
Office of Employee Appeals

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Table CH0-1

Description	FY 2015	FY 2016	FY 2017	% Change
	Actual	Approved	Proposed	from FY 2016
OPERATING BUDGET	\$1,525,426	\$1,744,654	\$1,815,293	4.0
FTEs	13.7	15.0	15.0	0.0

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 2017 proposed budget is presented in the following tables:

FY 2017 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CH0-2 contains the proposed FY 2017 budget by revenue type compared to the FY 2016 approved budget. It also provides FY 2015 actual data.

Table CH0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,525	1,745	1,815	71	4.0	13.7	15.0	15.0	0.0	0.0
TOTAL FOR GENERAL FUND	1,525	1,745	1,815	71	4.0	13.7	15.0	15.0	0.0	0.0
GROSS FUNDS	1,525	1,745	1,815	71	4.0	13.7	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 2017 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2017 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2017 budget at the Comptroller Source Group (object class) level compared to the FY 2016 approved budget. It also provides FY 2014 and FY 2015 actual expenditures.

Table CH0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2014	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,075	1,119	1,281	1,287	6	0.5
12 - REGULAR PAY - OTHER	87	89	106	110	3	3.0
13 - ADDITIONAL GROSS PAY	0	2	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	220	234	270	296	26	9.6
SUBTOTAL PERSONAL SERVICES (PS)	1,382	1,445	1,658	1,693	35	2.1
20 - SUPPLIES AND MATERIALS	9	2	6	3	-3	-46.7
40 - OTHER SERVICES AND CHARGES	35	43	49	82	33	67.7
41 - CONTRACTUAL SERVICES - OTHER	24	23	25	35	10	41.6
70 - EQUIPMENT AND EQUIPMENT RENTAL	14	13	7	2	-5	-69.8
SUBTOTAL NONPERSONAL SERVICES (NPS)	83	81	87	123	36	40.8
GROSS FUNDS	1,465	1,525	1,745	1,815	71	4.0

*Percent change is based on whole dollars.

FY 2017 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CH0-4 contains the proposed FY 2017 budget by division/program and activity compared to the FY 2016 approved budget. It also provides FY 2015 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 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016	Actual FY 2015	Approved FY 2016	Proposed FY 2017	Change from FY 2016
(1000) AGENCY MANAGEMENT								
(1040) INFORMATION TECHNOLOGY	64	65	69	4	1.0	1.0	1.0	0.0
(1085) CUSTOMER SERVICE	54	50	53	3	1.0	1.0	1.0	0.0
(1090) PERFORMANCE MANAGEMENT	181	193	201	8	1.0	1.0	1.0	0.0
(1100) OFFICE OF EMPLOYEE APPEALS	571	665	705	39	4.9	6.0	6.0	0.0
SUBTOTAL (1000) AGENCY MANAGEMENT	870	973	1,027	54	7.8	9.0	9.0	0.0
(2000) ADJUDICATION								
(2001) ADJUDICATION PROCESS	575	622	600	-22	5.4	5.5	5.5	0.0
(2002) APPEALS	81	87	123	36	0.0	0.0	0.0	0.0
(2003) MEDIATION	0	63	65	3	0.5	0.5	0.5	0.0
SUBTOTAL (2000) ADJUDICATION	655	772	788	16	5.9	6.0	6.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,525	1,745	1,815	71	13.7	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 proposed funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2017 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 2017 proposed budget.

FY 2016 Approved Budget to FY 2017 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2016 approved budget and the FY 2017 proposed budget. For a more comprehensive explanation of changes, please see the FY 2017 Proposed Budget Changes section, which follows the table.

Table CH0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2016 Approved Budget and FTE		1,745	15.0
Other CSFL Adjustments	Multiple Programs	51	0.0
LOCAL FUNDS: FY 2017 Current Services Funding Level (CSFL) Budget		1,795	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	19	0.0
Decrease: To offset projected adjustments in personal services costs	Adjudication	-19	0.0
LOCAL FUNDS: FY 2017 Agency Budget Submission		1,795	15.0
No Change		0	0.0
LOCAL FUNDS: FY 2017 Mayor’s Proposed Budget		1,795	15.0
Enhance: To support website improvements (one-time)	Adjudication	36	0.0
Enhance: To support court reporting services	Adjudication	18	0.0
Reduce: To recognize savings in personal services	Adjudication	-34	0.0
LOCAL FUNDS: FY 2017 District’s Proposed Budget		1,815	15.0
GROSS FOR CH0 - OFFICE OF EMPLOYEE APPEALS		1,815	15.0

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

FY 2017 Proposed Budget Changes

The Office of Employee Appeals’ (OEA) proposed FY 2017 gross budget is \$1,815,293, which represents a 4.0 percent increase over its FY 2016 approved gross budget of \$1,744,654. 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 2016 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 2017 CSFL adjustments to the FY 2016 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 2017 CSFL budget is \$1,795,465, which represents a \$50,811, or 2.9 percent, increase over the FY 2016 approved Local funds budget of \$1,744,654.

