & Procurement	0	81	105	116	10	0.0	0.0	0.0	0.0	0.0
(1040) Information Technology	81	83	78	79	1	1.0	1.0	1.0	1.0	0.0
(1085) Customer Service	65	66	59	60	2	1.0	1.0	1.0	1.0	0.0
(1090) Performance Management	217	216	275	273	-1	2.0	2.0	2.0	2.0	0.0
(1100) Office of Employee Appeals	637	702	695	736	40	5.0	5.0	5.0	5.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	1,001	1,147	1,212	1,265	52	9.0	9.0	9.0	9.0	0.0
(2000) ADJUDICATION										
(2001) Adjudication Process	706	887	931	871	-60	5.5	5.5	5.5	5.5	0.0
(2002) Appeals	337	0	11	31	19	0.0	0.0	0.0	0.0	0.0
(2003) Mediation	56	66	81	68	-12	0.5	0.5	0.5	0.5	0.0
SUBTOTAL (2000) ADJUDICATION	1,098	954	1,023	970	-53	6.0	6.0	6.0	6.0	0.0
TOTAL APPROVED OPERATING BUDGET	2,099	2,101	2,236	2,234	-1	15.0	15.0	15.0	15.0	0.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2021 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Program Description

The Office of Employee Appeals operates through the following 2 programs:

Adjudication – provides mediation sessions, impartial hearings, and adjudication appeals for District government employees who challenge an agency's final decision on personnel matters.

This program contains the following 3 activities:

- Adjudication Process – provides impartial, fair decisions to employees for timely resolution of their appeal;
- Appeals – provides an impartial review by the Office of Employee Appeals Board of the decisions filed; and
- Mediation – provides both parties an opportunity to resolve or settle disputes without going through the lengthy and costly adjudication process.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This program is standard for all agencies using performance-based budgeting.

Program Structure Change

The Office of Employee Appeals has no program structure changes in the FY 2021 approved budget.

FY 2020 Approved Budget to FY 2021 Approved Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2020 approved budget and the FY 2021 approved budget. For a more comprehensive explanation of changes, please see the FY 2021 Approved Budget Changes section, which follows the table.

Table CH0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2020 Approved Budget and FTE		2,236	15.0
No Change		0	0.0
LOCAL FUNDS: FY 2021 Recurring Budget		2,236	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	86	0.0
Reduce: To realize programmatic cost savings in nonpersonal services	Multiple Programs	-1	0.0
Reduce: To offset projected adjustments in personal services costs	Adjudication	-86	0.0
LOCAL FUNDS: FY 2021 Mayor's Proposed Budget		2,234	15.0
No Change		0	0.0
LOCAL FUNDS: FY 2021 District's Approved Budget		2,234	15.0
GROSS FOR CH0 - OFFICE OF EMPLOYEE APPEALS		2,234	15.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

FY 2021 Approved Budget Changes

The Office of Employee Appeals' (OEA) approved FY 2021 gross budget is \$2,234,311, which represents a less than 1.0 percent decrease from its FY 2020 approved gross budget of \$2,235,527. The budget is comprised entirely of Local funds.

Recurring Budget

No Change: Office of Employee Appeals's budget reflects no change from the FY 2020 approved budget to the FY 2021 recurring budget.

Mayor's Proposed Budget

Increase: OEA's proposed budget reflects a net increase in personal services of \$85,924, across multiple programs to support the agency's operations.

Reduce: OEA's budget proposal includes reductions of: \$1,216 to realize programmatic cost savings in nonpersonal services across multiple programs and \$85,925 in the Adjudication program to align the agency's budget with anticipated personal services savings.

District's Approved Budget

No Change: The Office of Employee Appeals' budget reflects no change from the Mayor's proposed budget to the District's approved budget.

Agency Performance Plan

Office of Employee Appeals performance plan has the following objectives for FY 2021:

Strategic Objectives

Strategic Objectives describe what the agency will do, at a high level, to achieve its mission. These are action-based sentences that define what an agency does for its customers, whether the customers are residents or other District agencies, and how that improves the District.

