
Office of Employee Appeals

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Table CH0-1

Description	FY 2016 Actual	FY 2017 Approved	FY 2018 Proposed	% Change from FY 2017
OPERATING BUDGET	\$1,684,034	\$1,815,293	\$2,129,035	17.3
FTEs	14.1	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 2018 proposed budget is presented in the following tables:

FY 2018 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table CH0-2 contains the proposed FY 2018 budget by revenue type compared to the FY 2017 approved budget. It also provides FY 2016 actual data.

Table CH0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change
GENERAL FUND										
LOCAL FUNDS	1,684	1,815	2,129	314	17.3	14.1	15.0	15.0	0.0	0.0
TOTAL FOR GENERAL FUND	1,684	1,815	2,129	314	17.3	14.1	15.0	15.0	0.0	0.0
GROSS FUNDS	1,684	1,815	2,129	314	17.3	14.1	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 2018 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2018 Proposed Operating Budget, by Comptroller Source Group

Table CH0-3 contains the proposed FY 2018 budget at the Comptroller Source Group (object class) level compared to the FY 2017 approved budget. It also provides FY 2015 and FY 2016 actual expenditures.

Table CH0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2015	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Percentage Change*
11 - REGULAR PAY - CONTINUING FULL TIME	1,119	1,186	1,287	1,349	62	4.8
12 - REGULAR PAY - OTHER	89	119	110	107	-3	-2.8
13 - ADDITIONAL GROSS PAY	2	1	0	0	0	N/A
14 - FRINGE BENEFITS - CURRENT PERSONNEL	234	251	296	298	2	0.7
SUBTOTAL PERSONAL SERVICES (PS)	1,445	1,557	1,693	1,754	61	3.6
20 - SUPPLIES AND MATERIALS	2	6	3	3	0	1.4
31 - TELEPHONE, TELEGRAPH, TELEGRAM, ETC.	0	0	0	0	0	N/A
40 - OTHER SERVICES AND CHARGES	43	104	82	327	245	299.7
41 - CONTRACTUAL SERVICES - OTHER	23	14	35	40	5	13.0
70 - EQUIPMENT AND EQUIPMENT RENTAL	13	2	2	5	3	127.3
SUBTOTAL NONPERSONAL SERVICES (NPS)	81	127	123	375	253	206.0
GROSS FUNDS	1,525	1,684	1,815	2,129	314	17.3

*Percent change is based on whole dollars.

FY 2018 Proposed Operating Budget and FTEs, by Division/Program and Activity

Table CH0-4 contains the proposed FY 2018 budget by division/program and activity compared to the FY 2017 approved budget. It also provides FY 2016 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 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017	Actual FY 2016	Approved FY 2017	Proposed FY 2018	Change from FY 2017
(1000) AGENCY MANAGEMENT								
(1040) INFORMATION TECHNOLOGY	70	69	73	4	0.9	1.0	1.0	0.0
(1085) CUSTOMER SERVICE	57	53	56	3	0.9	1.0	1.0	0.0
(1090) PERFORMANCE MANAGEMENT	199	201	249	48	0.9	1.0	2.0	1.0
(1100) OFFICE OF EMPLOYEE APPEALS	545	705	612	-93	5.6	6.0	5.0	-1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	871	1,027	990	-37	8.5	9.0	9.0	0.0
(2000) ADJUDICATION								
(2001) ADJUDICATION PROCESS	614	600	701	100	5.2	5.5	5.5	0.0
(2002) APPEALS	127	123	375	253	0.0	0.0	0.0	0.0
(2003) MEDIATION	72	65	63	-2	0.5	0.5	0.5	0.0
SUBTOTAL (2000) ADJUDICATION	813	788	1,139	351	5.6	6.0	6.0	0.0
TOTAL PROPOSED OPERATING BUDGET	1,684	1,815	2,129	314	14.1	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 2018 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 2018 proposed budget.

FY 2017 Approved Budget to FY 2018 Proposed Budget, by Revenue Type

Table CH0-5 itemizes the changes by revenue type between the FY 2017 approved budget and the FY 2018 proposed budget. For a more comprehensive explanation of changes, please see the FY 2018 Proposed Budget Changes section, which follows the table.

Table CH0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2017 Approved Budget and FTE		1,815	15.0
Removal of One-Time Funding	Multiple Programs	-36	0.0
Other CSFL Adjustments	Multiple Programs	1	0.0
LOCAL FUNDS: FY 2018 Current Services Funding Level (CSFL) Budget		1,780	15.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	62	0.0
Decrease: To offset projected adjustments in personal services costs	Adjudication	-62	0.0
LOCAL FUNDS: FY 2018 Agency Budget Submission		1,780	15.0
Enhance: To support costs associated with compensation agreements	Adjudication	62	0.0
LOCAL FUNDS: FY 2018 Mayor’s Proposed Budget		1,842	15.0
Enhance: To support the OEA's website upgrades (one-time)	Adjudication	244	0.0
Enhance: To support costs associated with website maintenance	Adjudication	27	0.0
Enhance: To support the OEA Board's stipends	Adjudication	16	0.0
LOCAL FUNDS: FY 2018 District’s Proposed Budget		2,129	15.0
GROSS FOR CH0 - OFFICE OF EMPLOYEE APPEALS		2,129	15.0

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

FY 2018 Proposed Budget Changes

The Office of Employee Appeals’ (OEA) proposed FY 2018 gross budget is \$2,129,035, which represents a 17.3 percent increase over its FY 2017 approved gross budget of \$1,815,293. 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 2017 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 2018 CSFL adjustments to the FY 2017 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 2018 CSFL budget is \$1,780,435, which represents a \$34,858, or 1.9 percent, decrease from the FY 2017 approved Local funds budget of \$1,815,293.

