

---

# Office of Employee Appeals

www.oea.dc.gov

Telephone: 202-727-0004

---

Description	FY 2014	FY 2015	FY 2016	% Change
	Actual	Approved	Proposed	from FY 2015
Operating Budget	\$1,464,720	\$1,570,426	\$1,744,654	11.1
FTEs	14.3	14.0	15.0	7.1

---

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 2016 proposed budget is presented in the following tables:

## FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CH0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

**Table CH0-1**  
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
<b>General Funds</b>						
Local Funds	1,439	1,465	1,570	1,745	174	11.1
<b>Total for General Fund</b>	<b>1,439</b>	<b>1,465</b>	<b>1,570</b>	<b>1,745</b>	<b>174</b>	<b>11.1</b>
<b>Gross Funds</b>	<b>1,439</b>	<b>1,465</b>	<b>1,570</b>	<b>1,745</b>	<b>174</b>	<b>11.1</b>

\*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 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2016 Proposed Full-Time Equivalent, by Revenue Type

Table CH0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

**Table CH0-2**

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<b>General Fund</b>						
Local Funds	13.9	14.3	14.0	15.0	1.0	7.1
<b>Total for General Fund</b>	<b>13.9</b>	<b>14.3</b>	<b>14.0</b>	<b>15.0</b>	<b>1.0</b>	<b>7.1</b>
<b>Total Proposed FTEs</b>	<b>13.9</b>	<b>14.3</b>	<b>14.0</b>	<b>15.0</b>	<b>1.0</b>	<b>7.1</b>

## FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

**Table CH0-3**  
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	1,044	1,075	1,137	1,281	144	12.7
12 - Regular Pay - Other	88	87	100	106	6	6.0
14 - Fringe Benefits - Current Personnel	210	220	234	270	36	15.6
<b>Subtotal Personal Services (PS)</b>	<b>1,342</b>	<b>1,382</b>	<b>1,471</b>	<b>1,658</b>	<b>186</b>	<b>12.7</b>
20 - Supplies and Materials	14	9	8	6	-2	-25.0
31 - Telephone, Telegraph, Telegram, Etc.	2	0	0	0	0	N/A
40 - Other Services and Charges	51	35	56	49	-7	-12.8
41 - Contractual Services - Other	24	24	14	25	11	76.0
70 - Equipment and Equipment Rental	5	14	21	7	-14	-65.6
<b>Subtotal Nonpersonal Services (NPS)</b>	<b>96</b>	<b>83</b>	<b>99</b>	<b>87</b>	<b>-12</b>	<b>-12.3</b>
<b>Gross Funds</b>	<b>1,439</b>	<b>1,465</b>	<b>1,570</b>	<b>1,745</b>	<b>174</b>	<b>11.1</b>

\*Percent change is based on whole dollars.

### 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 2016 proposed budget.

## FY 2016 Proposed Operating Budget and FTEs, by Program and Activity

Table CH0-4 contains the proposed FY 2016 budget by program and activity compared to the FY 2015 approved budget. It also provides the FY 2014 actual data.

**Table CH0-4**  
(dollars in thousands)

Program/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
<b>(1000) Agency Management</b>								
(1040) Information Technology	61	62	65	3	1.0	1.0	1.0	0.0
(1085) Customer Service	52	48	50	2	1.0	1.0	1.0	0.0
(1090) Performance Management	166	186	193	7	1.0	1.0	1.0	0.0
(1100) Office of Employee Appeals	560	524	665	141	5.1	5.0	6.0	1.0
<b>Subtotal (1000) Agency Management</b>	<b>840</b>	<b>821</b>	<b>973</b>	<b>152</b>	<b>8.2</b>	<b>8.0</b>	<b>9.0</b>	<b>1.0</b>
<b>(2000) Adjudication</b>								
(2001) Adjudication Process	542	592	622	30	5.6	5.5	5.5	0.0
(2002) Appeals	83	99	87	-12	0.0	0.0	0.0	0.0
(2003) Mediation	0	59	63	4	0.5	0.5	0.5	0.0
<b>Subtotal (2000) Adjudication</b>	<b>625</b>	<b>750</b>	<b>772</b>	<b>22</b>	<b>6.1</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>Total Proposed Operating Budget</b>	<b>1,465</b>	<b>1,570</b>	<b>1,745</b>	<b>174</b>	<b>14.3</b>	<b>14.0</b>	<b>15.0</b>	<b>1.0</b>

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

**Note:** For more detailed information regarding the proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

### FY 2016 Proposed Budget Changes

The Office of Employee Appeals' (OEA) proposed FY 2016 gross budget is \$1,744,654, which represents an 11.1 percent increase over its FY 2015 approved gross budget of \$1,570,426. The budget is comprised entirely of Local funds.

### Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple programs, and it estimates how much it would cost an agency to continue its current programs and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

OEA's FY 2016 CSFL budget is \$1,626,654, which represents a \$56,228, or 3.6 percent, increase over the FY 2015 approved Local funds budget of \$1,570,426.

### **CSFL Assumptions**

The FY 2016 CSFL calculated for OEA included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$55,916 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$312 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

### **Agency Budget Submission**

**Increase:** OEA's proposed budget reflects a net increase of \$12,583 in the Agency Management and Adjudication programs to fund projected personal services costs related to salary steps and Fringe Benefits. An increase of \$10,480 supports contractual services for court reporting and courier services.

**Decrease:** OEA proposes to streamline operational efficiencies within the Adjudication program by various adjustments in nonpersonal services that offset the increases in personal services. These adjustments include decreases of \$2,000 for office supplies, \$7,171 for Other Services and Charges, and \$13,892 in equipment costs.

### **Mayor's Proposed Budget**

**Increase:** The budget proposal reflects a personal services increase of \$62,687 and 0.5 FTE in the Adjudication program to align resources with agency structure.

**Decrease:** The proposed budget includes a personal services decrease of \$62,687 and 0.5 FTE in the Agency Management program to align resources with agency structure.

### **District's Proposed Budget**

**Enhance:** The budget proposal includes a personal services enhancement of \$118,000 and 1.0 FTE to support legal services.

## FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

**Table CH0-5**  
(dollars in thousands)

DESCRIPTION	PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2015 Approved Budget and FTE</b>		<b>1,570</b>	<b>14.0</b>
Other CSFL Adjustments	Multiple Programs	56	0.0
<b>LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget</b>		<b>1,627</b>	<b>14.0</b>
Increase: To adjust personal services	Multiple Programs	13	0.0
Increase: To adjust the Contractual Services budget	Adjudication	10	0.0
Decrease: To streamline operation efficiency	Adjudication	-2	0.0
Decrease: To align funding with nonpersonal services costs	Adjudication	-7	0.0
Decrease: To offset projected increases in personal services	Adjudication	-14	0.0
<b>LOCAL FUNDS: FY 2016 Agency Budget Submission</b>		<b>1,627</b>	<b>14.0</b>
Increase: To align resources with agency structure	Adjudication	63	0.5
Decrease: To align resources with agency structure	Agency Management	-63	-0.5
<b>LOCAL FUNDS: FY 2016 Mayor's Proposed Budget</b>		<b>1,627</b>	<b>14.0</b>
Enhance: To support additional FTE	Agency Management	118	1.0
<b>LOCAL FUNDS: FY 2016 District's Proposed Budget</b>		<b>1,745</b>	<b>15.0</b>
<b>Gross for CH0 - Office of Employee Appeals</b>		<b>1,745</b>	<b>15.0</b>

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

## Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

### Adjudication<sup>1</sup>

**Objective 1:** Render impartial, legally sound decisions in a timely manner.

**Objective 2:** Streamline the adjudication process.

**Objective 3:** Maintain a system to allow the public to have access to all decisions rendered by the office.

---

## KEY PERFORMANCE INDICATORS

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of initial decisions issued	337	250	336	250	250	250
Number of opinion and orders issued	26	25	34	25	25	25
Mean length of time required to complete adjudications <sup>2</sup>	12 months	12 months	14 months	14 months	14 months	14 months
Mean length of time required to resolve petitions for review <sup>3</sup>	9 months	9 months	9 months	9 months	9 months	9 months
Percent of OEA decisions upheld in D.C. Superior Court and D.C. Court of Appeals of Appeals	100%	99%	Not Available	99%	99%	99%

### Performance Plan Endnotes:

<sup>1</sup>For the purposes of the FY 2016 Performance Plan, (1000) Agency Management is included with the (2000) Adjudication division to more accurately reflect the functional organization of the OEA.

<sup>2</sup>The months indicated represent the time from which an appeal is filed with OEA until an initial decision is issued by an administrative judge.

<sup>3</sup>The months indicated represent the time from which an appeal is filed with the OEA Board until a final decision is rendered.