Objectives

1. Render impartial, legally sound decisions in a timely manner.
2. Streamline the adjudication process.
3. Maintain a system to allow the public to have access to all decisions rendered by the OEA.

ACTIVITIES

Activities include the work that happens on a daily basis to help achieve the Strategic Objectives. Activity names come from the budget line items. This is further divided into “daily services” (ex. sanitation disposal), and long-term “key projects” that are high profile, one-time and span several years, (ex. redevelopment of Walter Reed Army Medical Center). Many agencies will mostly have daily services, whereas some agencies that have more of their budget come from capital funding will have several key projects.

1. Render impartial, legally sound decisions in a timely manner. (3 Activities)

Activity Title	Activity Description	Type of Activity
Petitions for Appeal	Intake Coordinator reviews Petition for Appeal, determines the type of appeal and assigns to Administrative Judge.	Daily Service
Petitions for Review	Office of the General Counsel reviews Petitions for Review, drafts the Opinion and Order and meets with the Board to present the appeal and issue the decision.	Daily Service
Initial Decisions	Administrative Judges process Petitions for Appeal which culminate in the issuance of an Initial Decision.	Daily Service

2. Streamline the adjudication process. (1 Activity)

Activity Title	Activity Description	Type of Activity
Mediation and Settlement	The goal of the mediation program is to help the parties, through the negotiation process, reach a settlement that is agreeable to both of them.	Key Project

3. Maintain a system to allow the public to have access to all decisions rendered by the OEA. (1 Activity)

Activity Title	Activity Description	Type of Activity
Website	Decisions are uploaded to the agency's website so that the public is able to view the decisions and research the decisions.	Daily Service

KEY PERFORMANCE INDICATORS

Key Performance Indicators measure how well an agency is achieving its Strategic Objectives. They are outcome-oriented and should be used to answer the question, “What does the agency need to measure to determine success?”

1. Render impartial, legally sound decisions in a timely manner. (6 Measures)

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Target	FY 2019 Actual	FY 2020 Target	FY 2021 Target
Number of Initial Decisions Issued	No	123	135	118	135	120
Number of Opinions and Orders Issued	No	33	25	19	25	20
Percent of OEA decisions upheld by D.C. Superior Court and the D.C. Court of Appeals	No	100%	99%	96%	99%	100%
Percent of cases reversing agency decisions	No	21.8%	Not Available	10.2%	No Target Set	No Target Set
Time Required to Complete Adjudications	No	6	12	5	12	12
Time Required to Resolve Petitions for Review	No	5	9	4	9	9

2. Streamline the adjudication process. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Target	FY 2019 Actual	FY 2020 Target	FY 2021 Target
Percent of appeals involved in mediation process	No	61%	Not Available	46%	No Target Set	No Target Set
Percent of appeals resolved through mediation	No	13%	Not Available	21.7%	No Target Set	No Target Set

3. Maintain a system to allow the public to have access to all decisions rendered by the OEA. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2018 Actual	FY 2019 Target	FY 2019 Actual	FY 2020 Target	FY 2021 Target
Percent of Initial Decisions uploaded to website	No	100%	100%	100%	100%	No Target Set
Percent of Opinions and Orders uploaded to website	No	100%	100%	100%	100%	No Target Set

WORKLOAD MEASURES

Workload Measures, also called inputs or outputs, quantify an activity, effort or process that is necessary to make progress towards the Strategic Objectives. They help answer the question; “How much are we doing?”

1. Mediation and Settlement

Measure	New Measure/ Benchmark Year	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual
Number of attorney fee appeals mediated	No	15	2	1

Performance Plan End Notes:

*For more information about the structure and components of FY 2021 draft performance plans, please see the FY 2021 Approved Budget and Financial Plan, Volume 1, Appendix E.

**Key performance indicators that are new may not have historical data and may only have FY 2021 targets.

***For the final versions of agency FY 2021 performance plans when they become available in December 2020, see the OCA website at <https://oca.dc.gov/>.