CSFL Assumptions

The FY 2018 CSFL calculated for OEA included adjustment entries that are not described in detail on table 5. These adjustments include a decrease of \$888 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, and an increase of \$2,031 in nonpersonal services based on the Consumer Price Index factor of 2.5 percent.

CSFL funding for OEA includes a reduction of \$36,000 to account for the removal of one-time funding appropriated in FY 2017 for website upgrades.

Agency Budget Submission

Increase: OEA's proposed budget reflects a net increase of \$62,013 in personal services across multiple programs to support projected costs related to salary, step increases, and Fringe Benefits.

Decrease: In nonpersonal services, OEA's budget proposal includes a net reduction of \$62,013 in the Adjudication program to offset the projected increase in personal services. This adjustment is comprised of: \$31,966 in Other Services and Charges, \$31,292 in Contractual Services, \$1,555 in Supplies, partially-offset by an increase of \$2,800 in Equipment costs.

Mayor's Proposed Budget

Enhance: OEA's proposed budget reflects a net increase of \$62,000 in the Adjudication program to partially offset salary adjustments and step increases as a result of the Legal Service compensation legislation. This includes \$35,000 in Contractual Services, \$25,400 in Other Services and Charges, and \$1,600 in Supplies.

District's Proposed Budget

Enhance: OEA's proposed budget reflects an overall increase of \$286,600 in the Adjudication program. This adjustment includes: a one-time increase of \$244,000 for website upgrades; \$27,000 to support the continued maintenance of the agency's website; and \$15,600 to support the costs associated with board member stipends.

Agency Performance Plan

Office of Employee Appeals performance plan has the following objectives for FY 2018:

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 OEA.
4. Create and maintain a highly efficient, transparent, and responsive District government. **

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
Track Mediation of Attorney Fee Appeals	Develop a system to track mediation of attorney fee appeals to include how many attorney fee cases went through mediation, how long was the mediation process, and what was the outcome.	Key Project

3. Maintain a system to allow the public to have access to all decisions rendered by 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 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Number of Initial Decisions issued	No	254	165	250	160	150
Number of opinions and orders issued	No	35	59	25	35	25
Percent of cases reversing agency decisions	No	10.7%	9.8%	Not available	Forthcoming October 2017	Forthcoming October 2017
Percent of OEA decisions upheld by DC Superior Court and the DC Court of Appeals	No	100%	81%	99%	99%	99%
Time required to complete adjudications	No	11	8	12	12	12
Time required to resolve petitions for review	No	9	11	9	9	9

2. Streamline the adjudication process. (2 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of appeals involved in mediation process	No	Not available	Not available	Not available	Not Available	Forthcoming October 2017
Percent of appeals resolved through mediation	No	Not available	Not available	Not available	Not Available	Forthcoming October 2017

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

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Percent of Initial Decisions uploaded to website	No	Not available	Not available	Not available	Not Available	100%
Percent of opinions and orders uploaded to website	No	Not available	Not available	Not available	Not Available	100%

4. Create and maintain a highly efficient, transparent, and responsive District government.** (9 Measures)

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Budget- Federal funds returned	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Budget- Local funds unspent	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Contracts/Procurement- Contracts lapsed into retroactive status	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Contracts/Procurement- Expendable Budget spent on Certified Business Enterprises	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Customer Service- Meeting Service Level Agreements	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017

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4. Create and maintain a highly efficient, transparent, and responsive District government.
(9 Measures)**

Measure	New Measure/ Benchmark Year	FY 2015 Actual	FY 2016 Actual	FY 2016 Target	FY 2017 Target	FY 2018 Target
Human Resources- Employee District residency	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Human Resources- Employee Onboard Time	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Human Resources- Vacancy Rate	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017
Performance Management- Employee Performance Plan Completion	No	Forthcoming October 2017	Forthcoming October 2017	Forthcoming October 2017	Not Available	Forthcoming October 2017

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. Track mediation of attorney fee appeals

Measure	New Measure/ Benchmark Year	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual
Number of attorney fee appeals mediated	No	Not Available	Not Available	Not Available

Performance Plan Endnotes

*For more information about the structure and components of FY 2018 draft performance plans, please see the FY 2018 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 required for all agencies.

***Key Performance Indicators that are new may not have historical data and may only have FY 2018 targets.