CSFL Assumptions

The FY 2017 CSFL calculated for OEA included adjustment entries that are not described in detail on table 5. These adjustments include an increase of \$46,651 in personal services to account for the impact of cost-of-living adjustments, and approved compensation agreements, and an increase of \$575 in nonpersonal services based on the Consumer Price Index factor of 2.3 percent.

CSFL funding for OEA also includes an increase of \$3,585 for Personal Services Adjustments to account for the projected impact of new positions requested in the FY 2016 budget, approved union contracts, and corresponding salary and other adjustments.

Agency Budget Submission

Increase: OEA's proposed budget reflects a net increase of \$19,039 in the Agency Management and Adjudication programs to support projected personal services costs related to salary steps and Fringe Benefits.

Decrease: OEA's budget proposal includes a net reduction of \$19,039 in the Adjudication program to offset the projected increase in personal services. This adjustment is comprised of: \$8,168 in Contractual Services, \$5,091 in Equipment, \$2,980 in Other Services and Charges, and \$2,800 in Supplies costs.

Mayor's Proposed Budget

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

District's Proposed Budget

Enhance: In the Adjudication program, the proposed Local funds budget includes an enhancement of \$54,000 in nonpersonal services. This adjustment is comprised of a one-time increase of \$36,000 for website upgrades and \$18,000 to support court reporting services.

Reduce: In Local funds, OEA's budget proposal reflects a decrease of \$34,172 because of salary lapse savings in the Adjudication program.

Agency Performance Plan*

Office of Employee Appeals (OEA) has the following strategic objectives for FY 2017:

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. Create and maintain a highly efficient, transparent and responsive District government.**
2. Render impartial, legally sound decisions in a timely manner.
3. Streamline the adjudication process.
4. Maintain a system to allow the public to have access to all decisions rendered by the Office.

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 are more capital-based will have several key projects.

1. Render impartial, legally sound decisions in a timely manner. (2 Activities)

Activity Title	Activity Description	Type of Activity
Adjudication Process	Render impartial, legally sound decisions in a timely manner.	Daily Service
Adjudication Process	Render impartial, legally sound decisions in a timely manner.	Daily Service

2. Streamline the adjudication process. (1 Activity)

Activity Title	Activity Description	Type of Activity
Adjudication Process	Streamline the adjudication process.	Daily Service

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

Activity Title	Activity Description	Type of Activity
Customer Service	Maintain a system to allow the public to have access to all decisions rendered by the Office.	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. Create and maintain a highly efficient, transparent and responsive District government.** (9 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Contracts/Procurement Expendable Budget spent on Certified Business Enterprises	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Contracts/Procurement Contracts lapsed into retroactive status	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Local funds unspent	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Budget Federal Funds returned	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Customer Service Meeting Service Level Agreements	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Vacancy Rate	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee District residency	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Human Resources Employee Onboard Time	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016
Performance Management Employee Performance Plan Completion	X	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016	Forthcoming October 2016

2. Render impartial, legally sound decisions in a timely manner. (5 Measures)

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2015 Target	FY 2016 Target	FY 2017 Target
Number of Initial Decisions Issued		336	254	250	250	160
Number of Opinions and Orders Issued		34	35	25	25	35
Time Required to Complete Adjudications		14	11	12	12	12
Time Required to Resolve Petitions for Review		9	9	9	9	9
Percent of OEA decisions upheld by D.C. Superior Court and the D.C. Court of Appeals		92%	100%	99%	99%	99%

Performance Plan End Notes:

*For more information about the new structure and components of FY 2017 draft performance plans, please see the FY 2017 Proposed Budget and Financial Plan, Volume 1, Appendix E.

***"Create and maintain a highly efficient, transparent and responsive District government" is a new Strategic Objective this year required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2017 targets.